



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 13, 2017 at 2:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [2:00 PM]
2. **WORK SESSION**
 - Manager Recruitment
 - Public Works Agreement
 - Thoughtful Growth in Action
 - Governance
 - Local Development Corporation
 - Tax Increment Financing Districts
3. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
4. **APPROVE AGENDA**
5. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Interview Citizens for Reappointment:
 - Andrew Boutin, Planning Commission
 - Aaron Martin, Zoning Board
 - John Alden, Planning Commission
 - Nick Meyer, Tree Advisory Committee
 - Joe Weith, Planning Commission
 - c. Presentation by Maura Collins re: Affordable Housing Committee and Planning Grant
6. **OLD BUSINESS**
 - a. Reappointments to Boards, Commissions and Committees – Pat Scheidel
 - b. Approve and Sign Letter to Chair of the Essex Westford School Board – George Tyler
 - c. Approve and Sign Acknowledgement of Assumption of Debt for Essex Junction Recreation and Parks – George Tyler
 - d. Manager’s Annual Appointments – Pat Scheidel
 - e. Reappointments to Chittenden County Regional Planning Commission and Transportation Advisory Committee – Pat Scheidel
 - f. Reappointments to Clean Water Advisory Committee – Pat Scheidel
 - g. Appointment to Ad Hoc Evaluation Committee for Public Works Consolidation – Pat Scheidel
7. **NEW BUSINESS**
 - a. Bid Award for WWTF Headworks Screen – James Jutras
8. **MANAGER’S REPORT**
 - a. Trustees meeting schedule

9. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**

- a. Board Member Comments
- b. Minutes from Other Boards/Committees:
 - Block Party Committee 5/22/17
 - Planning Commission 5/18/17
 - Capital Program Review Committee 6/6/17
- c. Certificate of Recognition 2016 Tree City USA
- d. Memo from Dennis Lutz, Public Works Director, re: Pedestrian Bridge on Main Street
- e. Letter from Champlain Valley Exposition re: Neighbors Meeting on 6/13/17
- f. Update on Regional Dispatch

10. **CONSENT AGENDA**

- a. Minutes of Previous Meeting 5/23/17
- b. Expense Warrant #17046 dated 5/26/17 in the amount of \$457,406.28
- c. Expense Warrant #17047 dated 6/2/17 in the amount of \$148,931.61
- d. Expense Warrant #17048 dated 6/9/17 in the amount of \$37,482.40
- e. FYE 18 Lease for Essex CHIPS
- f. Champlain Water District Easement Adjustment for Cascade Street Meter Vault
- g. Letter to Mayor of Kyiv, Ukraine, in support of March of Equality and Amnesty International

11. **ADJOURN**

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

MEMORANDUM

DRAFT

TO: Selectboard/Trustees

FROM: Patrick Scheidel, Municipal Manager

DATE: June 1, 2017

SUBJECT: Request for Qualifications for Municipal Manager Recruitment

ISSUE – The issue is whether, the Selectboard & Trustees will approve the Request for Qualifications (RFQ) for the recruitment of the Municipal Manager position.

DISCUSSION – The Selectboard has previously jointly discussed the recruitment process with the village trustees for the next Municipal Manager. The next step is to approve and then submit the RFQ to the search firms on the attached lists. The first list contains all firms received from the International City/County Management Association (ICMA); the second has been reduced to only include those firms in the eastern United States. Also enclosed is a sample manager recruitment schedule that discusses the process in its entirety.

COST – The cost will vary based upon the proposals received and the firm that is selected. A full recruitment process may cost in the neighborhood of \$30,000.

RECOMMENDATION – It is recommended that the Selectboard and the Trustees approve the RFQ for the Recruitment of the Municipal Manager.

DRAFT



Town of Essex/Village of Essex Junction, Vermont

Request for Qualifications

Executive Search Firm – Municipal Manager Recruitment

The Town of Essex and Village of Essex Junction, population approximately 21,000, are seeking an executive search firm to recruit a municipal manager. Essex Junction is an incorporated village within the Town of Essex, and the two municipalities share a municipal manager. The manager is retiring after serving nearly 27 years as Town Manager including the past four years as the municipal manager for the Town and Village.

The Town and Village are seeking a manager who will continue the existing vision and leadership of two organizations with a combined total of more than 100 employees. The incoming manager will possess strong leadership and interpersonal/electronic communication skills and have the ability to work collaboratively with staff, elected officials, and the residents of Essex. The Town of Essex operates the following departments: Public Works, Finance, Parks & Recreation, Police, Fire, Community Development, Library, Town Clerk and Assessor's offices; the Village of Essex Junction operates its own Community Development, Fire, Library, and Recreation & Park offices.

The Town and Village invite qualified firms to submit letters of interest and statements of qualifications and experience for consideration to provide recruitment services. Firms submitting proposals should have a successful record of recruiting and placing managers in small to mid-sized towns and cities.

Proposals must be received by 4:30 p.m. on **TBD**. Proposals can be submitted by mail to:

Town Manager's Office
81 Main St
Essex Junction, VT 05452

Electronic submittals are acceptable and should be submitted to tsabataso@essex.org. Please note that an original copy must also be mailed to the above address.

Proposal Requirements

All proposals must include the following information:

1. Firm name, address, telephone number, and contacts person(s).
2. A brief history of the firm, including the number of years in operation.
3. List of recent recruitments conducted, with three to five references.
4. A detailed plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background checks, references checks, etc.).
6. Information regarding the average tenure of past candidates placed by firm as well as information regarding replacement services.
7. A detailed fee schedule disclosing any and all fees charged to client during the course of the search.

Selection/Negotiation Process

The Town Selectboard and Village Trustees shall schedule interviews with the search firms they deem most qualified. Once the interview process has been completed, the boards will select their top candidate on the basis of the evaluation criteria and enter into negotiations. A contract will be entered into once terms have been agreed to by both sides. The chosen firm shall be required to present a minimum of five (5) qualified candidates to the Selectboard and Trustees within 60 days from the date the contact was signed.

Contact

Any firm with questions regarding this request for qualifications may contact the Municipal Manager's Office at 802-878-1341.

Full List of Firms

Company Name	Address	Address	City	State	Zip	Phone	Email	Nationwide (Y/N)	State 1	State 2	State 3	State 4	State 5	State 6	State 7	State 8
Mercer Group, Inc., The	5579B Chamblee Dunwoody Road	Suite 511	Atlanta	GA	30338	770-551- 0403	jmercer@mercergroupinc.com	Y	New Mexico (1000 Cordova Place #726, Santa Fe,							
Michigan Municipal League	1675 Green Road		Ann Arbor	MI	48105	734-669- 6326										
Municipal Resources Inc.	120 Daniel Webster Highway		Meredith	NH	3253	603-279- 0352 ext304	all@mrigov.com	Y	Pennsylvania (414 N Second Street, Harrisburg,							
Murphy, Symonds & Stowell Search	1001 SW 5 th Avenue	Suite 1100	Portland	OR	97204	503-244- 2126										
New Hampshire Municipal Association	25 Triangle Park Dr.		Concord	NH	3301	603-224- 7447	nhmainfo@nhmunicipal.org									
Novak Consulting Group, The	1776 Mentor Avenue		Cincinnati	OH	45212	513-221- 0500	info@thenovakconsultinggroup.com									
Patriot Consulting Group	572 Broadway, P.O. Box 4191		Long Branch	NJ	7740	800-404- 1241	field@patriotconsulting.us		Washington, DC							
Peckham and McKenney	300 Harding Blvd	#106e	Roseville	CA	95678	866-912- 1919	boffi@peckhamandmckenney.com		California							
Prothman Company	371 NE Gilman Blvd	Suite 350	Issaquah	WA	98027	206-368- 0050	info@prothman.com									
Public Administration Associates Attn.: William D. & Denise A. Frueh	P. O. Box 282		Oshkosh	WI	54903	920-235- 0279	info@public-administration.com									
Ralph Andersen & Associates	5800 Stanford Ranch Rd.	Suite 410	Rocklin	CA	95765	916-630- 4900	info@ralphandersen.com		California							
Resource Management Associates	17037 Oak Park Ave		Tinley Park	IL	60477	708-444- 2326	rma2500@gmail.com ; RMA9696@gmail.com									
RJA Management Services, Inc.	2719 S. Mayflower Ave.	Suite A	Arcadia	CA	91006	626-447- 3318	rgarcia@rjamanagement.com		California							
Roberts Consulting Group	PO Box 16692		Beverly Hills	CA	90209	818-783- 7752	robertsrca@msn.com		California							

Eastern U.S. Firms

Company Name	Address 1	Address 2	City	State	Zip	Phone	Email	Nationwide (Y/N)	State 1	State 2	State 3	State 4	State 5	State 6	State 7	State 8
Afflon Public	2120 Market Street	Suite 100	Camp Hill	PA	17011	717-214-4922 888-321-4922	info@afflonpublic.com	Y	Pennsylvania	Texas (501 Lakeshore Circle Point Venture, TX						
Colin Baenziger & Associates	2055 South Atlantic Avenue	Suite 504	Daytona Beach Shores	FL	32118	561-707-3537	Colln@cb-asso.com									
Eaton Peabody	77 Sewall Street	# 3000	Augusta	ME	4330	(207) 622-3747	bferdinand@eatonpeabody.com jhuntington@eatonpeabody.com		Maine (80 Exchange Street, Bangor, ME 04401)	Maine (167 Park Row # 1, Brunswick, ME 04011)	Maine (204 Main Street, Ellsworth, ME	Maine (P.O. Box 15235, One Portland Square, 7th				
Edward J. Collins, Jr. Center for Public Management	UMASS Boston 100 Morrissey Blvd.	Healey Library, 10th Floor, Room 25	Boston	MA	2125	617-287-4824	collins.center@umb.edu									
Executive Search Consultants	20600 Chagrin Blvd 425 Fifth Avenue	4th Floor	New York	NY	10016	212-398-9556	aesc@aesc.org									
GovHR USA	650 Dundee Road	Suite 270	Northbrook	IL	60062	847-380-3240	info@govhrusa.com									
Jersey Professional Management	23 North Avenue E.		Cranford	NJ	7016	908-276-2777	info@jersevpromgmt.com									
Lee Group, The	11838 Rock Landing Dr.	Suite 150	Newport News	VA	23606	757-873-0792	waltg@theleegroup.com		Virginia (508 Baylor Court, Suite A, Chesapeake	Virginia (7341 Whitepine Road, Chesterfield,						
Maine Municipal Association	60 Community Drive		Augusta	ME	4330	Phone: 207-623-8428 Toll-Free: 1-800-452-8786	ResourceCenter@memun.org									
Management Partners, Inc.	1730 Madison Road		Cincinnati	OH	45206	513-861-5400		Y	California (2107 North First Street, Suite 470 San Jose,	California (3152 Red Hill Ave, Suite 210 Costa Mesa,	Florida (622 Hattaway Drive Altamonte					
McGrath Consulting Group, LLC	P.O. Box 190		Wonder Lake	IL	60097	815-728-9111	info@mcgrathconsulting.com									
Mercer Group, Inc., The	5579B Chamblee Dunwoody Road	Suite 511	Atlanta	GA	30338	770-551-0403	JMercer@mercergroupinc.com	Y	New Mexico (1000 Cordova Place #726, Santa Fe,							

Municipal Manager Recruitment Schedule

May-July, 2017

- **Put together Request for Qualifications (RFQ)**
- **Assemble list of recruitment firms**
- **Present RFP to Selectboard and Trustees for approval**
- **Submit RFP to recruitment firms**
- **Review incoming firm proposals**
- **Present proposals to Selectboard and Trustees**
- **Select recruitment firm to conduct the Municipal Manager Search**

July-August, 2017

- **Write Sample Contract**
- **Attorney Review**
- **Determine Salary Range**
- **Identify Interview Process**
 - **Appoint interview panel**
 - **Appoint citizen committee and determine extent of involvement**
 - **Determine role of current Municipal Manager in the recruitment process**
 - **Determine level of press involvement**
 - **Determine level of staff involvement**

August-October, 2017

- **Review incoming candidate profiles**
- **Determine interview pool**
- **Around October 1, 2017 conduct first interviews**
- **Around October 15, 2017 conduct second interviews**
- **Around October 29, 2017 conduct background & reference checks**

November-December, 2017

- **Select Finalist**
- **Extend Offer**
- **Approve Municipal Manager Contract**
- **New Municipal Manager Begins**



TOWN OF ESSEX VERMONT

MEMORANDUM OF AGREEMENT BETWEEN TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF PUBLIC WORKS SERVICES

This Memorandum of Agreement (Agreement) is entered into this ____ day of January 2015, by and between the Town of Essex (“Town”) and the Village of Essex Junction (“Village”).

WITNESSETH:

WHEREAS, the Town and Village continue to work cooperatively on a shared services model to improve the delivery of services for the mutual benefit of the residents of the Town and Village; and

WHEREAS, pursuant to this model, a shared “Municipal Manager” is in place, tax billing and collections for the Town and Village have been unified, and a storm water permitting and management services agreement has been approved; and

WHEREAS, the Village and Town now propose the incremental development of a combined public works department for the management of highway and engineering functions as well as any other public works-related functions as may be mutually agreed upon by the Town and the Village; and

WHEREAS, the incremental development of combining public works departments is necessary due to the relative cost impacts of consolidation to each municipality, presently- unidentified cost savings that may be achieved from consolidation, and the lack of required staffing within the existing Town public works department to provide the full range of services under consolidation within the first year of this Agreement; and

WHEREAS, section 4901 of Title 24, Vermont Statutes Annotated, allows a municipality to contract with another municipality to perform any governmental service, activity or undertaking which each municipality is authorized by law to perform, provided the legislative body of each municipality approves the contract and the expenses for such governmental service is included in a municipal budget approved under 17 V.S.A. § 2664 or comparable charter provision; and

WHEREAS, the Village and the Town desire to continue their coordinated efforts with respect to shared services by creating one cost center within the Town's annual budget for a portion of the Village's public works functions, and to continue studying the consolidation of those functions;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. **Term:** This Agreement shall be effective upon execution, and shall continue in effect for the three (3) fiscal years ending ("FYE") June 30, 2016, 2017 and 2018 ("Term").
2. **Village Highway Budget:** On or before January 15, 2015, and by January 15th of each year thereafter during the Term of this Agreement, the Village Board of Trustees shall prepare and provide the Town Selectboard with a "Village Highway Budget" for its consideration and consolidation within the Town's Highway Budget, which is a component part of the Town's General Fund Budget. Except as set forth in section 3 below, the Village Highway Budget shall consist of items previously identified within the Village's "Street Department Budget" including, without limitation, all salaries and benefits of Village employees within its highway department. During the Term of this Agreement, the Village shall not

increase the annual Village Highway Budget as defined herein by more than six percent (6%) over the previous year's budget amount without agreement of the Town Selectboard.

3. **Exclusions from Village Highway Budget:** Unless otherwise agreed by the Town and Village, the Village Highway Budget submitted by the Village Board of Trustees for inclusion in the Town budget shall not include funds for capital project paving or equipment replacement, which shall continue to be a Village expense separate and apart from the Village Highway Budget. The Village Highway Budget also shall not include any storm water permitting or management costs, which are covered under a separate Memorandum of Agreement between the Parties hereto. Additionally, any indebtedness for highways and related infrastructure incurred by either municipality prior to the effective date of this Agreement shall not be included as part of any combined highway budget, but rather shall remain the separate obligations of the respective municipality.

4. **Town Highway Budget:** The Town Selectboard shall incorporate the Village Highway Budget as prepared and provided by the Village Board of Trustees pursuant to section 2, above into the Town General Fund Budget for approval by the legal voters of the Town at its annual meeting in March pursuant to 24 V.S.A. Appx. Ch. 117, § 303. In the event the Town voters do not approve a budget that includes the Village Highway Budget, or approve a lesser amount than what was prepared and presented by the Village Board of Trustees, then the Town will so inform the Village and the Village shall be and remain responsible for raising such funds through the Village budgeting process.

5. **Payment:** The Town shall pay all Village Highway Budget costs as incorporated into the voter-approved Town budget as incurred. In the event actual Village Highway Budget costs differ from budgeted amounts, the Village Board of Trustees and Town Selectboard may

adjust future budgets to account for any under or over collections between the two municipalities.

6. **Integration Study:** On or before November 1, 2015, the Town Public Works Director and/or his designees, in coordination with the Village Public Works Superintendent and/or his designees, shall prepare a plan for presentation to the Municipal Manager for fully consolidating and integrating public works functions within the Town and Village. The plan shall identify potential cost savings and/or efficiencies, non-monetary benefits, and added service capabilities to be gained under a combined public works department, and shall include, at a minimum:

a. An integrated communications plan, including all hardware, internet and software computer costs, allowing unfettered and seamless communication between the two communities as part of a consolidated department;

b. Recommended changes or improvements necessary to provide better customer service, improved dissemination of work to be performed in the community, and centralized management of complaints;

c. A written Winter Operations plan applicable to both municipalities; and

d. A written procedure for procuring outside engineering and contract services that is beyond the capability of in-house resources, which shall include a list of qualified firms and their fee schedules.

7. **Employee Relations:** Any shared public works services between the Town and the Village during the Term of this Agreement shall be managed by the Municipal Manager. The Town public works department will advise the Municipal Manager and make recommendations with respect to public works related operations in the Village, but shall have

no direct management or supervisory functions within the Village, unless it is determined on the basis of the integration study and agreed upon by both municipalities that the management and supervision functions will change as a result of the study findings in years two and three of the agreement. Village highway and Town highway employees shall remain employees of their respective municipalities subject to their existing personnel policies and collective bargaining agreements. The Village Public Works Superintendent shall continue to supervise and set the work schedule for Village employees, and the Town Public Works Superintendent shall continue to supervise and set the work schedule for Town employees. When employees of either the Town or the Village perform work in the other municipality, the employees shall remain members of their respective collective bargaining units but will be supervised by the individual in charge of the work being performed. Town and Village management shall meet with Town union (AFSCME) and Village Association representatives concerning the structure of labor contracts under an integrated management system of public works delivery prior to the expiration of existing collection bargaining agreements.

8. **Review Committee:** A committee consisting of two (2) Town Selectboard members, two (2) Village Board of Trustees members, and one (1) qualified outside technical agent as mutually agreed to by the Town and Village shall be created to review the shared public works operations. On or before October 1, 2017, the review committee shall make recommendations to the Village Board of Trustees and the Town Selectboard on whether to continue or modify the shared public works services model developed pursuant to this Agreement, revert to the model existing prior to this Agreement, or establish a permanent and combined public works department for the Town and Village to become effective on July 1,

2018. The Town Selectboard and the Village Board of Trustees shall act on the recommendations of the review committee on or before December 1, 2017.

9. **Miscellaneous:** This Agreement may be modified only by a written amendment signed by the Parties. If any provision of this Agreement shall be found to be invalid, inoperative or unenforceable in law or equity, such finding shall not affect the validity of any other provisions of this Agreement, which shall be construed, reformed and enforced to effect the purposes of this Agreement to the fullest extent permitted by law. This Agreement shall be governed by and construed under the law of the State of Vermont, without application of principles of conflicts of laws, and constitutes the entire agreement of the Parties with respect to the subject matter hereof, superseding all prior oral and written communications, proposals, negotiations, representations, understandings, courses of dealing, agreements, contracts, and the like between the Parties in such respect.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

For the Town of Essex Selectboard

For the Village of Essex Junction Board of Trustees

Max G. Levy, Chair

George A. Tyler, President

Brad M. Luck, Vice Chair

Daniel S. Kerin, Vice President

Andrew J. Watts, Clerk

Andrew Brown

R. Michael Plageman

Elaine Sopchak

Irene A. Wrenner

Lori A. Houghton

- RPC is facilitating an Opioid Alliance to reduce opioid abuse. The alliance includes UVM Medical Center, United Way, City of Burlington, and State Health Department.
- “Building Homes Together” initiative focuses on building houses in the right places (i.e. growth centers, on transit lines, and such) and addresses the barrier employers are facing of not having enough housing for the workforce.

George Tyler commented positively on the projects and responsiveness of RPC.

4. OLD BUSINESS

1. Thoughtful Growth in Action

Pat Scheidel recommended a joint meeting be held with the Selectboard to discuss the next steps in the TGIA recommendations to move forward to a joint planning commission and two development review boards. At the 10/3/16 meeting the Essex Selectboard voted in support of holding a joint meeting on the topic. Elaine Sopchak suggested having the joint meeting after the recreation vote because if the vote is “no” there will be much work to do with the recreation department.

George Tyler asked about the timeline for transitioning mentioned in the memo from Pat Scheidel. Mr. Scheidel explained he was referring to looking at the short and long horizon and how to get there.

MOTION by George Tyler, SECOND by Elaine Sopchak, to authorize staff to schedule a joint meeting with the Essex Selectboard to review and approve a timeline for transitioning to a joint planning commission and two development review boards.

DISCUSSION: It was noted the meeting is not anticipated until 2017 due to the current workload of the boards.

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

2. Discuss Work Session

Pat Scheidel summarized the joint work session on the RGSC recommendation for the recreation departments, noting both the Selectboard and the Trustees agreed to add the vote on December 13, 2016 to their meeting agenda for discussion.

There was discussion of drafting a letter of support for the work by RGSC to post on Front Porch Forum and publish in the newspaper. George Tyler and Elaine Sopchak will draft the letter. George Tyler mentioned the contract with the Prudential Committee for the recreation department must be dissolved. Guidance is needed on how to dissolve the contract, the timeline, and if there are any legal issues. If there is a positive vote on the RGSC recommendation guidance is needed on whether the village or Prudential Committee turns over the recreation department. If the vote is negative then the village will take over the recreation department and employees. Andrew Brown suggested meeting with the Prudential Committee and Brad Luck to make a plan if the vote is negative. George Tyler suggested Pat Scheidel, Lauren Morriveau, Doug Fisher, and Judy DeNova have a conversation on what has to happen if there is a negative vote, and

Memorandum

To: Essex Junction Trustees
Patrick C. Scheidel, Municipal Manager
From: Greg Duggan, Assistant Town Manager GSD
Re: Update on Thoughtful Growth In Action
Date: October 5, 2016

Issue

The issue is whether the Trustees will hold a joint meeting with the Essex Selectboard to discuss next steps in pursuing the Thoughtful Growth in Action (TGIA) recommendation to move to a Joint Planning Commission and two Development Review Boards.

Discussion

The Selectboard and Trustees have met with their respective planning commissions and zoning boards of adjustment to discuss TGIA recommendations. The boards had planned to use the results of those discussions to guide a joint meeting between the Selectboard and Trustees.

The Trustees met with the Village Planning Commission and Zoning Board on July 25, 2016. The group consensus was to support more coordinated planning, with attention paid to the following issues:

- Populating new boards with the right people, with balanced Town/Village representation on the Joint PC
- Improving public participation, communication, and education about transition process, as well as general planning and development issues
- Training for board members
- Allowing the Village and Town centers to complement each other while retaining their distinct identities
- Governance changes should be made thoughtfully and fairly

At the Selectboard meeting on July 11, 2016, board members and commissioners raised the following issues:

- Timetable for transition
- Clarity on roles of Joint PC, DRBs
- What happens to existing Comprehensive Plans/Regulations/Land Development Code?
- Staffing
- Clarity on benefit for Town and Village, particularly in areas of affordable housing, energy efficiency, etc.
- Ensuring communication and collaboration between PC and DRBs
- Looking at examples of other, similar towns that have gone through transitions (ZBA to DRB; Joint PC)
- Training for board members on new roles
- Compatibility of existing comp plans, and when a single vision for Essex will be laid out by a single PC
- Changes in relationship with RPC

- Legislative and charter requirements and restrictions

On Oct. 3, the Selectboard voted unanimously to meet with the Trustees to discuss next steps in adopting TGIA recommendations.

Cost

None.

Recommendation

It is recommended that the Trustees authorize staff to schedule a joint meeting with the Essex Selectboard to review and approve a timeline for transitioning to a Joint Planning Commission and two Development Review Boards.

Thoughtful Growth in Action Final Report

Prepared by Delia Clark & Ariana McBride

March 1, 2016

On behalf of the Thoughtful Growth in Action Project

www.essexgia.com



ACKNOWLEDGMENTS

Thank you to the many residents, municipal staff and other stakeholders who contributed their time and insights to this effort. The authors would like to acknowledge:

Working Group Members: John Alden, Andrew Brown, Maura Collins, Sue Cook, Ned Daly, Paula DeMichele, Brad Dousevicz, Paula Duke, Mary Jo Engel, Greg Farkas, Theresa Fletcher, Matt Gibbs, Ben Gilliam, Dana Hanley, Sharon Kelley, Ron Lawrence, Mitch Lefevre, Greg Morgan, Robin Pierce, Sarah Salatino, Johnathan Schumacher, Thomas Weaver, Irene Wrenner, and Vanessa Zerillo.

Steering Committee Members: Max Levy (Town Selectboard), George Tyler (Village Trustees), Pat Scheidel (Town/Village Manager), Greg Duggan (Town Planner/Asst. Town Manager), Doug Fisher (Town Director of Admin Services).

Thank you to those interviewed about planning governance issues:

Charlie Baker & Regina Mahoney,
Chittenden County Regional Planning Commission

Paul Conner, City of South Burlington

Ellen Howard, Town of Rockingham

Todd Thomas, Town of Morristown

Ron Rodjenski, Town of Hyde Park

Steve Lotspeich, Town of Waterbury

Michael Brainds, Town of Woodstock

Lea Kilvadyova, Town of Johnson

Jonathan Elwell, Village of Enosburg Falls

Joshua Schwartz, Mad River Valley Planning District

A special thanks to:

Lee Krohn, Chittenden County Regional Planning Commission, - for his presentation at the second Working Group meeting

Orton Family Foundation for use of its keypad polling system

Photo credits

Cover page: Derek Bruff, Flickr, Creative Commons 2.0

TGIA activity photos: Greg Duggan & Sharon Kelley



CONTENTS

- Executive Summary 1
- Project Overview5
- Guiding Principles 11
- Project Findings 12
- Governance Scenarios..... 18
- Recommendations 23
- Moving Forward 34

EXECUTIVE SUMMARY

Project Overview

Thoughtful Growth in Action (TGIA) has focused on exploring new approaches to planning governance structures in the Town of Essex and the Village of Essex Junction. The project stemmed from the belief, highlighted by the Heart & Soul of Essex project, that the community wants a shared vision that honors and builds on the unique characteristics of the Village and the Town outside the Village. Moving towards a shared vision, however, may be complicated by the current planning structure of two Planning Commissions and two Zoning Boards.

The project had three primary goals:

- To create a shared understanding about how planning works today;
- To engage in a conversation about how changes in planning governance could lead to more thoughtful growth in the Town and Village; and
- To explore possible paths to improve the current planning governance structure in Essex moving forward.

This report presents a summary of TGIA's process, findings and recommendations.

SCENARIO PLANNING

TGIA used a method called Scenario Planning to present and evaluate different governance options. The benefit of this approach is that it provides a concrete framework for participants to think about trade-offs between choices. It also encourages people to articulate what they like or do not like about options, which often leads to the development of a better "preferred alternative" that may have characteristics of different options presented.



Project Process

TGIA used a mix of research and community participation to develop a set of findings and recommendations. Over 300 Essex residents participated in the project through one of the following activities:



Community Workshops: TGIA held two community workshops to solicit input from the broader community. The first workshop focused on gathering participants' hopes and concerns about planning in Essex. The second workshop solicited input from participants on their reactions to the project's findings and recommendations.



Community Survey: TGIA conducted an online survey from September to October in order to complement the first Community Workshop and provide an additional input mechanism for early input into the process.



Working Group Sessions: Twenty-four Essex residents and key stakeholders participated in four intensive sessions in order to explore planning governance issues and develop a set of recommendations.



Targeted Outreach: TGIA used a project website and newsletter as well as a variety of other communication channels to share information about project progress. It also reached out to those most familiar with planning and development review to get their input.



Issues Based Research: TGIA used a variety of ways to gather information on key governance issues from other communities, regional entities and state resources.

Small group discussion at Community Workshop #2



Key Findings

TGIA developed a set of findings related to long range planning, development review, board development, staffing, resources and community participation in planning. Top findings include:

There is a desire for greater collaboration across the Town and Village. While ad hoc collaboration around planning already occurs across the Town and Village, there was a clear interest in more collaboration.

The differences between the Town and Village matter but so does the relationship between the two. Many workshop and survey respondents spoke to ways in which the town and village were different yet also complementary.

The current governance structure is not broken but there is potential for improvement. While both Planning Commissions spend a significant portion of their time on long range planning, there was an expressed desire to dedicate more time to more proactive planning in addition to the state required updates to the municipal plans. There is also the potential to even out board work load and match up volunteers' skills better if board responsibilities were more distinct. However, it would be paramount to ensure the connection between long range plan and practical application of bylaws and development review.

Early on in the process some raised the question of whether the current structure made for an inefficient process (i.e. potential for applications to have to go to two different boards). Although there

is not as much of an efficiency problem as some people thought may be the case at the project's beginning, the perception of the process's simplicity could be improved.

There is room to improve community participation efforts. Many of the comments TGIA received about development review had to do with community members own experiences with a particular application review process. These comments often related to the feeling of a lack of transparency or a feeling of not being heard. It is likely that some of these experiences related to a mismatch between residents' expectations about how much influence they could have in the process and what is possible for boards to consider.

While structural changes will address some of the findings above, many of them will be better addressed through non-structural recommendations that could be adopted under any governance board structure.

Recommendations

TGIA developed a set of four recommendations for the Town of Essex Selectboard and Village of Essex Junction Trustees to consider:

RECOMMENDATION #1: MOVE TO CREATE A JOINT PLANNING COMMISSION AND TWO SEPARATE DEVELOPMENT REVIEW BOARDS.

This recommendation would create a formal Joint Planning Commission as enabled under State Statute. Planning Commissioners would be appointed by the Selectboard, as

required by State Statute, with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. It would create two separate Development Review Boards that would be appointed by their respective legislative bodies. Also, over time, Essex would move towards the adoption of a single Municipal Plan. There would be two sets of bylaws that would be adopted by their respective legislative bodies (i.e. Selectboard or Trustees).

RECOMMENDATION #2: USE A PHASED APPROACH TO STRUCTURAL CHANGES.

The transition to a different governance structure will require a thoughtful and deliberate approach. As appropriate, changes should be phased in order to evaluate whether they are producing a more effective planning governance structure.

RECOMMENDATION #3: EMPOWER BOARDS TO ESTABLISH A TIMEFRAME AND WORK WITH STAFF TO MAKE A PLAN FOR TRANSITION.

The Town Selectboard and Village Trustees are ultimately responsible for making decisions about what changes will occur. TGIA encourages both bodies to coordinate with their respective Planning Commissions, Zoning Boards of Adjustment and Community Development staffs to ensure any transition occurs smoothly. In addition, the broader community should be kept informed about transition plans and provided with opportunities to provide input when appropriate.

RECOMMENDATION #4: CONTINUE TO EXPLORE AND IMPLEMENT WAYS TO IMPROVE PUBLIC PARTICIPATION IN PLANNING.

There are several areas where improvements are possible including:

- **Communications 2.0:** Refine messaging and communication channels to better communicate planning issues.
- **Participation 2.0:** Improve current methods of participation and develop new ways for people to participate in planning.
- **Open Access:** Provide easier access to town related data such as developing a permit tracking system.
- **Human Resources:** Consider ways to support staff and volunteers in their efforts to encourage public participation.

This Report

This report is the result of a participatory process that aimed to study and recommend possible changes to planning governance. The Town Selectboard and Village Trustees will determine what changes, if any, are made. The purpose of this report is to document how and why TGIA developed its specific recommendations to aid in the municipal decision-making process.

PROJECT OVERVIEW

Thoughtful Growth in Action (TGIA) has focused on exploring new approaches to planning governance structure in the Town of Essex and the Village of Essex Junction. The project stemmed from the belief, highlighted by the Heart & Soul of Essex project, that the community wants a shared vision that honors and builds on the unique characteristics of the Village and the Town outside the Village. Moving towards a shared vision, however, may be complicated by the current planning structure of two Planning Commissions and two Zoning Boards.

The support for TGIA also comes from the interest of the Town of Essex Selectboard and the Village of Essex Junction Trustees in consolidating municipal services when it makes sense to do so. While the project was born out of this interest there was no directive to look at only consolidated options. TGIA explored a variety of choices for planning governance, which will be described in more detail later in this report.

Goals

The project had three primary goals:

- To create a shared understanding about how planning works today;
- To engage in a conversation about how changes in planning governance could lead to more thoughtful growth in the Town and Village; and
- To explore possible paths to improve the current planning governance structure in Essex moving forward.

This report presents a summary of TGIA's process, findings and recommendations.

What is Planning Governance?

TGIA developed the following definition of planning governance. The project was largely focused on governance structures, primarily the Planning Commissions and Zoning Boards of Adjustment.

The values, rules, structures and people that guide what our community is and what it will become.

VALUES		<ul style="list-style-type: none"> • H&S • "Urban" • "Rural" 	
RULES		<ul style="list-style-type: none"> • Policies • Regulations 	
STRUCTURES		<ul style="list-style-type: none"> • Selectboard & Trustees • Planning Commissions • Zoning Boards 	<ul style="list-style-type: none"> • Other Municipal Boards • Municipal Departments
PEOPLE		<ul style="list-style-type: none"> • Residents • Business owners • Land owners 	<ul style="list-style-type: none"> • Developers • Municipal staff

PROJECT PROCESS

TGIA used a balance of issue-based research and community input to develop its findings and recommendations. This approach enables Essex to learn from the experiences of other communities and develop governance options that are feasible within the specific context of the community.

Community Participation

Over 300 Essex residents participated in TGIA over the course of five months (see Project Timeline on next page). They were engaged in the project through a variety of activities; brief descriptions of those activities are included below. Full summaries of input from all activities can be found in this report's companion Appendix or online in the project's library:

<http://www.essextgia.com/library.html> (online library will be available through May 10, 2016).

Small group discussions at Community Workshop #1



COMMUNITY WORKSHOP #1

The first Community Workshop focused on gathering participants' hopes and concerns about planning in Essex. Discussion focused on issues including but not limited to leadership and staff resources, economic development, open space, historic preservation, housing, transportation, walkability, aesthetics and community engagement.

