



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JULY 11, 2017 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Public Hearing on Planning Grant Application under Vermont Community Development Program – Maura Collins, Vermont Housing Finance Agency
 - c. Public Hearing on FYE 18 Water/Sewer/Sanitation Rates – Lauren Morrisseau
 - d. Appointment/Reappointment Interviews:
 - Amber Thibeault, Capital Program Review Committee
 - Kevin Collins, Capital Program Review Committee
 - Tim Kemerer, Tree Advisory Committee
5. **OLD BUSINESS**
 - a. Approve and Sign Resolution for VCDP Grant Application Authority – Pat Scheidel
 - b. Appointment and Reappointments to Committees – Pat Scheidel
 - c. Set FYE 18 Water/Sewer/Sanitation Rates – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Bid Award for Fire Department Pumper – Chris Gaboriault
 - b. Bid Award for Portable Compressor – Rick Jones
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule/Memo about joint meetings with Selectboard
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - Public Works Consolidation Review Committee 6/21/17
 - Tree Advisory Committee 6/22/17
 - b. Memo from Vermont Public Service Board re: Order Revision Procedures Governing Approval of Telecommunications Facilities
 - c. Certification of Notice to George Tyler from Murphy, Sullivan and Kronk re: Vermont Public Service Board Application for Verizon Wireless
 - d. Letter to George Tyler from Jerry Bourque re: CVE concert noise
 - e. Copy of letter to CVE from Highland Village Condominium Owners' Association
 - f. Village Organizational Chart 7/1/17
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 6/27/17
 - b. Approve Minutes of Work Session 6/13/17

- c. Expense Warrant #17051 dated 6/30/17 in the amount of \$156,113.46
- d. Expense Warrant #17052 dated 7/7/17 in the amount of \$172,326.05

10. **ADJOURN**

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



Agenda Addition 11/11/17
New business bc.

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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrissette, Finance Director/Assistant Manager *LM*
DATE: July 13, 2017
SUBJECT: EJRP Petty Cash Checking Account

Issue

The issue is whether the Trustees will resolve to open a checking account at Community Bank NA for the purpose of providing petty cash for the Village EJRP Department.

Discussion

In many instances the Recreation Department needs to pay by cash or check for events at state parks because the parks will not accept payment by credit card. Instead of a cash petty cash fund to be used for this purpose, staff recommends we set up a checking account so that the Recreation Department can pay by check for these events. The EJRP was accustomed to working with a petty cash checking account when they were part of the School District. A checking account will provide better control over the funds. The initial deposit to the account will be \$1,000.

Cost

There is no cost for this proposal.

Recommendation

It is recommended that the Trustees approve a resolution to set up a petty cash checking account at the Community Bank NA for the purpose of providing petty cash for the Recreation Department.

CORPORATE AUTHORIZATION RESOLUTION

COMMUNITY BANK NA
 ESSEX JUNCTION (451)
 54 PEARL STREET
 ESSEX JUNCTION, VT 05452-0000

By: VILLAGE OF ESSEX JUNCTION
 2 LINCOLN ST
 ESSEX JCT, VT 05452

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

➤ I, Susan McNamara-Hill, certify that I am Secretary (clerk) of the above named corporation organized under the laws of VERMONT, Federal Employer I.D. Number 03-6000466, engaged in business under the trade name of VILLAGE OF ESSEX JUNCTION, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on July 11, 2017 (date). ←
 These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>SUSAN MCNAMARA-HILL</u>	➔ <u>Susan McNamara-Hill</u> X	
B. <u>BRAD LUCK</u>	➔ _____ X	
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A, B</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	<u>1</u>
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>1</u>
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>1</u>
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>1</u>
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>1</u>
_____	(7) Other _____	<u>1</u>

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution. N/A

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated All Prior. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Attest by One Other Officer

➔ Susan McNamara-Hill
 Secretary

↑
George

RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution.
(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation.
(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation.
(6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance.
(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on 07/07/2017 (date) by KGRAV (initials) [] This resolution is superseded by resolution dated _____.

Comments:

State/Commonwealth of _____

County of _____

On this _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that he/she/they acted, executed the instrument.

The certificate for a proof of execution by a subscribing witness, within this state, of a conveyance or other instrument made by any person in respect to real property situate in the state must conform substantially with the following form, the blanks being property filled:

Notary Public

ACCOUNT AGREEMENT

COMMUNITY BANK NA
 ESSEX JUNCTION (451)
 54 PEARL STREET
 ESSEX JUNCTION, VT 05452-0000

Account Number: 4510200274

Account Owner(s) Name & Address
 VILLAGE OF ESSEX JUNCTION
 EJP Petty Cash
 2 LINCOLN ST
 ESSEX JCT, VT 05452

Agreement Date: 07/07/2017 By: K Graveline

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: Public Funds Non Interest

Checking

Checking Savings NOW _____
 Initial Deposit \$ 100.00 Source: Check

Ownership of Account - PERSONAL Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:
 Revocable Trust or Pay-on-Death Designation
 as Defined in this Agreement
 (Name and Address of Beneficiaries):

Additional Information:

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
 Electronic Fund Transfers Privacy Substitute Checks
 Common Features FEES & CHARGES

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: Unknown

(1):]
 → BRAD LUCK
 I.D. # _____ D.O.B. 7/06/2017

(2):]
 → SUSAN MCNAMARA-HILL
 I.D. # _____ D.O.B. 5/28/2015

(3):]
 I.D. # _____ D.O.B. _____

(4):]
 I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only) Joint Fiduciary
]
 I.D. # _____ D.O.B. _____

Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8)

By signing at right, I, VILLAGE OF ESSEX JUNCTION, certify under penalties of perjury that the statements made in this section are true.

TIN: 03-6000466 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).



Agenda Addition
2/11/17
Executive Session

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: July 11, 2017
SUBJECT: Executive Session/Personnel

Issue

The issue is whether or not to enter executive session to evaluate personnel.

Discussion

A full discussion of these personnel matters would not be possible in open session as it may place the Village of Essex Junction at a substantial disadvantage.

Cost

None.

Recommendation

If the Trustees wish to enter executive session, the following motion is recommended:

"I move that the Trustees enter into executive session to discuss personnel matters pursuant to 1 V.S.A. Section 313 (a)(3) and to include the Manager and Assistant Manager."

Richard F. Hamlin, P.E.
6 Mansfield Avenue
Essex Junction, VT 05452

RECEIVED
JUL 11 2017
Village of Essex Junction

July 10, 2017

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

Re: Capital Committee, Letter of Resignation

Dear Mr. Scheidel:

As you have requested, please accept my resignation from the Capital Committee, effective immediately.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Hamlin', written in a cursive style.

Richard F. Hamlin, P.E.

c: Andrew Brown, Chair

Richard F. Hamlin, P.E.
6 Mansfield Avenue
Essex Junction, VT 05452

RECEIVED
JUL 11 2017
Village of Essex Junction

July 10, 2017

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

Re: Bike-Walk Advisory Committee, Letter of Resignation

Dear Mr. Scheidel:

As we discussed today, please accept my resignation from the Bike-Walk Advisory Committee, effective immediately.

Sincerely,



Richard F. Hamlin, P.E.

Patrick C. Scheidel

From: Andrew Horstman <cpthorstman@icloud.com>
Sent: Tuesday, July 11, 2017 1:02 PM
To: George Tyler
Cc: Patrick C. Scheidel; Elaine Sopchak
Subject: Re: Racial harassment/illegal actions

Sir,

No one is trying to skirt Patrick however he has not tried to work with us. Initially he was reasonable however later it turned combative. Even thou he has the paperwork showing the events the "onus is on me" because I did not wish to hurt the people I took an oath to protect.

It is clear the the course that most be taken. I'm sorry it has to go this way but it's obvious that resolution is not what your side is seeking.

Nothing to follow.

> On Jul 11, 2017, at 10:35, George Tyler <gtyler@essexjunction.org> wrote:

>

>

> Mr. Horstman,

>

> By policy, our elected board works with the manager and with the advisement of the Village attorney. We have a public to be heard session at the beginning of our meetings when people can (publicly) discuss any issue they want or ask questions. That would be an opportunity to state your comments or ask questions, however we do not take policy action on items raised in public to be heard sessions. But we're not in a position to go around the Village manager and hold a private meeting with you. It would be best if you could work with the Village manager (Mr. Scheidel) to resolve your concerns. He could then advise us regarding a meeting with you.

>

> Best Regards,

>

> George Tyler

>

>

> George Tyler, President

> Village of Essex Junction

> 2 Lincoln Street

> Essex Junction, VT 05452

> (802) 878-6944

> (802) 310-8215 (mobile)

>

>

> From: Andrew Horstman [cpthorstman@icloud.com]

> Sent: Tuesday, July 11, 2017 8:25 AM

> To: George Tyler
> Subject: Re: Racial harassment/illegal actions

>
> Sir,
>

> To follow up on matters. I have been advised by The AG to request a meeting with the full board. Not a public meeting but a sit down with all. This is the next step in the chain of command and hopefully coming to a resolution satisfactory to all.

>
> Thank you,
> Andrew

>
>
>
>
>> On Jun 1, 2017, at 07:26, Andrew Horstman <cpthorstman@icloud.com> wrote:

>>
>> Morning Sir,

>>
>> I have spoken with the Town Manager on several occasions and not only found zero relief but an attitude unbecoming of a rational human being.

>>
>> Before matters escalate to the Federal level I would appreciate a meeting with you and all the trustees to discuss multiple gross and negligent acts ranging from being routinely called the spear Chucker by the Ray Weed to your police officer telling me it's not illegal to run a black person over in Vermont when I was assaulted by a woman who tried to run me over in my wheelchair.

>>
>> I have for years tried to find a peaceful resolution to the many heinous acts myself and family faced in Essex and the junction. While Pat, Cole, weed and others may find it funny I find nothing funny about threatening harm and racial slurs directed at myself or family.

>>
>> Thank you,
>> Andrew

Applicant Community		
City/Town/Village of: _____		Date: _____
Contact Person		
NAME: _____		
PHONE: _____		EMAIL: _____
Project Partner(s)		
Contact Person		
NAME & ORGANIZATION: _____		
PHONE: _____		EMAIL: _____
Contact Person		
NAME & ORGANIZATION: _____		
PHONE: _____		EMAIL: _____
Grant Type:	Estimated Application Submittal Date:	Application:
<input type="checkbox"/> Accessibility Modification <input type="checkbox"/> Implementation <input type="checkbox"/> Planning <input type="checkbox"/> Scattered Site RLF <input type="checkbox"/> Other: _____	_____	Single <input type="checkbox"/> Municipality Joint <input type="checkbox"/> Consortium <input type="checkbox"/> Multi-Year Application
	Target Board Meeting Date:	
_____	_____	
National Objective:	State Objective	
<input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Slums & Blight <input type="checkbox"/> Urgent Need	<input type="checkbox"/> Housing <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Facility <input type="checkbox"/> Public Service	
Estimated Project Funding		
_____ Estimated VCDP Request \$ _____		
_____ Estimated Total Project \$ _____		
Estimated Project Funding		
Other Resource(s)	Amount	Status

Project Description

Activities VCDP dollars would fund:	<input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation <input type="checkbox"/> For Profit Loan	<input type="checkbox"/> New Construction <input type="checkbox"/> Services <input type="checkbox"/> Micro Enterprise <input type="checkbox"/> Counseling <input type="checkbox"/> Other: _____	<input type="checkbox"/> ADA Compliance <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Planning <input type="checkbox"/> Uncertain at this time
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1. Project title:
2. Project location and/or address:
3. Estimated project start date:
4. Detailed project description*:

*Include the scope of work and anticipated work product if a Planning Grant and full project scope if an Implementation or Access Modification Grant.

5. Does the **project** involve:

Acquisition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signing a Purchase and Sale Agreement is prohibited until the Environmental Review is approved. However, it is acceptable to sign Option Agreements. It is recommended to have Option Agreements reviewed prior to signing them to ensure that appropriate language is included.	
A structure that is 50 years old or older	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any disturbance to the ground	<input type="checkbox"/> Yes <input type="checkbox"/> No
A location in a floodway or 100-year floodplain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relocation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project result in less affordable housing units?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Who are the direct beneficiaries of the project?

7. How was benefit eligibility determined?

8. Has the project been discussed with the applicant community leadership (Select board, Trustees, Municipal Manager, and/or Municipal Administrator)? Yes No

9. What is the status of the community's support of the project/application?

10. Does the project service more than one community, county, or region? Yes No

If yes, please describe:

11. Has any portion of the project budget been obligated to date? Yes No

12. Has the project begun in any way? Yes No

13. Explain in detail below if yes was answered to numbers 11 or 12.

Readiness Checklists are tools to help you prepare a successful VCDP application. Identify what has been done/completed by checking the YES box or what still needs to be done/completed by checking the box in the NO column. Any items not checked are those that you believe are not applicable. If unsure what may be necessary please contact your CD Specialist.