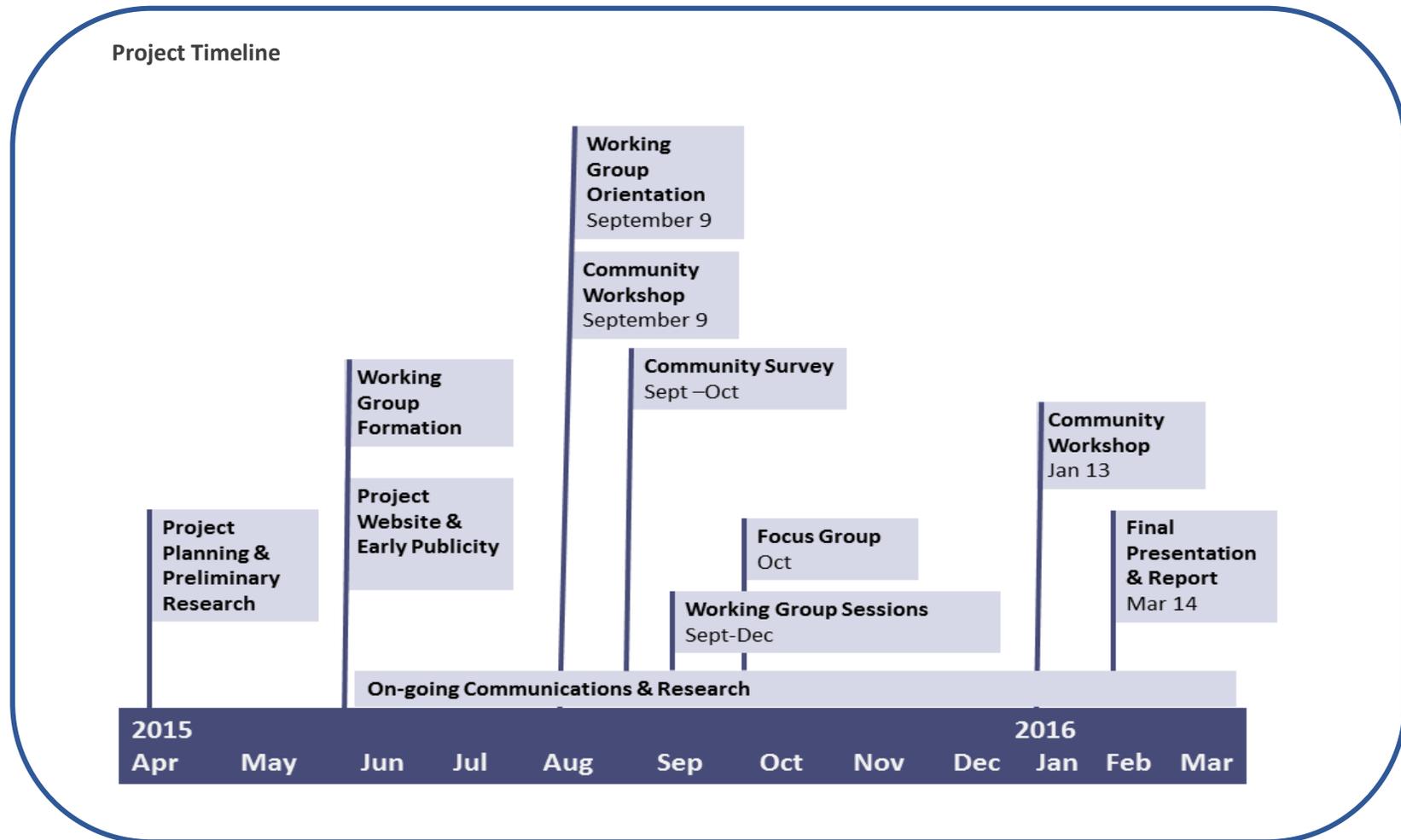
COMMUNITY SURVEY

The Community Survey used the input from the Community Workshop to frame questions related to the similarities and differences between the Village and the Town outside the Village as well as gather information on people's perspectives and experiences with planning in the community.

In terms of understanding how planning works in Essex, over half the participants indicated "don't know" for most of the questions related to governance. In the survey comments, many respondents shared their dissatisfaction with recent projects in some way (e.g. process around the decisions, aesthetics of the projects, potential municipal costs, perception that Essex is a "developer's town").

In terms of similarities and differences between the parts of town, just about half of respondents believe there is a desire for a shared vision and/or that there is a synergistic relationship between the two parts of the community (vs. 30% who do not). Almost 80% of respondents agree that greater collaboration between the two parts of Essex would lead to more thoughtful growth.

However, there was more of a split on whether planning priorities are the same. On the specific issues of economic development and open space, the majority of respondents felt these opportunities look different between the two parts of the community. On other issues including housing and transportation, responses were more evenly divided between respondents thinking there are similar opportunities and those who think they are different.



WORKING GROUP SESSIONS

The TGIA Working Group was charged with exploring governance issues in depth and coming up with recommendations for the Selectboard and Trustees. This 24-member body was intended to represent the diversity of experiences and perspectives in the community. It included a mix of men and women, residents from all parts of Essex, people with a variety of professions and experience with planning. Intentionally, it included members from the two Community Development staffs, both Planning Commissions, both Zoning Boards of Adjustment, the Town Selectboard, the Village Trustees, local developers, and many residents who do not have a formal role in planning in Essex. The Working Group process included:

Onboarding Interviews: After the Working Group was appointed, the consultants interviewed members to get their initial take on core issues related to the project. These findings were presented in a summary report and helped shape the project approach.

Orientation: TGIA hosted an orientation for Working Group members so that they could meet each other and ask questions about the project. The orientation also served as training for members so they could help facilitate small group discussions at community workshops.

Session #1: This session focused on developing agreements for how the group would work together, reviewing project goals and core questions, and developing a set of principles to help guide the development and evaluation of different governance options.

Session #2: This session aimed to develop a shared understanding of how planning works in Essex today, to explore different structural options for long range planning and land development review, to confirm a set of principles to help guide the development and evaluation of different planning governance options, and to take an initial temperature read on where members are with different structural options.

Session #3: This session focused on reviewing and discussing planning governance scenarios and presenting key public engagement challenges based on research to date.

Session #4: This session reviewed and discussed refined planning governance scenarios, reached agreement on a preferred governance alternative, and assessed different ideas to address key engagement challenges based on research to date.

In addition to these activities, TGIA used inter-session surveys to gather additional input from the group. Working Group members were highly committed and engaged in the project with 20 or more members at every session (minimum of an 83% participation rate).

Working Group session



TARGETED STAKEHOLDER ACTIVITIES

TGIA also conducted activities aimed at soliciting input from two key groups:

Planning Focus Group: This session raised a series of questions about the current governance structure as well as different options with members of the Planning Commissions, Zoning Boards of Adjustment and Community Development staffs. The Focus Group provided insights into how the boards spend their time now, the potential for more collaborative planning, and considerations for changes to board structures.

Developer Inquiries: Community development staff distributed an email inquiry to several members from the development community to get their take on questions related to planning and development review in Essex. Most respondents cited no major issues with current review processes but generally liked the idea of creating efficiencies where possible. Many noted that the approach/agendas of the actual board members has more weight in the issue of review than the board structure.

COMMUNITY WORKSHOP #2

The second Community Workshop focused on sharing project findings and recommendations with participants and getting their reactions to the information. TGIA asked the following:

- What about the findings and recommendations resonated with you?
- What about the findings and recommendations concerned you?
- Was there anything missing from your perspective?

More detailed responses to this information are included on page 34 of this report in the context of the TGIA findings and recommendations.

TGIA by the numbers


300
Total
Participants


24
Working
Group
Members


640
Website
Unique
Visitors


20
Other
Towns
Researched


\$13,450
Value of Time
Contributed by
WG Members


90
Newsletter
Subscribers

Issues-based Research

TGIA used a variety of ways to gather information on issues related to planning governance:

PRELIMINARY RESEARCH

Prior to the public engagement work, the consultant reviewed pertinent municipal, regional and state resources related to changes in planning governance. Also, she conducted six interviews with individuals who could offer insights into the unique Essex situation, provide experiences from other communities with different planning structures, or offer a regional/state perspective.

Preliminary research provided insight into key issues related to planning governance including Essex's past inquiries into this topic, informed the type of information that would be included in governance scenarios, and provided support to the case for recruiting a diversity of participants for the Working Group.

ISSUE INQUIRIES

Throughout the project the consultant worked with Community Development staff to make inquiries to Vermont planners through the Vermont Planners Association Listerv. These inquiries were based on questions that came up in the research or issues raised as part of the community engagement sessions. Inquiries specific to the statutory issues of governance were also made to the Vermont League of Cities and Towns as well as the attorneys for the Town of Essex and Village of Essex Junction.

These inquiries allowed TGIA to vet different ideas and issues with a broader network of individuals with experience in planning governance in Vermont, which provided additional context and considerations on which to draw when developing recommendations.

TOWN RESEARCH

The consultant conducted additional research and spoke with municipal staff from nine communities in Vermont that have gone through governance changes, lessons of which could have application in Essex. Those municipalities included: Enosburg Falls, Hyde Park, Johnson, Mad River Valley Planning District, Morristown, South Burlington, Rockingham, Waterbury, and Woodstock. As with the Issue Inquiries, this work was done in response to questions that came up during the project.

This research enabled TGIA to share several specific examples of how other communities have dealt with the kinds of issues that Essex would face in a governance transition.

GUIDING PRINCIPLES

Based on the community input from the first Workshop and Survey, as well as Working Group discussion, five guiding principles were developed to help define what kind of planning Essex wants to see moving forward. This information guided the Working Group's deliberations and can be used to inform future discussions and decisions.

The principles are:



Principle #1: Encourage long range planning that...

- Is guided by an understanding of the shared interests and interrelationship between the Town outside the Village and the Town inside the Village;
- Supports priorities that reflect the unique characteristics of both; and
- Receives on-going, focused attention by the Planning Commission(s).



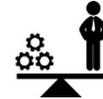
Principle #2: Support a development review process that...

- Enables a consistent, transparent and efficient application review process;
- Balance rights of property owners and members of the community; and
- Reflects the vision and goals of Municipal Plan(s).



Principle #3: Develop boards and staff that...

- Uphold the vision and goals of the Municipal Plan(s);
- Can maximize the use of their knowledge, skills and interests; and
- Communicate consistently and effectively among each other.



Principle #4: Resource a planning governance structure that...

- Maintains or lowers the cost to the taxpayer,
- Ensures a high quality of service; and
- Supports manageable workloads for boards and staff.



Principle #5: Encourage community participation that...

- Fosters a greater understanding of how planning works;
- Uses effective and intentional engagement opportunities; and
- Uses a varied range of communication channels.

PROJECT FINDINGS

The information gathered across community participation and research activities informed a set of key findings that highlight challenges and opportunities facing planning in Essex today. The findings are organized by the guiding principles.



LONG RANGE PLANNING

Town/Village Differences: There are differences between the character and approach to growth and conservation in the Town outside the Village and the Town inside the Village. For instance, while economic development and open space protection are important to both parts of the community, the shape of those opportunities looks different in the Village and in the Town outside the Village.

Consequently, there is a concern for some participants that a consolidated planning framework may lose sight of distinct issues and priorities of each part of Essex – or worse, have the agenda for one part of the community supersede the other. On the flip side, others feel there is the potential to recognize, build on and better balance these differences if planning were to be more consolidated because the overall plan for the community could be strengthened by looking across Essex as a whole.

For instance, conversations about where growth should be concentrated could consider the whole of Essex as opposed to considering places like Five Corners and the Town Center in isolation.

Collaboration: A number of project participants expressed a desire for greater collaboration across the two parts of town. While there are examples of coordinated planning these are generally ad hoc. There is potential for a more formalized structure to support greater collaboration.

Long Range Planning: There is a perceived need on the part of the community and a desire on the part of the boards to focus more on long range planning. Currently, while both Planning Commissions do long range planning it comes primarily in the form of plan updates required by Statute. At the Planning Focus Group, members from both Commissions expressed interest in doing more proactive and “visionary” planning.

In addition, long range planning has to take a back seat to development review requirements of the Planning Commissions (i.e. if there is a large number of applications to be reviewed then long term planning must be postponed). While the application work load is typically manageable there are crunch times or unique cases like Saxon Hill that take up a disproportionate amount of time on the part of Planning Commissioners and staff.

In the Town outside the Village, staff works to ensure focus on long range planning by dedicating every other Planning Commission meeting to long range planning projects. The Village has also spent significant time on long range planning through the Village Plan update and the Village Trustees have initiated special projects like Design Five Corners.

Long range planning could benefit from greater attention from the Planning Commissions but it could also be improved through other mechanisms as well, such as greater resources for more in-depth and participatory planning projects, and more opportunities from cross-community dialogue about shared issues.



DEVELOPMENT REVIEW

Resident Experience: Numerous participants spoke to dissatisfaction with the development review process particularly about the level of influence (or lack thereof) residents have in the review of specific applications and the outcomes of those application reviews. While there may be validity to that criticism a broader issue appears to be that many residents do not understand how or when they can have the most influence in planning.

Often, residents’ planning experiences are limited to speaking at a hearing for a particular project. These hearings are one of the last steps in a longer process that moves from municipal plan development to bylaw development to the specifics of development

review. Residents are often entering the process when legally their opinion cannot influence a decision in significant ways.

Review Efficiency: There is a perception that development review would be more efficient if applications went to only one board as opposed to potentially two. Currently, only a handful of applications go to the Zoning Boards in any given year and even fewer are heard by both boards. While moving to a one-stop process (i.e. adopting a Development Review Board model) would improve the perception of the process and simplify it for some applications, it is likely that enabling more administrative review of

Development Review Analysis

2014 development application data for the Town and Village suggest that very few applications are required to go before both the Planning Commission and Zoning Board in either part of the community. Community development staff noted that this one-year snapshot is consistent with past years of applications as well.

Applications in the Town	Applications in the Village
30	7
Number heard by Planning Commission	Number heard by Planning Commission
25	5
Number heard by Zoning Board	Number heard by Zoning Board
6	2
Number heard by both boards	Number heard by both boards
1	0

applications or simplifying the subdivision bylaws would do more to streamline review. In the future, it may make sense to consider simplifying bylaws around development review to streamline process while maintaining high review standards.

Review Complexity: Larger projects are getting more complex which require staff to work more with applicants to prepare applications for a board hearing. This complexity increases staff work load and can leave citizens with the sense that decisions have been made without public input.

Balancing Interests: There is a need to balance the desire of land owners or applicants for clarity around rules and process with the interests of other residents to ensure a development does not have a negative impact on the community or a neighborhood. It has been raised that the specifics of a development application review (e.g. in the nuance of the decision and requirements as opposed to outright acceptance or denial) may have more to do with the personalities and skills of particular board members as opposed to the bylaws or guiding municipal plans.

Plan Connectivity: The current system enables the Planning Commission to understand the realities of development review when updating the municipal plans or bylaws and for it to consider the intent behind those guiding documents when reviewing applications. There is a concern that shifting review powers to one board (like a Development Review Board) would create disconnect between long range planning and development review.



BOARDS AND STAFF

Staff Communications: Community development staff communicate well across the Town and Village albeit mostly informally. They plan together as part of the Chittenden County Regional Planning Commission and have the opportunity to review each other's plans as part of that agency's municipal plan review process.

Board Communication: There is not regular communication between the Planning Commission and Zoning Board in either part of Essex nor is there regular board communication across the two parts of the community.

Board Roles: Zoning Board members meet only a few times a year whereas Planning Commissioners often meet twice monthly, which illustrates the greater work load of the Planning Commissions. It is possible for the Zoning Board to take on more responsibilities, or for a move to a Development Review Board, but these changes could make the Planning Commission appear less relevant to municipal decision making because they would not have a direct say over specific development applications.

Skills and Interests: There is the potential to better use the skills and interests of volunteer board members if long range planning and development review are separated. Anecdotally, some towns that have moved to a Planning Commission/Development Review

Board model have had an easier time filling board seats with this separation of tasks. However, if the Planning Commission becomes complacent in their long range planning efforts, it may become more difficult to fill those seats.



RESOURCES

Staffing: Most input received indicated satisfaction with the current level of service although many noted that staff seems at capacity. This appears to be the case particularly in the Village where there are 1.8 Full Time Equivalent (FTE) positions dedicated to community development (compared to 4.1 FTEs in the Town). Some of the challenge for staff relates to the number of night meetings associated with supporting all the municipal boards. It could be helpful to consider ways to better coordinate night meetings so that staff workloads overall are more manageable (which would benefit volunteer board members as well).

Resource Allocation: While there is a desire to keep costs manageable there is also a desire to ensure that planning functions well and that Essex can allocate resources effectively to support planning priorities. Currently, about \$680,000 is allocated to the Community Development departments collectively. The majority of that money goes towards staff salaries and benefits. There is not much in the FY 2016 budgets to support additional planning initiatives (e.g. taking on specific long range planning projects).

Outside Funding: Both Community Development departments bring in outside funding. As long as the Town of Essex and the Village of Essex Junction remain separate municipalities, both remain eligible for key funding sources like regional transportation funds or statewide planning grants.



COMMUNITY PARTICIPATION

Community Understanding: While project participants expressed concern with the development review process, even more noted a lack of understanding for how planning works in Essex. There is a need to develop resources so that residents can better understand planning and development review. Also, there is the potential to develop different methods and tools to use in planning or development review meetings to help participants understand the process and their role in it regardless of whether they have studied up beforehand.



Communications: While Essex goes above and beyond statutory requirements regarding public notice for planning activities there are still criticisms that more could be done or that the messaging around planning issues could be more effective. There are specific challenges that municipal staff will need to overcome to use existing channels better or to using new channels (e.g. current limits on monthly posts to Front Porch Forum or costs of advertising in local papers or using new digital platforms). Better communication will need a coordinated and focused effort.

Participation Opportunities: Top barriers to participation relate to how busy people are today and their desire for alternative ways to participate (i.e. beyond the typical evening meeting). There is a desire for more online options to participate as well as more “hyper local” opportunities, which activates smaller online networks or more neighborhood based structures. There are examples of Essex using different participatory methods such as the Heart & Soul Neighborhood Conversations, where trained volunteers facilitated a series of discussions of groups organized around specific geographies or affinity groups.

As with communications, additional engagement will require resources in the form of staff time, volunteer effort or outside expertise. While some may jump to the conclusion that Essex could just do what it’s currently doing differently it’s not quite that easy; many of the meeting structures in place today are required by law. While there is potential to modify current structures it may be necessary to adopt new approaches to engagement that complement existing structures.

Top Barriers to Planning Participation

TGIA’s Community Survey asked respondents to indicate what limits their participation in planning. Top responses (those receiving 35% or more responses) include:

- 45%** - Lack of online options
- 41%** - Time required to participate
- 37%** - Timing of most planning activities
- 37%** - I do not believe my input will matter

Civic Culture: Some residents expressed distrust of planning and/or a sense that their voices don’t matter. Some of this perception will likely improve as a result of efforts to improve planning education, communications, and engagement opportunities. However, changing civic culture is a long process. Improving community engagement requires sustained commitment; it may take years of effort to create a healthy culture of civic engagement (and unfortunately only one bad experience to set that progress back). The more done to build a sustainable infrastructure to support public participation the better.

Findings in Sum

Looking across these findings a set of high level observations comes through:

There is a desire for greater collaboration across the Town and Village. While ad hoc collaboration around planning already occurs across the Town and Village, there was a clear interest in more collaboration.

The differences between the Town and Village matter but so does the relationship between the two. Many workshop and survey respondents spoke to ways in which the town and village were different yet complementary.

The current governance structure is not broken but there is potential for improvement. While both Planning Commissions spend a significant portion of their time on long range planning, there was an expressed desire to dedicate more time to more proactive planning in addition to the state required updates to the municipal plans. There is also the potential to even out board work load and match up volunteers' skills better if board responsibilities were more distinct. However, it would be paramount to ensure the connection between long range plan and practical application of bylaws and development review.

Early in the TGIA process some asked if the current structure made for an inefficient process (i.e. potential for applications to have to go to two different boards). Although there is not much of an efficiency problem as some people thought may be the case at the

project's beginning, the perception of the process's simplicity could be improved.

There is room to improve community participation efforts. Many of the comments TGIA received about development review had to do with community members own experiences with a particular application review process. These comments often related to the feeling of a lack of transparency or a feeling of not being heard. It is likely that some of these experiences related to a mismatch between that resident's expectations about how much influence they could have in the process and what is possible for boards to consider.

While structural changes will address some of the findings above, many of them will be better addressed through non-structural recommendations that could be adopted under any governance board structure.



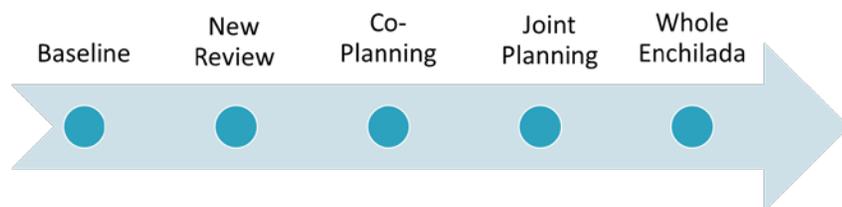
GOVERNANCE SCENARIOS

In order to understand the rationale for TGIA’s recommendations, this section explains the five scenarios presented to the Working Group along with the Group’s assessment of the pros and cons of each one (developed in Working Group Session #3). Please note that these scenarios relate to the structural recommendations in the next section as opposed to the non-structural ones made related to community participation.

Change Continuum

In its third session, the Working Group explored five scenarios that incorporated different structural options that seemed most feasible given input to date.

The five scenarios fell along a change continuum. The Baseline represented no structural changes from what we have today, whereas the Whole Enchilada on the opposite end represented a full consolidation of planning related boards.



SCENARIO #1: BASELINE: This scenario is the same as the structure that is in place today. There are a variety of non-structural options that could shift how planning happens even if the current structures remain.

Working Group Comments:

Pros

- Requires no changes
- Works pretty well
- Easy to sell to the public and educate them about
- “If it ain’t broke, don’t fix it”
- Planning group connected to everyday decisions
- Currently receive few criticisms from development community
- Non-structural solutions could help solve current criticisms, eg: transparency
- No staffing changes
- Developers having to go to two boards adds a good level of scrutiny

Cons

- Village board members must be from the Village while Town members can be from the Village or Town outside the Village
- Some criticisms – lack of transparency
- Uneven work loads
- Limited opportunities to plan jointly, including big picture visioning, joint execution of big ideas, like: trees, bike paths, and planning related to one jurisdiction
- Twice as many seats on all boards
- Lack of collaboration between Village and Town outside the Village
- Hard to explain to the public
- Duplicative process for developers



SCENARIO #2: NEW REVIEW: This scenario maintains separate Planning Commissions but eliminates the Zoning Boards of Adjustment replacing them with Development Review Boards. All the development review functions of the current Planning Commissions would shift to the Development Review Boards. The Town and Village attorneys have advised that Municipal Charter changes would likely be necessary to create Development Review Boards.

EXAMPLE

Hyde Park had a Joint Planning Commission and single Development Review Board from 2005 through 2015. In 2012, it adopted a unified Town/Village Plan and was in the process of unifying its bylaws when earlier this year the Village Trustees decided to split from the joint planning structure without prior discussion with the Town Selectboard or Joint Planning Commission in order "To implement our vision for Village growth..." The Village established a separate Planning Commission consisting of the 5 elected Trustees and a Development Review Board consisting of 2 elected Trustees and 3 appointed residents. The primary reason for the move was the desire to ensure that the new-Form Based Code would be strictly enforced.

Working Group Comments:

Pros

- More equitable distribution of work load
- More time for long-range planning by planning commissions
- Change offers opportunity for increased public awareness
- Opportunity to layer design review with DRB
- Trend in communities around VT
- Might attract new interest for board members
- Fewer planning board meetings
- A simple change – easy to communicate
- Less potential for staff chaos
- Fewer staff reports

Cons

- Doesn't go far enough
- More work for DRB, than current ZBA
- Difficulties with transitions for current members
- Doesn't enhance collaboration between Village and Town outside the Village
- Planning Commissions might lose touch with regulations
- Still fuzzy to explain to the public



3

SCENARIO #3: CO-PLANNING: This scenario creates a new advisory co-planning committee that would include representatives from both Planning Commissions, Zoning Boards or Development Review Boards and possibly the Selectboard and Trustees. It would encourage collaboration but would have no statutory power.

Committee members would be jointly appointed by the Trustees and Selectboard. The Committee would meet a few to several times a year (likely bi-annually to quarterly). This scenario maintains separate Planning Commissions and Zoning Boards/Development Review Boards. There would be two municipal plans and two sets of bylaws, which would be adopted in the same manner they are today.

EXAMPLE

To some degree it's like a "lite" version of the Mad River Valley Planning District Commission with a primary focus on creating a formal way for the boards to have dialogue and foster collaboration. The Mad River District supports a variety of long range planning efforts including serving as the primary planner for all three towns. All towns maintain separate Planning Commissions and Development Review Boards.

Working Group Comments:

Pros

- Formalize communication among boards

Cons

- Another layer of government
- Increased burdens on staff to make it happen
- Off-putting to citizens
- We're already doing it, in a less formal way

4

SCENARIO #4: JOINT PLANNING: This scenario creates a formal Joint Planning Commission as enabled under State Statute. Planning Commissioners would be appointed by the Selectboard, as required by statute, with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. It maintains separate Development Review Boards that would be appointed by their respective legislative bodies.

The rationale for pairing a Joint Planning Commission with Development Review Boards (as opposed to Zoning Boards) relates to work load. Current board members and staff noted that a Joint Planning Commission would have a difficult time managing the demands of a unified planning effort along with the majority of development review across the two parts of town.

Under this model, Essex would move towards the adoption of a single Municipal Plan. There would be two sets of bylaws that would be updated by their respective legislative bodies. The Town and Village attorneys have advised that Municipal Charter changes would be necessary to create a Joint Planning Commission and Development Review Boards.

EXAMPLE

Woodstock has one Planning Commission and separate Development Review Boards. It has one municipal plan and two sets of zoning regulations. Woodstock has had a single Planning Commission since the 1970s and never had to adopt a formal Joint Planning Commission structure. It moved from separate Zoning Boards of Adjustment to separate Development Review Boards around 2000. The Town Selectboard and Village Trustees jointly adopt Commissioners and each adopts members to their respective DRBs.

Every five years the Woodstock Planning Commission updates its municipal plan. The year after plan adoption it updates the Town bylaws and then the following year it updates the Village bylaws. The Plan is adopted jointly by the Selectboard and Trustees following public hearings, which are also jointly held. Bylaw changes are adopted by either the Town Selectboard or Village Trustees as necessary.

Working Group Comments:

Pros

- Not so many plans to update
- Might be a way to get Village and Town outside the Village balance in communication, visioning, understanding of concerns
- Moves us towards recognizing that we are one town
- Mirrors economic development comm. Tells whole story
- Easy to understand, public is ready for it, palatable, streamlines government
- Balances out work load
- Increased opportunity for shared vision, more cohesive
- Efficient use of resources
- Greater focus, pulls more of community into long range planning
- Diminish line between Village and Town outside the Village
- The merging of visions
- Developers have one plan to work off of

Cons

- Would require one-time outside consulting to implement transition
- Public perception that this is part of a plot to merge Village and Town outside the Village
- Differences between Village and Town outside the Village bylaws, could be seen as favoring one or another
- Village vision for 5 Corners doesn't equal town vision for 5 Corners, maybe
- Ditto Town Center, would need resolving
- Possibly a rocky transition



SCENARIO #5: THE WHOLE ENCHILADA

This scenario creates a formal Joint Planning Commission and Joint Development Review Board. Planning Commissioners and Development Review Board members would be appointed by the

Selectboard, as required by statute, with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. There would be one municipal plan and one set of bylaws. As with the appointment process it could be possible to establish a formal mechanism by which the Trustees could recommend changes to the municipal plan and/or bylaws. Updates to the municipal plan could be adopted at Town Meeting and bylaw changes would be adopted by the Town Selectboard. The Village could still adopt special plans and bylaws that would apply only in the Village. The Town and Village attorneys have advised that Municipal Charter changes would be necessary to create a Joint Planning Commission and a Joint Development Review Board.

EXAMPLE

The Town and Village of Waterbury have had a Joint Planning Commission, combined Municipal Plan, and combined Zoning Regulations for over twenty years and made the switch from separate Zoning Boards of Adjustment to a Joint Development Review Board in 2012. Board appointments are made by the Town Selectboard with Village Trustees input. Both the Selectboard and Trustees vote to adopt the municipal plan and bylaw

amendments. In the case where a bylaw change only affects the Village then only the Trustees vote on the amendment.

Working Group Comments:

Pros

- Not so many plans to update
- Might lend itself to staff located near each other
- Simple and straight-forward
- Long-range planning, balance of Village and Town outside the Village
- Goes with trends of consolidation in Essex (education, public works)
- Lends itself to 4-6 neighborhood planning groups that would actually review projects (like Burlington)
- A single group handling all applications streamlines workload
- Easier for developers
- Signals solidarity – a single community with joint interests

Cons

- Would require one-time outside consulting to implement transition
- Overwhelming workload for DRB
- Doesn't have DRBs that can focus on particular areas of the town, its bylaws, culture, and philosophy
- Increased workload for DRB
- Might be perceived as a conspiracy to merge Essex
- Residents might not feel they have personal attention
- Too fast, raises fears of merger

RECOMMENDATIONS

This section lays out structural and non-structural recommendations for the Town of Essex Selectboard and Village of Essex Junction Trustees to consider.

Structural Recommendations

The primary charge of TGIA was to come up with a recommendation on any structural changes to the current boards and commissions. The recommendations in this report are the result of an iterative process of exploring a variety of planning governance options as detailed in previous sections.

The Working Group made its decisions by consensus. The group's facilitators used a tool called the "orange line" to determine consensus on different choices during the project. The idea is that for key decisions, the group works to get above the orange line – to the place where participants could at least live with a choice.

During the final Working Group session members used a straw poll to indicate their preferences for three "end destinations"; the idea that over time Essex would move towards one of these end points for planning governance. The end destinations presented were:

#1: Joint Planning

- Joint Planning Commission
- Separate Development Review Boards
- Joint Municipal Plan & Separate Bylaws

#2: Whole Enchilada

- Joint Planning Commission
- Joint Development Review Board
- Joint Municipal Plan & Joint Bylaws

#3: TBD, Wait and See

- Start with changing to separate Development Review Boards and see how that initial change goes before deciding on other changes.

Here are the results of the straw poll:



End Destination: Joint Planning

10 - It is my first choice

11 - I could live with it

0 - I need more info before deciding

0 - I am opposed to it



End Destination: Whole Enchilada

7 - It is my first choice

8 - I could live with it

2 - I need more info before deciding

4 - I am opposed to it



End Destination: TBD, Wait & See

2 - It is my first choice

10 - I could live with it

1 - I need more info before deciding

8 - I am opposed to it

The straw poll results indicated consensus on one end destination: Joint Planning.

RECOMMENDATION #1:

MOVE TO CREATE A JOINT PLANNING COMMISSION AND TWO SEPARATE DEVELOPMENT REVIEW BOARDS.

This recommendation would create a formal Joint Planning Commission as enabled under State Statute. Planning Commissioners would be appointed by the Selectboard with the possibility of establishing a formal process by which Trustees could nominate members and /or make recommendations. It would create two separate Development Review Boards that would be appointed by their respective legislative bodies. Essex would also move towards the adoption of a single Municipal Plan over time. There would be two sets of bylaws that would be adopted by their respective legislative bodies (i.e. Selectboard or Trustees).

RECOMMENDATION #2:

USE A PHASED APPROACH TO STRUCTURAL CHANGES.

The transition to a different governance structure will require a thoughtful and deliberate approach. As appropriate, changes should be phased in order to evaluate whether they are producing a more effective planning governance structure.

RECOMMENDATION #3:

EMPOWER BOARDS TO ESTABLISH A TIMEFRAME AND WORK WITH STAFF TO MAKE A PLAN FOR TRANSITION.

The Town Selectboard and Village Trustees are ultimately responsible for making decisions about what changes will occur. TGIA encourages both bodies to coordinate with their respective

Planning Commissions, Zoning Boards of Adjustment and Community Development staffs to ensure any transition occurs as smoothly as possible. In addition, the broader community should be kept informed about transition plans and provided with opportunities to provide input when appropriate.

What Would Change?

The Town and Village would go from a completely separate planning structure to planning together around a long range vision and policy while maintaining their own development review processes.



KEY CONSIDERATIONS

While TGIA did not prescribe a transition pathway, project materials do lay out a conceptual timeline (see Scenarios 2.0 document from Working Group Session #4). The timeline was presented to show the types of activities that would occur. Those activities include:

Changes to Municipal Charters: Counsel for both the Town and Village have recommended charter changes in order to enable the creation of a Joint Planning Commission and Development Review Boards. Changes would need to be first approved at the annual Town and Village meetings and then passed by the State Legislature.



Appointment processes for boards: The Selectboard and Trustees would need to develop a process for making appointments to a Joint Planning Commission and their respective Development Review Boards. Also, they would need to determine how they would transition existing board members into new roles if desired.



Adoption of new planning structures: The Selectboard and Trustees would need to formally adopt a Joint Planning Commission and their respective Development Review Boards. These changes can be made by votes of the two legislative bodies. They would also need to think through how to ensure consistent communication among the boards.



Updates to the Municipal Plan: The Town and Village would need to work towards the development of a unified Municipal Plan. Currently, the State of Vermont requires updates every five years so a unified plan should be aligned with the next statutory deadline if the timing makes sense in the context of other changes. There is a move towards changing the five-year update requirement to ten years, which could affect this element of the transition plan.



Updates to Bylaws: Bylaw updates would be necessary to reflect the shift of review powers to the Development Review Board. Bylaw updates can be made by vote by the Selectboard and Trustees.



Transition plan for projects under review: Votes(s) creating the Development Review Boards must be timed so that all work of the existing Zoning Boards of Appeal would be completed and there could be a window of time to get the Development Review Board members appointed, addressing any changes necessary to Planning Commission membership and establishing rules of procedure. Ideally, this transition happens at a slower time of year for applications, likely in the later months of the year. Boards can adopt the new planning structure and note a future date at which point the change would go into effect thereby providing ample transition time.



Consideration of the allocation of staff responsibilities: The total level of work by staff does not change dramatically under the recommended governance structure. In the short term, the need for staff or outside support would increase to assist with any transition plan. Longer term, it's likely that staff responsibilities may shift particularly in terms of how a Joint Planning Commission would be supported.



Development of a community education and input process: Based on the community input into TGIA and discussion at Working Group sessions there is a clear need to think through how any changes would be communicated with the broader community and how, when appropriate, input would be sought on the specifics of those changes.



Consideration of non-structural changes: There are other changes that could complement any structural changes made (see next section). In some cases, these may be best time in advance, concurrently or after structural changes.



Each of these activities would require careful consideration and time on the parts of boards and staff.

Non-Structural Recommendations

The secondary charge of TGIA was to come up with recommendations related to how to improve community engagement in planning. Much of the community input TGIA received could be addressed more effectively through changes related to community engagement.

While the Working Group did not get to a detailed set of recommendations, it developed and assessed general ideas that would address the project's findings related to community engagement. This section describes the ideas and then presents the results of an Impact Feasibility Assessment conducted by the Working Group.

COMMUNICATIONS 2.0

The following ideas are aimed at improving planning communications efforts in Essex:

Develop local partnerships. Essex has a history of working with local organizations and groups to help spread the word about projects (e.g. asking to post event info in school newsletters or through community Facebook pages). Most of these arrangements are ad hoc but it is possible to formalize partnerships to more easily share information across a variety of projects. Potential partners include the schools, recreation departments and libraries.

Research new ways to communicate. Essex already communicates in many ways – local papers, Front Porch Forum, newsletters, etc. - and there is always room for improvement. Communications is about message and medium; it's about what you say *and* how you say it that matters in the community context. The first step is to determine how people want to receive information from their community (e.g., a short survey or interactive board at Town Meeting could be one way to collect this info). Then it's possible to figure out what tools will work best and in budget.

Target communication. Regardless of what channels are being used, messages today need to be targeted towards specific audiences. In addition, the type of planning issue or project being featured will influence how to structure communications.

Use communications channels consistently. Once it's known how best to communicate information, then those approaches must be used consistently. This consistency will help build clearer expectations about how information will be shared and where people can go to get news. The Town's Community Development staff noted that they are already creating a Communications Plan as a result of this effort, which is a great step towards institutionalizing best practices.

PARTICIPATION 2.0

The following ideas are aimed at improving public participation in planning in Essex:

Make planning easy to understand. While planning deals with complex issues it is possible to develop resources that break down the basics for people. These resources will enable people to more easily and productively participate in planning discussions. There are a variety of resources already available on general planning topics through organizations like the [Vermont Planners Association](#), [Vermont League of Cities and Towns](#) and the [American Planning Association](#). However, resources tailored to Essex's specific situation will be more helpful to residents.

Make meetings easy to understand. Municipal meetings must follow certain protocols to stay in line with open meetings laws. While the structure of some meetings can feel formal and intimidating it is possible to take steps to make them more inviting

and understandable to people who are new to municipal processes. Examples include:

- Provide a meeting hand-out explaining the basic purpose of the meeting, guidelines on participation and where meetings agendas/summaries are posted.
- Board chairs could state upfront a meeting's purpose and how and when members of the public will be invited to share their questions or concerns.
- Show/share a roadmap of decision making at every meeting so participants know where they are in the process.

The Town's recent development of a [Public Participation Guide](#) is an example of this kind of approach.

Research new participation methods and tools. As with communications, it's important to first understand what general ways people would want to engage in planning issues. TGIA has identified some community interest in greater online options and neighborhood options but there could be others. Generally, communities are well served to provide a mix of group and individual opportunities to participate in addition to the required meetings and hearings.

Explore potential of neighborhood planning structures. TGIA and the Essex Governance Group identified the potential for neighborhood planning structures to add value to planning in Essex. There is some precedent to using neighborhoods in planning in Vermont. Some of these examples are detailed in materials developed for the fourth Working Group session.

Develop a public participation ordinance. Much of the law regarding public participation is outdated and does not match the variety of participatory tools available today. A public participation ordinance is one helpful tool to help empower local decision makers with more of a legal framework to support community engagement. A model ordinance, along with several other helpful tools, can be found in the 2013 [Making Participation Legal](#) published by Deliberative Democracy Consortium.

Assessing participation ideas



OPEN ACCESS

The following ideas are aimed at improving access to information in Essex:

Develop a quarterly municipal boards newsletter. This newsletter could be a resource for municipal boards, staff and residents alike. The Village Newsletter serves as a local example of a successful newsletter. A quarterly schedule may be a reasonable schedule for a newsletter that would cover both Town and Village boards and simple report forms could be developed for board chairs and staff to use to provide content for the newsletter.

Develop an online system for tracking development applications. Right now most people would find it difficult to know what developments are being proposed in their part of town. While this information is available if you go to the town offices for it, a more easier and transparent option could help residents be aware of what's happening in their own neighborhood. For instance, the City of Burlington has an [online system](#) where anyone can find out what development applications have been submitted and what stage of review they are in; applications are available in a sortable table (by address) or on a Google Map.

Develop an open access data portal. Many cities are providing greater access to municipal related data. This access creates greater transparency and can spur local citizen analysis and innovation. Burlington provides another local example of a city that has created an [open data portal](#). Types of information available include: public works permits, police logs, rental housing, property assessments, and city budget info.

HUMAN RESOURCES

The following ideas are aimed at supporting the human capital of community engagement in Essex:

Support board member training. There are a variety of existing training programs available in VT, possibilities for developed tailored programs in partnership with other partners, and ways to help build skills locally. Some board members do take advantage of programs offered through state programs like the VT League of Cities and Towns, Vermont Planners Association or the State of VT and both the Town and Village cover these costs. However, most out of the box trainings are held at times and places that are not convenient for volunteer board members. A variety of ideas for addressing board training are detailed in materials developed for the fourth Working Group session.

Consider co-location of Community Development Staff. This idea has been raised through this process and is under consideration by the Town Manager. It could be convenient to residents to have both departments together and beneficial for staff to have more face-to-face time to enable opportunities for interaction and collaboration. However, department re-location is a facilities management question and would need to consider the value of co-locating other departments that residents frequently use together.

Consider re-allocation of resources to support staffing dedicated to communications and public participation. While a number of staff members currently undertake these activities as part of their work there could be benefit to a more focused approach where one staff person is dedicated to providing communications and engagement support across a variety of projects and possibly across

Town and Village departments. This person could be a go-to resource to town departments, develop relationships with a variety of local partners, and stay current on best practices in community engagement.

Engage community member volunteers. While municipal staff will always play a role in public participation it's also possible to build a volunteer corp to assist with aspects of the participation effort. This may be particularly useful in the case of any kind of neighborhood based engagement.

Form a community engagement working group. The TGIA Working Group made progress on issues of planning governance structure and produced thoughtful reflections on community engagement. However, these ideas will not be as fully discussed and vetted as the structural aspects of the project so one possibility is to form a new working group to carry the engagement ideas forward.

ASSESSMENT

TGIA Working Group members used an impact feasibility assessment to rate each idea on the following scales:

Impact on community understanding and participation in planning – high, medium, low

Feasibility of idea to be implemented (e.g. funding, political will, legal, etc.) – high, medium, low

The results of the impact feasibility exercise are on the next page. The ideas along with their nicknames (used to illustrate how ideas

rated in the impact feasibility chart on next page) are provided here in summary form for reference:

Communications 2.0

- Develop local partnerships. PARTNERSHIPS
- Research new ways to communicate. RESEARCH COMM
- Use/continue communications channels consistently. CONSISTENT COMM
- Target communication. TARGET COMM

Participation 2.0

- Make planning easy to understand. EASY PLANNING
- Make meetings easy to understand. EASY MEETINGS
- Research new participation methods and tools. RESEARCH PART
- Explore potential of neighborhood planning structures. NEIGHBORHOOD PLANNING
- Develop a public participation ordinance. ORDINANCE

Open Access

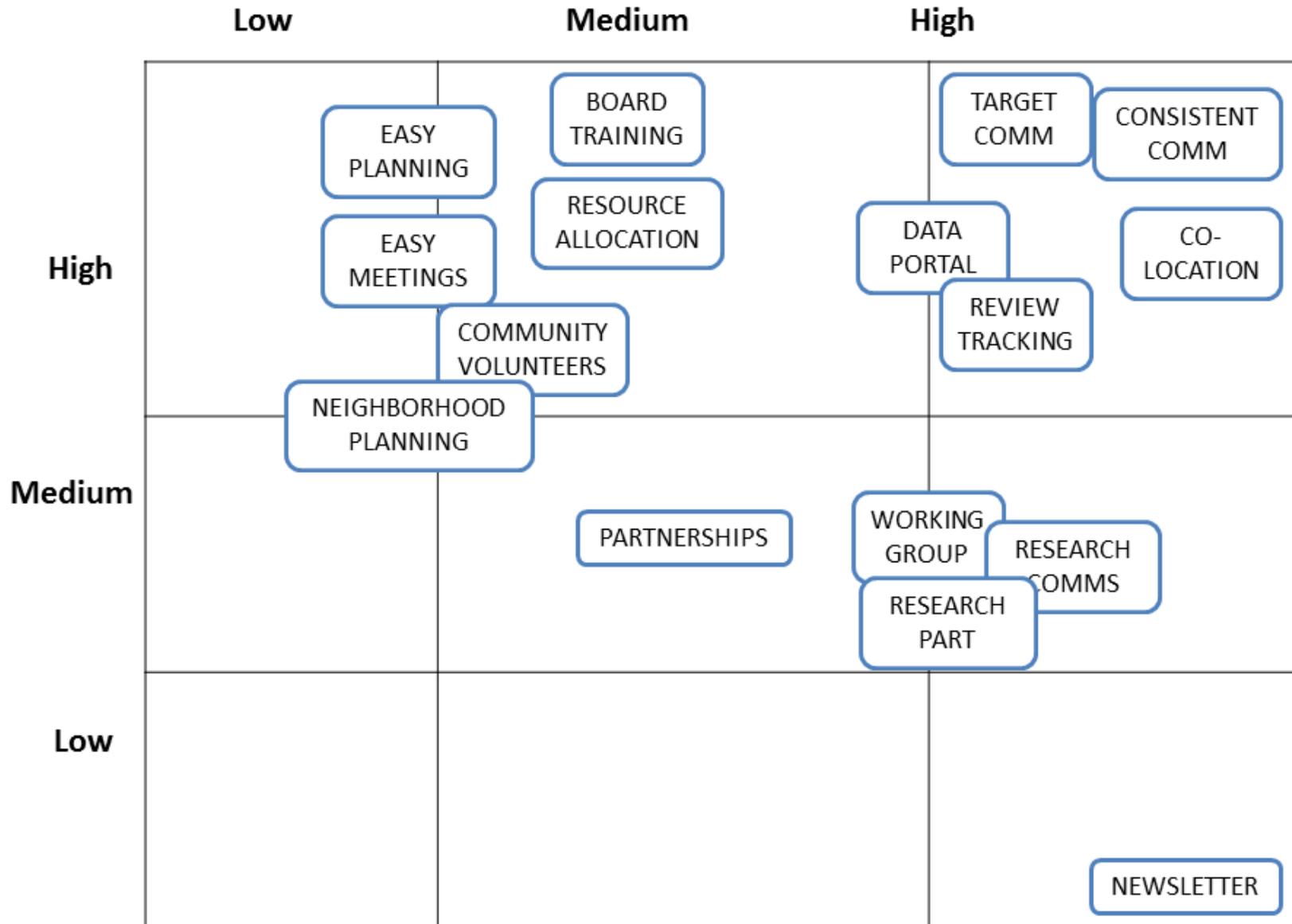
- Develop a quarterly municipal boards newsletter. NEWSLETTER
- Develop an online system for tracking development applications. REVIEW TRACKING
- Develop an open access data portal. DATA PORTAL

Human Resources

- Support board member training. BOARD TRAINING
- Consider co-location of Community Development Staff. CO-LOCATION
- Consider re-allocation of resources to support staffing dedicated to communications and public participation. RESOURCE ALLOCATION
- Engage community member volunteers. COMMUNITY VOLUNTEERS
- Form a community engagement working group. WORKING GROUP



Impact Feasibility Matrix



Several themes emerged from the discussion around the Working Group's assessment of ideas:

- Improving messaging and communications around planning are of high importance.
- There is potential to increase transparency of planning through online tools but also a need to assess how existing models are working (e.g. Burlington or Colchester's data portals).
- There is interest in allocating resources to support engagement and ensuring board volunteers are trained.
- The desire to ensure that efforts focused on improving community participation continue.

The upcoming project in partnership with Essex Heart & Soul could offer a seamless way to carry forward the community participation findings and ideas found as part of the TGIA effort. Heart & Soul will be working with Matt Leighninger, Executive Director of the Deliberative Democracy Consortium, to incorporate public engagement skills and expectations into all job descriptions, hiring expectations, and performance reviews for municipal staff in the Town and Village. There will also be a one-day workshop for engagement leaders (inside and outside government) to help build their engagement skills.

Community Reaction

At the second Community Workshop, participants had a chance to weigh in with their reactions to the project's findings and recommendations. Here is a summary of that input:

1. What resonated with you?

- Strong consensus in favor of the 1 Planning Commission, 2 Development Review Board model
 - One Planning Commission will be able to spend more time on long range planning
 - A good "first step" toward "big enchilada" (consolidated planning and development review)
 - Improves citizen "access" and civic engagement
- More efficient use of staff
 - Streamlining, better process
 - Redistribution and shared staffing will be good
 - Opportunity to co-locate staff
 - Better communication, shared info
- New model allows one Essex vision
 - Honors the urban/rural split
 - Keeps uniqueness of Town and Village
 - Increases chances of preserving open space, preserving/improving sidewalks

2. What concerned you?

- The risk of disconnection
 - [Citizen engagement] better if close to government, big government is less responsive
 - What are mechanisms for appeal: will citizens feel comfortable going to Development Review Board?

- Always risk of Development Review Board being disconnected from planning processes
- Too complex: more streamlining needed (1 board, 1 plan, 1 code, etc.)
- How do we develop and implement the municipal plan?
 - Certain district's priorities?
 - What about interim? Don't want to make development "mistakes"
 - Risk of Development Review Board affecting growth, economic development [negatively]
 - Aesthetics – a concern of many residents who have not attended meetings
- Staffing Resources, financial resources and board member selection
 - What happens to staff?
 - How would Planning Commission members be selected: need equal geographical split in representation to Planning Commission: Shared appointments would be best (SB and Trustees)
 - Only so many planning financial resources: need to ensure we can get at those.

3. Was there anything missing from your perspective?

- Some stakeholders are absent [need outreach?]
 - Opposing views from one or two municipal entities
 - Renters
 - "People not here tonight will not be in favor of consolidation"
- No plans in place for staffing changes
 - Co-locating staff?
 - Merging staff?
- Most board members don't have design review training

- Structures for improved communication
 - Between Planning Commission and Development Review Board to stay strong and grounded
 - Have Planning Commission and two Development Review Boards meet jointly annually to stay in sync?
 - Staff should start meetings of Development Review Board by summing up where we are and how much input is welcomed.

A full summary of the workshop proceedings can be found in this report's Appendix.



MOVING FORWARD

Essex is undergoing a transformation in the way it thinks about the relationship between the Town and Village. Recent community efforts have pointed to the desire for greater collaboration that strengthens the physical character and social fabric of the community as a whole. Yet, there is also a desire to move ahead carefully to ensure that the unique aspects and priorities of each part of the community are not lost, and that potential changes consider financial and other resource implications.

TGIA focused on exploring different approaches to planning governance that could illuminate a new path forward that responds to the desire for greater collaboration while maintaining the Town and Village's distinctiveness. While TGIA puts forward a set of recommendations its utility is also in the analysis of different issues and ideas. The hope is that this "why" will be helpful to the Selectboard and Trustees as they consider potential planning governance changes.





TAX INCREMENT FINANCING DISTRICTS



Tax Increment Financing Districts

Overview of Presentation

- **Acronyms**
- **What is a TIF District**
- **What is the Purpose of a TIF District**
- **When is TIF the correct financing tool**
- **Elements Required for Success**
- **How is a TIF District Created**
- **How is a TIF District Approved by State**
- **What does VEPC consider**
- **Approval Criteria**
- **Approval Limitations**
- **Miscellaneous**
- **TIF Timeline**
- **Active TIF Districts**



Tax Increment Financing District

Acronyms

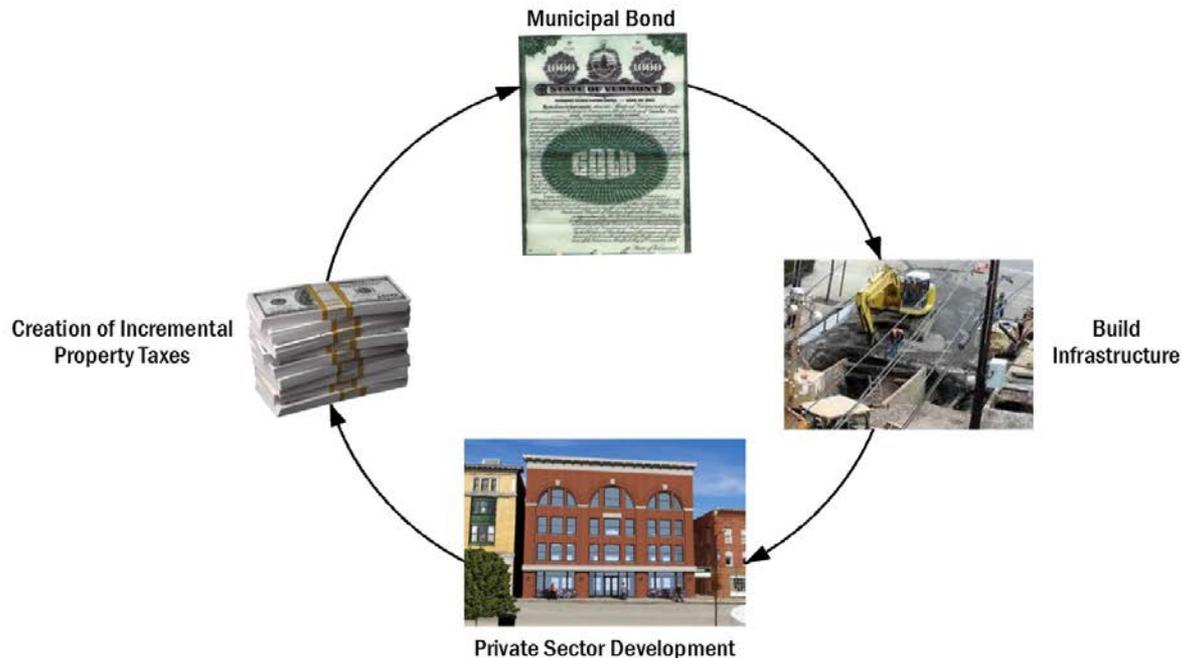
- EPT: Education Property Tax
- MLB: Municipal Legislative Body
- Designated DT, VC, NTC, GC, NDA: Downtown, Village Center, New Town Center, Growth Center, Neighborhood Development Area
- GLY: Grand List Year
- OTV: Original Taxable Value (or base value)

Tax Increment Financing District

What is a TIF District?

Financially:

- A financing tool to build public infrastructure required to encourage private development, which generates the revenue to service the infrastructure debt.



Tax Increment Financing District

What is a TIF District?

Geographically:

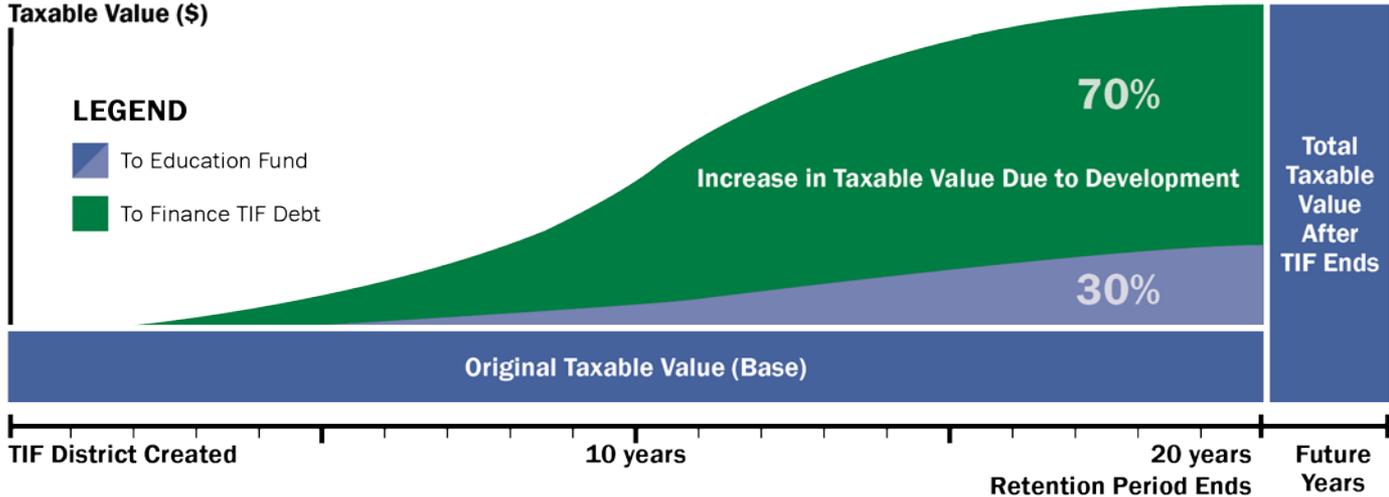
- A district, designated by a municipality, where the municipality wants to encourage private sector development, and public infrastructure is required for the private investment to occur.



Tax Increment Financing District

TIF DISTRICT CONCEPT

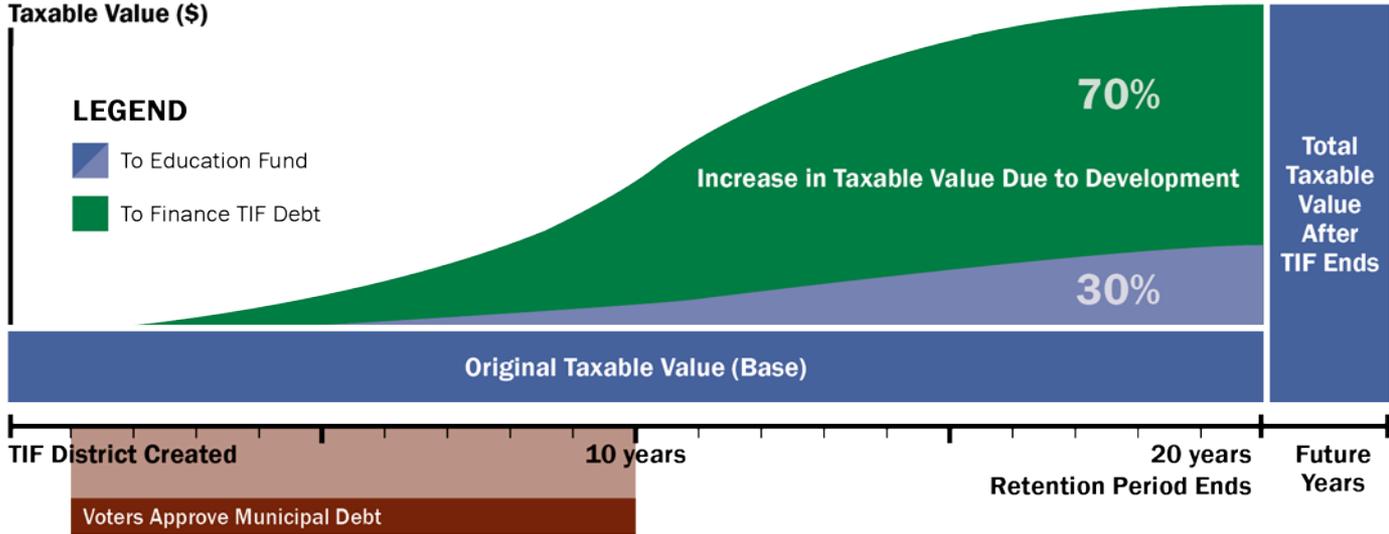
Tax Increment Financing: Timeline and Revenue Distribution



Tax Increment Financing District

TIF DISTRICT CONCEPT

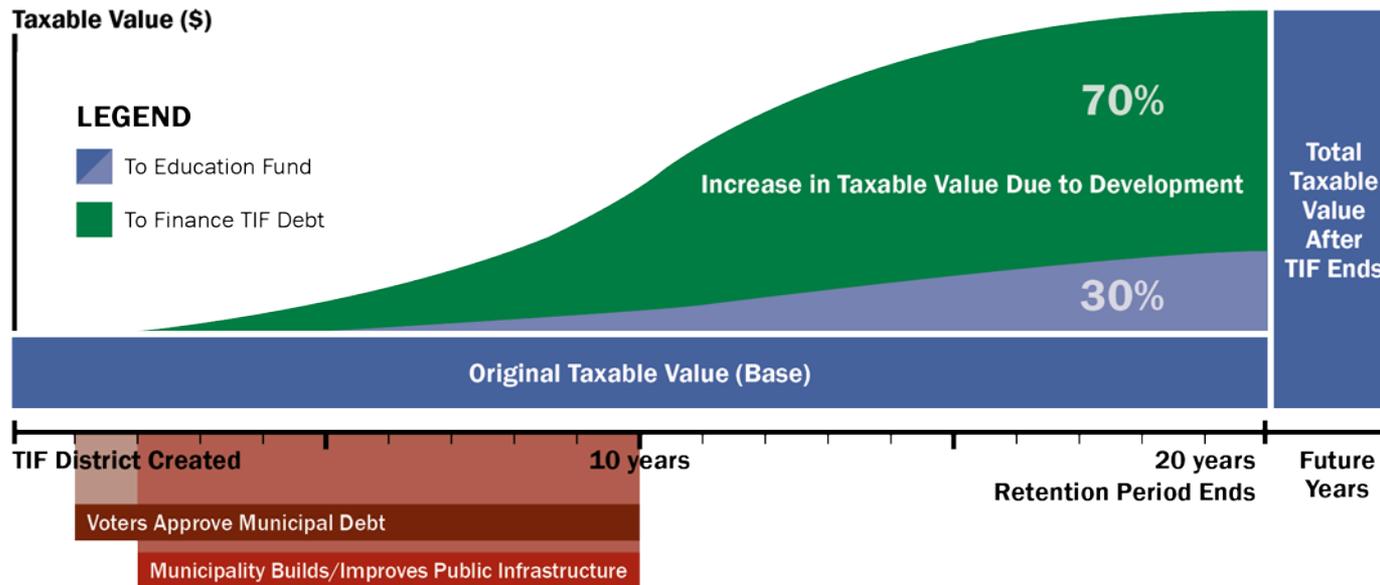
Tax Increment Financing: Timeline and Revenue Distribution



Tax Increment Financing District

TIF DISTRICT CONCEPT

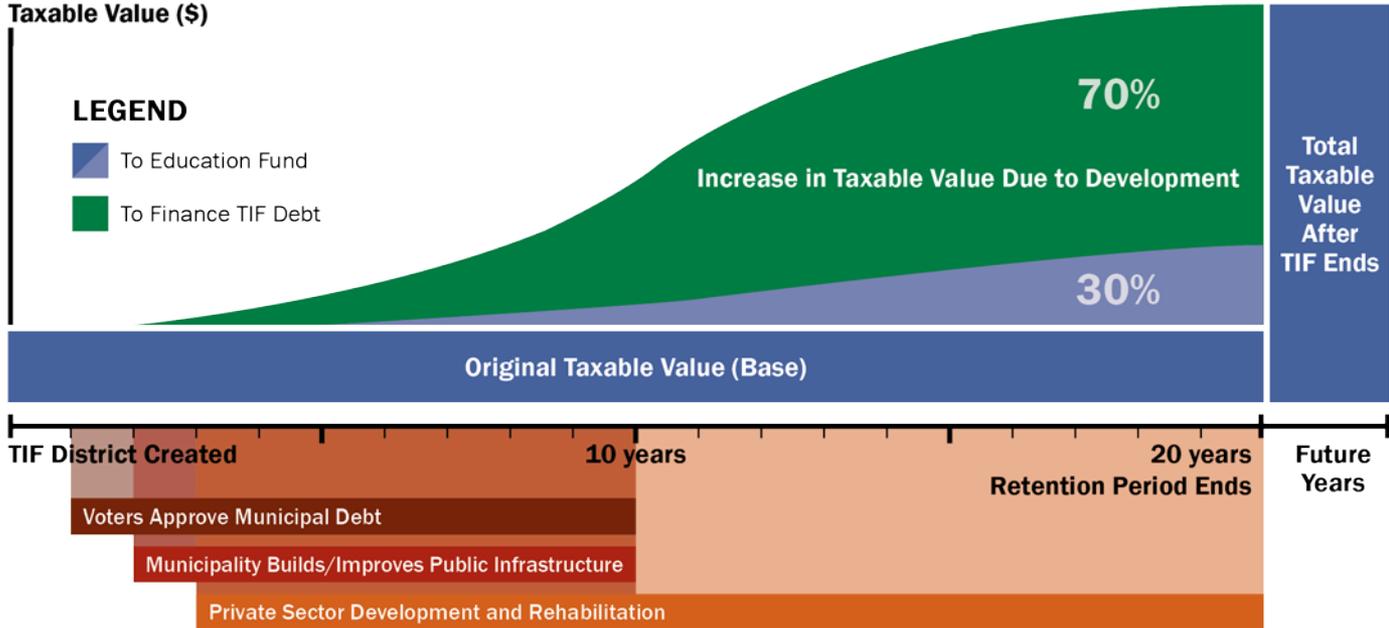
Tax Increment Financing: Timeline and Revenue Distribution



Tax Increment Financing District

TIF DISTRICT CONCEPT

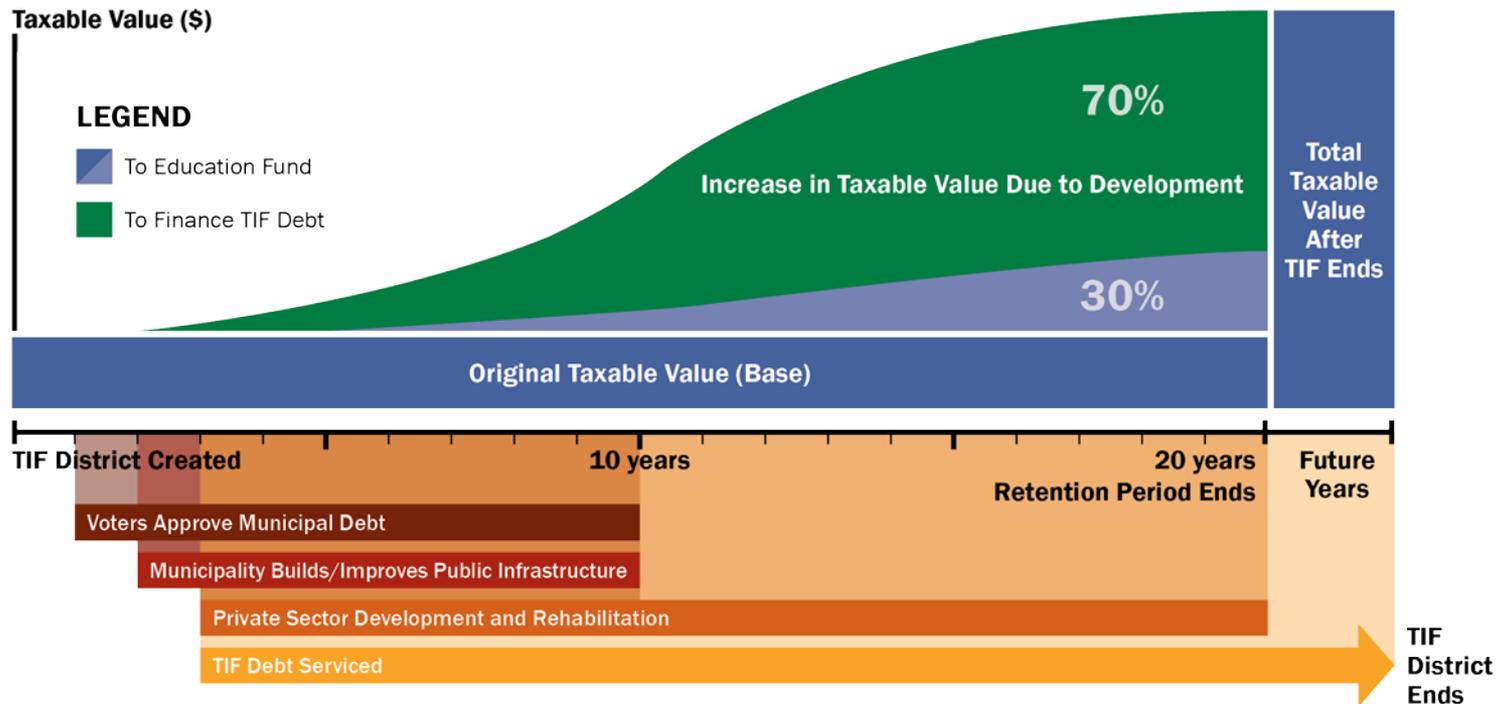
Tax Increment Financing: Timeline and Revenue Distribution



Tax Increment Financing District

TIF DISTRICT CONCEPT

Tax Increment Financing: Timeline and Revenue Distribution



Tax Increment Financing District

What is the Purpose of TIF Districts

- Generally: To provide revenue, beyond normal municipal budgets and existing debt capacity, to develop public infrastructure that will encourage private sector development and/or redevelopment.
- Statute specifically requires:
 - Infrastructure improvements must serve the TIF District and stimulate private sector development or re-development;
 - Development must provide employment opportunities;
 - Development must improve and broaden the tax base; and
 - Development must enhance economic vitality of the municipality, region or state.



Tax Increment Financing District

When is TIF the appropriate financing tool?

- Substantial real property development is required to improve economic viability of community/region
- Substantial public infrastructure is required to ensure real property development
- Cost of public infrastructure is beyond municipality's budgetary and debt capacity
- Real property development will generate adequate incremental property tax revenue to service debt
- Outcome will meet statutory purposes and criteria:
 - Stimulate development
 - Provide employment opportunities
 - Improve/Broaden tax base
 - Enhance general economic vitality of municipality, region, state
 - Meet Need, Affordable Housing, Brownfields, Business Development, and/or Transportation Enhancement Outcomes (3 of 5)



Tax Increment Financing District

ELEMENTS REQUIRED FOR SUCCESS

- There are parties interested in developing the real property within the District if the infrastructure is built/improved.
- Commitment of municipality to champion project through process.
- Capacity to track and implement TIF District



Tax Increment Financing Districts

How is a TIF District Created?

- Pre-Plan Activities
- Municipality develops TIF District Plan and Finance Plan
- Municipal Legislative Body (MLB) Adopts Plan
 - Public Notice of and public hearing on TIF District Plan
 - MLB Finding of Purpose
 - MLB vote to adopt TIF District Plan and create TIF District
 - MLB pledge of Municipal Increment (85%)
 - Plan recorded by town clerk
- Designate coordinating agency (if desired)
- Adoption starts TIF Clock to incur debt (5 Years)



Tax Increment Financing District

How is a TIF District Approved by State

- Meet with VEPC staff
- Submit Letter of Intent to file (60 days)
- File Application (By first Friday of month)
- TIF District Plan/Application considered by VEPC
 - 3-4 VEPC Board meetings/months
 - Visit to municipality; Tour proposed District; Public comments
 - Presentation by Municipality
 - Analysis of application and data
- TIF District Financing Plan considered by VEPC
 - Concurrent or Separate

Tax Increment Financing District

What is VEPC Considering?

- **Not** creation of TIF District
- Authorizing municipality to utilize incremental Education Property Tax revenue to finance TIF District debt
- Does District/application must meet statutory criteria: But For, Location, Process, Project
- Is District financially viable (Revenue to debt ratio)
- Share of Education Property Tax Revenue – not more than 70% of increment
- Does District have market viability
- Is there Nexus between infrastructure, development, and parcels
- Set Proportionality for infrastructure projects



Tax Increment Financing District

Approval Criteria

Purpose: Does the TIF District meet statutory purpose

Need/But For Criteria: Is TIF required to finance infrastructure and get private development? Specifically VEPC must determine that the infrastructure improvements proposed to serve the District and the proposed development in the District would not have occurred as proposed or would have occurred in a significantly different and less desirable manner than proposed but for the utilization of the incremental tax revenues. The review takes into account:

- (A) the **amount of additional time**, if any, needed to complete the proposed development within the tax increment district and the amount of additional cost that might be incurred if the project were to proceed without education property tax increment financing;
- (B) **how** the proposed **development components and size would differ**, if at all, including, if applicable to the development, in the number of affordable housing, without education property tax increment financing; and
- (C) the amount of **additional revenue expected** to be generated as a result of the proposed development; the percentage of that revenue that shall be paid to the education fund; the percentage that shall be paid to the municipality; and the percentage of the revenue paid to the municipality that shall be used to pay financing incurred for development of the tax increment financing district.

Tax Increment Financing District

Approval Criteria (cont.)

Process Criteria (must meet all)

- Development of full TIF plan;
- Properly warned public hearings and creation of District by MLB;
- Pledge of 85% of incremental municipal revenues; and
- Compatibility with local and regional plan and clear local and regional significance for employment, housing and transportation improvements.

Location Criteria (must meet **two** of three)

- Development will be compact and high density **or** located in or near existing industrial areas; or
- TIF District is ***within*** GC, DDT, DVC, NTC, NDA; or
- Development will occur in an economically distressed area, which means the TIF is within a municipality that for the year of application has:
 - A median family income at 80% or lower of statewide median;
 - An average unemployment rate at least one percent greater than statewide average; or
 - A median sales price for residential properties at 80% or lower of statewide median.

Tax Increment Financing District

Approval Criteria (Cont.)

Project Criteria (Must meet three of five)

- **Need:** Requires substantial public investment over and above normal municipal operating or bonded debt.
- **Affordable Housing:** Private development includes new or rehabilitated affordable housing as defined by 24 VSA 4303.
- **“Brownfields:”** Infrastructure improvements or private development will result in brownfield remediation/redevelopment, which means:
 - A hazardous substance, pollutant, or contaminant is or may be present; and
 - Situation *is likely* to complicate development.
- At least one entirely **new business or a business expansion:**
 - New business must be from outside Vermont.
 - Will create new, quality jobs that meet or exceed prevailing wage for region.
- The Development will **enhance transportation**, meaning:
 - Improved traffic patterns and flow; or
 - Create or improve public transportation systems.

Tax Increment Financing District

Approval Criteria (Cont.)

Nexus: Infrastructure can be located anywhere, but...

- Must be a linkage, connection, impact on the real property development that is expected to occur.
- Real property development expected in District must be somehow caused by/reliant on the projected public infrastructure.
- Parcels included must have nexus to infrastructure or have development potential.

Proportionality

- Proposed by applicant for each infrastructure project
- VEPC will use actual data, if available, or
- “Rational” formula, based on
 - Subjective descriptors
 - Data analysis



Tax Increment Financing District

Approval Criteria (Cont.)

Financial Feasibility:

- Analysis of infrastructure cost and debt assumptions, real property development and property tax revenue generation assumptions.
- Availability of other sources of revenue.
- Analysis of ability to service debt.

Share of Education Property Tax Increment:

- No more than 70% can go to service TIF debt/related costs
- VEPC does not assume 70% is required
- Financial analysis will determine share

Market Viability:

- Analysis of existing stock and marketability and absorption of proposed development.
- Availability of market studies.