READINESS CHECKLIST					
Implementation Grants including Scattered Site					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 6 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Feasibility/Market Study in hand	<input type="checkbox"/>	<input type="checkbox"/>	Project design and financial plan is in line with feasibility study results
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal in-hand/value acceptable/still valid	<input type="checkbox"/>	<input type="checkbox"/>	Business plan written, if Economic Development
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access obtained (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Permits/DEC Project Review Sheet in-hand
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans and/or schematics in hand	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	3rd party project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Corrective Action Plan in hand, if Brownfield
<input type="checkbox"/>	<input type="checkbox"/>	All funder meeting held	<input type="checkbox"/>	<input type="checkbox"/>	Voter approval secured, if needed
<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in - hand	<input type="checkbox"/>	<input type="checkbox"/>	Easements if needed are secured
<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed	<input type="checkbox"/>	<input type="checkbox"/>	Construction started
<input type="checkbox"/>	<input type="checkbox"/>	Beneficiaries income surveyed			
Planning Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 3 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access in-hand (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work fully defined	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	Project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in -hand
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	Planning work started	<input type="checkbox"/>	<input type="checkbox"/>	Planning contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online			

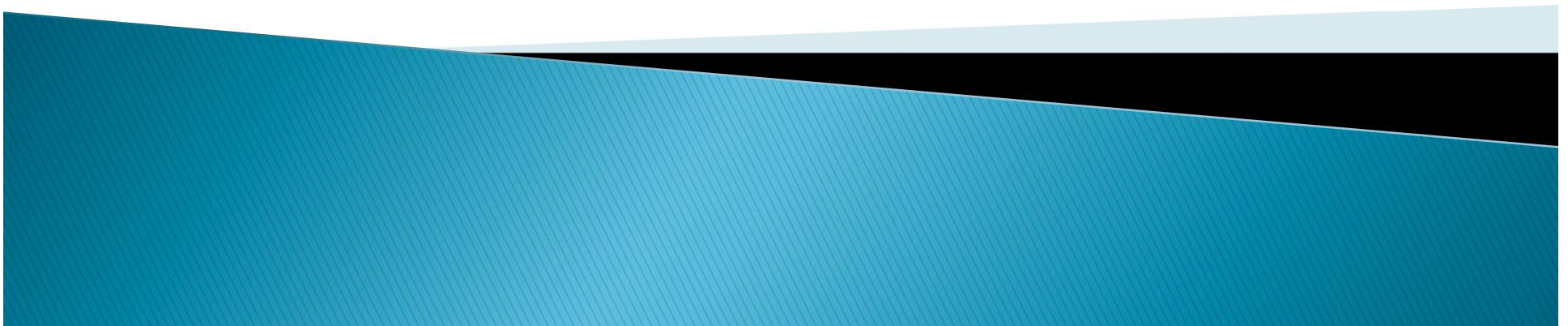
Accessibility Modification Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Building will be 100% in compliance with American Disabilities Act when work is completed
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access obtained (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 3 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work fully defined	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	Project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in -hand
<input type="checkbox"/>	<input type="checkbox"/>	ADA letter of opinion from acceptable independent third party	<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	ADA Checklist for Readily Achievable Barrier Removal completed	<input type="checkbox"/>	<input type="checkbox"/>	Construction work started
<input type="checkbox"/>	<input type="checkbox"/>	Permits/DEC Project Review Sheet in-hand			

Threshold Checklists are tools to help you manage the requirements of VCDP and submit a successful application. Identify what has been done/completed by checking the box in the YES column or what still needs to be done/competed by checking the box in the NO column. Any items not checked are those you believe are not applicable. If unsure what may be necessary please contact your CD Specialist.

THRESHOLD CHECKLIST					
ALL Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Signed Select board/Trustee resolution to apply in-hand	<input type="checkbox"/>	<input type="checkbox"/>	Town Plan is adopted & does not expire until
<input type="checkbox"/>	<input type="checkbox"/>	Signed Consortium resolution to apply, if applicable, in-hand	<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing Notice warned 15-days prior to Hearing
<input type="checkbox"/>	<input type="checkbox"/>	Application submittal at least 5-days after Hearing	<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing Notice tear sheet in-hand
<input type="checkbox"/>	<input type="checkbox"/>	Revolving Loan Fund is active			
Implementation Grants					
Implementation Grants – If applicable					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal, within 6 months and at or above purchase price	<input type="checkbox"/>	<input type="checkbox"/>	Executed OPTION Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Marketing plan in hand	<input type="checkbox"/>	<input type="checkbox"/>	Planning Grant final product submitted
<input type="checkbox"/>	<input type="checkbox"/>	Proposed/Executed lease agreement			
Economic Development Applicants			Brownfield Projects		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Equity contribution in hand	<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met
<input type="checkbox"/>	<input type="checkbox"/>	DUNS number obtained (For Business)	<input type="checkbox"/>	<input type="checkbox"/>	Corrective Action Plan in hand
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan & attachments in hand	<input type="checkbox"/>	<input type="checkbox"/>	Other funding in hand
Water/Waste Water Applicants			Slum & Blight Projects		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Contribution in hand	<input type="checkbox"/>	<input type="checkbox"/>	Project pre-qualification in hand
<input type="checkbox"/>	<input type="checkbox"/>	ANR, RD, EDA documentation in hand	<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met
<input type="checkbox"/>	<input type="checkbox"/>	Local bond analysis in hand			
Housing Applicants			Public Service Applicants		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Market Study in-hand & meets VHFA standards	<input type="checkbox"/>	<input type="checkbox"/>	New/Increased service documentation in hand
<input type="checkbox"/>	<input type="checkbox"/>	One for One Replacement Plan	<input type="checkbox"/>	<input type="checkbox"/>	

Planning Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met	<input type="checkbox"/>	<input type="checkbox"/>	Planning contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access is in-hand (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Planning work started
Accessibility Modification Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Must assist existing municipally-owned building serving a municipal function) or a non-school-community library	<input type="checkbox"/>	<input type="checkbox"/>	Site control/access documentation (evidence of ownership, site access or option agreement)
<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met	<input type="checkbox"/>	<input type="checkbox"/>	Planning Grant final product submitted
<input type="checkbox"/>	<input type="checkbox"/>	DEC project review sheet in hand	<input type="checkbox"/>	<input type="checkbox"/>	ADA work started
<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed			

FYE18
WATER/WWTF/SANITATION
RATES



Village Combined Utility Rates

FYE18 Proposed Rates

Usage	.0303/cubic foot (no change)
Fixed Charge	\$68.05/quarter or \$272.20/year
Decrease over FYE17	-1.8%
Cost to average user	\$449.15/year or \$37.43/month

Village Water User Rate

FYE18 Proposed Rates

Usage	.0166/cubic foot
Fixed Charge	\$23.56/quarter or \$94.24/year
Increase over FYE17	5%
Cost to average user	\$191.18/year or \$15.93/month
(Fixed charges represent 50% of budget)	

Reasons for Increase

- 1) 7% increase in Operating budget
- 2) 3.04% increase in CWD Wholesale rate
- 3) 15% decrease in Large User Rate

Village Wastewater Treatment User Rates

FYE18 Proposed Rates

Usage	.0084/cubic foot
Fixed Charge	\$22.08/quarter or \$88.32/year
Decrease over FYE17	10%
Cost to average user	\$137.38/year or \$11.45/month
(Fixed Charges are 65% of the budget)	

Reasons for Decrease

- 1) 4% decrease in Village portion of operating revenue
- 2) 3% decrease in Village percentage of flow
- 3) Increase in units and flow billed due to meter replacements and new construction

Village Sanitation User Rates

FYE18 Proposed Rates

Usage	.0053/cubic foot
Fixed Charge	\$22.41 /quarter or \$89.64/year
Decrease from FYE17	2%
Cost to average user	\$120.59/year or \$10.05/month
(Fixed charges are 75% of budget)	

Reasons for Decrease

- 1) Increase in units and flow billed due to meter replacements and new construction

Large Water User Rate

FYE18 Proposed Rate

Usage	\$0.073 / 1,000 gallons
Decrease from FYE17	14%

Reasons for Decrease

Our estimated unaccounted water has dropped. Also Global Foundries has estimated their usage at 3.5 MGD, increased from 3.47 MGD the year before.

Other pertinent information

The Large User rate for GlobalFoundries is calculated as 13% of the Village's water operating budget plus a proportionate share of unaccounted water divided by estimated water usage.

At the end of the fiscal year there is a reconciliation. GlobalFoundries either pays more or receives a credit depending on how much water they use and the amount of unaccounted water.

In addition, the Large User also pays the CWD Wholesale rate and the State of Vermont Water Supply Fee on all water used. These charges are a pass-through on the Village books.

Wastewater Treatment Wholesale Rate

FYE18 Proposed Rate

Usage	\$2.8443 / 1,000 gallons
Increase over FYE17	4.14%

Reasons for Increase

- 1) 4.3% increase in the operating budget

The Wastewater Treatment Wholesale rate is the rate paid by the Town of Essex and the Town of Williston for the treatment of sewage from these communities. The rate is based upon estimated flows and budgeted costs. At the end of the fiscal year the actual flows and costs are analyzed and adjustments are made.

The Wastewater Treatment Wholesale rate is also used for charging septic haulers that discharge at the Treatment Facility.

RECEIVED
JUL 05 2017
Village of Essex Junction

July 5, 2017

Village Manager
c/o Patty Benoit (via email only)
2 Lincoln Street
Essex Junction, VT 05452

Pat,

Please accept this letter as my interest in continuing to serve on the Village of Essex Junction Capital Review Committee.

I have enjoyed serving on the Capital Review Committee and would like to continue for another term.

If you have any questions, please do not hesitate to contact me at (802) 233-5386.

Sincerely,

Amber Thibeault
69 Pearl Street, Unit 4
Essex Junction, VT 05452

RECEIVED

JUN 26 2017

Village of Essex Junction

Manager Scheidel,

I would like to express my interest in another term on the Essex Junction Village Capital Review Committee.

My first term was an educational experience on the magnitude of the list of projects awaiting funding and the costs associated with each project. I also became familiar with the process of taking a project, getting a consensus of committee members on ranking and then on a list of recommendations to the Board of Trustees for final review and approval. For these reasons, I believe I'm a strong candidate for the board and can be a contributing member.

Thanks for your consideration,

Kevin Collins

7 South Hill Drive

Essex Junction

RECEIVED

JUN 27 2017

Village of Essex Junction

To: Essex Junction Trustees

From: Tim Kemerer

Re: Request for Appointment to Tree Advisory Committee

6-27-17

I am writing to you today to request appointment to the tree committee. I've attended a few meetings and love the work they are doing to maintain and grow the street tree coverage here in Essex Junction. I've worked as part of the Playground Committee at Summit St. School in the past doing plantings around Summit and see many opportunities for us extending beyond the streets to the EJ School grounds. I would be happy to come and talk with you at any time to confirm my appointment.


Thanks very much,

Tim Kemerer

12 Hillcrest Rd.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager 
DATE: July 6, 2017
SUBJECT: Resolution for VCDP Grant Application

Issue

The issue is whether or not the Trustees will adopt the attached resolution to apply for a planning grant under the Vermont Community Development Program (VCDP).

Discussion

The proposal is to apply for \$40,000 in VCDP funds, which will be used to create a web-based, interactive resource that provides residents, municipal officials and planners with up-to-date, vetted housing needs indicators in a variety of user-friendly formats.

This project will provide a single "go-to" resource for low-income residents in need of affordable housing in Chittenden, Franklin and Grand Isle counties and for those seeking to improve housing opportunities for these residents.

Cost

There is no match required for this grant.

Recommendation

It is recommended that the Trustees sign the Resolution for VCDP Grant Application Authority.

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the Village of Essex Junction (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and
WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan Aug. 26, 2014 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that Leslie Black-Plumeau is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name)Patrick Scheidel Title Municipal Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the ___ day of _____, _____, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this ___ day of _____, _____.

Clerk

Signature



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: July 11, 2017
SUBJECT: Appointment/Reappointments to Committees

Issue

The issue is whether or not the Trustees reappoint citizens to the Capital Program Review Committee and appoint a citizen to fill a vacancy on the Tree Advisory Committee.

Discussion

Please see the attached letters from Amber Thibeault, Kevin Collins and Tim Kemerer.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees reappoint Amber Thibeault and Kevin Collins to the Capital Program Review Committee for a three-year term ending 8/31/20. It is also recommended that the Trustees appoint Tim Kemerer to the Tree Advisory Committee for a two-year term through 6/30/19.

RECEIVED
JUL 05 2017
Village of Essex Junction

July 5, 2017

Village Manager
c/o Patty Benoit (via email only)
2 Lincoln Street
Essex Junction, VT 05452

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RECEIVED

JUN 26 2017

Village of Essex Junction

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Thanks for your consideration,

Kevin Collins

7 South Hill Drive

Essex Junction

RECEIVED

JUN 27 2017

Village of Essex Junction

To: Essex Junction Trustees

From: Tim Kemerer

Re: Request for Appointment to Tree Advisory Committee

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Thanks very much,

Tim Kemerer

12 Hillcrest Rd.



Volunteer Opportunities

The Village of Essex Junction is seeking citizens interested in serving on the following boards and committees:

Capital Program Review Committee

Two three-year terms through August 2020

Tree Advisory Committee

One vacant term through June 2019

Brownell Library Board of Trustees

One five-year term through June 2022

A description of the individual committees and the duties associated with the position is available in the Municipal Manager's office.

Interested residents should send a letter to the Municipal Manager, 2 Lincoln Street, Essex Junction, VT 05452 or email admin@essexjunction.org. Questions regarding these positions may be directed to the Municipal Manager's office (878-6944).



The economic engine of Vermont.

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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrissette, Finance Director/Assistant Manager *LM*
DATE: July 13, 2017
SUBJECT: FYE18 Utility Rates

Issue

The issue is whether the Trustees will set the FYE18 Utility Rates as presented below.

Discussion

In order to fund the FYE18 Water, WWTF, and Sanitation Fund budgets staff recommends the Village rates be set as follows:

Village User Water usage rate	\$0.0166 per cubic foot
Village User Quarterly Fixed Charge	\$23.56 per quarter
Village User Wastewater Treatment usage rate	\$0.0084 per cubic foot
Village User Wastewater Treatment Quarterly Fixed Charge	\$22.08 per quarter
Village User Sanitation usage rate	\$0.0053 per cubic foot
Village User Sanitation Quarterly Fixed Charge	\$22.41 per quarter
IBM Large Water User Rate	\$0.073/1000 gallons of water
Wastewater Treatment Wholesale rate	\$2.843/1000 gallons of sewage

Cost

The cost to the Village resident using 120 gallons per day will decrease by 1.8% or \$8.44 per year. The large user rate is decreasing by 14%. The Wastewater Treatment wholesale rate is increasing 4.14%.

Recommendation

It is recommended that the Trustees approve the FYE18 Utility rates as stated above.



VILLAGE OF ESSEX JUNCTION
GF LARGE WATER USER RATE COMPUTATIONS
FOR FYE 2017-18

DEFINITIONS:

7/6/2017 11:39

- Large Water User:**
Any entity that uses 2.5 million or more gallons per day on average.
- Metered Water**
Amount of water which the Village has metered to its customers.
in the applicable year.
- Total Water**
The amount of water purchased from CWD in a given year.
- Budgeted Unaccounted Water**
The cost of unaccounted water projected in the adopted fiscal year budget
- Proportionate Share of Unaccounted Water**
The % of water metered to the large user compared to the water that flows through the Village Water Delivery system (this does not include the water that flows through GF's "South" meter)
Formula by Meter = $M28/M19+M20+M25-M24-PS4$

FORMULA FOR CALCULATION OF LARGE USER RATE:

plus 13% of Fiscal Year Operating Budget
 divided by User's Proportionate Share of Unaccounted Water
 equals Projected Use by Large User for Upcoming Fiscal Year
 Rate per 1000 gallons of water used

CALCULATION OF THE FYE18 LARGE USER WATER RATE:

	13% of Water Fund Operating Budget	\$69,429
plus	Proportionate share of Unaccounted water	
	GF = 67.54% Apr. 16 through Mar. 17	67.54%
	x Budgeted unaccounted water	\$35,426
	Proportionate share of unaccounted water	<u>\$23,927</u>
equals	Total to be collected	\$93,356
divided by	GF projected use = 3.5 MGD	1,277,500 Gallons
	Converted to thousands of gallons	1,277,500
equals	Large User Rate FY18	<u>0.073</u> /1000 Gallons

Fiscal Year End Reconciliation

- 1) Following the April Village-wide water meter reading, actual unaccounted water for the year will be determined.
- 2) Following the end of June GF water meter reading, actual GF water flow for the current year will be determined.
- 3) Using GF's proportionate share of the actual cost of unaccounted water combined with 13% of the fiscal year to be reconciled water operations budget, a revised "Total to be collected" will be determined.
- 4) Using the actual GF water flow for the year to be reconciled multiplied by the current Large User rate, the amount actually collected will be determined.
- 5) The revised "Total to be collected" will be compared to the "amount actually collected".
- 6) If the Total to be collected is more than the amount actually collected, there will be an additional charge for the difference on GF's water bill for June water consumption (to be sent in July). If the Total to be collected is less than the amount actually collected, there will be a credit for the difference on GF's water bill for June water consumption (to be sent in July.)

**VILLAGE OF ESSEX JUNCTION
WATER RATES**

7/5/2017 17:02

FYE 18 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17 RATE SETTING 50% Fixed, 50% Variable		FYE 18 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	846,248	\$	930,063
Budget Ratio				
Fixed	\$	423,124	\$	465,032
Variable	\$	423,124	\$	465,032
Total Customers/Equivalent Units		4668		4935
Fixed Charge				
Base Rate		22.66		23.56
Usage Charge				
Usage Fee		0.0157		0.0166
Projected Consumption (c.f)		27,000,000		28,097,333
REVENUE				
Fixed Charge	\$	423,107.52	\$	465,074
Sale of Water				
Residential	\$	423,900	\$	466,416
Large User - GF	\$	107,492	\$	91,480
Other Revenue/Income				
Hydrant Rentals	\$	-	\$	-
Penalties	\$	4,000	\$	4,000
Miscellaneous	\$	15,000	\$	15,000
Total Revenue	\$	973,500	\$	1,041,970
EXPENSES	\$	972,750	\$	1,040,543
SURPLUS/DEFICIT	\$	750	\$	1,427

Notes:

1. Projected consumption is based on prior 3 year average.
2. Expenses and revenue exclude IBM.

Person using 120 gallons/Day Water	FYE17	FYE18	Increase crease	
Fixed Charge	90.64	94.24	3.60	4%
Usage (120 Gal/day, 5840 c.f./yr)	91.69	96.94	5.26	6%
Total	182.33	191.18	8.86	5%

VILLAGE OF ESSEX JUNCTION
WASTEWATER TREATMENT
FYE 18 RATE SETTING

7/5/2017 17:06

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17 RATE SETTING 65% Fixed, 35% Variable		FYE 18 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	681,041	\$	645,063
Budget Ratio				
Fixed	\$	442,677	\$	419,291
Variable	\$	238,364	\$	225,772
Total Customers/Equivalent Units		4511		4748
Fixed Charge				
Base Rate		24.53		22.08
Usage Charge				
Usage Fee		0.0092		0.0084
Projected Consumption (c.f)		25,920,000		26,891,958
REVENUE				
Meter Charge	\$	442,619	\$	419,343
Wastewater Treatment				
Customer Charge	\$	238,464	\$	225,892
Other Revenue/Income				
Penalties	\$	3,000	\$	3,000
Septage	\$	15,000	\$	20,000
Leachate	\$	-	\$	-
Total Revenue	\$	699,083	\$	668,236
EXPENSES	\$	699,041	\$	668,008
SURPLUS/DEFICIT	\$	42	\$	228

Notes:

1. Projected consumption is based on past 12 months.

Person using 120 gallons/Day	FYE17	FYE18	Increase %	Increase
WWTF				
Fixed Charge	98.12	88.32	(9.80)	-10%
Usage (120 Gal/day, 5840 c.f./yr)	53.73	49.06	(4.67)	-9%
Total	151.85	137.38	(14.47)	-10%

**VILLAGE OF ESSEX JUNCTION
SANITATION RATE
FYE 18 RATE SETTING**

7/5/2017 17:07

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17		FYE 18	
	RATE SETTING		RATE SETTING	
	75% Fixed, 25% Variable		75% Fixed, 25% Variable	
Sanitation Budget Target	\$	401,556	\$	406,372
WWTF Debt Payment	\$	151,000	\$	161,000
Total	\$	552,556	\$	567,372
Budget Ratio				
Fixed	\$	414,417	\$	425,529
Variable	\$	138,139	\$	141,843
Total Customers/Equivalent Units		4511		4748
Fixed Charge				
Base Rate		22.97		22.41
Usage Charge				
Usage Fee		0.0054		0.0053
Projected Consumption (c.f)		25,920,000		26,891,958
REVENUE				
Meter Charge	\$	414,471	\$	425,611
Sale of Water				
Customer Charge	\$	139,968	\$	142,527
Other Revenue/Income				
Penalties	\$	2,500	\$	2,500
Miscellaneous	\$	30,000	\$	30,000
Interest	\$	-	\$	-
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	23,128	\$	23,878
Total Revenue	\$	625,067	\$	639,516
EXPENSES	\$	472,184	\$	477,750
SURPLUS/DEFICIT	\$	152,883	\$	161,766

Notes:

1. Projected consumption is based on prior 3 year average.
2. Target revenue projection includes phased increase in rates to cover future debt retirement for WWTF refurbishment.

Person using 120 gallons/Day Sanitation	FYE17		FYE17		% Increase
			Increase		
Fixed Charge	91.88		89.64	(2.24)	-2%
Usage (120 Gal/day, 5840 c.f./yr)	31.54		30.95	(0.58)	-2%
Total	123.42		120.59	(2.82)	-2%



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

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

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Chief Chris Gaboriault
DATE: July 5, 2017
SUBJECT: New Fire Department Pumper

Issue

Approval to sign contract with Pierce Manufacturing for a new engine to replace 1996 E-One.

Discussion

Essex Junction Fire Department has been working with Pierce Manufacturing to establish replacement specifications for our 1996 E-One engine. Pierce has proven performance with the fire service and within our department for delivering quality, well engineered fire apparatus. We are requesting a sole source procurement as Pierce will copy, as close as possible, a pump/cab layout very similar to our ladder truck. This will streamline training of our new operators and provide us with reliable equipment that will service the Village of Essex Junction for 20 years. Our design incorporates ergonomic features to reduce mechanical interface and keep operational platforms as low as possible, in an effort to reduce potential injury.

Cost

Pierce has submitted a proposed cost of \$600,223.00, we are requesting an additional \$20,000.00 for small equipment and hose replacement. The budget in the Rolling Stock fund is \$625,634.00.

Recommendation

Essex Junction Fire Department requests the approval to spend up to \$620,223.00 for the replacement of a 1996 E-One engine, awarding contract to Pierce Manufacturing.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Rick Jones, Public Works Superintendent
DATE: July 6, 2017
SUBJECT: Bid award for Portable Compressor

Issue

The issue is whether or not the Trustees will award the bid for a trailer mounted portable compressor for the Public Works Department.

Discussion

On 7/5/17, the Village of Essex Junction received the following bids:

Essex Equipment	\$12,379.75
Milton Rental and Sales	\$12,849.34

The above amounts include trade-in of the current compressor.

Cost

The amount budgeted in the Rolling Stock fund is \$22,067.00.

Recommendation

It is recommended that the Trustees award the bid for the trailer mounted portable compressor to Essex Equipment for the not-to-exceed amount of \$12,379.75.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: July 11, 2017
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

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>
October 10 6:30 PM	Regular Meeting
October 24 6:30 PM	Regular Meeting

MEMORANDUM

TO: Selectboard and Trustees
FROM: Patrick C. Scheidel, Municipal Manager *PS*
DATE: July 5, 2017
SUBJECT: Joint Meetings

Issue

The issue is whether or not to have prescheduled joint meetings.

Discussion

In view of the upcoming Manager search and other joint initiatives, the Trustees are requesting several joint meetings at alternating locations. It is proposed that the legislative bodies consider the following joint meeting schedule at regularly scheduled meetings:

Aug. 7, 2017 at 7 PM - 81 Main Street
Sept. 12, 2017 at 6:30 PM – 2 Lincoln Street
Oct. 2, 2017 at 7 PM – 81 Main Street
Nov. 14, 2017 at 6:30 PM – 2 Lincoln Street
Dec. 4, 2017 at 7 PM – 81 Main Street
Feb. 13, 2018 at 6:30 PM – 2 Lincoln Street

The frequency of meetings lessens the number of topics for each agenda so more focus on a single item can occur.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Selectboard and Trustees adopt the above joint meeting schedule.

1 Public Works Consolidation Review Committee
2 Draft Committee Minutes
3 June 21, 2017
4

5 Committee Members Present: Elaine Sopchak, Chair, Michael Plageman, Vice Chair, Andrew
6 Brown, Susan Cook, and Justin Rabidoux, South Burlington Public Works Director
7

8 Others Present: Patrick Scheidel, Municipal Manager, and Annie Costandi, Stormwater
9 Coordinator/Staff Engineer
10

11 The meeting was called to order at 7:00 p.m.
12

13 **Agenda Item 1: Committee Organization**

14 **Mike Plageman MOVED and Sue Cook SECONDED a MOTION to elect Elaine Sopchak**
15 **as the Chair of the Committee. The MOTION passed 5-0.**
16

17 **Elaine Sopchak MOVED and Justin Rabidoux SECONDED a MOTION to elect Mike**
18 **Plageman as the Vice Chair of the Committee. The MOTION passed 5-0.**
19

20 **Agenda Item 2: Develop Proposed Meeting Schedule and Potential Attendees; Timetable**
21 **for Committee Work**

22 This agenda item was moved to the end of the agenda.
23

24 **Agenda Item 3: Review of Documentation Provided to the Committee**

25 Ms. Sopchak commented that tabs 9 & 10 weren't included in the binder provided to the
26 Committee for review.
27

28 Mr. Scheidel summarized the successes of the consolidation and documents that were provided
29 to the Committee by Dennis Lutz, the Town Public Works Director. He noted that while some
30 items under the consolidation would not provide an immediate return on investment, the Town
31 and Village have worked successfully on the sharing of best practices such as See, Click, Fix, the
32 sharing of equipment and working together. Individuals have not been cross-trained on vehicles
33 and equipment, but they have worked together and trained together on items such as winter
34 operations. Buildings and vehicles remain separated. There are still some different practices
35 between the Town and Village that will have to be maintained. One example is that the Town has
36 23 miles of unpaved roads which doesn't apply to the Village.
37

38 Ms. Sopchak commented that the most important document is page two of Dennis's memo that
39 outlines 8 suggested questions that the Committee should discuss when reviewing the
40 consolidation. Before discussing the questions in depth, Mr. Rabidoux suggested that the
41 Committee discuss what the end product or goal of the consolidation review should be to provide
42 the Committee with direction. The Committee agreed that they should provide a presentation to
43 both the Trustees and the Selectboard. Mr. Brown commented that there are 3 potential
44 recommendations that they could make which are to continue with the same path for
45 consolidation, go back to the status quo, or to suggest alternatives with the intent to go further

46 with additional consolidation efforts. If the Committee decides to make changes to the MOU,
47 they should create draft language for consideration by the Boards.

48
49 The Committee reviewed and discussed the 8 questions on the memo and agreed that Mr. Lutz
50 and Rick Jones, Village Public Works Superintendent, should provide clarification on the
51 technical aspects of the questions. The Committee discussed whether the plan for consolidation
52 was the best approach and if there is a better way to carry out the future components of
53 consolidation. Ms. Cook suggested that the Committee should explore how the consolidation
54 provided additional perceived value to residents by looking at the other opportunities that were
55 not outlined in the MOU such as whether Town and Village residents received new benefits from
56 sharing best management practices across the communities. Ms. Sopchak suggested that the
57 Committee should look into the staff's perception of the process and how the consolidation has
58 affected employees. The Committee decided that they would like to develop a questionnaire to
59 administer to the Public Works employees to gauge their satisfaction on the consolidation. Ms.
60 Cook suggested that they look into how certain key employees were instrumental in this process
61 and how their absence may affect the future success of consolidation. Ms. Sopchak suggested
62 looking into how engineering services have changed between the Town and the Village and if
63 there is sufficient capacity for the Town Engineer to do more in-house services.

64
65 The Committee discussed what the criteria for determining what was successful, partially
66 successful, or unsuccessful would be and would like Mr. Lutz and Mr. Jones to provide them
67 with more information that would be helpful for the Committee to define those measures. The
68 Committee would like to have an updated Integration Study, particularly the areas that cover IT,
69 communications, and potential areas for cost savings. The last update provided was in February
70 2016.

71
72 **Agenda Item 4: Proposed Agenda Items for Next Meeting and Identification of Needed**
73 **Additional Information**

74
75 The Committee agreed to send any questions regarding data needs, clarification on the criteria
76 for success, and for the questionnaire to Ms. Sopchak. She will compile the questions. Mr.
77 Scheidel will send a draft questionnaire. Ms. Cook questioned whether the Committee could
78 contact another community such as Stowe or Waterbury who have merged successfully to either
79 have a member of those particular departments attend a meeting or to obtain their lessons learned
80 that might help this Committee move forward with their recommendations.

81
82 At the next meeting, the Committee would like to meet with Mr. Lutz and Mr. Jones to discuss
83 the criteria for success and to provide clarification on questions and additional data needs. The
84 Committee will also discuss the questionnaire.

85
86 The Committee scheduled 5 meetings for July 5, July 19, August 2, August 16, and August 30.
87 These meetings will begin at 7 p.m. and run for approximately 90 minutes.

88
89 The meeting adjourned at 8:30 p.m.