TIF District Financing Plan:

- Approved concurrent with TIF Plan or after approval
- Must be approved by VEPC *before* municipality seeks first public vote on debt
- Details debt instruments, rates, terms, and debt schedule



Tax Increment Financing District

Approval Limitations

- **No more than six new Districts**
 - No municipality with an existing District can apply for a new one until debt retired.
 - If the cap is met and VEPC receives an application that “would otherwise qualify,” VEPC shall present the application to the Emergency Board, who may “in its discretion,” increase the cap.
- **No more than 2 per county**
 - Existing Districts do not count against county
 - If a County has one approved new TIF and VEPC receives 2 applications at once for that county, VEPC shall approve the application that, in its discretion, “best meets the economic development needs of the county.”
- **If a municipality with a new District does not proceed or does not incur debt, another District can be approved in its place**
- **General Assembly must authorize VEPC to approve more Districts beyond six, subject to reporting and determination of “amount of new long-term debt that prudently may be authorized.”**



Tax Increment Financing District

Miscellaneous

- Impacts on Increment:
 - Developing Non-Taxable properties
 - Temporarily eliminating taxable property
- Distribution of excess revenue; 10 Year review of share
- Related costs
- Application Fee – Third Party Analysis
- Coordinating Agency
- Reporting
- Debt Instruments allowed
- Cap and Queue

Tax Increment Financing District Tax Revenue Split Example

ORIGINAL TAXABLE VALUE (BASE):

\$10,000,000 X Municipal Tax Rate \$0.8410
 \$8,000,000 X NR Education Tax Rate \$1.4027
 \$2,000,000 X HS Education Tax Rate \$1.3173

INCREMENT:

Municipal Grand List Value
 Increase in Municipal Value: \$15,000,000-\$10,000,000
 Municipal Increment: \$5,000,000 X 0.8557
 \$42,785 X 75%
 \$42,785 X 25%

Education Grand List Value
 Increase in Education Grand List Value
 Non-Residential Increase in Value
 Homestead Increase in Value
 Education Increment:

NR = \$4,000,000 X 1.5442

HS = \$1,000,000 X 1.4413

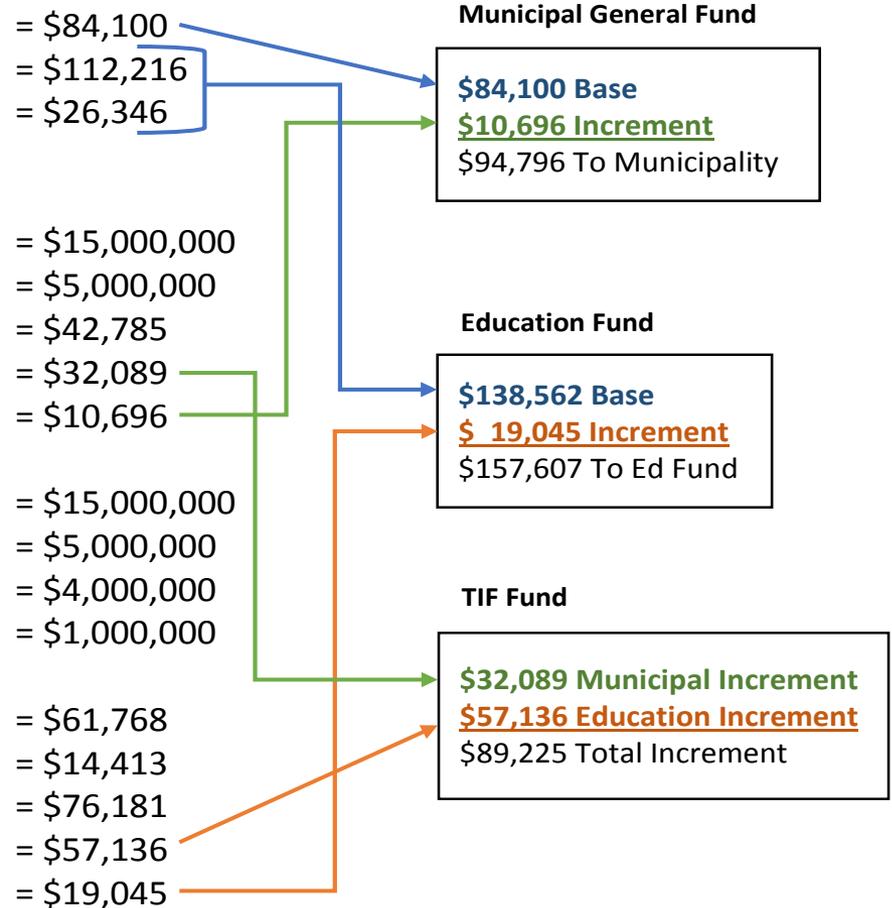
Total

\$76,181 X 75%

\$76,181 X 25%

ASSUMES:

- Increase in base value of \$5,000,000
- Split of increment at 75%/25% upon approval





Tax Increment Financing District Timelines

- **Pre-Plan:** 3-8 months
- **Local Adoption:**
 - Must allow for public notice/hearing
 - District is created as of April 1 of year voted by MLB
 - OTV is established as of April 1 of calendar year voted
 - Municipality can incur debt against anticipated property tax revenues any time for up to 10 years starting that April 1
 - Must incur debt within 5 years after creation
 - If no debt is incurred within 5 years of creation, must seek VEPC re-approval of TIF District Plan and TIF Financing Plan
 - Any indebtedness incurred during this 10 years can be retired over any period authorized by MLB
 - District exists until all TIF debt is retired
- **State Approval of TIF District Plan:** 2-4 months
- **State Approval of TIF District Financing Plan:** 2 months

Tax Increment Financing District

Timelines (cont.)

- **Debt Period**

- First debt must be incurred within five years of creation
- All debt must be incurred within 10 years
- All debt, regardless of type, must get voter approval
- Voter approval does not equal “incurred.”

- **Education Property Tax Retention Period**

- 20 Years, starting with Education Grand List for calendar year during which first debt is incurred
- Any increment occurring between date of creation and GLY of first debt goes 100% to Education Fund and Municipal General Fund
- **Only** debt incurred within 10 years of creation may be retired using EPT revenues

- **Municipal Property Tax Retention period**

- Begins with first year and continues as approved by municipality

Tax Increment Financing District

Active TIF Districts

- Burlington Waterfront
- Milton North/South
- Winooski Downtown
- Milton Town Core
- Burlington Downtown
- Hartford Downtown
- Barre City Downtown
- St Albans City Downtown
- South Burlington New Town Center

RECEIVED

APR 26 2017

REAPPOINTMENT FOR ANDREW BOUTIN TO PLANNING COMMISSION

Village of Essex Junction

Village manager Pat Scheidel, VILLAGE OF ESSEX JCT., VT

Andrew Boutin

48 Cascade St.

Essex jct., VT. 05452

4/22/17

I am interested in being reappointed to the planning commission for another 3 years. My current planning commission appointment expires on 6/30/17.

Thank you, Andrew Boutin



Aaron Martin
2 Seneca Avenue
Essex Junction, Vermont 05452

RECEIVED

MAY 16 2017

Village of Essex Junction

May 16, 2017

Village of Essex Junction
Attn: Mr. Patrick Scheidel
2 Lincoln Street
Essex Junction, Vermont 05452

Re: Zoning Board Appointment

Dear Mr. Scheidel;

I am writing to request that I be considered to be reappointed to the Zoning Board of Adjustment for the Village of Essex Junction. I look forward to continuing my service to my community.

Sincerely;

A handwritten signature in cursive script, appearing to read 'A. Martin', with a horizontal line extending to the right.

Aaron Martin

Patty Benoit

Subject: FW: Reappointment

From: John Alden [<mailto:jba@scottpartners.com>]
Sent: Thursday, May 18, 2017 5:07 PM
To: Patty Benoit
Cc: pscheidel@essex.org
Subject: RE: Reappointment

Hi Patty-

Sorry. I am interested and will be glad to provide a letter of interest.

Perhaps this email will suffice?

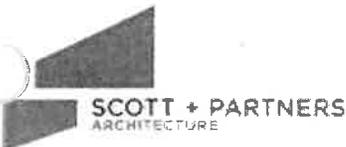
I think we have been making good progress on the Planning Commission and look forward to the opportunity to continue our work. I feel comfortable with the workload. The interaction with the Trustees and community over the past few years has been wonderful. I continue to be involved in Heart and Soul as well as an advisory committee looking at planning issues with our friends in the Town.

So, if the Trustees wish, I will be glad to continue. Please let me know when to report for the interview.

Thank you,

John

John B. Alden, AIA
Principal



7 Carmichael Street
Essex Junction, VT 05452
T 802.879.5153
C 802.233.3011
www.scottpartners.com

From: Patty Benoit [<mailto:patty@essexjunction.org>]
Sent: Thursday, May 18, 2017 2:07 PM
To: John Alden
Subject: Reappointment

Hi John,

We're following up our letter of April 14th about your term on the Planning Commission expiring the end of next month. If you wish to be reappointed, please forward a letter of interest.

The Trustees like to meet with members who are being reappointed to "check in" and will be doing so at their June 13 and June 27 meetings.

Thank you,
Patty

Patricia Benoit

Patty Benoit

Subject: FW: Reappointment

From: Nick Meyer [<mailto:nmeyer52@aol.com>]

Sent: Friday, May 19, 2017 8:23 AM

To: Patty Benoit

Subject: Re: Reappointment

Hi Patty,

I apologize for not notifying you earlier. I would like to be reappointed to the Village Tree Advisory Committee.

Thanks,

Nick

Sent from my iPad

On May 18, 2017, at 2:15 PM, Patty Benoit <patty@essexjunction.org> wrote:

Hi Nick,

We're following up our letter of April 14th about your term on the Tree Advisory Committee expiring the end of next month. If you wish to be reappointed, please forward a letter of interest.

The Trustees like to meet with members who are being reappointed to "check in" and will be doing so at their June 13 and June 27 meetings.

Thank you,

Patty

*Patricia Benoit
Administrative Assistant
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
(802) 878-6944*

RECEIVED

MAY 24 2017

May 23, 2017

Patricia Benoit
Administrative Assistant
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Village of Essex Junction

RE: Reappointment to the Essex Junction Planning Commission

Hello Patricia,

I am interested in being reappointed for another term on the Essex Junction Planning Commission.

Thank you.



Joe Weith
35 Pleasant Street
Essex Junction, VT 05452

To: Village of Essex Junction Trustees

From: Maura Collins, resident

Date: June 7, 2017

Re: Affordable housing committee

The role of affordable housing has been often discussed by the Village Trustees as well as by residents on Front Porch forums, and was an oft-mentioned topic during the Heart and Soul process. In fact, Thoughtful Growth was as a primary principle of the Heart and Soul effort. As the Village's Comprehensive plan states, "Participants of the project described Thoughtful Growth in a variety of ways; two are relevant to housing: A balance of housing, business, and the preservation and maintenance of a variety of open spaces, including forests, trails, parks and recreation fields; and A variety of housing options including affordable housing." Additionally, the Village has done a wonderful job at recognizing the need for affordable housing in its Comprehensive Plan and included many action items that will likely need community support to accomplish.

As a resident, I am **requesting that the Village of Essex Junction consider joining with the Town of Essex to create an Affordable Housing Committee to examine the specific need for affordable housing, and appropriate policy, planning, and programmatic responses the community could consider in response to the needs.** The committee would work with both Planning Commissions to ensure no duplication of effort or conflict of policies.

Need for a Closer Look

Essex hasn't had a group to study affordable housing since 1990 yet the housing stock is changing rapidly in both the Town and the Village. Page 55 of the Comprehensive Plan states, single family detached homes are the largest housing category but other housing types exist and are increasing. Between 2010 and 2012 the Village saw more multi-family residential development than single family. (page 55) Additionally, household sizes are getting smaller, which drives up the need for more homes as people are more likely to live individually.

I won't re-state the need for affordable housing in our community, but the data can be found in the attached pages of the Village and Town Plans. Both the data and accompanying recommendations in the Comprehensive Plan, approved by the Trustees, make a strong case that our community's economic and social health would be improved by a more balanced housing market.

Creating an Affordable Housing Committee is supported by the Village's Comprehensive Plan. Some tasks listed on page 60 that could be accomplished by such a committee could be:

- Objective 1.7: Maintain allowance for density bonuses in the Planned Residential District for the construction of affordable housing. – *the committee could look to see if those bonuses are generating the desired units, and how successful they are.*

- Goal 2: Cooperate with surrounding communities, private developers and nonprofit developers to jointly create affordable housing and senior housing. – *the committee could study if this still needed, how much, where, at what level of affordability and for what target audience.*
- Goal 3: Continue to provide adequate sites in residential areas or areas of residential character for special needs housing. – *same as above, is this still needed and what are the specific needs of this population?*

If the Village and Town were to create such a committee, it would be following in the footsteps of several other Chittenden County communities such as South Burlington and Williston.

South Burlington

South Burlington's [Affordable Housing Committee](#) was created in 2012 and created a report in 2013, which then lead to a more [long-term committee](#) of five-members which continues to meet and make recommendations to the City Council. As noted in the inaugural [meeting minutes](#) of September 21, 2016, the committee was "created by the City Council at its May 2nd, 2016 meeting. It was established to support and assist the City in achieving the goals for housing, especially housing for households whose incomes do not exceed 80 percent of the Area Median Income as stated in the City's 2016 and subsequent Comprehensive Plans. The Committee was given the following charge:

1. Keep abreast of housing policies and strategies in place elsewhere that might be applied here to increase the stock of affordable housing for employed and senior residents.
2. Review ideas and recommendations in the 2013 Report, Path to Affordability, not adopted thus far to determine if any should be advanced to the Planning Commission.
3. Assess the need for expanding inclusionary zoning regulations to areas of the City outside the City Center district and make recommendations to the Planning Commission on this subject.
4. Study ways to permanently fund the Trust Fund and make a recommendation to the City Council.
5. Continue to monitor statistical data regarding the state of housing affordability in the City.
6. Undertake measures to educate the public.
7. Be open to citizen ideas and opinions.
8. Submit an annual report to the City Council.

Williston

Williston took a slightly different approach and created a Housing Trust Fund Task Force in 2016. More narrow in scope than an Affordable Housing Committee, the charge was created in October 2015 and outlines the purpose, background, membership, charge and time schedule as shown here:

[http://www.town.williston.vt.us/vertical/sites/%7BF506B13C-605B-4878-8062-87E5927E49F0%7D/uploads/housing trust fund charge signed 101915.pdf](http://www.town.williston.vt.us/vertical/sites/%7BF506B13C-605B-4878-8062-87E5927E49F0%7D/uploads/housing%20trust%20fund%20charge%20signed%20101915.pdf).

Other Local Efforts

In addition, I authored a [Housing Needs Assessment](#) for the City of Winooski in 2016 and the City of Burlington has a long history of [studying and creating Action Plans](#) to address affordable housing needs.

In Conclusion

The time for Essex to create an Affordable Housing Committee is now, and I ask for the Trustees to consider creating one in partnership with the Town, with a charge to go beyond studying the affordable housing needs but also to propose potential planning and programmatic changes to respond to those local needs. First steps would be to draft a charge for the committee, determine a size and name members, appoint municipal support for meeting logistics and minutes/agenda postings online, and set any timetables determined appropriate.

7. Housing

The availability and quality of housing are important determinants of a community's quality of life. One of the six community values determined in the 2013 Heart & Soul project was Thoughtful Growth. Participants of the project described Thoughtful Growth in a variety of ways; two are relevant to housing: A balance of housing, business, and the preservation and maintenance of a variety of open spaces, including forests, trails, parks and recreation fields; and A variety of housing options including affordable housing. A major component of this Plan is to ensure that these aspects of Thoughtful Growth are met through maintenance of existing housing and development of new housing.

7.1 Housing Supply

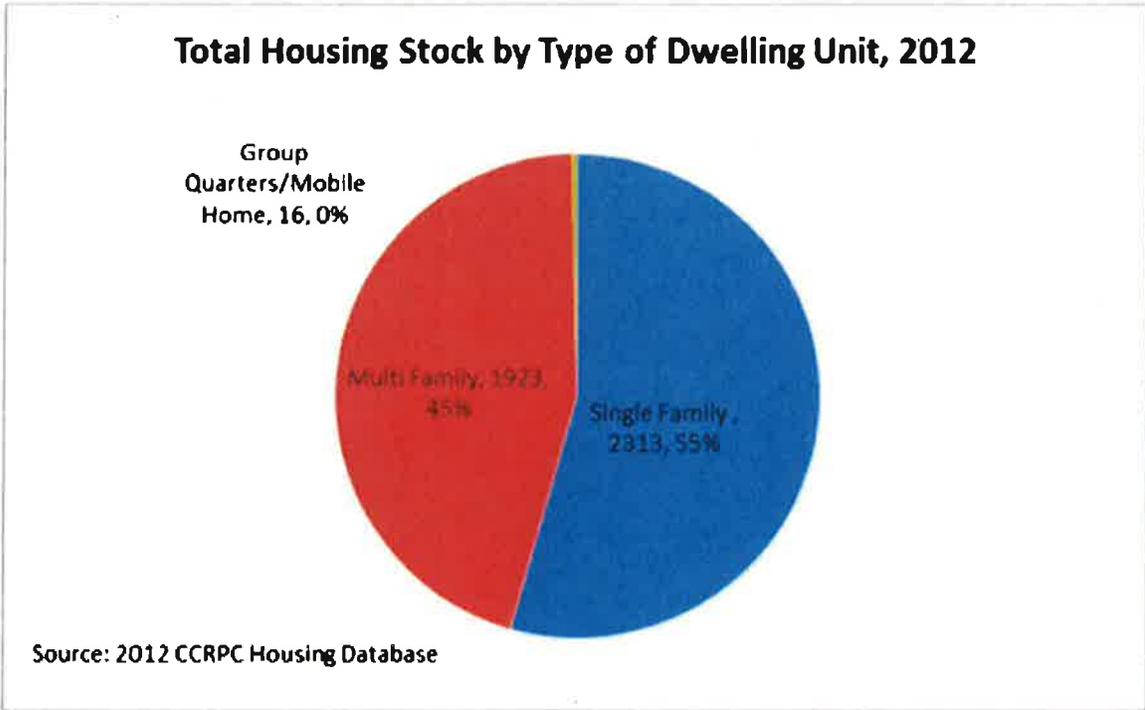
Table 10 provides a historical perspective on the housing supply in Essex Junction and comparisons to the County. While the housing unit data from the Census is not entirely accurate it is helpful to provide trend data.

Table 10. COMPARISON OF TOTAL HOUSING UNITS: 1960-2010							
	YEAR						Average Household Units Per Year 2000 - 2010
	1960	1970	1980	1990	2000	2010	
Essex Jct. Village	-	-	2,544	3,375	3,501	4,009	50.8
Essex Town	-	-	2,279	2,935	3,669	4,137	46.8
Both Village & Town	1,944	3,053	4,826	6,310	7,170	8,146	97.6
Colchester	652	3,088	4,566	5,922	6,727	7,104	37.7
So. Burlington	273	2,879	3,972	5,437	6,498	8,429	193.1
Williston	400	908	1,284	1,874	3,036	3,652	61.6
Chittenden Co.	22,464	30,664	41,339	52,095	58,864	65,722	685.8
Vermont	136,307	165,063	223,198	271,214	294,382	322,539	2815.7
PERCENT OF CHITTENDEN COUNTY							
Essex Jct. Village	-	-	6.15	6.48	5.95	6.10	-
Both Essex Village & Town	8.65	9.96	11.67	12.11	12.18	12.39	-
Colchester	2.90	10.07	11.05	11.37	11.43	10.81	-
So. Burlington	1.22	9.39	9.61	10.44	11.04	12.83	-
Williston	1.78	2.96	3.11	3.60	5.16	5.56	-
Source: 2010 U.S. Census Bureau							

The existing housing stock in Essex Junction is mixed. As seen in Figure 5, single family detached dwellings are the single largest housing category. However other types of housing do exist and are increasing. Between 2010 and 2012, the Village saw more multi-family residential development than single family development. According to Figure 6, 66% of the housing units were built in the form of 3-unit or more projects. The data for Figures 5 & 6 is from the CCRPC Housing database which is

gathered from e-911, assessor and zoning permit information – therefore the number of dwelling units are not the same as reported by the Census.

Figure 5



7.2 Characteristics of Residents

The average household size in 2010 was 2.39 persons per household. This number has gone down over the last 30 years, but now seems to be stabilizing or even on the rise. In 2010, there were 3,875 households, and 4,009 housing units; therefore, 134 units were vacant. The make-up of these 3,875 households was:

**Table 11
Households in Essex Junction, 2010**

Households with 2+ people:	375
Number of families:	2,436
Number of people living alone:	1,064
Source: U.S. Census, 2010.	

7.3 Building Activity

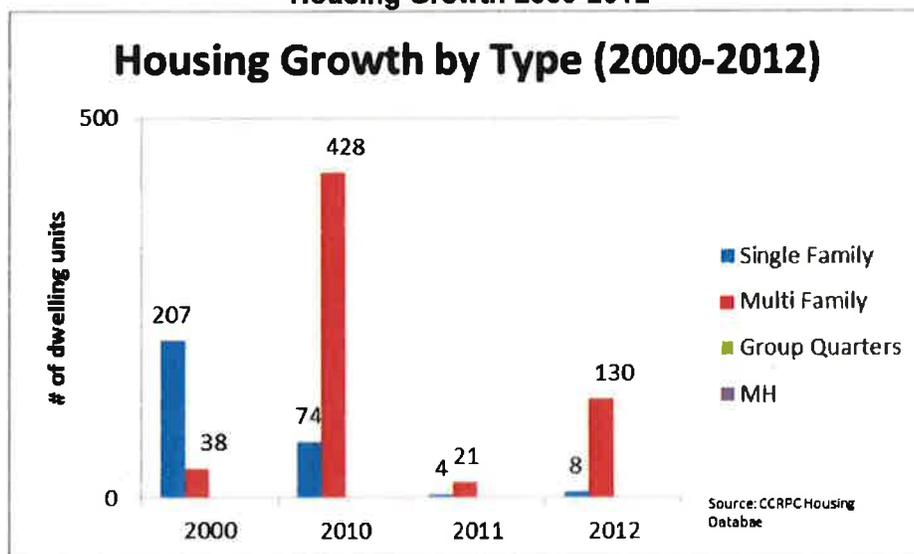
The Village has seen a decline in the development of single-family detached housing over the last twelve years which could be linked to a diminished land base, and since 2008, financing constraints brought on by the recession. The increase in higher density multi-family housing was made possible by zoning changes put in place in 2000.

The intent of those zoning changes was and still is relevant. The region had, and still has a housing shortage, which is especially acute for affordable rental housing. The 2001 Chittenden County Regional Plan indicated a county wide housing shortage of 1,970 units (unmet need, excluding future needs). The current Chittenden County Regional Plan (entitled the 2013 Chittenden County ECOS Plan) also indicates an unmet need explaining a 2.6% rental housing vacancy rate in the suburban areas of the County (a healthy target may be closer to 3 to 5% for Chittenden County). Going forward, the market is demanding more rental housing and smaller units.

Adding housing units in areas planned for growth is the most efficient way of meeting the unmet need – rather than continuing to sprawl and spread our infrastructure costs across a greater geographic area. Therefore the current level of density allowed in the areas planned for growth is effective, however changes may be needed to ensure the scale, quality and design of the higher density and infill structures is what the community would consider “thoughtful growth”. In addition, it is important to note that the State Land Use planning goal includes the following: “Intensive residential development should be encouraged primarily in areas related to community centers, and strip development along highways should be discouraged.”

In light of these needs the Village is working to encourage a diverse range of housing including single family housing and to a greater degree in the last few years, multi-family housing as reflected in Figure 6. This is discussed in more detail in Section 7.4.

**Figure 6
Housing Growth 2000-2012**



7.4 Housing Cost and Affordability

Housing growth is important not only as a mechanism to provide housing that is affordable to all segments of the population, but also important for economic stability and business retention and growth. Essex Junction businesses rely primarily on local residents to support their businesses. An increase in the number of housing units and density will increase the market potential for local businesses.

A survey of Chittenden County employers in 2012 found that the cost of housing was regarded as a serious problem by 74% of employers for rental housing and 62% of employers for owner housing. In fact, 83% of employers said that the cost and availability of housing was an obstacle to economic development.

Employee turnover (i.e., the cost of lost productivity, advertising, and the time and expense of interviewing and training candidates) costs on average, \$13,754 per employee. In the past three years, employers lost an average of 2.46 recruits due to housing costs, availability, or other limitations. Employers commented that they have lost recruits and have had to spend greater sums of money in sign-on bonuses and relocation expense reimbursement or temporary housing because there are such limited rental homes and affordable housing relative to the options candidates observed in other parts of the country.

The median value of an owner-occupied housing unit in Essex Junction in 2007 to 2011 was \$260,000¹. The median household income was \$64,013². Assuming that households should not spend more than 30% of their gross income on housing costs and 5% cash is given as a down payment, a household would need to earn \$76,429 annually to afford a median value house in Essex Junction. Therefore, the median home price in Essex Junction is slightly out of reach for households earning the median income. A home that would be more affordable for the median income would be approximately \$217,000 assuming approximately \$18,000 cash for closing.

The median rents in Chittenden County have risen an average of 5.3% annually in the past decade, well outstripping inflation.³ As can be seen in the table below, most occupations in the area do not pay a median wage that is high enough to afford even a studio apartment. Having more than one income will help affordability; we know that in Vermont most households have only one, or less than one full time worker.⁴

	<i>0 bedroom</i>	<i>1 bedroom</i>	<i>2 bedroom</i>	<i>3 bedroom</i>	<i>4 bedroom</i>
Median rent	\$969	\$1,053	\$1,375	\$1,721	\$2,021
Annual income needed to afford median rent	\$38,760	\$42,120	\$55,000	\$68,840	\$80,840
Hourly wage needed to afford median rent if working full time	\$18.63	\$20.25	\$26.44	\$33.10	\$38.87
% of workers whose occupation's median wage is less than the hourly wage needed	56%	61%	75%	86%	89%

The Village has proactively addressed the need for affordable housing through zoning amendments and State incentive programs. The following projects are a snapshot in time and reflect a number of these efforts. The following projects have been built using public funding which would require the housing to be affordable:

- 10 out of the 24 units at Village Haven at Roscoe Court (currently under construction);
- 30 units at Monarch Apartments at 203 Pearl Street (built in 2004);

¹ VHFA's Analysis of Property Transfer Tax Data

² American Community Survey 2007-2011

³ Vermont Housing Data, Fair Market Rents 2003-2013.

⁴ US Census Bureau.

- 19 units of elderly housing at 136 West Street (built in 2005); and
- 65 units of elderly housing at 128 West Street (built in 1979).

The Roscoe Court project was approved in 2009 as a Vermont Neighborhood – the first of its kind in the State. The Vermont Neighborhood program provides financial and permit incentives to stimulate new housing development in appropriate areas in and around designated downtowns, village centers, new town centers, and growth centers. The benefits of the program include an exemption from Act 250 regulations for “mixed income” projects, reduced State wastewater permit fees, exemption from the land gains tax, and the conditional use permit by the local government determining that a project meets the “character of the area” criteria may not be appealed to the Environmental Court. The Roscoe Court “mixed-income” project includes twenty-four 3 bedroom units - eighteen are detached single family homes, and 6 are duplexes for sale. The “mixed-income” requirements include: 1. Rental Housing: 20% of the units must be allocated to people earning no more than 60% of the area median income for 30 years after construction; and 2. Owner Occupied Housing: 20% of units must be sold at a price less than 90 percent of the VHFA purchase price limits or 15 percent of owner occupied units must be sold at a price less than 85% percent of the VHFA purchase price limits (\$275,000 in Chittenden County). The income limits are as follows: \$70,500 for 2 or fewer persons and \$81,000 for 3 or more persons. Participation in this program has successfully secured affordable housing in the Village.

Vermont Neighborhood Development Program:

While the Vermont Neighborhood program is no longer offered by the State – a new and improved program titled “Neighborhood Development Area program” is available and it “encourages municipalities and/or developers to plan for new and infill housing in the area within walking distance of its designated downtown, village center, new town center, or within its designated growth center and incentivizes needed housing, further supporting the commercial establishments in the designated centers.” Areas surrounding the Village Center are likely to be eligible for this program, which includes Act 250 benefits among others. For more information visit:

http://accd.vermont.gov/strong_communities/opportunities/revitalization/vermont_neighborhoods

All of the other housing units constructed in the Village since 2000 have no requirements to remain affordable and are subject to fluctuations in the housing market. For example, the Riverside in the Village project was originally intended for a mix of market rate apartments, condominiums, student housing and senior housing units. However, the project is now all market value rental apartments. The condominiums and student housing units were converted to market rate rental, and the senior housing units will not be built.

It appears the Village's decision to increase densities in 2000 and additional zoning amendments in 2011, have certainly had a positive impact on housing growth; however continued efforts for affordable housing is needed.

Essex Junction is not prepared to adopt an inclusionary zoning ordinance at this time, but will instead focus on issues within our control that affect the affordability of housing including housing densities, permitting, and redevelopment. Through these efforts the Village will work to ensure that this growth is done in a thoughtful manner so that the existing neighborhood fabric will remain. For example, the Village will consider zoning incentives for pocket parks and other open space amenities in housing and mixed-use projects; and the Village will work to ensure that housing is located in areas with existing and planned support services.

Housing

Existing housing in Essex ranges from large, single-family homes to condos to large apartment buildings.

The number of households has approximated the population increase, although since the mid-1900s Essex has seen a gradual decline in the number of people living in those homes. In 1960, an average of 3.65 people lived in a household; in 2010, the average Essex home had 2.48 people.

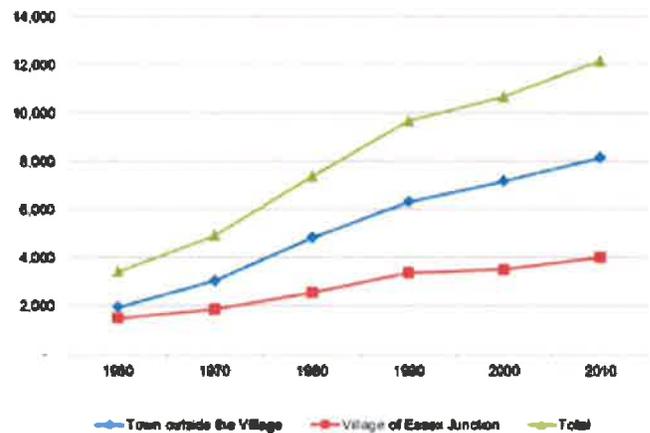
Specific Housing Policies

- **2(S).13:** In adherence to the federal Fair Housing Act, the Town shall not have housing policies or regulations that result in the unfair treatment of protected categories of people.
- **2(S).14:** The provision of new housing in the community shall be balanced with impacts on the environment and on public facilities and services.
- **2(S).15:** New housing shall be directed to areas identified as suitable for growth, specifically the Town Center and the Susie Wilson Road corridor.
- **2(S).16:** The housing stock shall serve residents of all income levels, ages, and special needs.

The trend reflects a shift in the types of housing being built in Essex. In 1967, single-family homes comprised 91 percent of all the dwellings built in town. Recent construction, however, has brought an influx of multifamily housing, including condominiums, townhouses, and congregate facilities. Of the 170

building permits issued from 2009 through 2014 for new homes in the Town outside the Village, 56 percent were for condominiums and townhouses.

The trend toward multi-family housing will likely continue. Through its Official Subdivision Regulations and residential phasing policy, the Town directs 80 percent of its housing growth to land within the sewer core (generally speaking, the areas around the Susie Wilson Road corridor and between VT Route 15 and VT Route 117). With a limited amount of land within the sewer core, the Town can expect to see a greater number of multi-family housing buildings. Taller buildings and greater densities will help achieve a pattern of compact

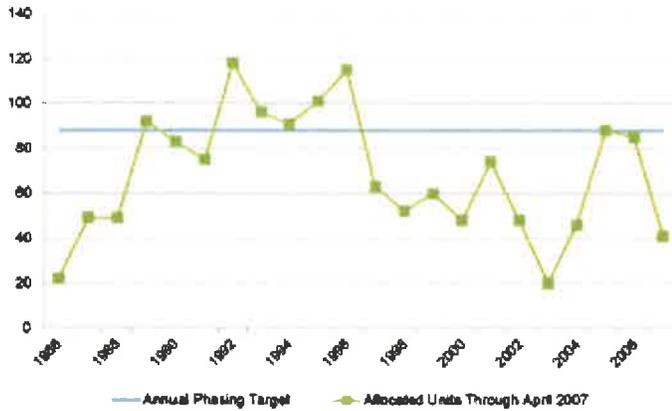


SOURCE: U.S. Census

Figure 9. Trend in Dwelling Units: 1960-2010.

development within the sewer core. The more rural parts of Essex outside the sewer core can expect to see a greater proportion of single-family homes.

The expected development patterns have played out in recent housing trends. The Planning Commission gave preliminary or final residential phasing approval to 46 subdivisions between 2008 and 2014. Of the 20 projects inside the sewer core, all but five featured multi-family or congregate housing. Outside the sewer core, only one of 26 projects included multi-family dwellings; the rest of the subdivisions were for single-family homes.

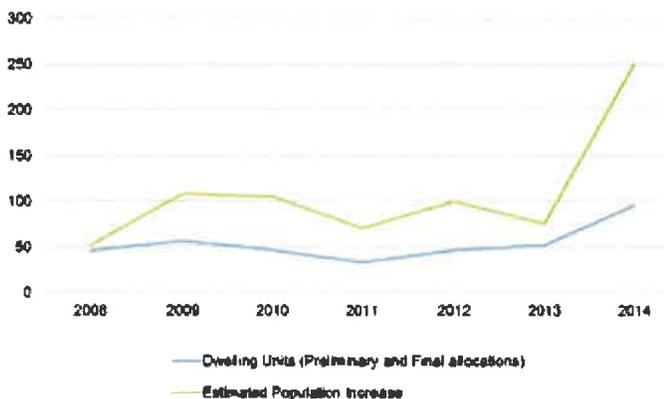


SOURCE: Essex Community Development Department

Figure 10. Residential Phasing Allocation - 1986-2007.

The total number of housing units in Essex increased from 7,170 in 2000 to 8,146 in 2010, according to the U.S. Census Bureau. The average annual growth rate of 1.28 percent lagged behind Chittenden County (1.53 percent) and the rest of the state (2.97 percent). The annual rate of housing increases exceeded annual local, county, and state population increases of 0.5 percent, 0.66 percent, and 0.5 percent, respectively, for the same time period.

Regionally, housing in the Town outside the Village has increased from 8.7 percent of the county stock in 1960 to 12.4 percent in 2010. The ratio has hovered at approximately 12 percent since 1980. Including the Village, Essex had 18.5 percent of the housing stock in Chittenden County in 2010.



SOURCE: Essex Community Development Department

Figure 11. Residential Phasing - 2008-2014.

To ensure that population growth does not strain Town services and schools, Essex has a residential phasing policy that caps the number of homes that can be built each year. The limit is based on population estimates associated with new development – essentially, every new bedroom is expected to result in one new person. Since it was updated in 2008, the phasing policy has had a target of 205 people per year, with a target range of 184 to 226. Prior to 2008, the Town sought to control development by targeting 88 dwellings per year, rather than by population.

Housing affordability

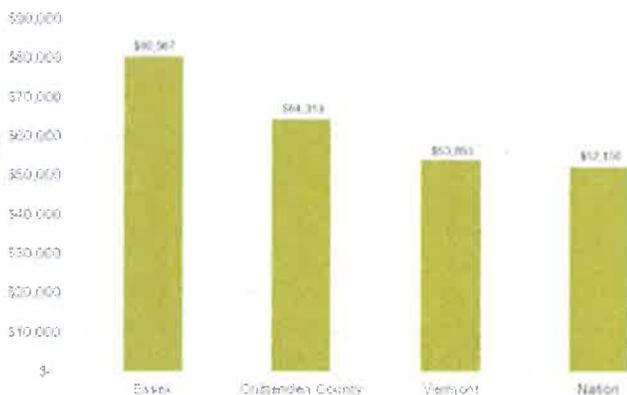
The Town wants to ensure that residents can afford to live in Essex. In recent years, the Planning Commission has heard from residents and nonprofit organizations advocating for better support for housing issues including affordable housing and micro-housing, a catch-all term for tiny houses, micro-apartments, and micro-units.