**Village of Essex Junction
Tree Advisory Committee
Minutes of Meeting
June 22, 2017**

Members Present: Mary Jo Engel, Warren Spinner, Rich Boyers

Others Present: Tim Kemerer

1. Call To Order

The meeting was called to order at 5:48 PM by Rich.

2. Approval of Meeting Minutes

Motion to approve April meeting minutes was made by Warren, second by Rich. All in favor.

3. Tree Management Software Presentation

Mary Jo demonstrated the tree management software from Vermont Agency of Natural Resources. Mary Jo indicated that the map includes both Essex Junction and Essex Town. She demonstrated how to update the map and data spreadsheet and said that it should be updated to include new tree plantings such as the ones on Main Street, South Summit, Arlington, etc. Warren asked about including specific data to reflect our needs. He suggested that it would be good to keep data on who did the planting/pruning and was it public works or a private company. Warren also suggested that an iPad with the mapping tool might be kept at the district forester's office so changes to the data could be made right in the field.

4. Planting and Tree Care Updates

Warren indicated that he and Nick Meyer drove around to assess a few sites. He related that Shane is back in business and was contracted to do some pruning work on various sites in the Junction. Warren expressed his belief that the committee should add the trees that were planted on school grounds for Arbor Day to the inventory and that we should continue to keep an eye and manage these Arbor Day trees. Tim added that Summit Street School still needs additional plantings. He said that there were some plantings including a spruce that were poorly sited near the new front entrance to the school that need to be moved. Tim also expressed his concern about the impact on some trees due to a new sidewalk project near Fleming School. Rich reported Nick's observation that residents, on their own, have installed new trees on South Summit Street after the Village planting of trees on the street.

5. Logo Design and Scheduling

Rich updated the committee on the status of the logo design project. CTE students have begun to generate design concepts. They would like to present at a committee meeting. The committee will invite them to present in the fall.

6. Awesome Tree Contest

Warren indicated that he gave Burlington's Awesome Tree Contest form to Darby and someone should follow up with her. The whole committee agreed that this contest is a good opportunity for community outreach and would like to put this on the agenda for the next meeting.

7. Other Business

Rich asked Tim to submit his letter of intent to municipal manager Pat Scheidel.

Adjournment

Mary Jo made a motion to adjourn at 7:00, second by Warren. All in favor, meeting adjourned.

Respectfully Submitted: Rich Boyers

112 State Street
4th Floor
Montpelier, VT 05620-2701
TEL: 802-828-2358



TTY/TDD (VT): 800-253-0191
FAX: 802-828-3351
E-mail: psb.clerk@vermont.gov
Internet: http://psb.vermont.gov

**State of Vermont
Public Service Board**

MEMORANDUM

RECEIVED
JUN 28 2017
Village of Essex Junction

To: Service List

From: Holly R. Anderson, Deputy Clerk of the Board 

Re: Order Revision pursuant to Act Nos. 32 (H.50) and 53 (S.52)

Date: June 28, 2017

The procedures governing Public Service Board ("Board") approval of telecommunications facilities are set forth in 30 V.S.A. § 248a. During the 2017 legislative session, the General Assembly enacted into law Act Nos. 32 and 53, which make revisions to § 248a. In order to ensure compliance with these new requirements, the Board has determined to revise its Fourth Amended Standards and Procedures Order ("Procedures Order")¹ as set forth in the draft Procedures Order attached to this memorandum.

If you would like to submit comments and recommendations regarding this revision for consideration by the Board, the comments and recommendations must be filed with the Board no later than August 25, 2017.

1. *Fourth Amended Order implementing standards and procedures for issuance of a certificate of public good for communications facilities pursuant to 30 V.S.A. § 248a, Order issued August 12, 2016.*

STATE OF VERMONT
PUBLIC UTILITY COMMISSION

DRAFT

Fifth Amended Order implementing standards)
and procedures for issuance of a certificate of)
public good for telecommunications facilities)
pursuant to 30 V.S.A. § 248a)

Order entered:

I. INTRODUCTION

The procedures governing Public Utility Commission (“Commission”) approval of telecommunications facilities are set forth in 30 V.S.A. § 248a. During the 2017 legislative session, the General Assembly enacted into law Act Nos. 32 and 53, which make revisions to § 248a. These revisions alter the comment and review periods for applications and supplement the notice requirements for applications under this section. In order to ensure compliance with these new requirements, the Commission has determined to revise its Fourth Amended Standards and Procedures Order (“Procedures Order”)¹ as set forth below.

1. *Fourth Amended Order implementing standards and procedures for issuance of a certificate of public good for communications facilities pursuant to 30 V.S.A. § 248a*, Order issued August 12, 2016.

AMENDED STANDARDS AND PROCEDURES

I. Purpose and Applicability: The purpose of these standards and procedures is to implement 30 V.S.A. § 248a (“Section 248a”). These standards and procedures are applicable to the proposed construction or installation of telecommunications facilities that are to be interconnected with other proposed or existing telecommunications facilities. The Board may, upon request of the applicant and for good cause, waive or modify the standards and procedures with respect to a specific project.

II. Definitions: “Ancillary improvements” means telecommunications equipment and site improvements primarily intended to serve a telecommunications facility, including wires or cables and associated poles to connect the facility to an electric or telecommunications grid, fencing, equipment shelters, generators, and access roads.

“*De minimis* modification” means the addition, modification, or replacement of telecommunications equipment, antennas, or ancillary improvements on a telecommunications facility or existing support structure, or the reconstruction of such facility or support structure, provided:

(a) the height and width of the facility or support structure, excluding equipment, antennas, or ancillary improvements, are not increased;

(b) the total amount of impervious surface, including access roads, surrounding the facility or support structure is not increased by more than 300 square feet;

(c) the addition, modification, or replacement of equipment, antennas, or ancillary improvements does not increase the height or width of the facility or support structure by more than 10 feet;

(d) the addition, modification, or replacement of equipment, antennas, or ancillary improvements on the support structure, excluding cabling, does not increase the aggregate surface area of the faces of the equipment, antennas, or ancillary improvements on the support structure by more than 75 square feet.

For purposes of this definition, where the proposed ancillary improvements will be installed on, within, or at the base of a building, the ancillary improvements may be excluded from the aggregate surface area calculation in subsection (d) provided that: (1) the ancillary improvements comply with the limitations in subsection (c) measured from the outer walls of the building (for width) and the highest existing element of the building (for height); (2) the aggregate surface area of the antennas and equipment other than ancillary improvements does not

exceed 75 square feet; and (3) any other additions, modifications, or replacements associated with the facility otherwise comply with subsections (a) and (b).

“Good cause” means a showing of evidence that the substantial deference as defined in this section would create a substantial shortcoming detrimental to the public good or the State’s interests under 30 V.S.A. 202c.

“Landowner of record of property adjoining the project site” means a person who owns land in fee simple if that land will be crossed by a new private right-of-way or new utility easement to access and service the facility, shares a property boundary with the property upon which the facility will be located, or would share a boundary with the property upon which the facility will be located but for the presence of an intervening river, stream, public highway, or railroad line that shares a boundary or intersects the property.

“Limited size and scope” means a new telecommunications facility, including ancillary improvements, that does not exceed 140 feet in height; or an addition, modification, replacement, or removal of equipment at an existing telecommunications facility or support structure, and ancillary improvements, that would result in a total facility height of less than 200 feet and does not increase the width of the existing support structure by more than 20 feet. In order to qualify as a project of limited size and scope, construction of the project shall not result in earth disturbance of more than 10,000 square feet of earth, excluding temporary earth disturbance associated with construction activities.

“Proposed new support structure” means a structure to be constructed for the sole purpose of hosting a telecommunications facility where no such structure now exists. The replacement of an existing support structure does not result in the construction of a new support structure. The construction of a new structure that serves a purpose beyond hosting a telecommunications facility does not result in the construction of a new support structure.

“Substantial deference” means that the plans of the affected municipalities and the recommendations of the municipal legislative bodies and the municipal and regional planning commissions regarding the municipal and regional plans, respectively, are presumed correct, valid, and reasonable.

“Telecommunications facility” means a communications facility that transmits and receives signals from a network used primarily for two-way communications for commercial, industrial, municipal, county, or state purposes, any associated support structure, and any ancillary improvements that are proposed for construction or installation of the facility and are primarily intended to serve the communications facility or support structure.

III. Advance Notice Requirements for Projects Other Than *De Minimis* Modifications:

The applicant must provide written notice, at least 60 days in advance of filing a § 248a application, to the following entities:

- (a) legislative bodies and municipal and regional planning commissions in the communities where the project will be located;
- (b) the Secretary of the Agency of Natural Resources;
- (c) the Division for Historic Preservation;
- (d) the Commissioner of the Department of Public Service and its Director for Public Advocacy;
- (e) the landowners of record of property adjoining the project sites;
- (f) the Public Utility Commission (the notice to the Commission should be provided in electronic format only);
- (g) the Natural Resources Board (if the application concerns a telecommunications facility previously permitted under 10 V.S.A. chapter 151); and
- (h) the Secretary of Transportation.

The notice shall state that the applicant intends to make a § 248a application, identify the location of the telecommunications facility site(s), and provide a description of the proposed project(s), including a description of the amount of any clearing proposed for the project(s). In addition, the notice must contain sufficient detail about the proposed project(s) to allow the parties receiving the notice to understand the impact of the project(s) on the interests of those parties. The notice shall state that recipients may contact the applicant with questions or comments regarding the proposed project. The notice shall state that any comments, motions to intervene, or requests for hearing regarding the project must be filed with the Commission within the ~~21~~ 30-day comment period commencing once the application is filed with the Commission. The notice shall state that the application is being filed pursuant to this Order and that the Order is available at the Commission's offices and website. The notice shall include a written assessment of the collocation requirements set forth under Section IV(K). The notice shall attach a statement that itemizes the rights and opportunities available to the legislative body and planning commission of each municipality under §§ 248a(c)(2), (e)(2), (m), (n), and (o). The notice shall inform each legislative body and planning commission of the existence of the guide published under § 248a(p) and provide information on how to obtain a copy of the guide. If the applicant has not filed an application for the project, pursuant to the filing requirements below, within 180 days of the date of the advance notice, the notice will be considered withdrawn. Written notice may be filed electronically at the request of or with the permission of the recipient.

If the applicant makes a substantial change to the proposed project, the applicant is required to provide notice of this change to all parties and entities already notified, including any newly affected adjoining property owners. For the purpose of this subsection, a substantial change is one that has the potential for significant impact with respect to any of the criteria applicable to the project.

IV. Application Filing Requirements for Projects Other Than *De Minimis* Modifications:

The application must first be filed with the Commission for review prior to being served upon the other recipients as listed below. Within two business days of notification from the Commission that the application is complete, the applicant must serve ~~Upon filing an original and two copies of the application with the Commission, the applicant must also submit a copy of the application to~~ on the legislative bodies, municipal planning commissions, and regional planning commissions in the communities where the project is located, the Secretary of the Agency of Natural Resources, the Division for Historic Preservation, the Natural Resources Board (if the application concerns a telecommunications facility previously permitted under 10 V.S.A. chapter 151), and ~~Two copies must be submitted to~~ the Department of Public Service.² The applicant shall, within two days of notification from the Commission that the application is complete, also provide notice to the landowners of record of property adjoining the project site(s) that the application has been filed with the Commission and provide information on where the landowner may obtain a copy of the application. The application and notice provided shall inform recipients that they have ~~2+~~ 30 days to file comments, motions to intervene, or requests for hearing on the project with the Commission. The notice must also state that if a recipient would like to request a hearing, the recipient must make a showing that the project raises a significant issue with respect to the applicable criteria under 30 V.S.A. § 248a(c)(1) and pursuant to this Order.

The applicant shall ensure that the application filed includes testimony or exhibits addressing each of the areas listed below. Any witness sponsoring an exhibit must have personal knowledge of and be able to testify as to the validity of the information contained in the exhibit. The applicant shall file proposed findings of fact and a proposed certificate of public good with its petition.

A. Applicant's Name. The application shall include the name, contact information, and a description of the company or person making the application.

B. Host Landowners. The application shall include the names and addresses of the landowners on whose property the proposed facilities would be built.

C. Adjoining Landowners. The application shall include the names and addresses of all adjoining property owners. This information shall be obtained from the most recent version of the town's grand list.

D. Certification that Notice Requirements Have Been Met. The applicant must certify it has complied with all notice requirements.

2. If the application is filed using the Commission's online document filing system ("ePUC"), ePUC will automatically provide the required state agencies with notice of and access to the filing. Pursuant to 30 V.S.A. § 11a, this will satisfy the applicant's obligation to serve these state agencies.

E. Existing Permits. The applicant must provide copies of any relevant local or state permits (including Act 250 and municipal zoning permits) that relate to the facility and identify conditions in the permits that could affect the proposed development. If the proposed project would be inconsistent with any existing permit conditions, the applicant shall identify those conditions and explain why it is not feasible to harmonize the proposed project with those conditions. The applicant shall certify that it has not obtained or been denied a permit or permit amendment under the provisions of Title 24 or chapter 151 of Title 10 for the same or substantially the same project. An applicant may seek approval under Section 248a for a modification to a previously permitted project.

F. Project Description

1. Site Plans

The applicant must provide a site plan for each telecommunications facility project. A site plan shall include:

- (a) Proposed telecommunications facility locations and any ancillary improvements.
- (b) Property boundaries and setback distances to the base(s) of the proposed support structure or existing structure and to the nearest corners of each of the related structures to those boundaries, and dimensions of all proposed improvements.
- (c) Proposed utilities, including distance from source of power, sizes of service available and required, and locations of any proposed utility or communication lines.
- (d) A description of any areas where vegetation is to be cleared or altered and a description of any proposed direct or indirect alterations of wetlands.
- (e) Detailed plans for any drainage of surface and/or sub-surface water and plans to control erosion and sedimentation both during construction and as a permanent measure.
- (f) Locations and specific descriptions of proposed screening, landscaping, groundcover, fencing, exterior lighting, and signs.
- (g) Plans of any proposed access driveway, roadway, or parking area at the facility site, including grading, drainage, and traveled width, including a cross-section of the access drive indicating the width, depth of gravel, and paving or surface materials.
- (h) Certification that the project construction complies, at a minimum, with the requirements of the Low Risk Handbook for Erosion Prevention and Sediment Control issued by the Vermont Department of Environmental Conservation, regardless of any provisions in the handbook that limit its applicability.
- (i) The latitude and longitude coordinates for each proposed telecommunications facility.