“Affordable housing developments help to revitalize neighborhoods and strengthen communities, reduce blight, and mitigate environmental hazards,” the **Vermont Housing & Conservation Board** wrote in its **2014 Annual Report to the General Assembly**. “Construction and renovation of affordable housing creates jobs and stimulates the economy. Decent rental or owner occupied housing provides a secure place to raise a family or retire in old age. Transitional housing is a key component of a second chance for people leaving institutions.”

As a general rule, a household should spend no more than 30 percent of its income on housing costs. The median household income in Essex in 2013, as estimated by the American Community Survey, was \$80,567 – more than the median earnings in the county, state, and nation. The average assessed home value in Essex was \$251,000 in 2013. The **Vermont Housing Data’s Home Mortgage Calculator** indicates that a household earning the annual median income of \$80,567 can afford a home costing \$247,500, which makes a home valued at the average assessed amount just slightly more than 30 percent of a median income household’s income. The ratio of home value to income in Essex was lower than those of the county, state, and nation, which were 3.98, 3.71, and 3.42, respectively.

While Essex has a higher median income than the rest of the county and state, the town is not immune to poverty. The [American Community Survey](#) estimated that from 2009 to 2013, 5.2 percent of Essex individuals and 3.9 percent of Essex families had 12-month incomes below poverty levels. Comparatively, Chittenden County had poverty rates of 11.2 percent and 6.1 percent for individuals and families, respectively. Vermont had poverty rates of 11.8 percent and 7.6 percent for individuals and families.

Project-based affordable housing, offered through a specific government-subsidized housing program, is based on a variety of standards but is usually related to the Area Median Income (AMI). Depending on the project, eligible households may be limited to those earning just 30 percent of the AMI, 50 percent of the AMI, or up to 80 percent of the AMI. Moderate income housing is affordable to households having between 80 percent and 120 percent of AMI.



SOURCE: 2011-2013 American Community Survey 3-Year Estimates, Table S1901

Figure 12. Household Income in the Past 12 Months (in 2013 inflation-adjusted dollars).

The Town outside the Village had 171 “affordable” rental units across four different housing facilities in 2015, according to the [Vermont Housing Finance Agency](#). The Village had another 114 units in three facilities.

Essex has incentives in its [Official Zoning Regulations](#) to encourage more affordable housing – developers are allowed to build more homes on a property if some of the units are considered “affordable” – but

developers have rarely used the density bonuses. Most of the affordable units built in recent years have been incentivized through federal subsidy programs. The affordable housing incentives in the [Official Zoning Regulations](#) were last updated in 2008. Essex has not closely studied affordable housing since 1990, when an Affordable Housing Task Force released findings and recommendations in the *Report of the Essex/Essex Junction Affordable Housing Task Force, March 1990*. The Task Force is no longer active, and the report has not been updated in 25 years, despite its conclusion:

“Affordable housing does not occur by itself. If it did there would be no need for this report... First it is critical that there be some strong local vehicle in the community with the express purpose of facilitating the construction of new affordable housing. Secondly, new affordable housing will only be created through cooperative efforts on the part of the municipalities and the developers and the builders who create the housing. The second is unlikely to occur without the first.”

The Town should either appoint a new ad-hoc housing task force or commission a study, or do both, to fully assess the housing needs of the community for all ages and income levels, including affordable housing. The study shall compare Essex to similar communities and determine how the town fits in the regional scope of housing. If the housing assessment shows a need for more affordable housing, the task force or study shall provide options to better incentivize or regulate more affordable housing. Before a housing study is complete, the Town should consider zoning changes to increase housing availability. As Essex explores ways to expand affordable housing options, it should consider all types of alternative housing styles.

The Town should also seek out grant opportunities to support affordable housing, and should partner with organizations that specialize in affordable housing, such as [Green Mountain Habitat for Humanity](#), [Cathedral Square](#), and [Champlain Housing Trust](#).



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: June 13, 2017
SUBJECT: Reappointments to Boards and Committees

Issue

The issue is whether or not the Trustees reappoint citizens to the Planning Commission, Zoning Board of Adjustment, Bike/Walk Advisory Committee and Tree Advisory Committee.

Discussion

Please see the attached letters/emails from current members indicating they would like to be reappointed. Two members of the Bike/Walk Advisory Committee, Jeff Frolik and Phoebe Spencer, are out-of-state for an extended period and could not be present for the interviews.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees make the following appointments for a three-year term beginning July 1, 2017 through June 30, 2020:

Aaron Martin – Zoning Board of Adjustment
John Alden – Planning Commission
Andrew Boutin – Planning Commission
Joe Weith – Planning Commission
Jeff Frolik – Bike/Walk Advisory Committee
Phoebe Spencer – Bike/Walk Advisory Committee
Nick Meyer – Tree Advisory Committee

RECEIVED

MAY 15 2017

Village of Essex Junction

Phoebe Spencer

*66 West Street
Essex Junction, VT 05452
pgspencer22@gmail.com*

George Tyler, Village President

*2 Lincoln Street
Essex Junction, VT 05452*

Dear Mr. Tyler,

I am writing to request that the Essex Junction Village Trustees consider my reappointment to the Bike/Walk Advisory Committee. Since the committee formed four years ago, I have worked to ensure that our recommendations to the trustees build our local community, enhance active transportation options, and are inclusive of the needs of all Village residents. I hope to return to the committee for a third term in order to continue this work.

In my time on the committee, I have helped with applications for Bike Friendly Community designation and grant funding, provided local outreach through farmers' market tabling and our annual Cycle de Mayo event, and liaised with other local transportation groups. As a representative of the group on the Chittenden County Active Transportation Plan Advisory Committee, I worked to ensure that the priorities of the Village were represented in the plan. I look forward to engaging with other groups in the future and continuing to strengthen our existing partnerships.

While I have seen the committee have many successes, there are still many ways that Essex Junction can become a more bicyclist- and pedestrian-friendly place. In my next term, I plan to strengthen our relationship with local businesses and the Essex police through further outreach, implement educational programming for children and adults, and apply to grant funding to install a publically-accessible bicycle repair station. I believe equitable practices should be central to our recommendations for an improved transportation system, and I plan to continue advocating for those in our community who have the highest barriers to adopting active transportation.

Thank you for considering my reappointment. I am happy to answer any further questions you have via email at pgspencer22@gmail.com or at 802-338-6434.

Sincerely,

Phoebe Spencer

Patty Benoit

From: Jeff Frolik <jfrolik@uvm.edu>
Sent: Monday, May 22, 2017 5:22 PM
To: Patty Benoit
Cc: Richard F. Hamlin, P.E.
Subject: Re: Reappointment

Not at all. Is this email sufficient to indicate my interest in continuing on?

Jeff Frolik, Professor and Fulbright-ČVUT Distinguished Chair
Department of Electrical and Biomedical Engineering
University of Vermont

On May 22, 2017, at 10:15 PM, Patty Benoit <patty@essexjunction.org> wrote:

Would you mind if the Trustees reappointed you without you being here, because your term is up before you get back?

From: Jeff Frolik [<mailto:jfrolik@uvm.edu>]
Sent: Monday, May 22, 2017 3:44 PM
To: Patty Benoit
Cc: Richard F. Hamlin, P.E.
Subject: Re: Reappointment

Patty -

I am presently out of the country and will not be back until July. Might I take care of this upon my return?

- Jeff

Jeff Frolik, Professor and Fulbright-ČVUT Distinguished Chair
Department of Electrical and Biomedical Engineering
University of Vermont

On May 18, 2017, at 8:14 PM, Patty Benoit <patty@essexjunction.org> wrote:

Hi Jeff,

We're following up our letter of April 14th about your term on the Bike/Walk Advisory Committee expiring the end of next month. If you wish to be reappointed, please forward a letter of interest.

The Trustees like to meet with members who are being reappointed to "check in" and will be doing so at their June 13 and June 27 meetings.

Aaron Martin
2 Seneca Avenue
Essex Junction, Vermont 05452

RECEIVED

MAY 16 2017

Village of Essex Junction

May 16, 2017

Village of Essex Junction
Attn: Mr. Patrick Scheidel
2 Lincoln Street
Essex Junction, Vermont 05452

Re: Zoning Board Appointment

Dear Mr. Scheidel;

I am writing to request that I be considered to be reappointed to the Zoning Board of Adjustment for the Village of Essex Junction. I look forward to continuing my service to my community.

Sincerely;

A handwritten signature in black ink, appearing to read 'A. Martin', with a horizontal line extending to the right.

Aaron Martin

Patty Benoit

Subject: FW: Reappointment

From: John Alden [<mailto:jba@scottpartners.com>]

Sent: Thursday, May 18, 2017 5:07 PM

To: Patty Benoit

Cc: pscheidel@essex.org

Subject: RE: Reappointment

Hi Patty-

Sorry. I am interested and will be glad to provide a letter of interest.

Perhaps this email will suffice?

I think we have been making good progress on the Planning Commission and look forward to the opportunity to continue our work. I feel comfortable with the workload. The interaction with the Trustees and community over the past few years has been wonderful. I continue to be involved in Heart and Soul as well as an advisory committee looking at planning issues with our friends in the Town.

So, if the Trustees wish, I will be glad to continue. Please let me know when to report for the interview.

Thank you,

John

John B. Alden, AIA

Principal



7 Carmichael Street

Essex Junction, VT 05452

T 802.879.5153

C 802.233.3011

www.scottpartners.com

From: Patty Benoit [<mailto:patty@essexjunction.org>]

Sent: Thursday, May 18, 2017 2:07 PM

To: John Alden

Subject: Reappointment

Hi John,

We're following up our letter of April 14th about your term on the Planning Commission expiring the end of next month. If you wish to be reappointed, please forward a letter of interest.

The Trustees like to meet with members who are being reappointed to "check in" and will be doing so at their June 13 and June 27 meetings.

Thank you,

ttty

Patricia Benoit

RECEIVED

APR 26 2017

REAPPOINTMENT FOR ANDREW BOUTIN TO PLANNING COMMISSION

Village of Essex Junction

Village manager Pat Scheidel, VILLAGE OF ESSEX JCT., VT

Andrew Boutin

48 Cascade St.

Essex jct., VT. 05452

4/22/17

I am interested in being reappointed to the planning commission for another 3 years. My current planning commission appointment expires on 6/30/17.

Thank you, Andrew Boutin



RECEIVED

MAY 24 2017

Village of Essex Junction

May 23, 2017

Patricia Benoit
Administrative Assistant
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

RE: Reappointment to the Essex Junction Planning Commission

Hello Patricia,

I am interested in being reappointed for another term on the Essex Junction Planning Commission.

Thank you.



Joe Weith
35 Pleasant Street
Essex Junction, VT 05452

Patty Benoit

Subject: FW: Reappointment

From: Nick Meyer [<mailto:nmeyer52@aol.com>]

Sent: Friday, May 19, 2017 8:23 AM

To: Patty Benoit

Subject: Re: Reappointment

Hi Patty,

I apologize for not notifying you earlier. I would like to be reappointed to the Village Tree Advisory Committee.

Thanks,
Nick

Sent from my iPad

On May 18, 2017, at 2:15 PM, Patty Benoit <patty@essexjunction.org> wrote:

Hi Nick,

We're following up our letter of April 14th about your term on the Tree Advisory Committee expiring the end of next month. If you wish to be reappointed, please forward a letter of interest.

The Trustees like to meet with members who are being reappointed to "check in" and will be doing so at their June 13 and June 27 meetings.

Thank you,
Patty

*Patricia Benoit
Administrative Assistant
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
(802) 878-6944*

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



P: 802-878-6944
F: 802-878-6946

E: admin@essexjunction.org

June 8, 2017

DRAFT

Martha Heath, Chair
Essex Westford School District Board
c/o Judith DeNova, Superintendent
Chittenden Central Supervisory Union
51 Park Street
Essex Junction, VT 05452

Dear Martha,

On behalf of the Essex Junction Trustees and Essex Junction Recreation and Parks, I am writing to affirm our previous verbal commitment to allow Essex High School's Alternative Center for Education (ACE) Program to continue to operate in its present location at the Park Street School. Further, as per our conversation we welcome the ACE program to occupy the space rent-free for the next three academic years (2017-2018, 2018-2019, 2019-2020). At the end of that period we would certainly be amenable to considering having the ACE program continue to occupy the space.

I would like to suggest that Municipal Manager Pat Scheidel, EJRP Director Brad Luck, and the appropriate representative(s) of the ACE program, EHS, and the EWSD have a quick meeting at some point before the new school year commences to ensure a smooth transition and discuss any particular needs of the ACE program of which EJRP and the Village should be aware.

I want to assure the members of the EWSD board and EHS staff that we value the ACE program and are pleased to be able to offer the same space and conditions under which it has successfully operated for many years. Please contact me, Pat, or Brad if we can be of any further assistance.

Warmest Regards,

George A. Tyler, President
Board of Trustees

cc: Michael Smith, Prudential Committee
Patrick Scheidel
Brad Luck
Attorney David Barra
Attorney Paul O'Brian

ACKNOWLEDGEMENT OF ASSUMPTION OF DEBT

WHEREAS, upon the effective date of its formation, July 1, 2017, by operation of law, the Essex Junction Trustees (Village of Essex Junction) will assume all of the assets and liabilities of the following School Districts: Essex Junction Recreation and Parks (under the umbrella of the Essex Junction School District ID); and

WHEREAS, among the liabilities assumed by the Village of Essex Junction is the indebtedness evidenced by the School District's General Obligation Bond(s), held by the Vermont Municipal Bond Bank ("VMBB");

<u>School District Name</u>	<u>VMBB Bond Series</u>
Essex Junction School District ID	1999 S1; Ref 2009 S2

and

WHEREAS, in order to establish and confirm such indebtedness as an obligation of the Village of Essex Junction, the Trustees of the Village of Essex Junction propose to formally memorialize acknowledgment of its assumption thereof.

NOW THEREFORE, BE IT RESOLVED THAT:

- (1) The Village of Essex Junction formally acknowledges assumption of the VMBB indebtedness evidenced by the above described Bond, and to the fullest extent permitted by law unconditionally and irrevocably pledges the full faith and credit of the Village of Essex Junction for payment of the same in accordance with the terms thereof.
- (2) A true copy of these presents shall be sent to the Vermont Municipal Bond Bank.

Adopted at a regular meeting of the Trustees of the Village of Essex Junction held on the ___ day of _____, 2017.

Village of Essex Junction

By all or a majority of its Trustees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

Village Clerk



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: June 13, 2017
SUBJECT: FYE 18 Appointments

Issue

The issue is whether or not the Trustees approve the Manager's annual appointments of Village Treasurer/ Tax Collector, Village Clerk, Village Attorney, Village Fire Chief and Village Engineering Consultant, in accordance with the Village Charter, Article II, Section 209.

Discussion

The Manager would like to re-appoint the following for FYE 18:

Susan McNamara-Hill – Village Treasurer/Tax Collector and Village Clerk
David Barra – Village Attorney
Chris Gaboriault – Village Fire Chief
Hamlin Consulting Engineers – Village Engineering Consultant

Cost

The cost associated with this issue has been budgeted.

Recommendation

It is recommended that the Trustees approve the Manager's annual appointments for the period July 1, 2017 –June 30, 2018.



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager 
DATE: June 13, 2017
SUBJECT: Reappointments to CCRPC and Transportation Advisory Committee

Issue

The issue is whether or not the Trustees reappoint representatives to the Chittenden County Regional Planning Commission and Transportation Advisory Committee (TAC).

Discussion

Please see the attached letter from Bernadette Ferenc of CCRPC. All current representatives and alternates on the CCRPC Board and TAC have agreed to be reappointed for another two-year term.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees reappoint the following representatives to the CCRPC for a two-year term beginning July 1, 2017 through June 30, 2019:

CCRPC Representative:	Dan Kerin
CCRPC Alternate:	Andrew Brown
CCRPC 2 nd Alternate:	Jeffrey Carr
TAC Representative:	Robin Pierce



May 30, 2017

RECEIVED

JUN 01 2017

Village of Essex Junction

Mr. Patrick Scheidel
Essex Junction Village Manager
2 Lincoln Street
Essex Junction, VT 05452

Dear Mr. Scheidel:

According to the bylaws of the Chittenden County Regional Planning Commission, "The term of the representatives and alternates will be for two years beginning July 1st. Communities whose beginning letter falls between A-K shall appoint a representative in even numbered fiscal years.

We are requesting that you have your legislative body take action to appoint/reappoint a representative and an alternate to the CCRPC for a term of two years beginning July 1, 2017 through June 30, 2019. The CCRPC supports diversity and equity in our representation, and we encourage municipalities to consider CCRPC Board members and alternates that represent our increasingly diverse populations.

We ask that you complete the enclosed letter of appointment and return it to us in the enclosed self-addressed envelope (or scan and email to us – bferenc@ccrpcvt.org) by June 30, 2017.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Bernadette".

Bernadette Ferenc
Transportation Business Manager

Attachment

cc: CCRPC Representative: Dan Kerin
CCRPC Alternate: Andrew Brown

May 30, 2017

Mr. Patrick Scheidel
Essex Junction Village Manager
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED

JUN 01 2017

Village of Essex Junction

Dear Mr. Scheidel:

The CCRPC bylaws provide for several standing committees including a Transportation Advisory Committee (TAC). The TAC oversees the CCRPC's transportation activities and policy development as specifically described in item 1-11 of Article XI – Committees; D. Transportation Advisory Committee (copy attached).

The terms of TAC members will be for two years beginning July 1st. Communities whose beginning letter falls between A-K shall appoint a representative to serve beginning in even numbered fiscal years.

We would ask you to please have your legislative body take action to appoint a representative and alternate to the TAC for a term of two years beginning July 1, 2017 through June 30, 2019 (FY2018 & 2019).

We ask that you complete the enclosed letter of appointment and return it to us in the self-addressed envelope or scan and email to me at bferenc@ccrpcvt.org by June 30, 2017. Thank you for your assistance in this matter.

Sincerely,



Bernadette Ferenc
Transportation Business Manager

Attachments

cc: TAC Representative: Robin Pierce
TAC Alternate: vacant

Excerpts from CCRPC Bylaws, amended April 19, 2017

D. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee shall oversee the Chittenden County Regional Planning Commission transportation activities and policy development funded primarily through the Federal Highway Administration Metropolitan Planning Organization (MPO) program as specifically described in items 1-9 of this section.

The Chair of the Transportation Advisory Committee shall be a TAC member elected by the TAC or appointed by the Chair of CCRPC. There shall be up to 31 members and representatives of organizations as follows:

- 1 Board member
- Representatives of the 18 municipalities eligible to vote on MPO business as described in Article V. A.
- Vermont Agency of Transportation
- Federal Highway Administration
- Chittenden County Transportation Authority
- Burlington International Airport
- Campus Area Transportation Management Association
- Special Services Transportation Agency
- Person representative of the Business Community
- Person representative of the Disabled Community
- Person representative of the Elderly Community
- Person representative of the Environmental Community
- Person representative of the Bicycle and/or Pedestrian Community
- Person representative of the Rail Industry

The terms of TAC members will be for two years beginning July 1st, communities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Appointments of all other members will be on an annual basis by the Board Chair. Appointments to fill a vacancy shall be for the unexpired term.

The Transportation Advisory Committee shall meet on a monthly basis or as needed to conduct the following activities:

- 1) review Metropolitan Transportation Plan (MTP) updates, revisions, and amendments as developed by the Long Range Planning Committee;
- 2) review and recommend to the Board the Transportation Improvement Program (TIP) and TIP amendments, Sidewalk and Transportation Enhancement Grant program recommendations and priorities and other program ranking recommendations as needed;
- 3) review and recommend technical planning/engineering studies for inclusion in the UPWP;
- 4) review completed MPO funded planning and scoping studies;
- 5) oversee the selection of consultants to be retained for MPO funded projects and programs;
- 6) undertake MPO related technical and policy activities similar to the Planning Advisory Committee;
- 7) coordinate transportation land use activities with the Planning Advisory Committee;

- 8) conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
- 9) establish sub-committees on an as needed basis.



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: June 13, 2017
SUBJECT: Reappointments to CCRPC Clean Water Advisory Committee

Issue

The issue is whether or not the Trustees reappoint two staff members to the CCRPC Clean Water Advisory Committee (CWAC).

Discussion

Please see the attached letter from Bernadette Ferenc of CCRPC. At the April 25th Trustees meeting, Chelsea Mandigo was appointed Village representative on the CWAC; however, the term of the appointment was not specified and an alternate was not appointed by the Trustees.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees appoint Chelsea Mandigo as Village representative on the Clean Water Advisory Committee and James Jutras as alternate representative for a term of two years beginning July 1, 2017 through June 30, 2019.



June 1, 2017

RECEIVED

JUN 05 2017

Village of Essex Junction

Mr. Patrick Scheidel
Essex Junction Village Manager
2 Lincoln Street
Essex Junction, VT 05452

Dear Mr. Scheidel:

The CCRPC bylaws provide for several standing committees including a Clean Water Advisory committee (CWAC). The CWAC oversees the CCRPC's activities and policy development regarding, but not limited to, the Vermont Lake Champlain Total Maximum Daily Load (TMDL) Plan and its related plans and programs as specifically described in item 1-4 of Article XI – Committees: G. Clean Water Advisory Committee (copy attached).

The terms of CWAC members will be for two years beginning July 1st. Communities whose beginning letter falls between A-K shall appoint a representative to serve beginning in even numbered fiscal years.

We would ask you to please have your legislative body take action to appoint/reappoint a representative and alternate to the CWAC for a term of two years beginning July 1, 2017 through June 30, 2019 (FY2018 & 2019).

We ask that you complete the enclosed letter of appointment and return it to us in the self-addressed envelope or scan and email to me at bferenc@ccrpcvt.org by June 30, 2017. Thank you for your assistance in this matter.

Sincerely,

Bernadette Ferenc
Transportation Business Manager

Attachments

cc: CWAC Representative: Chelsea Mandigo
CWAC Alternate: Jim Jutras

Excerpts from CCRPC Bylaws amended April 19, 2017

G. Clean Water Advisory Committee (CWAC)

The Clean Water Advisory Committee (CWAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain Total Maximum Daily Load (TMDL) Plan and its related plans and programs.

The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of CCRPC. There shall be members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County's 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources (ANR)
- Vermont Agency of Transportation
- Burlington International Airport
- Other voting or non-voting members as may be determined appropriate by the CCRPC after a recommendation from the CWAC.

The terms of CWAC municipal members will be for two years beginning July 1st, municipalities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Organizational members shall appoint a member for a 2-year term with an alternate if desired. Initial appointees of the ad hoc CWAC shall remain appointed until their municipality or organization makes an appointment to this standing committee. Appointments to fill a vacancy shall be for the unexpired term.

The CWAC shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC's efforts in assisting the ANR with basin planning and surface water management including but not limited to:
 - a. CCRPC's assistance to ANR in the development of tactical basin plans;
 - b. technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions;
 - c. coordinating assistance to municipalities considering municipal development regulations to better meet State water quality policies and investment priorities, at the option of the municipality;

- d. assistance to ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;
3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the CWAC comprised of the municipalities and organizations in Chittenden County subject to a Municipal Separate Storm Sewer System (MS-4) or Transportation Separate Storm Sewer System (TS-4) permit:
 - a. This subcommittee shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but not limited, to Minimum Control Measures #1 and #2 or as may be amended or consolidated.
 - b. This subcommittee has sole authority regarding implementation of the Memorandum noted above.
4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate, meet as needed to conduct the following activities:
 - a. review and recommend to the Board water quality program recommendations and priorities;
 - b. review and recommend water quality studies for inclusion in the UPWP;
 - c. review completed CCRPC studies regarding water quality issues;
 - d. oversee the selection of consultants to be retained for water quality related projects and programs;
 - e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
 - f. establish sub-committees on an as-needed basis.



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager 
DATE: June 13, 2017
SUBJECT: Appointment to Ad Hoc Evaluation Committee for Public Works Consolidation

Issue

The issue is whether or not the Trustees concur with the Selectboard's appointment to the Ad Hoc Evaluation Committee for Public Works Consolidation.

Discussion

At their June 5th meeting, the Essex Selectboard interviewed candidates for the independent position on the committee working with members of the Selectboard and Trustees. The recommendation was for a person with municipal and/or public works experience and four people were interviewed. Justin Rabidoux of Essex Junction, Public Works Director of South Burlington, was chosen by the Selectboard.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees concur with the appointment of Justin Rabidoux to the Ad Hoc Evaluation Committee for Public Works Consolidation.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau, Finance Director
DATE: June 8, 2017
SUBJECT: Headworks Screen Bid Award

A handwritten signature in blue ink, appearing to read "James Jutras", is positioned to the right of the memorandum header.

Issue: Whether to award bid for the replacement headworks screen at the wastewater facility.

Discussion: At the April 25, 2017 meeting, the Trustees approved select bidding of a particular style of screen for the wastewater facility headworks. The existing screen style has been a performance and maintenance issue. We requested a select bidder process for a particular style of mechanical screen for improved performance. With Trustee approval, bids were solicited and four bids were opened on June 1 2017:

1. Technology International: \$129,773.00 (incomplete)
2. Fairfield Service Company: \$133,000.00
3. Franklin Miller: \$159,975.00
4. Duperon: \$182,000.00

Staff and the facility engineer Aldrich + Elliott have reviewed the bid packages for conformance with the specification. Technology International did not include the required bid addendum and was discounted from consideration. The apparent low bidder met the minimum required by the specification without any exception noted. Please note that there are a limited number of installations for this manufacturer as recent patent expirations have opened up the market for other manufacturers. As part of moving forward, additional due diligence on existing installations will continue. We will return to the Trustees for further consideration if our research shows any major concerns.

Costs: Costs are as noted above with staff to contract the installation and electrical work. Overall budget is \$250,000.

Recommendation: It is recommended that the bid for the headworks screen be awarded to Fairfield Service Company for \$133,000.00 contingent on satisfactory completion of reference and installation checks of current installations.



MEMORANDUM

TO: Village Trustees
 FROM: Pat Scheidel, Municipal Manager
 DATE: June 13, 2017
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

June 27 6:30 PM	Regular Meeting
July 11 6:30 PM	<ul style="list-style-type: none"> • Bid award for EJFD truck • Bid award for Engineering Services for Main St. Pedestrian Bridge
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
August 8 6:30 PM	Regular Meeting
August 22 6:30 PM	Regular Meeting
September 12 6:30 PM	Regular Meeting
September 26 6:30 PM	Regular Meeting
September 29-30	<i>SteAmfest/Arts Festival</i>

**VILLAGE OF ESSEX JUNCTION
MINUTES OF BLOCK PARTY COMMITTEE MEETING
MAY 22, 2017**

PRESENT: Sam Jackson and Kirsten Domas, EJRP
ADMINISTRATION: Darby Mayville, Community Relations Assistant; Patty Benoit, Administrative Assistant.

The meeting was called to order at 3:30 PM.

1. Update on Participants and Sponsors: The participant list is very full, except for local non-profit organizations. We could not find an affordable street performer this year; two we were interested in are going to be out of the country in July. Darby is going to invite a new business on Susie Wilson Road that serves ice cream as we may not have any other option except sending people across the street to Sam's Scoop Shop.

There are several new sponsors this year and we are almost at budget for that line item (\$1,650 received, \$2,350 budgeted). We are very optimistic about reaching budget again this year. Because we couldn't find a street performer, there is \$500 left in the entertainment budget. The line item for towing cars was discussed (\$250). It's always in the budget in case we can't reach the owners of cars parked on Railroad Ave. The car(s) would get moved to Ivy Lane to be out of our way. We do not want to create ill will for the block party by making the owner pay the towing charge.

The person who designs our poster offered to do a redesign this year for an extra \$60 and we agreed. The EJRP Night Run will be more prominent on the poster.

Darby asked if she should scale back on advertising this year because she reached out much farther last year and we ended up having more behavioral problems and issues. It was agreed that she will focus more on local advertising this year, such as the Front Porch Forum and Downtown Facebook page.

2. Preliminary advertising for the Village's 125th Anniversary: We are going to celebrate in December at the tree lighting and have reached out to the Essex Community Historical Society to coordinate with them. It is hoped they will have a table at the block party, as they are celebrating their 30th this year and we could hitch to their wagon to get the word out early. Otherwise, we'll do something at the info booth.

3. Preliminary Site Plan: The group looked at the first draft and because we haven't heard from all groups yet, there are still some empty spaces. We moved the photo booth closer to the night run and the bounce castle closer to the train station. We don't want their lines to bump into the line for the face painting on the other side of the street. We'll have a final draft of the site plan at the June meeting.

4. The next meeting will be Monday, June 26 at 3:30 p.m. The meeting adjourned at 4:10 p.m.

Respectfully submitted,
Patty Benoit

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
May 18, 2017**

MEMBERS PRESENT: David Nistico (Chair); John Alden, Amber Thibeault, Joe Weith, Diane Clemens. (Andrew Boutin and Steven Shaw were absent.)

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Wes McClellan, Dave Marcotte, Sue Hale, Rob Hale, Paul O'Leary, Joe Flynn.

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Meeting:
 - Sketch Plan, Subdivision, Two Lots, 13-15 Church Street, Fleming/Nee
 - Final Plan, Subdivision, Two Lots, 13-15 Church Street, Fleming/Nee
 6. Other Planning Commission Items
 7. Adjournment

1. CALL TO ORDER

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

2. AUDIENCE FOR VISITORS

There were no comments from the public on matters outside the agenda items.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

May 4, 2017

MOTION by Amber Thibeault, SECOND by John Alden, to approve the minutes of 5/4/17 as written. VOTING: 4 ayes, one abstention (Diane Clemens); motion carried.

5. PUBLIC MEETING

David Nistico noted although both Sketch Plan and Final Plan are separate applications for the proposed subdivision at 13-15 Church Street testimony will be taken simultaneously on both applications.

Sketch Plan for a two lot subdivision with Lot 1 retaining the existing multi-family dwelling and Lot 2 to have a single family dwelling at 13-15 Church Street in the M-F3 District by Elizabeth and Patrick Fleming and Karen and Jack Nee, owners

Final Plan for a two lot subdivision with Lot 1 retaining the existing multi-family dwelling and Lot 2 to have a single family dwelling at 13-15 Church Street in the M-F3 District by Elizabeth and Patrick Fleming and Karen and Jack Nee, owners

Joe Flynn and Paul O'Leary with O'Leary-Burke Civil Associates, Inc. appeared on behalf of both applications. John Alden disclosed the applicant is a friend, but there has not been any correspondence for years. Joe Weith disclosed the same. Diane Clemens disclosed she served on the school board with Wes McClellan. Following brief discussion the Planning Commission felt there were no conflicts of interest. There were no announcements of ex parte communication. Individuals to give testimony on the applicant(s) were sworn in.

Diane Clemens mentioned the zoning permit sign is not posted on the applicant's site. Joe Flynn said the sign was posted by the landowner and will confirm it is still up and visible.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 5/18/17.

APPLICANT COMMENTS

Joe Flynn highlighted the following:

- The parcel is 19,600 s.f. with a multi-family residential unit.
- The proposal is to subdivide the lot and build a single family house on the new lot southerly of the existing duplex.
- The zoning requirements for setbacks, density, and height are met.
- The new single family house will have four bedrooms and an attached garage.
- There are two existing curb cuts for the duplex. One curb cut will be eliminated and replaced with a curb cut on Church Street to serve the single family house. The applicant would like the existing curb cuts to remain until construction has started.

There was discussion of the curb cuts and whether the Trustees need to approve the new curb cut. Robin Pierce pointed out one of the two existing curb cuts for the multi-family unit will be moved to serve the driveway of the single family house so there is no change in the number of curb cuts.

There was discussion of landscaping as a buffer between the two lots. Robin Pierce said with a simple subdivision for a single family house a landscape plan is not required. There is existing landscaping on the site. Diane Clemens said there are shrubs and raspberries on the site, but not shrubs. The site plan should be corrected to show raspberries and other brambles and weed trees that are there. David Nistico suggested as a condition of the approval the applicant will work with staff to ensure proper landscaping to buffer the two properties.

John Alden asked about the grade line between the garage and house to the south and protecting the vegetation there. Joe Flynn said the lot slopes so the grade will maintain positive drainage on the driveway. The slope on the north side of the newly created lot

(Lot 2) from the building to the edge of the property line is 3-on-1 to divert natural runoff to the back of the parcel.

John Alden mentioned the required 30' setback from the street and allowing an average of the surrounding house fronts for the location of the new house so the new house better lines up with the existing houses on East Street and to help with grading. This would mean having a longer, narrower building and ensuring there is enough driveway length for a car to park in front of the garage. Paul O'Leary said having the option to move the house forward would be good.

John Alden asked about building height at 25', noting the regulations allow 35'. Joe Flynn said the applicant would like the opportunity to go to 35' with the new building.

There was discussion of corrections needed on the site plan and the list of conventional requirements including minimum lot size where Lot 2 is 7,500 s.f. and Lot 1 is 10,500 s.f., frontage where Lot 1 is actually 88.5', and the sidewalk on Church Street being macadam not concrete.

There was discussion of the drainage easement. Robin Pierce confirmed the Land Development Code, Section 907, requires a drainage easement. Paul O'Leary said the applicant will provide an easement if required, but otherwise opposes encumbering the lot with an easement that will not be used. There are no utilities or sewer lines on the property. The Planning Commission will pursue the ability to waive Section 907 when an easement is not necessary.

PUBLIC COMMENT

Wes McClellan, East Street, spoke in support of the building fronting East Street. Mr. McClellan spoke of the new house on Lamoille Street that backs to Mansfield Avenue and is only eight feet from another house, and questioned how the building which is an "eyesore" was approved.

Rob and Sue Hale, adjacent property owners to the proposed new house, spoke in support of locating the house closer to the street to match the streetscape and to reduce the need to elevate the house. There is concern about water drainage. Robin Pierce said per the regulations post-construction runoff cannot be any greater than pre-construction runoff. Sue Hale mentioned the existing evergreen tree that will be next to the new driveway, noting the tree appears to be dying and hinders sight distance. Paul O'Leary said the tree can be addressed with the landscaping. A forester can provide advice.

Rob Hale asked if the new house will be owner occupied. Joe Fisher confirmed this. Rob Hale asked if the garage will be in the front of the house since the garages on the street are at the back of the house. It was noted the Planning Commission does not have design review in this district and the proposal meets all the regulations.

There were no further comments.

MOTION by John Alden, SECOND by Diane Clemens, to close the public portion of the Sketch Plan and Final Plan hearing for 13-15 Church Street. VOTING: unanimous (5-0); motion carried.

DELIBERATION/DECISION

Sketch Plan, Subdivision, Two Lots, 13-15 Church Street, Fleming/Nee

The Planning Commission discussed waiving the front setback of 30' so the building could be pulled forward closer to the road to better fit with the streetscape and improve the overall lot in terms of drainage. Also, the applicant should work with staff to ensure there is a vegetative buffer between the lots. The existing evergreen tree should be looked at by a forester. All landscaping requirements must be met. The conventional requirement notes on the site plan need to be corrected as noted (lot size for Lot 1 and Lot 2, frontage of Lot 1, and material of sidewalk on Church Street).

MOTION by John Alden, SECOND by Amber Thibeault, to approve the Sketch Plan for a two lot subdivision at 13-15 Church Street for a single family dwelling and an existing multi-family dwelling by Elizabeth and Patrick Fleming and Karen and Jack Nee as presented and with correction to the conventional requirements pertaining to minimum lot size, frontage, and sidewalk material. VOTING: unanimous (5-0); motion carried.

Waiver of Setback

MOTION by Diane Clemens, SECOND by Amber Thibeault, to waive the minimum front yard setback of 30'. VOTING: unanimous (5-0); motion carried.