2. Elevation Drawings

- (a) For each proposed support structure, the applicant must provide elevation drawings.
- (b) The elevation drawings must be at appropriate scales but no smaller than 1"/20'.
- (c) The applicant must include two elevation drawings of the proposed support structures drawn at right angles to each other, showing the ground profile to at least 100 feet beyond the edge of any proposed clearing, and showing any guy wires or supports. The elevation drawing shall show all proposed antennas, including their location on the tower or other support structure and the height of the tower or other support structure above grade at the base, and describe the proposed finish of the tower or antenna.
- (d) For proposed towers, the elevation drawing shall indicate the relative height of the tower to the tops of surrounding trees as they presently exist.
- (e) For proposed towers, the elevation drawing shall include a description of available space on the structure.
- (f) For proposed towers, the elevation drawing shall include a description of the tower and foundation design.
- (g) Each plan sheet shall be clearly labeled with the project title, date, revision date(s), scale, and name of the professional or firm that prepared the plan.

3. Coverage Maps

The applicant shall provide a signal propagation study that clearly identifies the proposed coverage area of each communications service that will use the proposed telecommunications facilities at the completion of construction or installation of the facilities.

- (a) For proposed telecommunications facilities that will extend the coverage area of an existing communications network, the coverage maps shall show the areas of existing coverage as well as the additional areas of coverage that the proposed facilities will enable.
- (b) Radial plots shall be in bright colors, showing clear demarcations between signal strengths. For each antenna or antenna array, identify the power output of the antenna(s) and any non-standard assumptions used to calculate the projected coverage area.

4. Project Scope and Narrative

The applicant shall provide a written narrative describing how the proposed facilities will be interconnected with other telecommunications facilities proposed or existing. If the facility relates to the provision of wireless service, the applicant shall demonstrate that the facility

reasonably cannot be collocated on or at an existing telecommunications facility, or that such collocation would cause an undue adverse effect on aesthetics.

G. Public Good

The applicant must explain how the proposed project would promote the general good of the State consistent with 30 V.S.A. § 202c(b).

H. Environmental Criteria

1. The applicant must address each of the criteria set forth in 10 V.S.A. §§ 6086(a)(1) through (8) and (9)(k) and 1424a(d). To the extent that the proposal will create an adverse impact affecting any of these criteria, the applicant shall describe what measures, if any, will be taken to minimize such impact.

2. Conditional waiver of criteria for projects of limited size and scope: Pursuant to 30 V.S.A. § 248a(k), for telecommunications facilities of limited size and scope, the Commission conditionally waives all criteria under 30 V.S.A. § 248a(c)(1), with the exception of 10 V.S.A. §§ 6086(a)(1)(D) (floodways) and 6086(a) 8 (aesthetics, historic sites, rare and irreplaceable natural areas, endangered species, necessary wildlife).

I. Local and Regional Plans

The applicant shall provide copies of the relevant sections of any town plan and regional plan in effect in the community in which the proposed facility will be located and describe how the project meets or complies with the land conservation measures in those plans. If the project does not so comply with a plan, the applicant shall explain why not and demonstrate how the applicant has nevertheless given substantial deference to those measures or explain why there is good cause not to give substantial deference to those measures. A rebuttable presumption respecting compliance with the applicable plan shall be created by a letter from an affected municipal legislative body or municipal planning commission concerning compliance with the municipal plan and by a letter from a regional planning commission concerning compliance with the regional plan.

J. Fees

The applicant shall provide a completed copy of the Agency of Natural Resources' current Certificate of Public Good Application Fee Form. The applicant must also provide certification that the fees required under the form have been submitted to the State treasury pursuant to 30 V.S.A § 248b(e).

K. Collocation

If a proposed new support structure for a new wireless telecommunications facility will exceed 50' in height in a cleared area or will exceed 20' in height above the average treeline measured within a 100' radius from the structure in a wooded area, the application shall identify all existing telecommunications facilities within the area to be served by the proposed structure and, for each

such existing facility, shall include a projection of the coverage and an estimate of additional capacity that would be provided if the applicant's proposed telecommunications equipment were located on or at the existing facility. That applicant shall also compare each such projection and estimate to the coverage and capacity that would be provided at the site of the proposed structure. The applicant must also address the collocation criteria under §248a(c)(3)(B).

V. Application Filing Requirements for *De Minimis* Modifications:

For *de minimis* modifications, upon filing an original and two copies of the application with the Commission, the applicant must also submit a copy of the application to the legislative bodies in the communities where the project is located, and the landowner of record of property on which the facility is located. Two copies of the application must also be submitted to the Department of Public Service.

Applicants shall ensure that the application includes testimony or exhibits addressing each of the areas listed below. Any witness sponsoring an exhibit must have personal knowledge of and be able to testify as to the validity of the information contained in the exhibit. Applicants shall file proposed findings of fact and a proposed certificate of public good with the petition.

A. Applicant's Name. The application shall include the name, contact information, and a description of the company or person making the application.

B. Host Landowners. The application shall include the names and addresses of the landowners on whose property the proposed facilities would be built.

C. Certification that Filing Requirements Have Been Met. The applicant must certify that it has complied with the filing requirements in this Section as listed above.

D. Existing Permits. The applicant must provide copies of any relevant local or state permits (including Act 250 and municipal zoning permits) that relate to the facility and identify conditions in the permits that could affect the proposed development. If the proposed project would be inconsistent with any existing permit conditions, the applicant shall identify those conditions and explain why it is not feasible to harmonize the proposed project with those conditions. The applicant shall certify that it has not obtained or been denied a permit or permit amendment under the provisions of Title 24 or chapter 151 of Title 10 for the same or substantially the same project. An applicant may seek approval under Section 248a for a modification to a previously permitted project.

E. Project Description

1. Site Plans

The applicant must provide a site plan for each telecommunications facility project. A site plan shall include:

- (a) Proposed telecommunications facility locations and a description of any antennas or any ancillary improvements, including the dimensions and aggregate surface areas of antenna faces.
- (b) Property boundaries and setback distances to the base(s) of the proposed support structure or existing structure and to the nearest corners of each of the related structures to those boundaries, and dimensions of all proposed improvements.
- (c) Proposed utilities, including distance from source of power, sizes of service available and required, and locations of any proposed utility or communication lines.
- (d) A description of any areas where vegetation is to be cleared or altered and a description of any proposed direct or indirect alterations of wetlands.
- (e) Detailed plans for any drainage of surface and/or sub-surface water and plans to control erosion and sedimentation both during construction and as a permanent measure.
- (f) Locations and specific descriptions of proposed screening, landscaping, groundcover, fencing, exterior lighting, and signage.
- (g) Plans of any proposed access driveway, roadway, or parking area at the facility site, including grading, drainage, and traveled width, including a cross-section of the access drive indicating the width, depth of gravel, and paving or surface materials.

2. Project Scope and Narrative

The applicant shall provide a written certification that the proposed facilities constitute a *de minimis* modification to an existing facility.

F. Public Good

The applicant must explain how the proposed project would promote the general good of the State consistent with 30 V.S.A. § 202c(b).

VI. Waiver of Notice Requirements:

An applicant seeking a waiver or modification of the notice requirements for an application shall file a request for such waiver or modification with the Commission and the Department of Public Service not later than 30 days prior to the date the notice is required, together with a description of the project, the reason for seeking the waiver or modification, and a demonstration that good cause exists for granting a waiver or modification. Any granting of such a waiver or modification shall be based on a determination that the entities subject to the waiver or modification could not reasonably be affected by one or more of the proposed facilities, and that notice to such entities would constitute a significant administrative burden without corresponding

public benefit. The Commission shall rule on a waiver or modification request within 21 days of the filing of the request.

VII. Completed Applications:

Upon receiving an application under Section 248a, Commission staff will review the application for completeness. If the application does not substantially comply with the application requirements set forth herein, the ~~Clerk of the~~ Commission will inform the applicant of the deficiencies. Upon submission of all information necessary to address the deficiencies, the ~~Clerk of the~~ Commission will notify the applicant that the filing is complete.

VIII. Submission of Comments and Requests for Hearing:

If any person wishes to submit comments or motions to intervene to the Commission concerning an application filed pursuant to Section 248a or request a hearing for projects other than *de minimis* modifications, such correspondence is due at the Commission within ~~21~~ 30 calendar days of the date that the application was ~~submitted to the Commission~~ served upon all required recipients. The ~~21~~ 30-day comment period commences once the application or notice is filed served and ends ~~21~~ 30 calendar days later. Comments, motions to intervene, and requests for hearing filed outside the ~~21~~ 30-day comment period will be considered untimely and will not be considered by the Commission. In order to request a hearing, commenters must make a showing that the application raises a significant issue regarding one or more of the substantive criteria applicable to the proposed project.

For *de minimis* project applications, if a person receiving a copy of the application wishes to object to a project's classification as a *de minimis* modification, such correspondence is due at the Commission within ~~21~~ 30 calendar days of the date that the application was ~~submitted to the Commission and all required parties~~ served upon all required recipients. If no objections to the classification of the project are timely filed with the Commission, a CPG shall be issued without further proceedings.

IX. Issuance of Decision:

A. For *de minimis* modifications: If no objections to the classification of the project are timely filed with the Commission, the Commission shall issue a CPG without further proceedings.

B. For projects of limited size and scope: Unless the Commission determines that an application raises a substantial issue, it shall issue a final determination on an application within ~~45 days of its filing or, if the original filing was not complete, within 45~~ 60 days of the date on which the ~~Clerk of the~~ Commission notifies the applicant that the filing is complete. If the Commission determines that an application raises a substantial issue, it shall issue a final determination on an application filed pursuant to this section ~~within 90 days of its filing or, if the original filing was not complete, within 90 days of the date on which the~~ Clerk of the Commission notifies the applicant that the filing is complete.

C. For all other projects: Unless the Commission determines that an application raises a significant issue, it shall issue a final determination on an application ~~within 60 days of its filing or, if the original filing was not complete, within 60 days of the date on which the Clerk of the~~ Commission notifies the applicant that the filing is complete. If the Commission rules that an application raises a significant issue, it shall issue a final determination on the application ~~within 180 days of its filing or, if the original filing was not complete, within 180 days of the date on which the Clerk of the~~ Commission notifies the applicant that the filing is complete.

SO ORDERED.

Dated at Montpelier, Vermont, this _____ day of _____, 2017.

_____)	
_____)	PUBLIC UTILITY
_____)	
_____)	COMMISSION
_____)	
_____)	OF VERMONT
_____)	

OFFICE OF THE CLERK

FILED:

ATTEST: _____
Clerk of the Commission

NOTICE TO READERS: This decision is subject to revision of technical errors. Readers are requested to notify the Clerk of the Commission (by e-mail, telephone, or in writing) of any apparent errors, in order that any necessary corrections may be made. (E-mail address: psb.clerk@vermont.gov).

MSK

MURPHY
SULLIVAN
KRONK

RECEIVED

JUN 28 2017

June 27, 2017

Judith Whitney, Clerk
Public Service Board
112 State Street, Drawer 20
Montpelier, VT 05620-2701

Village of Essex Junction

Re: **De Minimis Application**, Certificate of Public Good pursuant to 30 V.S.A. § 248a
Applicant: Bell Atlantic Mobile Systems of Allentown, Inc. and Celco Partnership,
each d/b/a Verizon Wireless ("Verizon Wireless")
Project: Co-location of Wireless Telecommunications Equipment on an
Existing Utility Pole
Location: 13 Old Colchester Road, Essex Junction, Vermont
Pole Owner: Green Mountain Power

Dear Ms. Whitney:

On behalf of Verizon Wireless, and pursuant to 30 V.S.A. § 248a, enclosed is an original *De Minimis Application for a Certificate of Public Good* for the proposed co-location of wireless telecommunications equipment on an existing utility pole in the Village of Essex Junction, Vermont; Prefiled Direct Testimony of AJ Lanpher and Louis Hodgetts, P.E., with supporting exhibits; a Notice of Appearance; Certification of Notice and a draft of the Proposed Findings and Certificate of Public Good.

Please let me know if additional information or documentation is required.

Very truly yours,



Brian J. Sullivan
BSullivan@mskvt.com

Enclosures

c: **Statutory Parties on attached Certification of Notice (w/enclosures)**

**STATE OF VERMONT
PUBLIC SERVICE BOARD**

Docket No. _____

De Minimis Application of Bell Atlantic Mobile Systems)
of Allentown, Inc. and Cellco Partnership, each d/b/a)
Verizon Wireless, for a Certificate of Public Good,)
pursuant to 30 V.S.A. § 248a, authorizing the co-location)
of telecommunications equipment on an existing utility)
pole in Essex Junction, Vermont)

**DE MINIMIS APPLICATION
OF BELL ATLANTIC MOBILE SYSTEMS OF ALLENTOWN, INC.
AND CELLCO PARTNERSHIP, each d/b/a VERIZON WIRELESS, FOR A
CERTIFICATE OF PUBLIC GOOD PURSUANT TO 30 V.S.A. SECTION 248a**

By this Application, Bell Atlantic Mobile Systems of Allentown, Inc. and Cellco Partnership, each d/b/a Verizon Wireless (“applicant” or “Verizon Wireless”), represent:

1. The Applicant is a "company" as defined by 30 V.S.A. § 201 and, as such, is subject to the jurisdiction of the Vermont Public Service Board ("Board") pursuant to 30 V.S.A. § 203.

2. The proposed Project involves a “telecommunications facility” as defined by 30 V.S.A. § 248a(b)(4).

3. As a part of its continuing commitment to providing quality services to its wireless telecommunication subscribers in the State of Vermont, Verizon Wireless intends to co-locate wireless telecommunications equipment on an existing utility pole owned by Green Mountain Power (“Utility Pole Owner”) and located at 13 Old Colchester Road in the Village of Essex Junction, Vermont. (“the Project”). Verizon Wireless refers to the Project as “Essex DT SC1”. The coordinates of the Project are latitude 44°29’52.21” North, longitude 73°-06’-42.12”

**STATE OF VERMONT
PUBLIC SERVICE BOARD**

Docket No. _____

De Minimis Application of Bell Atlantic Mobile Systems)
of Allentown, Inc. and Cellco Partnership, each d/b/a)
Verizon Wireless, for a Certificate of Public Good,)
pursuant to 30 V.S.A. § 248a, authorizing the co-location)
of telecommunications equipment on an existing utility)
pole in Essex Junction, Vermont)

CERTIFICATION OF NOTICE

I, Brian J. Sullivan, attorney for Bell Atlantic Mobile Systems of Allentown, Inc. and Cellco Partnership, each d/b/a Verizon Wireless, certify that on June 27, 2017, I complied with the Notice requirement of 30 V.S.A. § 248a(k) by causing a complete copy of the *De Minimis Application for a Certificate of Public Good*, as filed, to be served via ePSB or U.S. mail, to the following:


Judith Whitney, Clerk
Vermont Public Service Board
112 State Street, 4th Floor
Montpelier, VT 05620-2701

Chris Recchia, Commissioner
Vermont Department of Public Service
112 State Street, Drawer 20
Montpelier, VT 05620-2601

David Nistico, Chair
Village of Essex Junction Planning Commission
2 Lincoln Street
Essex Junction, VT 05452

George A. Tyler, President
Village of Essex Junction Board of Trustees
2 Lincoln Street
Essex Junction, VT 05452

Geoff Commons, Director for Public Advocacy
c/o Dan Burke, Esq.
Department of Public Service
112 State Street, Drawer 20
Montpelier, VT 05620-2601



Brian J. Sullivan, Esq.
Murphy Sullivan Kronk
275 College Street
Burlington, VT 05401
(802) 861-7000
BSullivan@mskvt.com



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*
CC: Robin Pierce, Community Development Director
DATE: July 5, 2017
SUBJECT: Letter about concert noise at CVE 7/1/17

Please see the attached letter from Jerry Bourque and neighbors on Susie Wilson Road. The matter has been referred to Robin Pierce, who will be contacting Tim Shea at CVE as well as Mr. Bourque regarding his concerns.

Attached is the noise monitoring report from Vermont Air Testing Services regarding the event. It indicates the noise levels did not exceed the established noise level criteria defined in the Noise Indemnification Agreement.

RECEIVED

JUL 03 2017

Village of Essex Junction

July 2, 2017

Dear Mr. Tyler;

I emailed you yesterday regarding the atrocious noise emminating from the fair grounds. I don't beleive I have ever heard the music from there to be quite so loud. The bass instrument was almost unbearable.

After 2 hours of it, I took my commercial grade decibel meter and walked over to Ray's seafood and took 6 readings. The readings from the bass alone registered between 81 and 89 dba. My meter is capable of isolating 6 different frequencies. This prompted me to go to the west gate directly across from the new stage and took 6 more readings. Those readings registered between 93 and 101dba. `Far above any safe audible level.

I was under the impression that the village was responsible for monitoring the audio levels of the groups that perform there. Having just received an email from Tim Shea, he stated that he was in constant contact with the engineer during the show, and the levels were under the required maximum. He also stated that after several complaints from neighbors, they turned down the audio. I didn't notice that at all.

I find it to be almost inconceivable that an audio assessment was done at all, given the readings I registered that same evening. I believe if the levels were acceptable Mr. Shea would not have received as many complaint calls as he did.

I would very much like to see the audio report from Saturday nights' concert when it is availale as per Mr. Sheas' suggestion.

Regardless of what transpired, no one and I repeat, no one should ever be subjected to that level of noise for any reason.

I believe the first paragraph of the chapter 7 noise ordinance says it all.

I certainly hope that something will be done in the future to improve and make more transparent the methodology used for monitoring musical groups.

Thank you for your time.

Jerry Bourque and neighbors on Susie Wilson Road





RECEIVED

JUL 05 2017

Village of Essex Junction

July 5, 2017

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

RE: Environmental Noise Monitoring – Slightly Stoopid Concert

Dear Mr. Pierce;

Vermont Air Testing Services (VATS) was retained by the Village of Essex Junction to perform perimeter environmental noise monitoring at the Champlain Valley Exposition (CVE) for selected outdoor events held at the facility throughout the 2017 summer season. Noise monitoring was performed using two Quest Technologies Sound Pro DL Type II integrating/logging sound level meters (SLM) setup to collect broadband noise level readings. The SLM used for the monitoring was configured to log average sound pressure levels every 5 seconds in the broadband or A-weighted scale. The meter's microphone was fitted with a windscreen to minimize wind disturbance. The meter was calibrated to a 114 decibel (dB) tone prior to and following the noise monitoring event.

Two SLMs were deployed for the Slightly Stoopid Concert event held in the Midway area at the CVE on July 1, 2017. Both the east and west boundaries near the fence lines were monitored for noise levels. The east boundary meter was located approximately 200 feet south of the Green Gate along the fence line, behind the Midway stage. The west boundary meter was located along the fenceline behind the Blue Ribbon Pavilion building. The concert was a 5-hour event beginning at 5:30 pm consisting of 4 different bands playing consecutively on the Midway stage, which was oriented to the western property line.

The weather throughout the event was mainly cloudy skies with winds out of the south from 5 to 10 mph with temperatures in the mid to low 70's. Noise monitoring began at approximately 5:30 pm on July 1st and concluded at approximately 10:30 pm that evening. The both meters monitored the noise levels continuously throughout the event from the beginning of the concert to its conclusion. The noise monitoring data is presented for both meters in the attached charts and a summary of the monitoring data is provided below.

The maximum hourly average noise level from throughout the event was an hourly average of 78 dBA with the maximum 5 minute average noise level defined at 83 dBA. The table below presents the SLM east property line hourly average noise data, the maximum noise levels and the time duration of noise levels above maximum allowable noise level in minutes.

Table 1: East Property Line Data

	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5
Hourly Average (dBA)	69.8	67.4	67.3	68.9	70.2
Max Noise Level (dBA)	79.6	81.8	77.1	76.5	76.4
Time Above Max Level (min)	0.0	0.0	0.0	0.0	0.0

The data presented above indicates the hourly average noise limits were not exceeded at any time during the monitoring event. The maximum noise level was not exceeded along the east property boundary throughout the event. The maximum noise limit is defined as a sustained maximum five-minute average in the established noise criteria limits.

The west property line noise monitoring data is presented below in the same manner as the east property line data above.

Table 2: West Property Line Data

	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5
Hourly Average (dBA)	64.4	62.2	64.2	67.6	67.5
Max Noise Level (dBA)	76.9	79.9	75.9	77.5	77.4
Time Above Max Level (min)	0.0	0.0	0.0	0.0	0.0

The data listed above indicates the west side property line noise levels were all below the 78 dBA average limit during the concert monitoring event. The maximum noise levels were also maintained below the 83 dBA limit without exception.

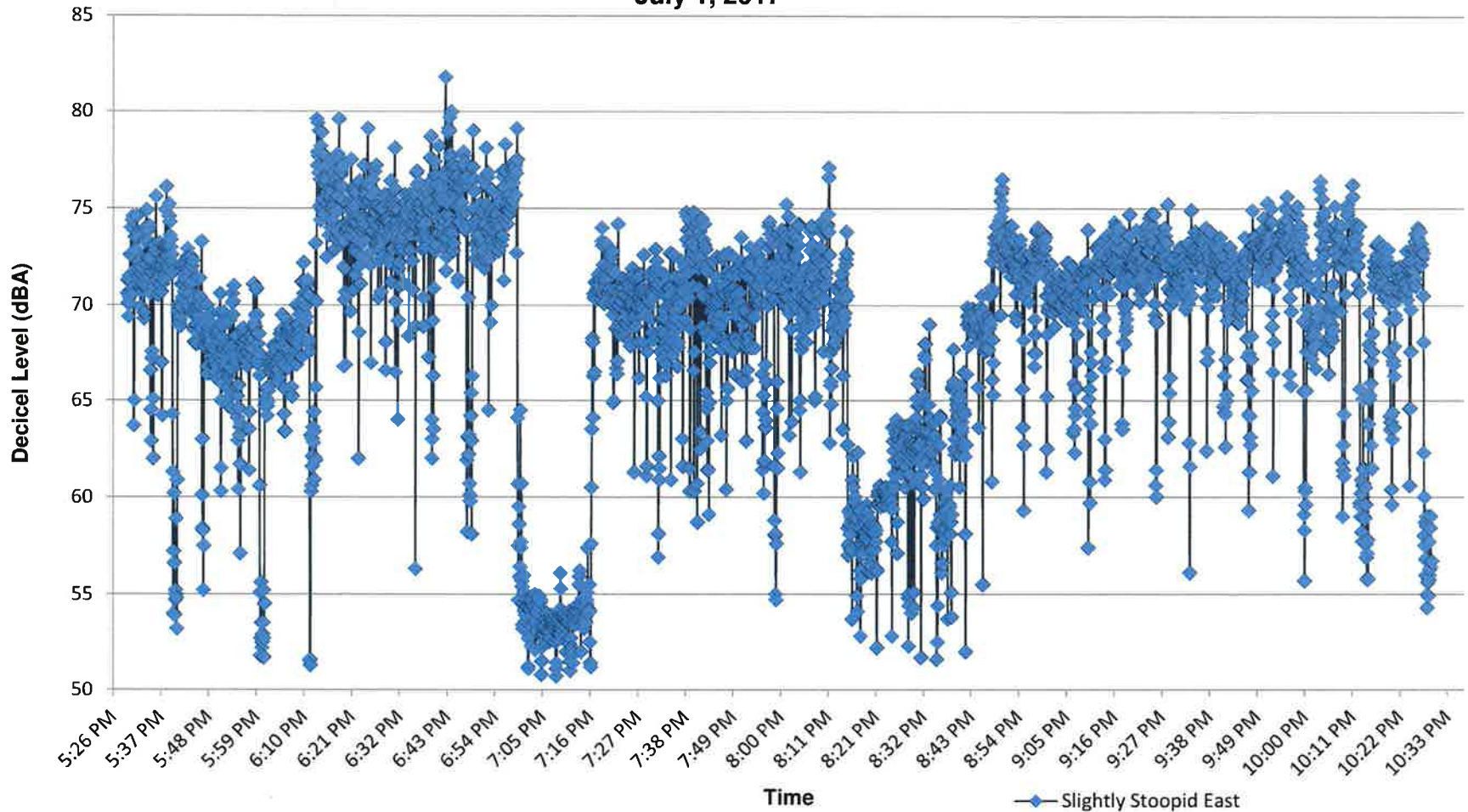
The noise level data is presented in attached charts for the SLMs used during the Slightly Stoopid Concert event held on July 1, 2017. The noise levels measured throughout the event did not exceed the established noise level criteria without exception. The established noise level criteria used for monitoring outdoor events held at the Champlain Valley Exposition are defined in the Noise Indemnification Agreement between the Champlain Valley Exposition and the Village of Essex Junction.

Best regards,



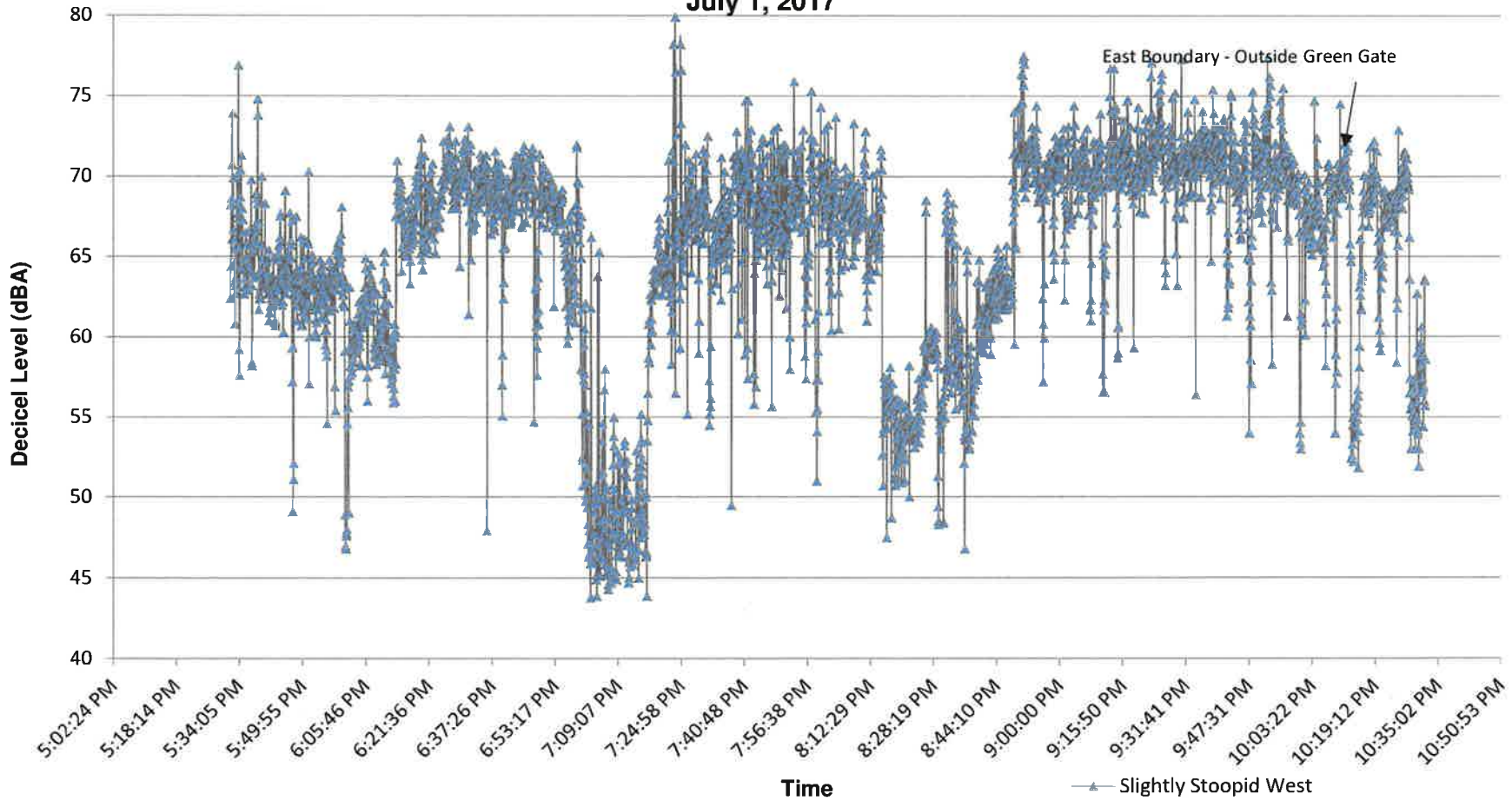
Principal

**Champlain Valley Exposition
Slightly Stoopid Concert - East Boundary Noise Monitoring
July 1, 2017**



	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5
Hourly Avg	69.8	67.4	67.3	68.9	70.2
Max Levels	79.6	81.8	77.1	76.5	76.4
Exceeding Limit (min)	0.0	0.0	0.0	0.0	0.0

**Champlain Valley Exposition
Slightly Stoopid Concert - West Boundary Monitoring
July 1, 2017**



	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5
Hourly Avg	64.4	62.2	64.2	67.6	67.5
Max Levels	76.9	79.9	75.9	77.5	77.4
> 83 dBA (sustained time > 83 dB, in minutes)	0.0	0.0	0.0	0.0	0.0

Highland Village Condominium Owners' Association, Inc.

c/o Property Management Associates

P.O. BOX 1201

Williston, VT 05495

Phone: (802)860-3315

Fax: (802)657-3303

July 5, 2017

Champlain Valley Exposition
Attn: Tim Shea, Executive Director
105 Pearl Street, P.O. Box 209
Essex Junction, VT 05453

RECEIVED
JUL 07 2017
Village of Essex Junction

Dear Mr. Shea:

We are writing this letter on behalf of homeowners who reside at Highland Village Condominiums on Pearl Street to express our sincere disappointment and concern over the noise levels emanating from the Champlain Valley Exposition on the night of July 1, 2017.