Final Plan, Subdivision, Two Lots, 13-15 Church Street, Fleming/Nee

MOTION by John Alden, SECOND by Diane Clemens, to approve the Final Plan for a two lot subdivision at 13-15 Church Street for a single family dwelling and an existing multi-family dwelling by Elizabeth and Patrick Fleming and Karen and Jack Nee as presented and with the following conditions:

1. The building shall be moved forward to be closer to the street but still allow sufficient room to park cars in the driveway and to be consistent with the existing houses on either side.
2. The remaining vegetation shall be evaluated through construction and the applicant shall work with staff to supplement the vegetation up to the landscape budget amount required in the Land Development Code.
3. The evergreen on the southeast corner of the lot shall be evaluated by the Village tree warden and staff, and appropriate measures may be taken which may include replacement of the tree in a location approved by staff.
4. Comments from staff shall be addressed and satisfied prior to the issuance of a zoning permit.
5. All work must comply with the Land Development Code.
6. If post-construction storm water runoff exceeds pre-construction storm water runoff the Village reserves the right to have the property owner and/or assigns to take remedial action to reduce runoff from Lots 1 and 2.

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

6. OTHER PLANNING COMMISSION ITEMS*Next Meeting Agenda*

Discussion of drainage easements per Section 907.

Planning Collaboration

The Planning Commission endorsed the idea of planned collaboration between the village and town planning commissions and will work on a schedule to attend meetings.

Essex Town Center

There is a community forum on 5/20/17 at the Inn at Essex to discuss the Essex Town Center development code.

7. ADJOURNMENT

MOTION by John Alden, SECOND by Joe Weith, to adjourn the meeting.

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

The meeting was adjourned at 7:15 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
June 6, 2017**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Kevin Collins, Amber Thibeault, Tim Dall.

ADMINISTRATION: None.

OTHERS PRESENT: Patricia Eno, Don Morgan.

1. CALL TO ORDER

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

2. AGENDA

Add:

- Briefing on Board of Trustees discussion of capital projects
- Update on projects in the village

MOTION by Tim Dall, SECOND by Kevin Collins, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. PUBLIC COMMENTS

None.

4. PETITION FROM LAMOILLE STREET RESIDENTS

For the benefit of residents from Lamoille Street in attendance, Andrew Brown reviewed the charge of the Capital Program Review Committee to prioritize capital projects with a cost of \$10,000 or more through a ranking process. The public can provide input via the committee, the Board of Trustees, or the Municipal Manager. Every village capital project has been re-ranked by the current capital committee. There are five projects on the schedule for FYE18 (June 30, 2017 to June 30, 2018) and 24 projects remaining. Lamoille Street project has a rank of 41 and is 15th on the list of projects remaining.

Patricia Eno, Lamoille Street, said more residents would have been in attendance, but they received notice of the meeting very late. Ms. Eno spoke of the poor condition of Lamoille Street making it very rough for residents. The street has been torn up multiple times for water and sewer line work and the surface repaved, not rebuilt. The poor condition of the street devalues the properties. There is also concern for the age of the water and sewer lines in the street and the possibility of cross-contamination.

Rick Hamlin noted Public Works has a video of every sewer line in the village, and it is rare to have cross-contamination between water and sewer lines. In order for this to occur, there would have to be leakage from both and the pressure would have to be off. The water line on Lamoille Street is scheduled to be replaced, not the sewer line. Andrew Brown said the project on the list for Lamoille Street is to replace the existing, undersized, old water line then redo the roadway. Patricia Eno asked for confirmation of

the last time the lines were checked on Lamoille Street. Rick Hamlin will get this information.

Following discussion of defining/measuring community support for project ranking (i.e. via appearance at a meeting or with a signed petition) the committee agreed to re-rank the Lamoille Street project at the meeting on August 1, 2017 and notify the residents so they can mobilize their support. Kevin Collins observed a precedent is being set by re-ranking out of cycle. Tim Dall noted re-ranking has been done if there are extenuating circumstances or if something has changed from when the project was ranked the first time. Andrew Brown will draft a letter for review by the committee on the process and what to expect.

5. RE-RANK PROJECTS AS NEEDED

None.

6. UPDATED CAPITAL PROJECTS COST ESTIMATES

The material was provided for information only. No action needed.

Rick Hamlin said he will provide an estimate on the three sections of West Street and the two sections of South Street mentioned by Steve Eustis at the last meeting. There was discussion of how projects come before the committee. Rick Hamlin said any project can be recommended by anyone except members of the Capital Program Review Committee. The committee ranks the projects. Presently the Municipal Manager and Public Works authorize doing a cost estimate of a suggested project so it can be ranked by the committee. Paving projects are not ranked by the committee, but are part of the Public Works work plan.

7. OTHER BUSINESS

Briefing on Board of Trustees Discussion of Capital Projects

Andrew Brown reported the Trustees concurred with the recommendation from the capital committee to use the money remaining from the Hillcrest sidewalk project to do the South Street project, and not the Lincoln Hall parking project, and hold any remaining balance in abeyance. There was also general consensus by the Trustees to look at funding and how capital projects are funded and if any changes are recommended, especially with the consolidation of Public Works with the town.

Update on Projects in Village

Rick Hamlin reported:

- Class 1 paving is ongoing.
- Pearl Street “link” project is progressing (retaining wall has been moved out of the right-of-way, utility poles are set, utilities are being moved).
- Hillcrest project will start once school is out.
- Work on the Main Street Bridge has not yet started.

8. APPROVE MINUTES

May 2, 2017

MOTION by Kevin Collins, SECOND by Rick Hamlin, to approve the 5/2/17 minutes as written. VOTING: unanimous (5-0); motion carried.

9. NEXT MEETING/AGENDA

Next meeting: August 1, 2017 at 6 PM

Agenda:

- Re-rank Lamoille Street project
- Discuss how capital projects are funded and any recommended changes

10. ADJOURNMENT

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

The meeting was adjourned at 7:10 PM.

RScty: MERiordan

Memorandum

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

FROM: Dennis Lutz, PE, Public Works Director

Ricky Jones, Public Works Superintendent

DATE: 26 May 2017

SUBJECT: Pedestrian Bridge on Main Street (INFORMATION)

VTRANS District 5 recently indicated that they approved the Pedestrian Bridge Replacement Grant and that it was being forwarded to Montpelier for approval. Generally, this takes time and doesn't occur until the Legislature has completed its work.

In the interim and to help speed the process, we are developing a Request for Qualification to go out to engineering firms for the design and permitting. This is necessary to comply with the VTRANS procurement procedures. By doing this now, it will save this step once the grant is formally awarded.

The RFQ will be evaluated by Village and Town staff and a recommendation will be made to the Trustees for award of the design and permitting work to start upon receipt and acceptance of the grant. No funds will be expended until the grant is accepted.

RECEIVED

MAY 23 2017

Village of Essex Junction

Certificate

of

Recognition

Village of Essex Junction

in recognition of the designation of Tree City USA

2016



Steven J. Sinclair

Steven J. Sinclair, Vermont State Forester

PRESIDENT
Alfred J. Gobeille
VICE PRESIDENT
Sam Cutting, IV
Glen A. Wright

TREASURER
Dawn Terrill

SECRETARY
Robert A. McEwing

BOARD OF DIRECTORS
Robert J. Adsit, III
Jeffrey L. Davis
Maurice P. Germain
Dean E. Haller
Roderick H. Halsted
Jolinda H. LaClair
David E. Lane
Richard T. Mazza
Keri Piatek
Mike Trombley
Deborah L. Winters

EX OFFICIO DIRECTORS
Honorable Philip B. Scott,
Governor, State of Vermont

Thomas Sullivan, J.D.,
resident, University of
Vermont

Thomas Vogelmann, Dean,
UVM College of Agriculture
and Life Sciences

Anson Tebbetts, Secretary,
VT Dept. of Agriculture

Rebecca Holcombe,
Secretary,
VT Dept. Of Education

Steve Cook, Commissioner,
VT Dept. of Tourism and
Marketing

Our Mission
The Champlain Valley
Exposition is a 501(c)(3)
not-for-profit organization
with a mission of serving the
people of Vermont and the
region by promoting
agriculture, education,
commerce, arts, culture and
entertainment.



**CHAMPLAIN
VALLEY
EXPOSITION**

May 24, 2017

Dear Exposition Neighbor:

We'd like to invite you to our annual Champlain Valley Exposition Neighbor Meeting scheduled for **Tuesday, June 13, 2017 at 6:00 PM** in the Bissonette Room in the Blue Ribbon Pavilion on the grounds of the Exposition, 105 Pearl Street in Essex Junction, Vermont.

This meeting allows our neighbors to review CVE's plans for upcoming events and the 2017 Fair. If you have common issues for discussion, we'll be pleased to address them. Our goal is to continue our positive relationship with our residential and commercial neighbors.

Please view our website: www.cvexpo.org for updates to events and Fair information.

I hope you'll be able to attend this neighborhood meeting and look forward to seeing you on June 13th. Thank you.

Sincerely,



Timothy P. Shea
Executive Director

RECEIVED
MAY 26 2017
Village of Essex Junction

Vermont's Community Event Center
105 Pearl Street, PO Box 209 Essex Junction, Vermont 05453-0209
802-878-5545 / Fax 802-879-5404 / www.cvexpo.org



Champlain
Valley
Fair
AUG 25 - SEP 3, 2017
Presented by
PROGRESSIVE



Robert E. Miller
EXPO CENTRE
at the
Champlain Valley Exposition

MEMORANDUM

TO: Selectboard and Trustees
FROM: Patrick C. Scheidel, Municipal Manager 
DATE: June 7, 2017
SUBJECT: Update on Regional Dispatch

Issue

The issue is to provide an update of the regional dispatch efforts.

Discussion

Attached please find a comprehensive update from Aaron Frank, Chair of the Regional Dispatch Joint Study Committee.

Cost

There is no cost associated with this issue.

Recommendation

This update is for your information.



MEMO From the Office of the Town Manager

To: Colchester Selectboard
From: Aaron Frank, Deputy Town Manager
CC: Dawn Francis, Town Manager
Date: May 17, 2017
Re: Regional Dispatch Update

Below is an update on: 1) regional dispatch development activities, 2) perspective on challenges, 3) proposed path forward, and 4) updated timeline.

1) Regional Dispatch Development Activities:

- Completed the consultant study by DeltaWRX, essentially a 20% design of a regional dispatch system, through updating and advancing prior studies that firmly recommend regional dispatch
- Evaluated and recommended a governance structure and organization type
- Developed a “skinny government” option, with finance, benefits admin, audit, GIS, intergovernmental coordination/facilitation/meetings provided by a contracted partner, the CCRPC
- Created a process to obtain ongoing feedback and input from 38 police, fire/rescue services in Chittenden County
- Met with all eighteen Chittenden County municipal elected boards
- Obtained \$50,000 in local funding commitments for FY18 to continue efforts
- Engaged the State legislature and public safety staff who support our efforts and will consider grant opportunities as our effort advances
- Created an 8 member Joint Survey Committee for Chittenden County Public Safety Services to forward the work of our technical consultant and concurrent management/ public safety staff study on governance, with membership from all communities who currently operate dispatch services
- Detailed review of calls for service, revealing 21,000 calls (16% more than the consultant)
- Estimations of contract revenue and 911 call center (PSAP) revenue underway
- List of dispatcher functions developed by seven police departments’ dispatch staff, with work underway to determine which functions can be done at regional dispatch and which retained locally
- Evaluated potential facility location, cost analysis and developed proposed option agreement
- Began procurement of a computer aided dispatch system that will integrate with our locally developed police records management system
- Explored how to blend resources to jointly operate dispatch services for three communities, in order to prove the concept will work
- Visited two regional dispatch centers with police, fire/rescue and management staff
- Updated our regional dispatch web site
- Provided information to police, fire and dispatch staff on efforts
- Documentation of current costs underway
- Radio frequency coordination study funded by Federal government is underway
- Expanded and updated task lists from consultant study
- Drafted Charter for governance of the regional public safety dispatch service with review underway by Joint Survey Committee

4) Updated Timeline:

- **Spring 2017 – draft Charter**
- **September 2017 share Charter with proposed member Legislative Bodies**
 - **Consider comments and adapt**
- **Fall 2017 – Obtain Votes of proposed Member Legislative bodies to allow regional dispatch authority votes in their communities**
- **Fall/Winter 2017 – communications go out to all participating towns in preparation for Town Meeting Day votes**
- **Spring 2018 - Town Meeting votes on membership**
- **Spring 2018 – Based on actual membership:**
 - **Determine onboarding plan (which municipal dispatch service transition in what order) based on actual members wishes and overall capacities as they are built**
 - **Create budget and MOA's for first onboarding**
 - **Member municipalities commit funding from their existing dispatch budgets to fund regional services**
 - **Re-assess management, labor and support needs after each onboarding**
 - **Begin to hire employees in a staggered manner to set up and test systems but leave municipal operations until each is transitioned to the regional center**
- **July 1, 2018 - Agency begins providing dispatch services with two managers and support from municipal staff**
- **Fall/Winter 2018- Hire Executive Director**
- **November 2018 - Obtain capital funding**
- **December 31, 2019 - All agencies which voted to join and wish to join initially have been consolidated under single operation and location.**

Chittenden County Regional Dispatch Implementation

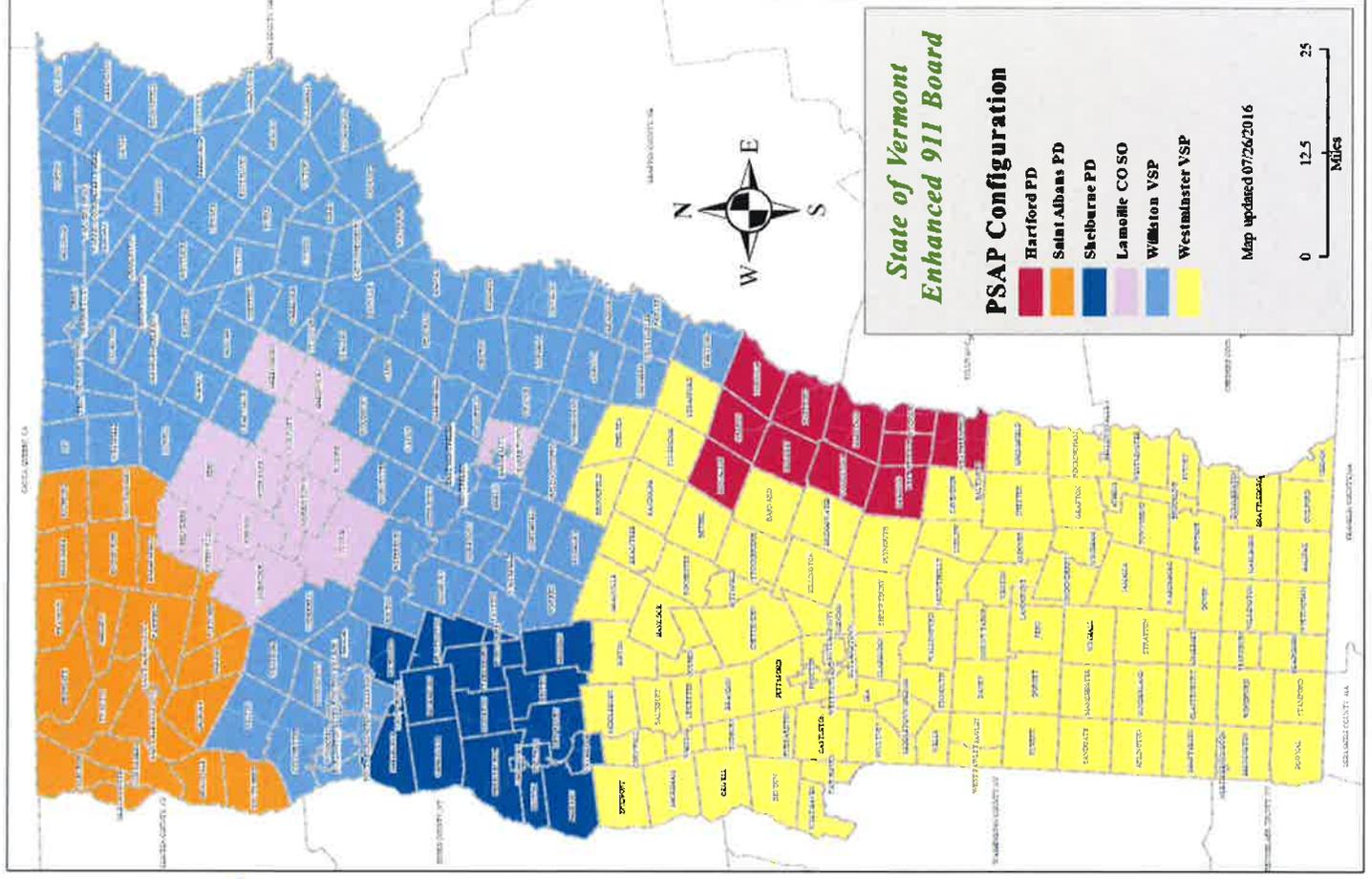
- 1. Why are we doing this?**
- 2. Organization/Governance**
- 3. Timeline**
- 4. Governance Work Group Recommendations**
- 5. Next Steps**

PSAP Map

Public Safety Answering
Points

Why are we doing this?

- The PSAP transfer adds an average of 90 extra sec. per 911 call
- The NFPA recommends that 80% of calls are processed within 60 seconds and that 95% of calls are processed within 106 seconds



Why Consolidate Dispatch & 911

Staffing



- Issue: 6 Locations have single person minimum staffing which limits the dispatcher's ability to prioritize incidents and offers no redundancy in the event of a major emergency
- Solution: Consolidation eliminates this risk through increased staffing; model also positively impacts staffing by creating time for supervision, quality assurance, ongoing training and after action reporting and by offering career advancement opportunities

Mutual Aid



- Issue: Mutual aid is requested through a manual, sequential process which lengthens call processing times
- Solution: Consolidation minimizes this issue by providing a collective view of participating agencies' resource availability and allowing CAD to systematically select the most appropriate resource based on pre-defined parameters; on occasion external resources will still be required

Why Consolidate Dispatch & 911



Fire/EMS Calls

- Issue: There is no dedicated oversight during Fire/EMS calls for service, posing a risk to first responder safety
- Solution: Consolidation eliminates this issue by creating a fire operations position(s) consistent with NFPA guidelines; further, associated improvements in technology will help bring Fire/EMS dispatching in line with industry standards

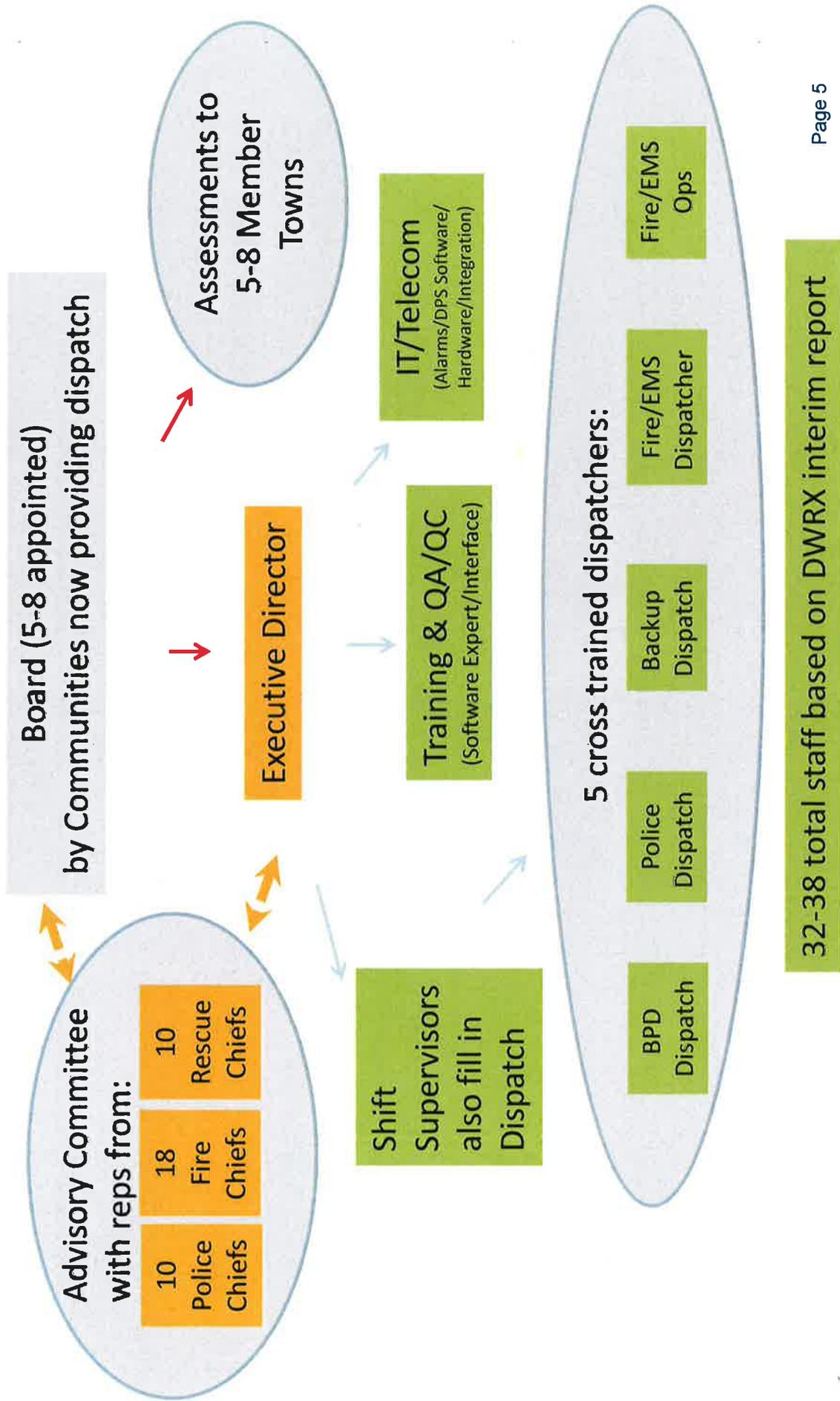


Call Taking Process

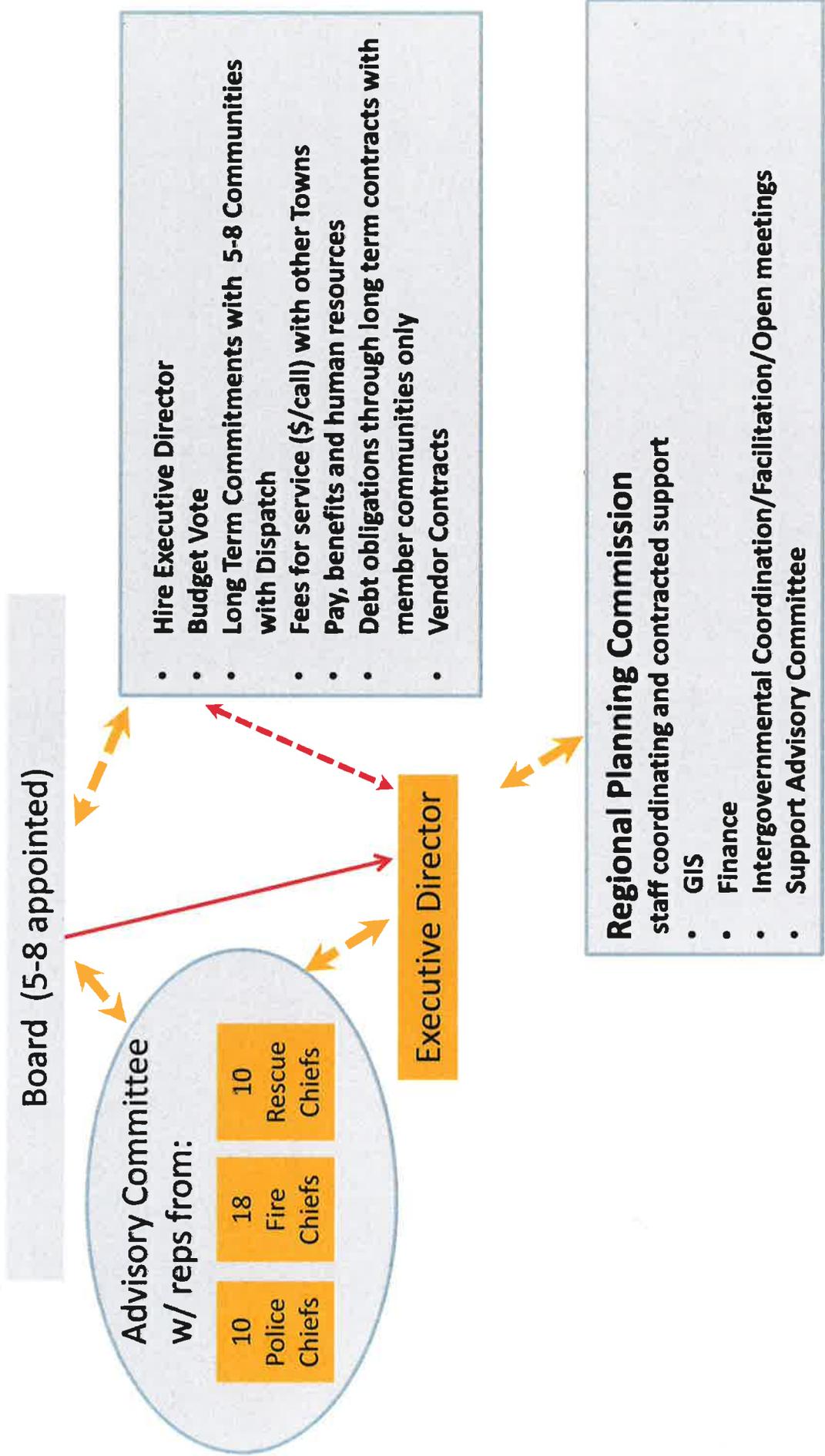
- Issue: PSAPs transfer calls to Dispatch Centers, lengthening the call taking process*
- Solution: Consolidation minimizes this issue by transitioning dispatch centers into a PSAP and thus assuming call answering duties (a small percentage of calls will still be transferred)

* Shelburne is already a PSAP and therefore an exception

Regional Dispatch: Organization



Regional Dispatch: Governance



Timeline

□ Based on advance interim consolidation and a flexible process



Phase 1: July 2018

- Any interim/test dispatch absorbed by regional entity
- Functions as a dispatch center until Shelburne joins, at which time it will become a PSAP



Phase 2:

- Adds one community every 3-6 months as ready, including any contractees of current communities



Phase 3: December 2019

- Startup Complete
- Poised to add other communities on a contract-for-service basis once operations have stabilized

Next Steps Underway

- ❑ **Feb/March 2017** – Met with Towns operating dispatch services
 - Obtained commitment for \$50,000 to continue efforts in FY 2017-18
- ❑ **February 2017** – Technical Advisory Committee started meeting
- ❑ **March 2017** – Organized Joint Survey Committee
- ❑ **March-May 2017** – Met with rest of Towns to provide update
- ❑ **March 2017** – Began providing ongoing information to dispatchers
- ❑ **April 2017** - CCRPC Bylaws approved to enable offering services to Joint Survey Committee and other potential services
- ❑ **May 2017** – Evaluated facilities and obtained lease option

Next Steps - Development

- **Spring-Summer 2017** – drafting Charter for Authority
- **Spring-Summer 2017** – developing operating and management details: determine call volumes; determine current costs; arrange support services; plan to integrate radio systems and telecom; identify computer aided dispatch system; determine work responsibilities and operating procedures; plan of dispatch agency integration; redundancy and testing plans
- **Fall 2017** – Share charter and financial concept with potential member/owner communities legislative bodies
- **Winter 2018** – communications to participating towns in preparation for Town Meeting Day votes

Next Steps - Decisions

- Winter 2017-2018** –Selectboards/Councils determine if they will bring a vote on membership to the authority in their communities
- March 2018** - **Town Meeting votes on membership**
- Spring 2018** - Determine costs for first set of members to join authority based on vote, members wishes, and municipal staff capacity to assist with startup
- April 2018** - Municipal members consider and sign MOA on funding
- April-May 2018** - Begin to hire employees in a staggered manner to set up and test systems, but leave municipal operations in place
- July 1, 2018+** - Agency begins providing dispatch services to at least one community who voted to join and continue to onboard per plan

**Study Urges Five Towns
Share Police Dispatching**

*B.F.P.
6-2014*

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
May 23, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Dan Kerin, Lori Houghton [arrived 6:38 PM]. (Elaine Sopchak was absent.)

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director.

OTHERS PRESENT: Max Levy, Linda Myers, Irene Wrenner, Fred Kenney, Greg Duggan, Julie Miller-Johnson, Jim Biederbeck, 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

The following changes were made to the agenda:

- Add to Old Business – Memo from Andrew Brown, dated 5/22/17, re: Revised FYE2018 Capital Plan
- Add to Reading File – Memo from Pat Scheidel, dated 5/22/17, re: Update on Recruitment
- Add to Reading File – VPR Press Release on Essex Junction Neighbor Day

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the agenda as amended. VOTING: unanimous (3-0)[Lori Houghton not present for vote]; motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Presentation on TIF Districts

Fred Kenney, Director of Vermont Economic Progress Council, gave a presentation on TIF and TIF districts highlighting the purpose and when a TIF should be used, how to create a TIF District, elements for success for the TIF District, criteria to be met in order for the TIF to be approved by the state, limitations and miscellaneous items relative to impacts, required reporting, debt instruments, voter approvals, and timeline. Mr. Kenney said a TIF is a financing tool to build public infrastructure that encourages private sector development which generates tax revenue that can be used to pay down the debt incurred to build the public infrastructure. A TIF district is an area where the community had planned to have development and public infrastructure. Vermont's rules for TIFs are different from other areas of the country. Only six new TIF districts will be approved in

addition to the nine existing TIF districts, and there can be no more than two TIF districts per county (already existing TIF districts are grandfathered). A new TIF district can replace a TIF district that was approved, but not established.

There was discussion of different TIF districts such as the Burlington Waterfront and the Newport industrial park TIF district (very successful). George Tyler asked about TIF districts competing against one another. Fred Kenney said the required market studies before a TIF district is approved will show what is planned to determine if the TIF district will succeed. Linda Myers noted Colchester gave up their TIF district. Fred Kenney explained Colchester was aware the developers in town were not going forward with their proposals (mainly due to the state of the economy at the time) and the town decided to end the TIF.

George Tyler asked about the dollar amounts for the largest and smallest TIF districts that have been approved. Mr. Kenney said South Burlington has the largest infrastructure cost (nearly \$70 million) that includes a pedestrian bridge over I-89. Barre has the smallest infrastructure cost (\$9 million) for parking.

Pat Scheidel asked the metrics used to determine the TIF. Fred Kenney said debt to budget ratio, capital budget, existing debt for the municipality are all considerations. Pat Scheidel asked what happens if a developer does not finish a project. Mr. Kenney said he is aware of adjustments being made, but not of developers not going forward. Pat Scheidel asked if the state can limit the parties with standing in a TIF district. Fred Kenney said no.

Dan Kerin asked if the limit of six TIF districts is relative to the retirement of debt. Fred Kenney said if all six TIF districts are approved and an existing TIF retires their debt another TIF cannot be approved and those communities that had a TIF cannot apply for another. There can only be two TIF districts per county (pre-existing TIF districts are grandfathered).

4. OLD BUSINESS

1. Request for Start-Up Funds for Arts Festival

Julie Miller-Johnson explained the request for a \$4,000 financial contribution and in-kind support from the village of one to two staff hours per week to help defray the \$12,000 cost of the two day arts and economic development festival.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve a contribution to the SteAmfest in the amount of \$4,000 from “New Programs” in the Economic Development Program budget with \$2,500 paid from this year’s budget and \$1,500 paid from next year’s budget. VOTING: unanimous (4-0); motion carried.

2. Adopt Revised FYE2018 Capital Reserve Fund

Lauren Morrisseau explained the proposal to use some of the savings from the Hillcrest sidewalk project to pay costs associated with the \$3.3 million bond and to advance the

South Street drainage project into FY18. The remaining savings will be put into the Capital Reserve Fund for future use.

Andrew Brown explained the project ranking process followed by the Capital Review Committee and that the committee felt there are more pressing projects to be done than the Lincoln Hall parking lot at this time even though the parking lot ranked higher than projects such as the Lamoille Street water line. If the committee were to re-rank the Lamoille Street water line project to consider the public comments that were recently received (petition from Lamoille Street residents) then the ranking may increase.

Pat Scheidel asked about the weight given in the ranking for citizen participation, noting the Lincoln Hall parking project cost is \$42,000 versus nearly \$1 million for the Lamoille Street project which will serve a limited number of people. Andrew Brown said the public participation element is one of the highest scoring criteria. There was continued discussion of the ranking system used by the Capital Review Committee and the weight given to the public participation element. Dan Kerin suggested distinguishing between the value of public participation and public good.

MOTION by George Tyler, SECOND by Dan Kerin, to approve the revised FYE2018 Capital Plan with the shift of the South Street drainage project from FYE2019 to FYE2018 and payment of uncovered costs of the bond projects. VOTING: unanimous (4-0); motion carried.

Andrew Brown said the Capital Review Committee will look at funding when ranking a project.

5. NEW BUSINESS

1. Approve/Sign Arbor Day Proclamation

MOTION by Dan Kerin, SECOND by Andrew Brown, to adopt and sign the proclamation declaring May 5, 2017 as Arbor Day in the Village of Essex Junction. VOTING: unanimous (4-0); motion carried.

2. Adopt Amended General Rules and Personnel Regulations

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the revised General Rules and Personnel Regulations effective July 1, 2017. VOTING: unanimous (4-0); motion carried.

6. MANAGER'S REPORT

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

- June 13, 2017
- June 27, 2017
- July 11, 2017
- July 25, 2017

* May 27, 2017 @ 10 AM – Memorial Day Parade

* June 1, 2017 @ 3 PM – Employee Appreciation Party

- * June 13, 2017 @ 2 PM – Trustees Retreat
- * July 4, 2017 @ 6 PM – July 4th Celebration at Maple St. Park
- * July 15, 2017 @ 4 PM – Block Party & Street Dance

2. School Board Meeting

Pat Scheidel reported school owned and town owned property was discussed at a recent school board meeting. The individual school districts have to adopt a resolution to unify the school district so property can be transferred.

3. Water Bills

For efficiency water bills for the village will now be processed at 81 Main Street using the new computer system for billing and receiving. Payments from village residents will be accepted at the Village Office if they are using a check and have their bill stub, but the residents will be informed future payments should be made at 81 Main Street.

4. Personnel Changes

Pat Scheidel reported Greg Duggan has been appointed Deputy Town Manager. Final interviews for the Planner position are in process. Sarah Macy has been hired as the Assistant Finance Director and associated changes have been made to the duties performed by the Town Accountant.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- George Tyler and Elaine Sopchak will be on the viewing stand for the Memorial Day Parade.
- Dan Kerin commented positively on the paving work on Park Street.

2. Reading File

- Minutes:
 - Planning Commission 5/4/17
 - Bike/Walk Advisory Committee 5/8/17
- Petition to Capital Committee from Lamoille Street Residents
- EJRP Director's Report May 2017

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) 5/9/17
2. Expense Warrant #17044, dated 5/12/17, in the amount of \$48,195.15.
3. Expense Warrant #17045, dated 5/19/17, in the amount of \$43,322.51.

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Andrew Brown, to go into Executive Session to evaluate public personnel in accordance with 1VSA313(a)(3) and to invite the Municipal Manager and the Finance Manager to attend. VOTING: unanimous (4-0); motion carried.

Executive Session convened at 8:30 PM.

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn Executive Session. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 8:45 PM.

10. ADJOURNMENT

With no further business and without objection, the meeting was adjourned at 8:45 PM.