While we all understand when we purchased our homes, that we live next to the fairgrounds and there might be the occasional noise or traffic issues, the noise levels on July 1, 2017 began at 11:00 a.m. and continued until 10:30 p.m. that night.

Homeowners complained of walls shaking and concert goers utilizing our property as a means to access the concert.

We acknowledge that CVE had a permit for the concert that evening and we also acknowledge that CVE indicates it was operating within the sound parameters set by the Village. However, we are copying the Village Board of Trustees on this correspondence because we feel strongly that the Village might want to consider whether these parameters are adequate. Factors such as the location of the stage and weather conditions directly impact whether our homes experience a nuisance from the events at CVE.

The Champlain Valley Exposition is an important part of this Village and we want to support you and all of the amazing events that occur at the exposition, but we also ask that the fairgrounds be respectful of homeowners in this area.

We are also asking that the Village confirm the decibel levels for the concert on July 1st and to review whether modifications in the acceptable parameters, might be needed.

Sincerely,

G. L. Thibault

for Highland Village Condominium Homeowners Association, Inc.

cc: Board of Trustees



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

2 Lincoln Street
Essex Junction, VT 05452
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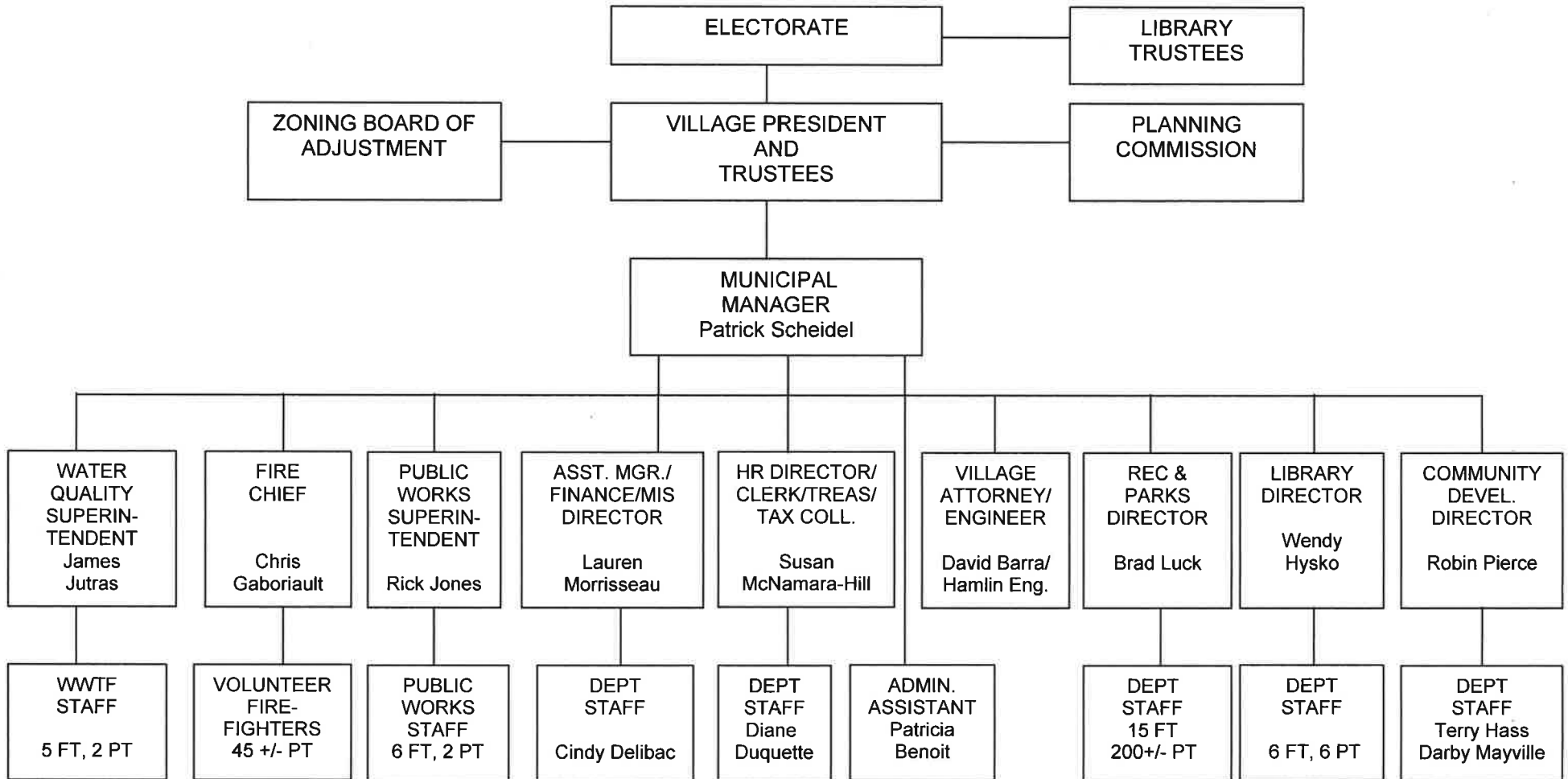
MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: July 6, 2017
SUBJECT: Updated Organizational Chart

A handwritten signature in black ink, appearing to be "Pat Scheidel", is written over the "FROM:" line of the memorandum.

The attached is for your information and to welcome the Recreation and Parks Department to the municipal government.

**VILLAGE OF ESSEX JUNCTION
ORGANIZATIONAL CHART**



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 27, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Dan Kerin. (Andrew Brown was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Community Development Director.
OTHERS PRESENT: Stephanie Teleen, Robin Scheu, Dan Albrecht, Jim Berneger, Greg Morgan, Dylan Giambatista, 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

There were no changes to the agenda.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Robin Scheu, Executive Director of Addison County Economic Development Corp. Robin Scheu with the Addison County Economic Development Corporation briefed the Trustees on the approach taken by Middlebury to facilitate activities that help with economic prosperity, including one cent on the tax rate (not very successful), helping to start and grow existing businesses in the area (much more successful), setting up a revolving loan fund, local options tax, doing marketing to promote the area as business friendly and welcoming, making the permitting understandable, publishing information on the website, and having a place where questions and concerns can be addressed. Ms. Scheu stressed the purpose and goals of the economic development need to be clear. Local buy-in is a must. A survey could be done to find out what the people need and what is working/not working. Ms. Scheu urged looking at the Burlington CEDO model and contacting the CEDO Director Noelle Mackay for information and guidance.

Lori Houghton asked how Middlebury created conditions to attract businesses. Robin Scheu said what was working and not working was identified and the message was pushed that Middlebury welcomes businesses. Money to help with economic development was raised from contributions from businesses. Lori Houghton asked about the Better Middlebury Partnership. Robin Scheu said the town pays money in support of the partnership that has a membership and part-time staff member. The organization focuses on doing events.

Dan Kerin asked if the taxpayers were told how the local options tax revenue would be used. Robin Scheu said the community agreed a bridge was needed, but the property tax would not be increased so the local options tax was used. Middlebury College paid half the cost of the bridge. Dan Kerin asked how parking is handled in Middlebury, noting in Essex Junction there is parking though it may not be right next to a business. Robin Scheu said in Middlebury there is parking as well, but people say there is a parking need. More can be done with signage. With the TIF option the Middlebury Selectboard is thinking of building a parking garage.

George Tyler asked where to look for economic development. Robin Scheu urged leveraging the village's assets and promoting what is there and growing businesses ("economic gardening").

Elaine Sopchak asked about grants. Robin Scheu said the development corporation is a non-profit trade association (501(c)(6) and applied for USDA World Development grants (the application is difficult). Collaborating on grants is a good idea.

Jim Berneger, Essex Development Corporation, asked about the agencies the Addison organization worked with. Robin Scheu said the chamber and downtown business groups.

Greg Morgan, Essex Development Corporation, asked how Middlebury cultivated innovators. Robin Scheu said they worked with Middlebury College, had internships, programs, and talked to regional planning.

3. Dan Albrecht, CCRPC Senior Planner, re: 2017 All Hazards Mitigation Plan & Lake Champlain Byway Corridor Management Plan

Dan Albrecht briefed the Trustees on the hazard mitigation plan to handle natural disasters and to receive funding (75% FEMA, 12.5% state provided all four requirements are met including adopting the hazard mitigation plan, 12.5% municipal). Mr. Albrecht also reviewed the Lake Champlain Scenic Byway Program and the projects done to date. Regional Planning will continue to be a resource and work with communities with byways.

4. **OLD BUSINESS**

1. Certification of Adoption of 2017 Chittenden County Multi-Jurisdictional All Hazards Mitigation Plan/Town of Essex and Village of Essex Junction All Hazards Mitigation Plan

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to adopt the 2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan and Annex #6, the 2017 Town of Essex & Village of Essex Junction All-Hazards Mitigation Plan. VOTING: unanimous (4-0); motion carried.

2. Resolution Reaffirming Participation in the Lake Champlain Byway

MOTION by Lori Houghton, SECOND by Dan Kerin, that the Trustees fully support continued participation in the Lake Champlain Byway and find that the 2017 Lake Champlain Byway Chittenden County Management Plan prepared by

CCRPC to be in accordance with the village's planning goals and objectives.

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

3. Update on 2017 Neighbors Day

Stephanie Teleen reported the 2017 Neighbors Day event was successful despite the weather with 185 participants and nine events. Positive feedback was received. Other communities are interested in hosting their own neighbor's day. Work will be done to have a statewide neighbor's day.

5. NEW BUSINESS

1. Review/Approve Retreat-Work Session Minutes

Edits/clarifications to the minutes include:

- Action item #1 (recruitment firm) is complete.
- Village Center parking should note the suggestion that agreements should be made with businesses to use their parking after hours and on holidays.
- Action item #3 (trash receptacles on the multi-use path) should note that Elaine Sopchak is the contact person and Robin Pierce and Pat Scheidel will pursue the action.
- An action item needs to be added to do a property assessment of Stevens Park to define the park and its value.
- The Local Development Corporation paragraph should be clarified to note Essex Development Corporation members can be invited to apply.
- Regarding the Trustee/Selectboard meeting schedule, clarify that the understanding was joint meetings with the Trustees and Selectboard will be continually scheduled every other month.

The Trustees discussed having the Planning Commission look at parking in the village (is there a parking problem or perception of a problem) and where the best locations would be for a municipal lot and how this would be funded.

Regarding the trash problem on the multi-use path, Pat Scheidel noted the public works crew cleans up the area frequently. If a trash receptacle is put out then a recycling receptacle must be put out as well. Pat Scheidel will have Public Works give a report on the nature of the trash problem on the path.

6. MANAGER'S REPORT

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

- July 11, 2017
- July 25, 2017
- August 8, 2017
- August 22, 2017
- September 12, 2017
- September 26, 2017

* July 4, 2017 @ 6 PM – July 4th Celebration at Maple St. Park

* July 15, 2017 @ 4 PM – Block Party & Street Dance

* September 29-30, 2017 – SteAmfest/Arts Festival

2. Regional Dispatch

The joint study committee on regional dispatch continues to iron out the details of regional dispatch service prior to the March 2018 vote.

3. New Hires

Three new people have been hired to fill vacancies due to retirements and job changes.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak said the first public works assessment committee meeting was held. Parameters were defined. The meeting schedule was set. A report will be provided to the Trustees and Selectboard by October. Elaine Sopchak is Chair and Mike Plageman is Vice Chair.
- George Tyler mentioned the *Vermont Business Journal* article on the Village of Waterbury becoming a utility district and how police services will be handled.
- George Tyler reported the Prudential Committee signed the deed so the village now owns Park Street School.

2. Reading File

- Executed Warranty Deed for Park Street School
- Letter to George Tyler from Martha Heath, Chair of Essex Westford School District Board
- Article re: Village of Waterbury, Vermont

8. CONSENT AGENDA

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. Approve Minutes of Previous Meeting(s) 6/13/17
2. Expense Warrant #17049, dated 6/16/17, in the amount of \$148,328.51.
3. Expense Warrant #17050, dated 6/23/17, in the amount of \$503,353.94.

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Lori Houghton, to go into Executive Session to discuss a legal matter in accordance with 1VSA313(a)(1)(F) and include the Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 8:15 PM.

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

Executive Session was adjourned at 8:30 PM.

10. ADJOURNMENT

With no further business and without objection the meeting was adjourned at 8:30 PM.