RScty: M.E.Riordan



05/26/17
04:42 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17046 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 05/26/17 To 05/26/17 & Fund 2

Page 1 of 5
HPackard

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	05/16/17	LHBL May 7-Jun 3 3005	210-45551.423 CONTRACT SERVICES	2212.75	10680	05/26/17
14400	ABOVE AND BEYOND	05/16/17	LHBL May 7-Jun 3 3005	210-41940.423 CONTRACT SERVICES	600.00	10680	05/26/17
14400	ABOVE AND BEYOND	05/16/17	LHBL May 7-Jun 3 3005	210-41940.434 MAINT. BUILDINGS/GROUNDS	1095.00	10680	05/26/17
14400	ABOVE AND BEYOND	05/16/17	LHBL May 7-Jun 3 3005	210-45551.610 SUPPLIES	72.00	10680	05/26/17
25345	ALA MEMBERSHIP	05/25/17	BF membership renewal 0087808	210-49345.000 LIBRARY DONATION EXPENDIT	175.00	10683	05/26/17
42665	AMAZON/SYNCB	05/10/17	BL books, supplies, etc 69852051017D	210-45551.340 COMPUTER EXPENSES	-3.36	10687	05/26/17
42665	AMAZON/SYNCB	05/10/17	BL books, supplies, etc 69852051017D	210-45551.641 JUVEN COLLECTION-PRNT & E	269.39	10687	05/26/17
42665	AMAZON/SYNCB	05/10/17	BL books, supplies, etc 69852051017D	210-45551.610 SUPPLIES	646.22	10687	05/26/17
42665	AMAZON/SYNCB	05/10/17	BL books, supplies, etc 69852051017D	210-45551.640 ADULT COLLECTION-PRINT &	737.74	10687	05/26/17
42665	AMAZON/SYNCB	05/10/17	BL books, supplies, etc 69852051017D	210-45551.434 MAINT. BUILDINGS/GROUNDS	-3.92	10687	05/26/17
V9429	AQUARIUS LANDSCAPE INC.	05/10/17	ST sprinklers 541770	210-43161.002 MEMORIAL PARK	90.20	10688	05/26/17
V9429	AQUARIUS LANDSCAPE INC.	05/15/17	LH repair irrigation sys 541833	210-41940.434 MAINT. BUILDINGS/GROUNDS	120.58	10688	05/26/17
00530	BRODART CO	05/08/17	BL books B4989415	210-45551.641 JUVEN COLLECTION-PRNT & E	260.50	10695	05/26/17
00530	BRODART CO	05/08/17	BL books B4989415	210-45551.610 SUPPLIES	22.50	10695	05/26/17
00530	BRODART CO	05/08/17	BL books B4989481	210-45551.610 SUPPLIES	14.40	10695	05/26/17
00530	BRODART CO	05/08/17	BL books B4989481	210-45551.641 JUVEN COLLECTION-PRNT & E	185.33	10695	05/26/17
00530	BRODART CO	05/09/17	BF books B4990656	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	10695	05/26/17
00530	BRODART CO	05/10/17	BF books B4992038	210-49345.000 LIBRARY DONATION EXPENDIT	16.84	10695	05/26/17
00530	BRODART CO	05/15/17	BF books B4997108	210-49345.000 LIBRARY DONATION EXPENDIT	16.84	10695	05/26/17
00530	BRODART CO	05/15/17	BL books B4997249	210-45551.610 SUPPLIES	2.70	10695	05/26/17
00530	BRODART CO	05/15/17	BL books B4997249	210-45551.640 ADULT COLLECTION-PRINT &	194.25	10695	05/26/17
00530	BRODART CO	05/16/17	BL books B4999083	210-45551.640 ADULT COLLECTION-PRINT &	201.85	10695	05/26/17
00530	BRODART CO	05/16/17	BL books B4999083	210-45551.610 SUPPLIES	11.70	10695	05/26/17
21500	CANON FINANCIAL SERVICES	05/13/17	AD copier lease June 17281456	210-41320.442 LEASED SERVICES	245.00	10698	05/26/17
45355	COBBLE CREEK NURSERY LLC	04/30/17	PW street trees VEJ12017	210-43161.000 STREETSCAPE MAINT./IMP	1400.00	10706	05/26/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
38280	04/30/17	CRYSTAL ROCK BOTTLED WATE ST spring water 041750122590	210-43110.610 SUPPLIES	45.90	10711	05/26/17
27420	04/10/17	DAVE WHITCOMB'S SERVICE ST mount, balance tires 5894	210-43110.432 VEHICLE MAINTENANCE	80.00	10712	05/26/17
V10657	05/08/17	DENNISON/MARY K.// BL youth program supplies 5817MKD	210-45551.837 CHILDRENS PROGRAMS	14.62	10715	05/26/17
40025	05/05/17	E J PRESCOTT INC ST CB riser 5227329	210-43151.430 STORM SEWER MAINTENANCE	119.17	10718	05/26/17
01010	04/25/17	ESSEX AGWAY ST straw, grass seed 322542	210-43110.616 GRAVEL, TOPSOIL	79.97	10721	05/26/17
01010	05/11/17	ESSEX AGWAY ST mulching hay 322836	210-43110.616 GRAVEL, TOPSOIL	5.39	10721	05/26/17
23215	05/05/17	ESSEX EQUIPMENT INC ST filters 106361020001	210-43110.570 MAINTENANCE OTHER	88.73	10723	05/26/17
23215	05/10/17	ESSEX EQUIPMENT INC ST lanyard 106371110001	210-43110.612 UNIFORMS,BOOTS,ETC	112.00	10723	05/26/17
23215	05/12/17	ESSEX EQUIPMENT INC ST ear plugs,dust mask 106373080001	210-43110.612 UNIFORMS,BOOTS,ETC	114.21	10723	05/26/17
V0797	05/17/17	FALCON PLUMBING SERVICE, LH water fountain repair 910703	210-41940.434 MAINT. BUILDINGS/GROUNDS	307.00	10729	05/26/17
05395	05/11/17	FLEETMatics USA LLC ST gps IN1778752	210-43110.442 EQUIPMENT RENTALS	280.00	10732	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	398.35	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	210-43160.622 STREET LIGHTS - ELECTRICI	9920.53	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	210-45551.622 ELECTRICAL SERVICE	1091.64	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	210-42220.622 ELECTRICAL SERVICE	492.13	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	210-41940.622 ELECTRICAL SERVICE	492.13	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	210-43110.622 ELECTRICAL SERVICE	203.71	10743	05/26/17
07010	03/23/17	GREEN MOUNTAIN POWER CORP ST VAL ST lights led conv 506971	210-49340.002 STREET DEPT GRANT EXPENDI	39139.45	10744	05/26/17
V10658	05/08/17	HORSFORD GARDEN CENTER ST trees 240010302	210-43161.000 STREETSCAPE MAINT./IMP	1172.00	10749	05/26/17
33495	05/10/17	INGRAM LIBRARY SERVICES I BL books 98444448	210-45551.640 ADULT COLLECTION-PRINT &	18.64	10751	05/26/17
04040	05/15/17	LUCKY'S TRAILER SALES INC ST jack handle PC14725	210-43110.432 VEHICLE MAINTENANCE	35.22	10762	05/26/17
12965	05/15/17	MCNAMARA-HILL SUSAN AD mileage, exp reimb 170515	210-41320.500 TRAINING, CONFERENCES, DU	111.82	10766	05/26/17
12965	05/15/17	MCNAMARA-HILL SUSAN AD mileage, exp reimb 170515	210-41320.580 TRAVEL	40.66	10766	05/26/17
V10729	05/23/17	OVERDRIVE INC BL ebooks 0523171	210-45551.640 ADULT COLLECTION-PRINT &	400.00	10772	05/26/17
23420	05/11/17	P & P SEPTIC SERVICE INC. BL building maint 24636	210-45551.434 MAINT. BUILDINGS/GROUNDS	150.00	10773	05/26/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
45385	05/17/17	BL youth prog supplies 51717JR	210-45551.837 CHILDRENS PROGRAMS	29.14	10783	05/26/17
V2124	05/13/17	BL supplies 3339844229	210-45551.610 SUPPLIES	55.01	10794	05/26/17
11815	05/15/17	BL alarm maint 637537	210-45551.436 ALARM SYSTEM MAINTENANCE	199.00	10797	05/26/17
11815	05/15/17	BL fire alarm maint 637538	210-45551.436 ALARM SYSTEM MAINTENANCE	617.20	10797	05/26/17
V2241	05/25/17	BL youth program 052517D	210-45551.837 CHILDRENS PROGRAMS	140.00	10799	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-45551.210 HEALTH INS & OTHER BENEFI	92.52	10803	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-43151.210 HEALTH INS & OTHER BENEFI	8.17	10803	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-41320.210 HEALTH INS & OTHER BENEFI	61.68	10803	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-43110.210 HEALTH INS & OTHER BENEFI	52.44	10803	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-41970.210 HEALTH INS & OTHER BENEFI	30.84	10803	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-41335.210 HEALTH INS & OTHER BENEFI	15.42	10803	05/26/17
V9968	05/18/17	VA June vision ins 0617023622	210-15109.000 EXCHANGE - COBRA	13.08	10803	05/26/17
34580	05/24/17	AD membership annual smh 070701	210-41320.500 TRAINING, CONFERENCES, DU	30.00	10806	05/26/17
34580	05/24/17	AD summer wkshp, mtg SMH 170620	210-41320.500 TRAINING, CONFERENCES, DU	50.00	10806	05/26/17
34580	05/24/17	AD summer wkshp LM 170620-1	210-41320.500 TRAINING, CONFERENCES, DU	50.00	10806	05/26/17
00975	05/24/17	BL books 10082039	210-45551.640 ADULT COLLECTION-PRINT &	186.27	10807	05/26/17
22780	05/02/17	BF youth program 5217MW	210-49345.000 LIBRARY DONATION EXPENDIT	800.00	10812	05/26/17
V10679	05/19/17	BL library restoration 50130	222-46802.002 BROWNELL LIBRARY MAINT	15700.00	10760	05/26/17
01930	05/03/17	SC meal, soup lunch, ctr 671872	225-45122.614 PROGRAM EXPENSES	15.00	10701	05/26/17
01930	05/03/17	SC meal, soup lunch, ctr 671872	225-45122.812 MEAL SITE EXPENSES	358.00	10701	05/26/17
31545	05/11/17	SC items for ctr , meals 17051102	225-45122.812 MEAL SITE EXPENSES	8.92	10710	05/26/17
31545	05/11/17	SC items for ctr , meals 17051102	225-45122.610 OPERATIONAL SUPP/EXP	8.92	10710	05/26/17
31545	05/11/17	SC items for ctr, meals 170511D	225-45122.810 TRIP EXPENSES	8.39	10710	05/26/17
31545	05/11/17	SC items for ctr, meals 170511D	225-45122.812 MEAL SITE EXPENSES	29.94	10710	05/26/17
31545	05/11/17	SC items for ctr, meals 170511D	225-45122.610 OPERATIONAL SUPP/EXP	60.15	10710	05/26/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.812 MEAL SITE EXPENSES	50.00	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.810 TRIP EXPENSES	14.00	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.610 OPERATIONAL SUPP/EXP	7.98	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.614 PROGRAM EXPENSES	17.86	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.610 OPERATIONAL SUPP/EXP	6.95	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.614 PROGRAM EXPENSES	9.98	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.810 TRIP EXPENSES	10.00	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.614 PROGRAM EXPENSES	9.98	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.810 TRIP EXPENSES	27.00	10775	05/26/17
21570	PETTY CASH - LOU ANN PIOL	05/04/17 SC items for Sr Ctr 170523	225-45122.612 FUND RAISER EXPENSES	10.00	10775	05/26/17
12265	RICOH USA, INC	05/01/17 SC monthly copier ctr van 5048298547	225-45122.610 OPERATIONAL SUPP/EXP	8.63	10778	05/26/17
31275	DON WESTON EXCAVATING INC	05/15/17 VR Pearl link const MLPAYAP 1	230-46801.007 PEARL ST. LINKING SIDEWAL	115349.27	10716	05/26/17
36240	DUBOIS & KING, INC.	05/18/17 VR Cres cntr design 417128	230-46801.008 CRESCENT CONNECTOR	1546.29	10717	05/26/17
02035	BURLINGTON FREE PRESS	04/20/17 VW water dept ad 0006037761	254-43200.550 PRINTING AND ADVERTISING	574.00	10697	05/26/17
23435	CHAMPLAIN WATER DISTRICT	04/30/17 April water usage 043017D	254-43210.411 CWD WATER PURC - GF	193909.59	10702	05/26/17
23435	CHAMPLAIN WATER DISTRICT	04/30/17 April water usage 043017D	254-43210.412 STATE WATER TAX - GF	4757.35	10702	05/26/17
23435	CHAMPLAIN WATER DISTRICT	04/30/17 April water usage 043017D	254-43200.411 CWD WATER PURCHASE	31363.35	10702	05/26/17
23435	CHAMPLAIN WATER DISTRICT	04/30/17 April water usage 043017D	254-43200.412 STATE WATER TAX	1883.06	10702	05/26/17
07010	GREEN MOUNTAIN POWER CORP	05/15/17 VA May consolidated bills 0517206201	254-43200.622 ELECTRICAL SERVICE	55.81	10743	05/26/17
05525	HD SUPPLY WATERWORKS, LTD	04/28/17 VW 3/4 adpt H081788	254-43200.610 SUPPLIES	12.61	10747	05/26/17
V9968	VISION SERVICE PLAN-	05/18/17 VA June vision ins 0617023622	254-43200.210 HEALTH INS & OTHER BENEFIT	23.13	10803	05/26/17
45365	ATLAS COPCO COMPRESSORS L	05/16/17 WW blower 3 service 877536	255-43200.570 MAINTENANCE OTHER	1086.85	10689	05/26/17
38955	F W WEBB COMPANY	05/10/17 WW solvent pipe 54758261	255-43200.570 MAINTENANCE OTHER	11.53	10728	05/26/17
11695	PIONEER MOTORS & DRIVES,	05/05/17 WW spare ras motor M2608	255-43330.006 RETRN ACTIVATED SLUDGE PU	803.51	10776	05/26/17
V2093	SLACK CHEMICAL COMPANY IN	05/12/17 WW full load bleach 344224	255-43200.619 CHEMICALS	4223.56	10792	05/26/17

05/26/17
04:42 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17046 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 05/26/17 To 05/26/17 & Fund 2

Page 5 of 5
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V2093	05/11/17	SLACK CHEMICAL COMPANY IN WW caustic full load 344237	255-43200.619 CHEMICALS	6898.50	10792	05/26/17
36520	05/16/17	STATE OF VERMONT WW annual permit fee 3 1254	255-43200.569 WWTF ANNUAL PERMIT FEE	9900.00	10795	05/26/17
V9968	05/18/17	VISION SERVICE PLAN- VA June vision ins 0617023622	256-43200.210 HEALTH INS & OTHER BENEFI	95.15	10803	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	256-43200.622 ELECTRICAL SERVICE	827.89	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	256-43220.002 WEST ST PS COSTS	550.89	10743	05/26/17
07010	05/15/17	GREEN MOUNTAIN POWER CORP VA May consolidated bills 0517206201	256-43220.001 SUSIE WILSON PS COSTS	343.96	10743	05/26/17
V9454	05/13/17	LENNY'S SHOE & APP SA apparel 3130516	256-43200.612 UNIFORMS,BOOTS,ETC	295.00	10759	05/26/17
V9454	05/15/17	LENNY'S SHOE & APP SA clothing 3130847	256-43200.612 UNIFORMS,BOOTS,ETC	275.00	10759	05/26/17
11555	05/05/17	RUSSELL RESOURCES INC WW compressor rebuild kit 172903	256-43200.434 PUMP STATION MAINTENANCE	277.42	10786	05/26/17
V9968	05/18/17	VISION SERVICE PLAN- VA June vision ins 0617023622	256-43200.210 HEALTH INS & OTHER BENEFI	37.01	10803	05/26/17
Report Total				457406.28		

06/02/17
11:24 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17047 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 06/01/17 To 06/02/17 & Fund 2

Page 1 of 4
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9429	05/15/17	ST replace sprinkler 541832	210-43161.002 MEMORIAL PARK	37.59	10814	06/01/17
00530	05/17/17	BF books B5000333	210-49345.000 LIBRARY DONATION EXPENDIT	14.65	10815	06/01/17
00530	05/19/17	BL books B5002924	210-45551.610 SUPPLIES	14.40	10815	06/01/17
00530	05/19/17	BL books B5002924	210-45551.640 ADULT COLLECTION-PRINT &	249.08	10815	06/01/17
00530	05/19/17	BL books B5003202	210-45551.610 SUPPLIES	1.80	10815	06/01/17
00530	05/19/17	BL books B5003202	210-45551.640 ADULT COLLECTION-PRINT &	33.39	10815	06/01/17
00530	05/19/17	BL books B5003203	210-45551.640 ADULT COLLECTION-PRINT &	10.80	10815	06/01/17
00530	05/19/17	BL books B5003203	210-45551.610 SUPPLIES	0.90	10815	06/01/17
00530	05/19/17	BL books B5003439	210-45551.641 JUVEN COLLECTION-PRNT & E	14.04	10815	06/01/17
00530	05/19/17	BL books B5003439	210-45551.610 SUPPLIES	0.90	10815	06/01/17
00530	05/19/17	BL books B5003455	210-45551.610 SUPPLIES	1.80	10815	06/01/17
00530	05/19/17	BL books B5003455	210-45551.641 JUVEN COLLECTION-PRNT & E	26.14	10815	06/01/17
00530	05/22/17	BL books B5004466	210-45551.610 SUPPLIES	26.10	10815	06/01/17
00530	05/22/17	BL books B5004466	210-45551.641 JUVEN COLLECTION-PRNT & E	309.31	10815	06/01/17
00530	05/22/17	BL books B5004728	210-45551.610 SUPPLIES	2.70	10815	06/01/17
00530	05/22/17	BL books B5004728	210-45551.641 JUVEN COLLECTION-PRNT & E	34.38	10815	06/01/17
00530	05/22/17	BL books B5005660	210-45551.641 JUVEN COLLECTION-PRNT & E	164.27	10815	06/01/17
00530	05/22/17	BL books B5005660	210-45551.641 JUVEN COLLECTION-PRNT & E	13.50	10815	06/01/17
11375	05/08/17	ST trash from shop 2026	210-43110.565 RUBBISH REMOVAL	607.10	10816	06/01/17
04940	05/12/17	ST tv, internet 009181105/12	210-43125.610 WINTER MAINTENANCE	30.79	10819	06/01/17
04940	05/12/17	ST tv, internet 009181105/12	210-43110.610 SUPPLIES	150.79	10819	06/01/17
25715	05/24/17	CD 10 Pearl sewer eng 05241717802	210-15102.000 EXCHANGE - ENGI/LEGAL	860.82	10820	06/01/17
25715	05/24/17	CD 15 Upper Main eng 05241717828	210-15102.000 EXCHANGE - ENGI/LEGAL	414.00	10820	06/01/17
01010	04/11/17	ST grass seed 322334	210-43110.616 GRAVEL, TOPSOIL	113.97	10821	06/01/17
V10711	05/24/17	BL playaways 218330	210-45551.641 JUVEN COLLECTION-PRNT & E	59.97	10825	06/01/17

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	FIRST NATIONAL BANK OMAHA	04/21/17	BL training	210-45551.500	200.00	10826	06/01/17
			042117A	TRAINING, CONFERENCES, DU			
21845	FIRST NATIONAL BANK OMAHA	04/20/17	BL dvd	210-45551.640	19.04	10826	06/01/17
			050117B	ADULT COLLECTION-PRINT &			
21845	FIRST NATIONAL BANK OMAHA	05/03/17	BL postage	210-45551.536	19.20	10826	06/01/17
			050217C	POSTAGE/DELIVERY			
21845	FIRST NATIONAL BANK OMAHA	05/03/17	BL supplies	210-45551.610	85.40	10826	06/01/17
			050317D	SUPPLIES			
21835	FIRST NATIONAL BANK OMAHA	05/03/17	VF dash cameras	210-42220.889	809.96	10828	06/01/17
			050217A	ROUTINE EQUIPMENT PURCHAS			
45175	FIRST NATIONAL BANK OMAHA	04/24/17	FN training semimar	210-41320.500	199.00	10829	06/01/17
			042517A	TRAINING, CONFERENCES, DU			
45175	FIRST NATIONAL BANK OMAHA	05/01/17	FN qtr express license	210-41320.610	9.95	10829	06/01/17
			050117B	SUPPLIES			
45175	FIRST NATIONAL BANK OMAHA	05/01/17	FN credit qtr express	210-41320.610	-9.95	10829	06/01/17
			050217C	SUPPLIES			
V10226	G & K SERVICES	05/18/17	ST shop rags	210-43110.610	75.37	10831	06/01/17
			6295586389	SUPPLIES			
37700	GRAYBAR	05/18/17	ST lamps	210-43161.002	30.08	10832	06/01/17
			991456199	MEMORIAL PARK			
V10733	GREEN MOUNTAIN EARTH CARE	05/17/17	ST tree planting	210-43161.000	672.00	10833	06/01/17
			2456	STREETSCAPE MAINT./IMP			
33170	HUMANE SOCIETY OF CHITT C	05/27/17	AD memorial donation	210-41320.610	50.00	10835	06/01/17
			052717D	SUPPLIES			
V9454	LENNY'S SHOE & APP	05/22/17	ST uniforms, Jamie McMaho	210-43110.612	250.00	10841	06/01/17
			3131802	UNIFORMS,BOOTS,ETC			
43435	NORTRAX (PARTS)	05/19/17	ST filter element	210-43110.432	48.30	10845	06/01/17
			1704853	VEHICLE MAINTENANCE			
43435	NORTRAX (PARTS)	05/19/17	ST filter element	210-43110.432	51.66	10845	06/01/17
			43435	VEHICLE MAINTENANCE			
25140	PIKE INDUSTRIES INC	04/28/17	ST emulsion	210-43120.610	45.00	10847	06/01/17
			913181	PAVEMENT MAINTENANCE			
25140	PIKE INDUSTRIES INC	05/12/17	ST emulsion	210-43120.610	50.00	10847	06/01/17
			915268	PAVEMENT MAINTENANCE			
25140	PIKE INDUSTRIES INC	05/16/17	ST asphalt	210-43120.610	375.10	10847	06/01/17
			916047	PAVEMENT MAINTENANCE			
23465	PITNEY BOWES, INC.	05/30/17	AD 6/20-9/19/17	210-41320.442	281.88	10848	06/01/17
			052317	LEASED SERVICES			
37430	R R CHARLEBOIS INC	05/19/17	ST filter	210-43110.432	23.28	10849	06/01/17
			ID20772	VEHICLE MAINTENANCE			
25480	SAC FASTENER COMPANY	04/06/17	ST threaded rod	210-43110.610	37.45	10850	06/01/17
			39329	SUPPLIES			
14160	SHELburnE MUSEUM	05/30/17	BF membership renewal	210-49345.000	100.00	10851	06/01/17
			A0530175M	LIBRARY DONATION EXPENDIT			
29835	SHERWIN-WILLIAMS	05/24/17	ST acetone	210-43120.444	91.05	10852	06/01/17
			59674	STREET MARKINGS			
11935	VIKING-CIVES USA	05/17/17	ST sweeper brooms	210-43110.610	293.42	10855	06/01/17
			4474779	SUPPLIES			
V10238	VT AIR TESTING SVC	05/24/17	CD color vibe run 5/20	210-15101.000	430.00	10858	06/01/17
			381	EXCHANGE - GENERAL			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	05/22/17	VA VT Gas 4/19-5/17/17 15910	210-42220.623 HEATING/NATURAL GAS	92.87	10860	06/01/17
29825	05/22/17	VA VT Gas 4/19-5/17/17 15910	210-41940.623 HEATING/NATURAL GAS	277.21	10860	06/01/17
29825	05/22/17	VA VT Gas 4/19-5/17/17 15910	210-43110.623 HEATING/NATURAL GAS	97.41	10860	06/01/17
29825	05/22/17	VA VT Gas 4/19-5/17/17 15910	210-45551.623 HEATING/NATURAL GAS	264.41	10860	06/01/17
07565	05/08/17	ST paper towels I44028505	210-43110.610 SUPPLIES	199.90	10862	06/01/17
12690	05/22/17	BL building maintenance 3281	210-45551.434 MAINT. BUILDINGS/GROUNDS	370.50	10863	06/01/17
25715	05/24/17	CD Cres ontr prjm Apr 05241712833	230-46801.008 CRESCENT CONNECTOR	1993.75	10820	06/01/17
25715	05/24/17	CD missing link prjm 364 05241714801	230-46801.007 PEARL ST. LINKING SIDEWAL	16140.42	10820	06/01/17
25715	05/24/17	CD Hlcrst sdwk eng Apr 05241716821	230-46801.015 HILLCREST SIDEWALK	3716.25	10820	06/01/17
25715	05/24/17	CD missing link re/ins p 05241717820	230-46801.007 PEARL ST. LINKING SIDEWAL	5933.25	10820	06/01/17
12000	05/01/17	VR Apr missing link desgn 44307	230-46801.007 PEARL ST. LINKING SIDEWAL	1876.87	10840	06/01/17
38955	05/12/17	WA pvc 54788373	254-43200.610 SUPPLIES	5.31	10824	06/01/17
38760	05/16/17	WASA Manhole adjustment INV0078124	254-43330.002 METER REPLACEMENT PROGRAM	1198.51	10853	06/01/17
29825	05/22/17	VA VT Gas 4/19-5/17/17 15910	254-43200.623 HEATING/NATURAL GAS	71.24	10860	06/01/17
V10609	05/24/17	WW cam pickup 2G 415071700341	255-43200.570 MAINTENANCE OTHER	605.65	10813	06/01/17
23455	05/18/17	WW 79.85 tons 20174ESS	255-43200.568 SLUDGE MANAGEMENT	6842.81	10817	06/01/17
21210	05/25/17	WW first aid kit shields 5008051401	255-43200.612 UNIFORMS,BOOTS,ETC	376.31	10818	06/01/17
23215	05/24/17	WW crane truck 106389290001	255-43200.570 MAINTENANCE OTHER	16.47	10822	06/01/17
23215	05/25/17	WW crane truck 106391530001	255-43200.570 MAINTENANCE OTHER	9.99	10822	06/01/17
V10616	05/23/17	WW bioxide full load 903110280	255-43200.619 CHEMICALS	9265.90	10823	06/01/17
V0833	05/26/17	WW conference travel 052617D	255-43200.500 TRAINING, CONFERENCES, DU	99.90	10830	06/01/17
07010	05/23/17	WW 4/20-5/19/17 WWTF 05170132407	255-43200.622 ELECTRICAL SERVICE	7541.15	10834	06/01/17
V9854	05/22/17	WW ecoli supplies 3016597971	255-43200.618 SUPPLIES - LABORATORY	1240.79	10836	06/01/17
V1257	05/30/17	WW training mileage 053017D	255-43200.500 TRAINING, CONFERENCES, DU	99.08	10839	06/01/17
V10329	05/26/17	WW spring land applicatio 237	255-43200.567 SLUDGE PROCESSING	77040.00	10843	06/01/17

06/02/17
11:24 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17047 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 06/01/17 To 06/02/17 & Fund 2

Page 4 of 4
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9260	05/24/17	PENN VALLEY PUMP CO., INC WW pvp stock 11934	255-43200.570 MAINTENANCE OTHER	1877.90	10846	06/01/17
29825	05/22/17	VT GAS SYSTEMS VA VT Gas 4/19-5/17/17 15910	255-43200.623 HEATING/NATURAL GAS	1726.70	10860	06/01/17
38760	05/16/17	TI-SALES INC WASA Manhole adjustment INV0078124	256-43330.002 METER REPLACEMENT PROGRAM	2397.03	10853	06/01/17
29825	05/22/17	VT GAS SYSTEMS VA VT Gas 4/19-5/17/17 15910	256-43220.002 WEST ST PS COSTS	34.69	10860	06/01/17
29825	05/22/17	VT GAS SYSTEMS VA VT Gas 4/19-5/17/17 15910	256-43220.001 SUSIE WILSON PS COSTS	33.85	10860	06/01/17
29825	05/22/17	VT GAS SYSTEMS VA VT Gas 4/19-5/17/17 15910	256-43200.623 HEATING/NATURAL GAS	55.11	10860	06/01/17
Report Total				148931.61		

06/09/17

Town of Essex / Village of EJ Accounts Payable

Page 1 of 6

08:44 am

Check Warrant Report # 17048 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 06/08/17 To 06/09/17 & Fund 2

HPackard

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	05/16/17	VF janitorial svc 3008	210-42220.434 MAINT. BUILDINGS/GROUNDS	275.00	10865	06/08/17
05290	ADVANCE AUTO PARTS	05/01/17	ST paint trk 34 552712129744	210-43110.610 SUPPLIES	18.58	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/01/17	ST spark plug 552712149313	210-43110.570 MAINTENANCE OTHER	2.85	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/01/17	ST spark plug 552712149316	210-43110.570 MAINTENANCE OTHER	5.70	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/01/17	ST oil 552712149329	210-43110.626 GAS,GREASE AND OIL	23.96	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/01/17	ST spark plug 552712149331	210-43110.570 MAINTENANCE OTHER	7.14	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/02/17	ST fuel line tube 552712235924	210-43110.610 SUPPLIES	3.23	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/11/17	VF light bulb 552713136216	210-42220.432 VEHICLE MAINTENANCE	11.71	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/11/17	VF wax 552713149928	210-42220.610 SUPPLIES	87.35	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/16/17	ST oil 552713620085	210-43110.626 GAS,GREASE AND OIL	36.99	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/19/17	ST air filter 552713940475	210-43110.432 VEHICLE MAINTENANCE	101.25	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/22/17	ST wire tie 552714240696	210-43110.610 SUPPLIES	13.37	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/22/17	VF car wax 552714240721	210-42220.432 VEHICLE MAINTENANCE	58.45	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/24/17	ST trailer adapter 552714440825	210-43110.610 SUPPLIES	9.69	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/25/17	ST degreaser 552714536604	210-43110.610 SUPPLIES	23.65	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/26/17	ST wiper blade 552714636625	210-43110.432 VEHICLE MAINTENANCE	7.16	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/26/17	ST wiper blade 552714636626	210-43110.432 VEHICLE MAINTENANCE	7.16	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/30/17	ST wiper blades 552715020300	210-43110.432 VEHICLE MAINTENANCE	35.18	10867	06/08/17
05290	ADVANCE AUTO PARTS	05/31/17	STSAVW gear oil ss5000 552715141237	210-43110.610 SUPPLIES	3.60	10867	06/08/17
07305	AIRGAS USA LLC	05/12/17	VF oxygen 9063404479	210-42220.615 EMS SUPPLIES	122.76	10869	06/08/17
02420	AUTOZONE	05/28/17	VF def fluid 3236951342	210-42220.432 VEHICLE MAINTENANCE	7.49	10876	06/08/17
23190	BAILLEY SPRING & CHASSIS	05/24/17	ST spring W13573	210-43110.432 VEHICLE MAINTENANCE	661.50	10877	06/08/17
V9963	BENOURE PLUMBING & HEATIN	05/30/17	BL plumbing 115205	210-45551.434 MAINT. BUILDINGS/GROUNDS	408.97	10881	06/08/17
10510	BLUE TARP FINANCIAL INC	04/26/17	ST ties cable 715975A	210-43110.610 SUPPLIES	15.28	10885	06/08/17
10510	BLUE TARP FINANCIAL INC	04/26/17	ST foam brush 715977B	210-43110.610 SUPPLIES	11.98	10885	06/08/17

06/09/17
08:44 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17048 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 06/08/17 To 06/09/17 & Fund 2

Page 2 of 6
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	05/01/17	ST pull cord 715992D	210-43110.610 SUPPLIES	2.45	10885	06/08/17
10510	05/01/17	ST wire brush 715996F	210-43110.610 SUPPLIES	15.01	10885	06/08/17
10510	05/02/17	LH bulbs 716001G	210-41320.610 SUPPLIES	75.54	10885	06/08/17
10510	05/02/17	LH lights credit 716002H	210-41320.610 SUPPLIES	-5.40	10885	06/08/17
10510	05/05/17	ST simple green 716013I	210-43110.610 SUPPLIES	26.07	10885	06/08/17
10510	05/11/17	ST chloride 716035K	210-43161.002 MEMORIAL PARK	26.98	10885	06/08/17
10510	05/11/17	BL supplies 716036L	210-45551.610 SUPPLIES	5.39	10885	06/08/17
10510	05/15/17	ST tape 716043M	210-43110.610 SUPPLIES	18.87	10885	06/08/17
10510	05/17/17	LH supplies 716056N	210-41940.610 SUPPLIES	14.73	10885	06/08/17
10510	05/18/17	ST light bulbs 716068O	210-43110.610 SUPPLIES	23.38	10885	06/08/17
10510	05/22/17	ST black number 716076Q	210-43110.610 SUPPLIES	5.92	10885	06/08/17
10510	05/23/17	ST trash can 716094R	210-43110.610 SUPPLIES	31.97	10885	06/08/17
10510	05/23/17	ST painting supplies 716096S	210-43110.610 SUPPLIES	45.93	10885	06/08/17
10510	05/23/17	ST bolts 716101	210-43110.610 SUPPLIES	14.83	10885	06/08/17
10510	05/24/17	ST brush 716102U	210-43110.610 SUPPLIES	2.14	10885	06/08/17
10510	05/24/17	ST paint bucket 716103V	210-43110.610 SUPPLIES	6.20	10885	06/08/17
10510	05/25/17	ST trash cans 716115X	210-43110.610 SUPPLIES	59.98	10885	06/08/17
10510	05/25/17	ST black gloss 716116Y	210-43110.610 SUPPLIES	7.98	10885	06/08/17
00530	05/25/17	BL books B5009181	210-45551.641 JUVEN COLLECTION-PRNT & E	346.60	10891	06/08/17
00530	05/25/17	BL books B5009181	210-45551.610 SUPPLIES	29.70	10891	06/08/17
00530	05/25/17	BL books B5009719	210-45551.641 JUVEN COLLECTION-PRNT & E	65.24	10891	06/08/17
00530	05/25/17	BL books B5009719	210-45551.610 SUPPLIES	5.40	10891	06/08/17
21120	05/16/17	VF physicals 0001890000	210-42220.566 PHYSICAL EXAMS	60.00	10897	06/08/17
23170	05/31/17	VA May vehicle fuel CL199022	210-42220.626 GAS,GREASE AND OIL	277.15	10898	06/08/17
23170	05/31/17	VA May vehicle fuel CL199022	210-43110.626 GAS,GREASE AND OIL	1737.58	10898	06/08/17

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	COMCAST	05/27/17	VF cable/internet 01792105/27	210-42220.535 TELEPHONE SERVICES	125.80	10905	06/08/17
25715	DONALD L. HAMLIN CONSULT	05/24/17	ST updating Village utili 05241717818	210-43110.576 ENGINEERING SERVICES	775.75	10910	06/08/17
35260	EAST COAST PRINTERS INC	06/05/17	VF t shirts 05221737	210-42220.612 UNIFORMS,BOOTS,ETC	546.50	10913	06/08/17
35260	EAST COAST PRINTERS INC	05/25/17	ST safety green shirts 05251747	210-43110.612 UNIFORMS,BOOTS,ETC	444.00	10913	06/08/17
V10634	ENVISIONWARE INC	04/03/17	BL PC RESERVATION INVUS30584	210-45551.340 COMPUTER EXPENSES	255.00	10914	06/08/17
23215	ESSEX EQUIPMENT INC	05/25/17	ST gloves, rubber strap 106391460001	210-43110.612 UNIFORMS,BOOTS,ETC	85.64	10916	06/08/17
23215	ESSEX EQUIPMENT INC	05/25/17	ST gloves, rubber strap 106391460001	210-43110.610 SUPPLIES	37.68	10916	06/08/17
41410	FINANCIAL OPERATIONS	01/23/17	ST traffic light maint 01232017D	210-43123.570 TRAFFIC LIGHTS MAINTENAN	262.13	10923	06/08/17
45400	FIRST NATIONAL BANK OMAHA	04/19/17	CD communit bus group mtg 041917D	210-41970.610 SUPPLIES	74.00	10928	06/08/17
21055	GREEN MOUNTAIN MESSENGER,	05/31/17	BL courier 58422	210-45551.536 POSTAGE/DELIVERY	135.00	10938	06/08/17
33495	INGRAM LIBRARY SERVICES I	05/21/17	BL books 98587721	210-45551.640 ADULT COLLECTION-PRINT &	122.39	10950	06/08/17
45410	J B SIMONS INC	05/25/17	VF uniform brass 52425	210-42220.612 UNIFORMS,BOOTS,ETC	1823.40	10951	06/08/17
05010	LYNN PUBLICATIONS	05/04/17	AD trustee meeting 5/9/17 119567	210-41320.550 PRINTING AND ADVERTISING	51.00	10959	06/08/17
05010	LYNN PUBLICATIONS	05/25/17	AD Memorial day ad 119775	210-41320.550 PRINTING AND ADVERTISING	165.00	10959	06/08/17
27295	MAPLEHURST FLORIST	05/25/17	ST plants 46624	210-43161.000 STREETSCAPE MAINT./IMP	79.90	10961	06/08/17
25140	PIKE INDUSTRIES INC	05/26/17	ST asphalt 918117	210-43120.610 PAVEMENT MAINTENANCE	1154.00	10978	06/08/17
25140	PIKE INDUSTRIES INC	05/30/17	ST asphalt 919142	210-43120.610 PAVEMENT MAINTENANCE	372.00	10978	06/08/17
26385	PROFESSIONAL WRITING SERV	06/02/17	ADCD May minutes 771EJ	210-41320.530 COMMUNICATIONS	286.00	10980	06/08/17
26385	PROFESSIONAL WRITING SERV	06/02/17	ADCD May minutes 771EJ	210-41970.530 COMMUNICATIONS	308.00	10980	06/08/17
24325	RADIO NORTH GROUP INC	05/09/17	VF radio batteries 24138257	210-42220.443 RADIO MAINTENANCE	1185.00	10983	06/08/17
24325	RADIO NORTH GROUP INC	05/22/17	ST removal of wide band 24138308	210-43110.443 RADIO MAINTENANCE	225.00	10983	06/08/17
18010	REYNOLDS & SON, INC.	05/25/17	VF helmet front 3302473	210-42220.612 UNIFORMS,BOOTS,ETC	91.20	10984	06/08/17
18010	REYNOLDS & SON, INC.	05/25/17	VF helmet shield 3302474	210-42220.612 UNIFORMS,BOOTS,ETC	327.60	10984	06/08/17
18010	REYNOLDS & SON, INC.	06/01/17	VF helmet fronts 3302990	210-42220.612 UNIFORMS,BOOTS,ETC	199.97	10984	06/08/17
04675	SERVPRO OF WINOOSKI / STO	05/30/17	LH damage restoration 95805	210-41940.434 MAINT. BUILDINGS/GROUNDS	573.46	10999	06/08/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28785	05/26/17	VF hub cap 8u61 484360P	210-42220.432 VEHICLE MAINTENANCE	137.47	11000	06/08/17
40840	05/15/17	VF telephone svc 3761519	210-42220.535 TELEPHONE SERVICES	101.74	11004	06/08/17
V2124	02/18/17	VF usb cable 3330795261	210-42220.889 ROUTINE EQUIPMENT PURCHAS	23.37	11006	06/08/17
36130	05/19/17	STVW Phones 9786026246	210-43110.535 TELEPHONE SERVICES	194.63	11016	06/08/17
11935	05/25/17	ST air filter 4474929	210-43110.432 VEHICLE MAINTENANCE	94.84	11017	06/08/17
11935	05/25/17	ST rear obs camera 4474930	210-43110.432 VEHICLE MAINTENANCE	116.33	11017	06/08/17
07565	05/25/17	LHADCD supplies I44546783	210-41320.610 SUPPLIES	82.23	11028	06/08/17
07565	05/25/17	LHADCD supplies I44546783	210-41940.610 SUPPLIES	17.99	11028	06/08/17
07565	05/25/17	LHADCD supplies I44546783	210-41970.610 SUPPLIES	40.50	11028	06/08/17
07565	05/26/17	AD supplies I44569109	210-41320.610 SUPPLIES	4.25	11028	06/08/17
V10636	06/01/17	AD FSA admin fees 170616463	210-41320.210 HEALTH INS & OTHER BENEFI	3.45	17060910	06/09/17
21850	06/05/17	SC May montly cleaning Sr 389	225-45122.430 REPAIRS & MAINTENANCE	250.00	10889	06/08/17
31545	05/24/17	SC open house ctr, meals 170524D	225-45122.612 FUND RAISER EXPENSES	60.41	10909	06/08/17
31545	05/24/17	SC open house ctr, meals 170524D	225-45122.610 OPERATIONAL SUPP/EXP	59.31	10909	06/08/17
31545	05/24/17	SC open house ctr, meals 170524D	225-45122.810 TRIP EXPENSES	2.99	10909	06/08/17
31545	05/24/17	SC open house ctr, meals 170524D	225-45122.812 MEAL SITE EXPENSES	9.89	10909	06/08/17
31545	05/31/17	SC cake, ice cream potluc 170531D	225-45122.812 MEAL SITE EXPENSES	31.95	10909	06/08/17
45430	05/31/17	SC refund mystery trip 170531D	225-34702.001 SR. CTR TRIP FEES	25.00	10932	06/08/17
45425	06/02/17	SC refund Winnepesaukee 170602D	225-34702.001 SR. CTR TRIP FEES	77.00	10948	06/08/17
05010	04/20/17	SC ad for silent auction 119160	225-45122.612 FUND RAISER EXPENSES	127.50	10959	06/08/17
45435	06/01/17	SC refund Winnepesaukee 170601D	225-34702.001 SR. CTR TRIP FEES	77.00	10977	06/08/17
12265	06/01/17	SC monthly copies 5048745366	225-45122.610 OPERATIONAL SUPP/EXP	49.09	10985	06/08/17
12265	05/22/17	SC monthly copier lease 98834153	225-45122.610 OPERATIONAL SUPP/EXP	55.83	10988	06/08/17
21710	06/02/17	SC Winnepesaukee tickets 463	225-45122.810 TRIP EXPENSES	814.00	11030	06/08/17
05290	05/31/17	STSAVW gear oil ss5000 552715141237	254-43200.610 SUPPLIES	0.60	10867	06/08/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	04/27/17	VW valves 715987C	254-43200.610 SUPPLIES	77.38	10885	06/08/17
10510	05/01/17	VW push fit 715995E	254-43200.610 SUPPLIES	27.88	10885	06/08/17
23170	05/31/17	VA May vehicle fuel CL199022	254-43200.626 GAS,GREASE AND OIL	124.04	10898	06/08/17
21840	05/18/17	ST ipad datalog prog 50417A	254-43200.610 SUPPLIES	19.99	10926	06/08/17
38760	05/22/17	WSA 2' neptune t10 meter INV0078350	254-43330.002 METER REPLACEMENT PROGRAM	326.96	11011	06/08/17
38760	05/26/17	W SA curb stop , meter sw INV0078680	254-43330.002 METER REPLACEMENT PROGRAM	213.99	11011	06/08/17
36130	05/19/17	STVW Phones 9786026246	254-43200.535 TELEPHONE SERVICES	139.43	11016	06/08/17
05290	05/05/17	WW hand cleaner 552712549609	255-43200.610 SUPPLIES	27.98	10867	06/08/17
05290	05/23/17	WW oil various 552714336542	255-43200.626 GAS,GREASE AND OIL	89.64	10867	06/08/17
05290	05/23/17	WW svc truck oil filter 552714340762	255-43200.432 VEHICLE MAINTENANCE	7.98	10867	06/08/17
05290	05/30/17	WW service 4 wheeler 552715036729	255-43200.570 MAINTENANCE OTHER	29.86	10867	06/08/17
05290	05/31/17	STSAVW gear oil ss5000 552715141237	255-43200.610 SUPPLIES	0.60	10867	06/08/17
42625	05/31/17	WW inf screen design/spec 77005	255-43330.011 HEADWORKS SCREEN	547.75	10870	06/08/17
10510	05/05/17	WW hose coupler parts 716017J	255-43200.570 MAINTENANCE OTHER	24.23	10885	06/08/17
10510	05/19/17	WW hose 716071P	255-43200.570 MAINTENANCE OTHER	15.29	10885	06/08/17
10510	05/27/17	WW paint hardware 716114	255-43200.570 MAINTENANCE OTHER	24.76	10885	06/08/17
23170	05/31/17	VA May vehicle fuel CL199022	255-43200.626 GAS,GREASE AND OIL	249.89	10898	06/08/17
V10411	05/26/17	WW GBT polymer 8704	255-43200.619 CHEMICALS	3732.70	10900	06/08/17
18000	05/30/17	WW yard hydrant kits 0754197	255-43200.570 MAINTENANCE OTHER	354.49	10922	06/08/17
21740	04/28/17	WW Free Press renewal 042817D	255-43200.610 SUPPLIES	23.00	10924	06/08/17
09050	05/30/17	WW CL 17 reagents 10475590	255-43200.570 MAINTENANCE OTHER	359.99	10944	06/08/17
V9769	05/30/17	WW sod aluminate bulk 9017546187	255-43200.619 CHEMICALS	7424.70	10953	06/08/17
V10347	06/06/17	WW service 6/6/17 143005	255-43200.570 MAINTENANCE OTHER	70.00	10954	06/08/17
V9454	06/05/17	WW boots, Jutras 3133674	255-43200.612 UNIFORMS,BOOTS,ETC	255.00	10958	06/08/17
05010	05/11/17	WW screen ad 119606	255-43330.011 HEADWORKS SCREEN	70.12	10959	06/08/17

06/09/17

Town of Essex / Village of EJ Accounts Payable

08:44 am

Check Warrant Report # 17048 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 06/08/17 To 06/09/17 & Fund 2

HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34995	06/01/17	WW railing repair 32673409	255-43200.570 MAINTENANCE OTHER	793.77	10963	06/08/17
12265	05/22/17	WW copier lease 98833547	255-43200.610 SUPPLIES	115.94	10987	06/08/17
29835	05/24/17	WW paint, supplies 59708	255-43200.570 MAINTENANCE OTHER	57.06	11001	06/08/17
38680	05/31/17	WW 2 seminars SL,BF,PB 05312017D	255-43200.500 TRAINING, CONFERENCES, DU	120.00	11027	06/08/17
V10409	06/02/17	WW gorman rupp prts 122834	255-43200.570 MAINTENANCE OTHER	1070.74	11029	06/08/17
05290	05/31/17	STSAVW gear oil ss5000 552715141237	256-43200.610 SUPPLIES	7.20	10867	06/08/17
23170	05/31/17	VA May vehicle fuel CL199022	256-43200.626 GAS,GREASE AND OIL	110.81	10898	06/08/17
24420	05/17/17	SA inspection, repairs 561891	256-43200.570 MAINTENANCE OTHER	1991.33	10946	06/08/17
12775	05/19/17	SA West outlet relocation 6722	256-43220.002 WEST ST PS COSTS	873.57	10979	06/08/17
38760	05/22/17	WSA 2' neptune t10 meter INV0078350	256-43330.002 METER REPLACEMENT PROGRAM	653.93	11011	06/08/17
38760	05/26/17	W SA curb stop , meter sw INV0078680	256-43330.002 METER REPLACEMENT PROGRAM	427.97	11011	06/08/17
Report Total				37482.40		

LEASE

LEASE made this _____ day of _____, 2017 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and ESSEX CHIPS (Community Health Initiatives and Programs for Students), (hereinafter referred to as "Lessee").

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the second floor of Lincoln Hall, Essex Junction, Vermont.

This lease is for the period of July 1, 2017 through June 30, 2018, unless sooner terminated as herein provided. It is understood that the Village of Essex Junction reserves the right to use the area above the Senior Center in Lincoln Hall for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay Lessor rent of \$1.00 per year, payable in advance to the Village Treasurer.
2. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, and Lessee shall pay for all other utility costs incurred during the Lease term.
3. Lessee is permitted to connect to Cable TV provided they pay all associated costs.
4. Lessee shall be permitted to use Lessor's copier at \$.05 per copy.
5. Lessee shall keep the premises clean and in such repair as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the lessee or guests shall be the responsibility of the lessee to fix in a timely manner.

Lessee may make non-structural changes to the premises without the prior written consent of the Lessor.

The Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenable condition.

6. Lessee shall not sublet the premises nor assign this Lease, and occupancy shall be limited to the Lessee. Lessee shall be responsible for providing a key to the Lessor and allow access at all times. Lessee will provide a permission list for Lessor outlining individuals who can access keys. Lessor will not provide keys to any individuals not on the list without the express permission of the Executive Director or Village Manager.

7. The Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
8. Lessee agrees to indemnify and hold harmless the Lessor from and against any loss, cost, damage and expense resulting from injury to any person or damage to or destruction of any property, caused by any act, omission or neglect of the Lessee, its agents, servants, employees or other persons in, upon or about the premises at the Lessee's invitation or consent. Lessee shall carry a minimum of \$1,000,000 general liability insurance to include property damage and name the Lessor as an additional insured. The Lessee shall provide the Lessor with a Certificate of Insurance within thirty (30) days of execution of this Lease.
9. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.
10. The Lessor may, at its option, choose to terminate this Lease prior to its expiration by providing the Lessee with written notice at least sixty (60) days prior to the termination date specified in the notice.
11. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
12. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: Village of Essex Junction
c/o Patrick Scheidel, Municipal Manager
2 Lincoln Street
Essex Junction, VT 05452

Lessee: Essex CHIPS
c/o David Voegele, Executive Director
2 Lincoln Street
Essex Junction, VT 05452
13. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
14. Fire Safety: No boxes or materials will be located within one foot of any radiators or block any entrances or exits. No electrical work shall be performed by anyone other than a licensed electrician.

15. **Load Bearing Capacity:** The second floor of Lincoln Hall has a maximum load limit of 50 lbs. per square foot.

Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

IN WITNESS WHEREOF, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF:

VILLAGE OF ESSEX JUNCTION

Lessor:

By: _____
Patrick C. Scheidel, Municipal Manager

**STATE OF VERMONT
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this _____ day of _____, 2017, Patrick Scheidel, Municipal Manager of the Village of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the Village of Essex Junction.

Before me, _____
Notary Public

IN PRESENCE OF:

ESSEX CHIPS

Lessee:

By: _____
David Voegele, Executive Director

**STATE OF VERMONT
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this _____ day of _____, 2017, David Voegele of Essex CHIPS (Community Health Initiatives and Programs for Students) personally appeared and acknowledged this instrument by her sealed and subscribed, to be her free act and deed.

Before me, _____
Notary Public



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Rick Jones, Public Works Superintendent
Lauren Morrissette, Finance Director
DATE: June 7, 2017
SUBJECT: Champlain Water District Easement Adjustment

A handwritten signature in blue ink, appearing to read "James Jutras", is written over the "cc:" line of the memorandum.

Issue: Whether to authorize the Municipal Manager to sign revised or amended easements for Champlain Water District to complete the installation of the Cascade Street Meter vault.

Discussion: At the September 27, 2016 meeting, the Trustees approved a temporary construction easement and a permanent easement for Champlain Water District to build a new water line and meter vault to replace the existing Cascade Street facility. This easement is located to the west of the wastewater facility. On November 22, 2016, the Trustees approved an amended easement for additional work based on field conditions. Field conditions to date warrant additional work outside of the previously approved area.

Costs: There is no direct cost to the Village

Recommendation: It is recommended that the Trustees authorize the Municipal Manager to sign this and any other temporary construction easements as may be required for the Champlain Water District to complete the Cascade Street line replacement and meter vault installation.



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrissette Assistant Manager/Finance Director
DATE: November 18, 2016
SUBJECT: Revision to the previously Approved Champlain Water District Easement – Cascade Street meter vault.

A handwritten signature in cursive script, appearing to read "James Jutras", is written in the upper right quadrant of the page.

Issue: Whether or not to authorize the Municipal Manager to sign an additional revision to the existing easement with the Champlain Water District for the Cascade Street meter vault installation.

Discussion: At the September 27, 2016 Trustee meeting, the Board authorized the Municipal Manager to sign a revision to an existing easement for the Champlain Water District Cascade Street meter vault. Field conditions found during construction warrant revision to the recently approved right of way further along the westerly boundary of the wastewater facility property. The request and a highlighted map is attached for your consideration.

Costs: No Cost except for legal review by the Village Attorney

Recommendation: It is recommended that the Village Trustees authorize the Municipal Manager to sign a revision to the recently signed Champlain Water District Cascade Street meter vault installation.

EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS that, the Village of Essex Junction, in the County of Chittenden and State of Vermont (hereinafter whether singular or plural, called the GRANTOR), in consideration of One Dollar paid and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby give, grant, bargain, sell and convey unto CHAMPLAIN WATER DISTRICT, a municipal corporation in the County of Chittenden, State of Vermont (hereinafter, regardless of the number of GRANTEES, called the GRANTEES) and to their successors and assigns, the exclusive and perpetual right and easement to erect, place, construct, reconstruct, bury, operate, repair, maintain, replace, patrol and remove a water line or lines, valves, vaults, shut-offs, pumps, meters, hydrants or other mechanical devices and appurtenances for the transmission and distribution of water, and communications facilities used to operate such water systems (including electrical service, control, data, information, video and voice) (hereinafter, called the "Facilities" or a "Facility"), upon over, across and under the surface of GRANTOR'S lands in the Village of Essex Junction, Town of Essex, Chittenden County, State of Vermont, hereinafter referred to as the "Easement Area", and described as follows:

Permanent Easement. A Permanent Easement 20 feet in width which shall be ten (10) feet on both sides of the centerline of the installed conduits for the Facilities and then shall extend to approximately 47 feet with width in the easement's northeast corner ("Permanent Easement") as more specifically defined and depicted on a plan entitled "Waterline Easement Plan," dated August 26, 2016 and revised December 6, 2016, prepared by Krebs & Lansing Consulting Engineers, Inc. and recorded in Map Slide #502 of the Town of Essex Land Records. The Permanent Easement conveys to GRANTEES all the rights set forth in this deed.

The Easement Area is located south of Cascade Street and is bounded on the north by Cascade Street, on the west by the easement depicted as "Existing 20 ft. wide CWD Easement Volume 101 Page 91, 9-22-71" on the above-referenced plan and on the south and east by the lands and premises of the herein Grantor, the Village of Essex Junction. The dimensions of the Easement Area are depicted on the above-referenced plan.

The Easement Area is depicted on the above-referenced Amended Waterline Easement Plan as "New CWD Easement."

This deed supplements the easement deed from the herein grantor, the Village of Essex Junction to the herein grantee, Champlain Water District dated September 29, 2016 and recorded in Volume 964, Page 294 of the Town of Essex Land Records, as supplemented by the easement deed dated December 14, 2016 and recorded in Volume 969, Page 688 of the Town of Essex Land Records, adding the Temporary Easement described below.

Also the perpetual right and easement from time to time without further payment therefore, to renew, replace, add to and otherwise change the Facilities and each and every part thereof, and the locations thereof within said Permanent Easement Area.

This grant shall include the right to enter upon and cross other property owned by the GRANTOR at any time for the purposes of exercising any of the rights herein granted, including construction of any of the Facilities to be installed in the Easement Area; provided, however, that said rights must be exercised in a reasonable manner, and any damage to the property of GRANTOR caused by GRANTEES shall be remediated by the GRANTEES.

Included in this grant is the continuing right of GRANTEES within said Easement Area to cut down, trim, mow and to remove and keep cleared such trees, roots, underbrush, and vegetation, or parts thereof growing within, under, or overhanging such Easement Area as in the judgment of GRANTEES may interfere with or endanger the efficient operation and use of said Facilities and subject to GRANTOR'S license identified below to remove all structures which are now found, or which may be subsequently placed on or within, such Easement Area in violation of the rights and privileges of GRANTEES hereunder, together, also, with the permanent right to enter on adjacent lands of GRANTOR to cut or trim and remove such trees and associated roots growing outside the limits of the Easement Area which may, in the opinion of GRANTEES, interfere with or be likely to interfere with, the successful operation of the Facilities now or hereafter to be constructed on said Easement Area (danger trees).

GRANTOR, for ourselves and our heirs, executors, administrators, successors and assigns, hereby covenants that, without the prior written approval of the GRANTEES, none of them will erect or permit any building, wire, line, conduit, or any other structure or store any materials or equipment or cause trees, gardens, or bushes to be erected or placed in the Easement Area, or change the grade, fill or excavate within the Easement Area which, in the judgment of the GRANTEES, their successors or assigns, might interfere with the proper operation and maintenance of said Facilities. By way of illustration, but not of limitation, the following uses are specifically forbidden: swimming pools, ponds, and tennis courts. GRANTOR, for ourselves and our heirs, executors, administrators, successors and assigns hereby agrees to refrain from any activity that will cause erosion or other physical degradation of the Easement Area including, but not limited to, the storage of material or fill on areas adjacent to the Easement Area or alterations of the grade adjacent to the Easement Area that would be reasonably likely to cause erosion or degradation of the surface or subsurface of the Easement Area.

Temporary Easement. A temporary easement 20 feet in width and 100.00 feet in length located adjacent to and southerly of the Permanent Easement as more specifically defined and depicted on a plan entitled "Temporary Construction Easement Plan" dated June 6, 2017, by Krebs & Lansing Consulting Engineers and recorded in Map Slide _____ of the Town of Essex Land Records ("Temporary Easement"). This Temporary Easement conveys GRANTEES all the rights, limitations, and obligations set forth in this deed. GRANTEES must exercise said Temporary Easement rights in a reasonable manner, and any damage to the property of GRANTOR caused by GRANTEES shall be remediated by the GRANTEES. After GRANTEES install the aforementioned Facilities, the Temporary Easement shall terminate.

All rights, limitations, and obligations contained herein are for both the Permanent Easement and Temporary Easement and this deed refers to both easements collectively as the "Easement Area" below.

It is also agreed that the Facilities shall remain the property of the GRANTEES, their successors and assigns, and that the GRANTEES, their successors and assigns, shall pay all taxes assessed thereon.

GRANTEES shall have the right to assign to others, in whole or in part, any or all of the rights, privileges and easements hereinbefore set forth.

TO HAVE AND TO HOLD the above granted easements and rights, with all the privileges and appurtenances thereunto belonging, unto and to the use of the said GRANTEES, their successors and assigns forever.

And the GRANTOR hereby for said GRANTOR, and our heirs, executors, administrators, successors and assigns, covenant with said GRANTEES, their successors and assigns, that the GRANTOR is lawfully seized in fee simple of the granted premises, that the GRANTOR has good right to sell and convey the same as aforesaid, that they are FREE FROM EVERY ENCUMBRANCE, including, but not limited to, any offers of dedication to a municipality, and that GRANTOR will WARRANT and defend the same to the GRANTEES, their successors and assigns, forever against the lawful claims and demands of all persons.

IN WITNESS WHEREOF the aforementioned GRANTOR has caused this instrument to be signed this _____ day of June, 2017.

GRANTOR:

Village of Essex Junction

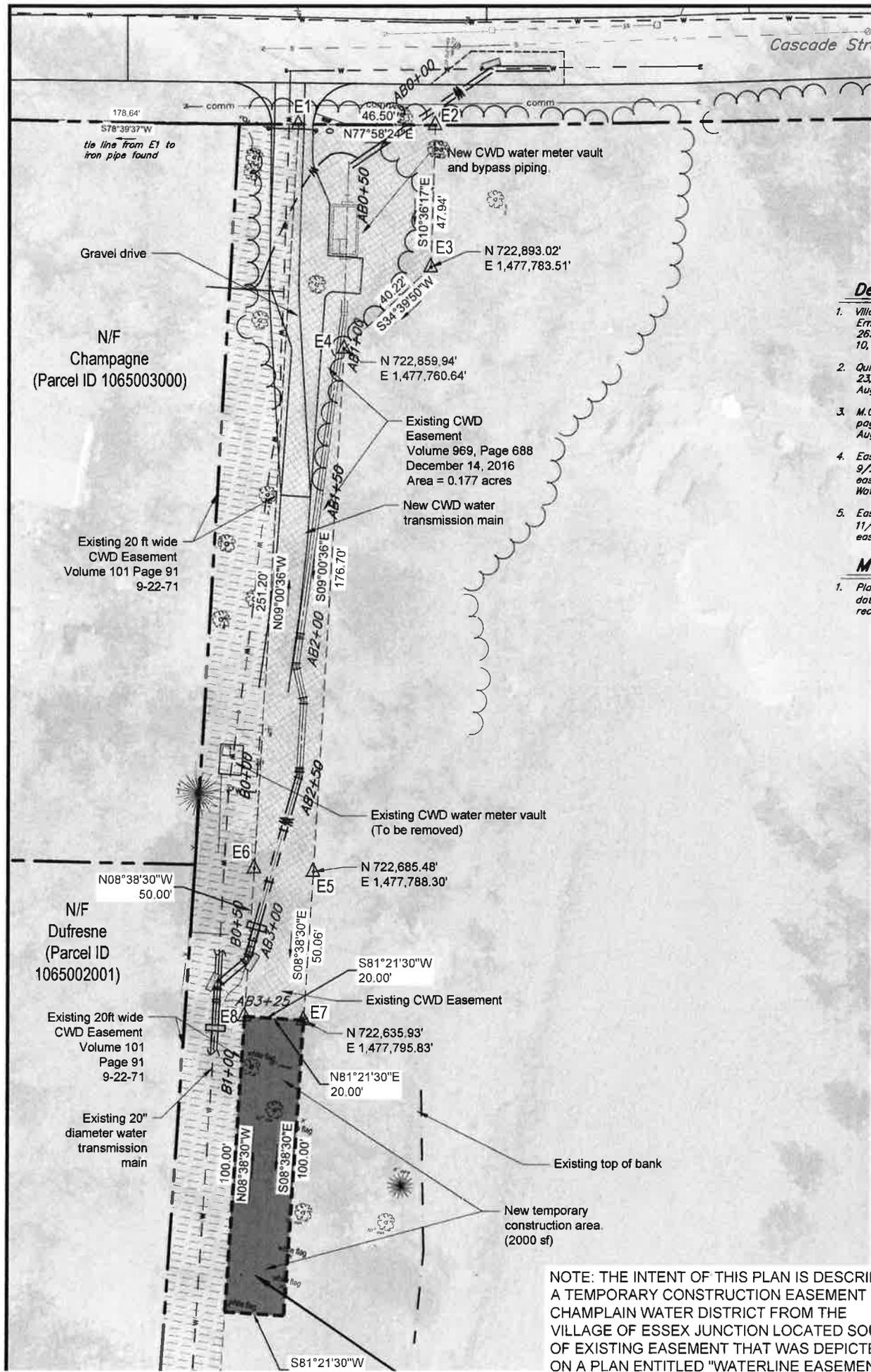
By: _____
Duly Authorized Agent

STATE OF VERMONT
COUNTY OF CHITTENDEN

At the Village of Essex Junction, on the _____ day of June, 2017 personally appeared _____, duly-authorized agent of the Village of Essex Junction, the signer and sealer of the foregoing written instrument, and acknowledged the same to be his/her free act and deed and the free act and deed of the Village of Essex Junction.

Before me,

Notary Public
My commission expires: _____



178.64'
S78°39'37"W
tie line from E1 to iron pipe found

N/F
Champagne
(Parcel ID 1065003000)

Existing 20 ft wide
CWD Easement
Volume 101 Page 91
9-22-71

N/F
Dufresne
(Parcel ID 1065002001)

Existing 20ft wide
CWD Easement
Volume 101
Page 91
9-22-71

Existing 20"
diameter water
transmission main

New CWD water meter vault
and bypass piping.

Existing CWD
Easement
Volume 969, Page 688
December 14, 2016
Area = 0.177 acres

New CWD water
transmission main

Existing CWD water meter vault
(To be removed)

Existing CWD Easement

Existing top of bank

New temporary
construction area.
(2000 sf)

NOTE: THE INTENT OF THIS PLAN IS DESCRIBE
A TEMPORARY CONSTRUCTION EASEMENT
CHAMPLAIN WATER DISTRICT FROM THE
VILLAGE OF ESSEX JUNCTION LOCATED SOUTH
OF EXISTING EASEMENT THAT WAS DEPICTED
ON A PLAN ENTITLED "WATERLINE EASEMENT"

- De**
1. Vill
Err
26:
10,
 2. Qui
23,
Aug
 3. M.C
pag
Aug
 4. Eas
9/
eas
Wat
 5. Eas
11/
eas
- M**
1. Pla
dot
rec

To the Mayor of Kyiv
Vitaliy Klyuchko

Dear Vitaliy Volodymyrovych!

With all due respect I appeal to you with a call for your support for the March of Equality in Kyiv which will take place in June 2017.

I welcome the unprecedented safety measures that were taken by your administration in collaboration with the National Police of Ukraine to protect the participants of the March of Equality in 2016. However, over the last year LGBTIQ activists across Ukraine have continued to be threatened and attacked by radical groups. There remains an acute need for police protection for the participants of the march in order to guarantee their safety from potential violence by counter-demonstrators.

I draw your attention to the Constitution of Ukraine and the European Convention on Human Rights. **The state must guarantee and protect the right of every citizen for peaceful assembly and freedom of expression,** regardless of sexual orientation and gender identity or any other characteristics.

Considering the above, I am kindly asking you to:

- **Express public support for the March of Equality in Kyiv this year;**
- **Do everything possible, within your authority, to ensure that participants of the March of Equality can exercise their right to peaceful assembly and, in particular, receive adequate police protection;**
- **Promote and protect the rights of everyone to freedom of expression and freedom of assembly, without discrimination;**
- **Condemn the use of hate speech and any possible incitement to violence or calls to ban the March of Equality;**

Yours sincerely,

George A. Tyler

Name and Surname / Ім'я та Прізвище

President
the Mayor of

Essex Junction, VT

City and Country / Місто та країна

Меру міста Києва
Віталію Ключку

Шановний Віталію Володимировичу!

Висловлюю Вам свою повагу та звертаюся до Вас із закликом **підтримати Марш Рівності у Києві**, що відбудеться у червні 2017 р.

Я вітаю безпрецедентні заходи безпеки, що були застосовані Вашою адміністрацією спільно із Національною поліцією України задля захисту Маршу Рівності у 2016 році. Втім, за останній рік ЛГБТІК-активісти по всій Україні зазнали погроз та нападів з боку радикальних груп. Це означає, що учасники та учасниці маршу все ще потребують захисту з боку поліції від потенційного насильства з боку контр-протестувальників.

Звертаю Вашу увагу, що згідно із Конституцією України, а також Європейською конвенцією з прав людини, **державна зобов'язана гарантувати та захищати право усіх громадян на мирні зібрання та свободу висловлення думок, незалежно від їхньої сексуальної орієнтації та гендерної ідентичності або інших ознак.**

З огляду на викладене вище, прошу Вас:

- **Публічно підтримати цьогорічний Марш Рівності у Києві;**
- **Зробити все необхідне, відповідно до Ваших повноважень, задля забезпечення реалізації права учасників Маршу на мирне зібрання та, зокрема, захисту з боку поліції;**
- **Публічно підтримати право усіх на свободу вираження поглядів та свободу мирних зібрань без дискримінації;**
- **Засудити використання мови ворожбаччя та будь-які можливі заклики до насильства чи судової заборони Маршу Рівності;**

З повагою

Signature / Підпис

Protect March of Equality in Ukraine!



Amnesty Ukraine activists at March of Equality 2016

The March of Equality 2017 will take place on June 18, and is expected to become the largest LGBTIQ rally this year. It will be one from a series of cultural and human rights events, known as KyivPride festival.

The last year's March of Equality was largely peaceful, but with volatile political and social situation, there is no guarantee that it will go without violence in 2017.

The most prominent LGBTIQ activists have continued to be threatened and attacked. Over the last year, radical groups disrupted several LGBTIQ events across Ukraine.

On 8 March, unknown people threw green paint at one of the KyivPride organizers, while she was walking with a rainbow flag at a Women's March.

After the end of the Women's March, one Amnesty Ukraine staff member was hit in the head by a far-right activist. The case was immediately reported to police, but the prospects for justice are dim.

To ensure maximum security for participants of the March of Equality in 2017, we still need to show massive support for it. We urge Vitaliy Klychko, the mayor of Kyiv, to ensure the participants of the March of Equality can exercise their right to freedom of assembly.

ACTION: Letters from mayors in support of March of Equality

We ask you to approach mayors in your country, and ask them to sign a letter to Vitaliy Klychko, urging him to ensure protection of the March of Equality.

In his political career, he tries to build an image of a pro-European politician. However, his administration was very reluctant to support Marches of Equality in 2014 and 2015. Internal and international pressure after the violence in 2015, led him and police authorities to provide unprecedented security measures for the March of Equality in 2016. Still, the success depended on many other political factors and we cannot make sure that there will be a similar support in 2017.

Background Information

On 12 June 2016, up to 2,000 people gathered in Kyiv to march for LGBTIQ equality. They were undeterred by prior threats from far-right groups who promised to turn the event into "bloody porridge" and attempts by counter-demonstrators to disturb the march on the day. Almost 7,000 police and other law enforcement officers were present at the scene and in the vicinity to guard the rally. Police took comprehensive security measures to protect the march, including sealing off several neighbouring streets and closing a subway station to prevent possible attacks.

Representatives of diplomatic missions and of international organisations in Ukraine took part in the Pride. Seven MPs from the Verkhovna Rada (the Parliament of Ukraine) also attended the march to show solidarity with members of Ukraine's LGBTIQ communities.

In the past, the Ukrainian authorities have failed to protect and ensure the right to peaceful assembly of LGBTIQ people.

In 2012, a Pride march planned for 20 May was cancelled by the organizers because they had received threats of violence from various individuals and groups, and because the Kyiv police failed to guarantee the safety of the demonstrators, telling them that "people would get hurt".

Another Pride march planned for 5 July 2014 was also cancelled after the police told the organizing committee, at short notice, that they could not ensure the safety of participants in the face of expected counter-demonstrations.

The first LGBTIQ Pride in Ukraine was held in 2013, attracting 100 participants and 500 counter-protesters. The march was held on the outskirts of the city, following a court order banning the marchers from the city centre. The march coincided with the Kyiv Day celebrations. The local authorities at the municipality where the march was held applied for a court order to ban all demonstrations not linked to the official celebrations, but this application was dismissed.

During the 2015 Kyiv Pride, there was a lack of coordination between the event organizers and law enforcement agencies, and no evacuation plan was put in place. As a result, despite the presence of at least 1,500 police and National Guard officers, about 10 protesters were injured when they were attacked by homophobic protesters. At least five police officers were also injured, one of whom was left in a serious condition. The police arrested at least 28 counter-protesters, but only four were brought to court on hooliganism charges. All four received two-year conditional prison sentences.

The letter consists of two identical sections (in English and Ukrainian) and could be found . Feel free to translate the English section of the letter into your country's language, if necessary.

The letters from mayors are going to be handed over to Vitaliy Klychko few days before the March of Equality (presumably, on 15 June).

Social media

We encourage you to take photos of mayors with the letters they signed. Ask them to post these photos on their social media pages. These photos can be published right away; there is no need to wait until all the signatures are collected.

Vitaliy Klychko is very active on Facebook (●merkieva) and Twitter (●Vitaliy_Klychko). Ask mayors to tag Vitaliy Klychko and add hashtag #SupportKyivPride.

You can also make similar posts on your S/s social media pages.

Delivery

We expect S/s to send out letters with signatures from mayors to AI Ukraine office by 5 June.

Please get in touch with Maksym Filipenko, AI Ukraine Campaign Coordinator, to arrange delivery. E-mail:

AI Ukraine office address is:

*Amnesty International Ukraine
POB-40, 3A Degtjarivska Street, Kyiv-50
04050
Ukraine*

Please e-mail us scan copies of all the letters that would not be sent by 5 June.

Press-release

We will draft a press-release template in early June and circulate it to you, once it is ready. The final press-release will contain information about how many mayors supported the action and background information about LGBTIQ rights in Ukraine.

We expect to launch the press-release on the 15 June (three days before the March of Equality).

More about Vitaliy Klychko

Vitaliy Klychko (his name is often spelled as "Vitaliy Klitschko") is a former professional boxer, and a three-time heavyweight world champion. He is especially well-known in Germany, where he spent most of his boxing career.