RScty: M.E.Riordan

Essex Junction Trustees Retreat/Work Session of 6/13/17 (with revisions from 6/27/17 meeting)

Action Items:

- Pat will have revised advertisement for recruitment firms approved by the selectboard and then proceed with placing the ad.
- Pat will schedule bi-monthly joint meetings for the next year
- Lori will invite Robin Scheu from Middlebury to attend a trustee meeting to initiate discussions of establishing a development corporation in Essex/Essex Junction.
- Lori, George, Pat will pursue background work for creating an marijuana sales ordinance for the Village
- Village staff (Pat/Rick J./Robin) will assess the extent of littering on the Multi-use path to determine if trash and/or recyclable containers are needed or (if littering is not extensive) just rely on occasional trash pick up.
- George/Pat/Robin will set up a meeting with Planning Commission with the intent of having the PC take on the issue of Village Center parking as a comprehensive planning project with the goal of providing the Trustees with an overview and, if necessary, recommending options for remediation.
- In light of recent transfer of EJRP to Village, and EJRP's management of Village parks, Robin/Pat (perhaps also Randy V.) will have Stevens Park assessed for property value and will research land records for the park to ensure existence of accurate survey and boundaries.

Summary of Retreat/Work Session Discussions

Public Works Consolidation Evaluation Committee – The Trustees and staff discussed the public works assessment committee; Elaine and Andrew received the workbook created by Dennis Lutz. There was a brief discussion about how to gauge quality differences between service delivery in TOV vs TIV (if they exist). It was noted that looking at see-click-fix records might help address that question.

Municipal Manager Recruitment – Pat discussed the entire manager recruitment process and trustees approved the advertisement calling for recruitment firms to apply. They suggested a few minor changes to the ad, which included adding that the decision would be made by ten elected officials in the town and village and that preference will be given to a candidate familiar with northeastern US small community governance models. Pat also suggested that the new manager be given the same three year MOU/contract terms that were given to him. It was also discussed that the two elected boards must at some point jointly discuss the importance of mutual understanding that the new manager's time and effort are shared assets for both boards. Elected officials must give that point due consideration when contemplating assigning new tasks or making demands on the manager's time. It was noted that

existing policies on elected official behavior regarding interactions with staff be reaffirmed by both boards and subsequently emphasized and respected.

Trustee/Selectboard Meeting Schedule – It was agreed that Pat will schedule four joint meetings to occur within the next 6 months to be held alternatively at 81 Main Street and Lincoln Hall. It was understood that more joint meetings will likely be required, but given the joint initiatives already underway it is necessary to schedule at least four meetings now so board members can plan their own schedules accordingly.

TGIA and Ongoing Consolidation Efforts – It was generally agreed that the consolidation of planning and development as conceived by TGIA is problematic, specifically because it would require an MOU contradicting state law which says that in a village-town joint planning environment only town officials can appoint the planning commissioners. An MOU does not have the force of law, which means that at some point after the town and village planning offices are irretrievably joined, a town selectboard could ignore the terms of the MOU. It was also generally agreed that the question of the location of the Essex community's 'center' is unresolved. Is it the village center or the new town center? This uncertainty could hinder unified planning efforts and stir tensions. It was noted that during the Town's recent visioning efforts for the new town center, there was no discussion or acknowledgment of current redevelop efforts in the village center and no apparent interest in coordinating development goals. It was noted that the Village government has defined very specific goals for Village center redevelopment which will require a high degree of commitment and involvement from local government and it is not clear how that involvement would be sustained within the planning framework of TGIA.

It was also agreed that many of the trustees' concerns about having a single planning office under the Town's jurisdiction would be obviated if the two governments were consolidated. Therefore – it seems intuitively correct that the question of overall governance consolidation should be addressed before moving further with TGIA. Do the two boards (1) envision having two chartered local governments continue to exist indefinitely, or (2) should the two boards continue the process of gradually consolidating departments with the stated and agreed-upon goal of eventually forming a unified government, or (3) should the Village simply abandon its charter, cease to exist and, therefore, 'force' consolidation on the Town, which could require the Town to incorporate the cost of all Village's services into its finances? Although the middle choice (2) of gradual consolidation seems to be the generally agreed-upon course, it might be a good idea to reopen and reaffirm that goal within the context of the manager recruitment process. It was also unanimously agreed that if the two boards wish to expressly begin an effort to develop a plan of eventual merger, the effort must be undertaken only by the ten elected officials and not by an appointed committee. The past history of failed consolidation committee efforts was noted as was the specific point that if it is the elected bodies that develop the plan of merger then the elected bodies can advocate for their plan. The committee process, in the past, has allowed elected officials to distance themselves from committee recommendations and obstruct them. It was also generally agreed that no further consolidation of existing, 'unconsolidated' Village departments should occur until there is more clarity among elected Town and Village officials on the future and direction of governance consolidation.

Local Development Corporation – The trustees discussed the idea of creating a new government function dedicated to, among other things, promoting business in the Village. It was agreed that this office could also serve the Town outside the Village, and that it could take over some or all of the functions of the Essex Economic Development Committee. This new office would require an oversight

board, and the EDC membership would be invited to apply as an oversight board. In addition to an oversight board it was recommended that this office would have an executive director and an administrative assistant. Lori mentioned meeting Robin Scheu, the executive director of the Addison County Economic Development Corporation, who has had experience with similar municipal economic development efforts. Lori will invite her to attend an upcoming Trustee meeting. Subsequent to that meeting the Trustees would consider if/how to proceed with the idea and whether to approach the selectboard for joint discussions of making this a community-wide effort.

Marijuana Ordinance – Lori said she believed it was only a matter of time before the state legalized the sale of recreational marijuana. She suggested that the trustees and staff may wish to discuss and initiate an effort to assess the Village community's sentiments regarding commercial sale of marijuana in Essex Junction. The goal would be to determine if the trustees should establish an ordinance prohibiting the sale of recreational marijuana in Essex Junction in case future legislation allowing local communities to prevent the sale of marijuana gives preference to communities that already have such prohibitions in place.

Multi-use Path Maintenance and McLure Building Mural – Elaine noted that some trees planted along the path are dead (note: at the evening trustee meeting Rick Hamlin said his office was aware of the situation and was having them replaced). Elaine also asked to have trash receptacles placed on the path and requested a discussion with New England Central RR and/or the owners of the McLure building to have the brush/weeds on the McLure side of the tracks cut back. She also said she plans to personally contact the McLure building owners to ask permission for a mural to be painted on the side of the building. It was agreed that the Trustees would expend the funds for these improvements from their penny-on-the-taxrate economic development fund.

Village Center Parking - The trustees discussed the general problems of village center parking and made the following recommendations: 1) We consider pursuing a TIF district, in collaboration with village center property owners, with the intent of creating a parking garage. The trustees discussed Darby's public parking space inventory and how to advertise and promote it (print handout maps for village businesses and post large maps at strategic places around the village). The need for updated public parking signs was also discussed. Dan suggested the Village also revisit the idea of creating an MOU with local businesses in which they would allow public parking on their properties in exchange for the Village plowing their lots in winter (and other possible maintenance). (Note: at the 6/27/17 trustee meeting it was agreed that the trustees should assign the village center parking issue to the planning commission for their assessment, review of existing regulations and LDC requirements and, if necessary, possible steps for remediation.)

06/30/17
07:17 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17051 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 06/29/17 To 06/30/17 & Fund 2

Page 1 of 4
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9976	06/22/17	BL building maint 2794	210-45551.434 MAINT. BUILDINGS/GROUNDS	254.71	11334	06/30/17
24475	06/23/17	VF def fluid 6477107958	210-42220.610 SUPPLIES	7.49	11336	06/30/17
00530	06/15/17	BF books B5032662	210-49345.000 LIBRARY DONATION EXPENDIT	34.24	11337	06/30/17
00530	06/16/17	BL books B5033361	210-45551.641 JUVEN COLLECTION-PRNT & E	159.54	11337	06/30/17
00530	06/16/17	BL books B5033361	210-45551.610 SUPPLIES	10.80	11337	06/30/17
00530	06/16/17	BL books B5033518	210-45551.610 SUPPLIES	4.50	11337	06/30/17
00530	06/16/17	BL books B5033518	210-45551.641 JUVEN COLLECTION-PRNT & E	61.58	11337	06/30/17
00530	06/19/17	BL books B5035019	210-45551.640 ADULT COLLECTION-PRINT &	30.99	11337	06/30/17
00530	06/19/17	BL books B5035019	210-45551.610 SUPPLIES	0.90	11337	06/30/17
00530	06/19/17	BF books B5035120	210-49346.001 ADULT COLLECTION-PRINT &	200.29	11337	06/30/17
00530	06/19/17	BL books B5035273	210-45551.641 JUVEN COLLECTION-PRNT & E	17.56	11337	06/30/17
00530	06/19/17	BL books B5035273	210-45551.610 SUPPLIES	0.90	11337	06/30/17
00530	06/19/17	BL books B5035398	210-45551.640 ADULT COLLECTION-PRINT &	789.64	11337	06/30/17
00530	06/19/17	BL books B5035398	210-45551.610 SUPPLIES	40.50	11337	06/30/17
00530	06/19/17	BL books B5035474	210-45551.610 SUPPLIES	0.90	11337	06/30/17
00530	06/19/17	BL books B5035474	210-45551.640 ADULT COLLECTION-PRINT &	9.59	11337	06/30/17
00530	06/19/17	Bf books B5035488	210-49346.001 ADULT COLLECTION-PRINT &	55.64	11337	06/30/17
00530	06/20/17	BF books B5037112	210-49345.000 LIBRARY DONATION EXPENDIT	32.05	11337	06/30/17
00530	06/21/17	BL books B5038886	210-45551.641 JUVEN COLLECTION-PRNT & E	30.55	11337	06/30/17
00530	06/21/17	BL books B5038886	210-45551.610 SUPPLIES	1.80	11337	06/30/17
V10633	06/13/17	BL supplies 30411163	210-45551.610 SUPPLIES	79.55	11340	06/30/17
23525	06/20/17	ST def fluid 391344	210-43110.626 GAS,GREASE AND OIL	17.98	11342	06/30/17
04940	06/12/17	ST winter maint, internet 009181106/12	210-43125.610 WINTER MAINTENANCE	24.90	11345	06/30/17
04940	06/12/17	ST winter maint, internet 009181106/12	210-43110.610 SUPPLIES	156.69	11345	06/30/17
31545	06/22/17	VF water/gaterade 062217D	210-42220.610 SUPPLIES	166.14	11349	06/30/17

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
01010	06/15/17	ESSEX AGWAY	ST straw	210-43110.616	8.99	11355	06/30/17
			323309	GRAVEL, TOPSOIL			
01010	06/16/17	ESSEX AGWAY	ST straw	210-43110.616	17.98	11355	06/30/17
			323325	GRAVEL, TOPSOIL			
23215	06/20/17	ESSEX EQUIPMENT INC	ST hearing protector	210-43110.612	89.99	11357	06/30/17
			106420950001	UNIFORMS, BOOTS, ETC			
25600	06/05/17	ESSEX RESCUE, INC	VF EMS supplies	210-42220.615	284.31	11358	06/30/17
			373	EMS SUPPLIES			
21845	06/06/17	FIRST NATIONAL BANK OMAHA	BL program supplies	210-45551.837	41.04	11362	06/30/17
			00657344	CHILDRENS PROGRAMS			
21845	06/06/17	FIRST NATIONAL BANK OMAHA	BL Supplies	210-45551.610	17.42	11362	06/30/17
			12768728	SUPPLIES			
21845	05/25/17	FIRST NATIONAL BANK OMAHA	BL training	210-45551.500	150.00	11362	06/30/17
			26612	TRAINING, CONFERENCES, DU			
21845	06/19/17	FIRST NATIONAL BANK OMAHA	BF summer program tshirts	210-49345.000	207.29	11362	06/30/17
			71420792	LIBRARY DONATION EXPENDIT			
21845	05/31/17	FIRST NATIONAL BANK OMAHA	BL supplies	210-45551.610	39.47	11362	06/30/17
			93095160	SUPPLIES			
21835	05/22/17	FIRST NATIONAL BANK OMAHA	VF pizza for truck cleani	210-42220.500	101.44	11365	06/30/17
			219258	TRAINING, CONFERENCES, DU			
V10226	06/15/17	G & K SERVICES	ST shop towels	210-43110.610	75.37	11367	06/30/17
			6295599305	SUPPLIES			
33495	06/21/17	INGRAM LIBRARY SERVICES I	BL books	210-45551.640	122.39	11373	06/30/17
			98996450	ADULT COLLECTION-PRINT &			
V9454	06/20/17	LENNY'S SHOE & APP	ST clothing ND	210-43110.612	247.00	11383	06/30/17
			316123	UNIFORMS, BOOTS, ETC			
V1539	01/13/17	MORRISSEAU/LAUREN//	AD balance due mileage	210-41320.580	15.12	11390	06/30/17
			011317D-BAL	TRAVEL			
25140	06/13/17	PIKE INDUSTRIES INC	ST asphalt	210-43120.610	123.38	11397	06/30/17
			922750	PAVEMENT MAINTENANCE			
25140	06/20/17	PIKE INDUSTRIES INC	ST asphalt	210-43120.610	497.24	11397	06/30/17
			925240	PAVEMENT MAINTENANCE			
V9587	06/08/17	RANGER ASPHALT & CONCRETE	ST top soil	210-43110.616	175.00	11400	06/30/17
			138231	GRAVEL, TOPSOIL			
18010	06/19/17	REYNOLDS & SON, INC.	VF wildland fire equip	210-42220.889	77.97	11401	06/30/17
			3304144	ROUTINE EQUIPMENT PURCHAS			
V1968	06/26/17	ROBINSON JOAN	BL youth program	210-45551.837	200.00	11405	06/30/17
			8645651	CHILDRENS PROGRAMS			
37965	06/02/17	S D IRELAND CONCRETE	ST water stop	210-43151.430	63.24	11407	06/30/17
			342966	STORM SEWER MAINTENANCE			
V10656	06/26/17	SOUTHERN VERMONT NATURAL	BL youth program	210-45551.837	76.57	11409	06/30/17
			1312017	CHILDRENS PROGRAMS			
V10656	06/26/17	SOUTHERN VERMONT NATURAL	BL youth program	210-49340.008	200.00	11409	06/30/17
			1312017	STATE GRANT EXPENDITURES			
11935	06/13/17	VIKING-CIVES USA	ST seal kit	210-43110.432	268.31	11417	06/30/17
			4475052	VEHICLE MAINTENANCE			
11935	06/13/17	VIKING-CIVES USA	ST Johnson brush	210-43110.610	146.71	11417	06/30/17
			4475065	SUPPLIES			
22070	06/26/17	VILLAGE COPY & PRINT INC.	ED block party poster	210-41335.835	41.00	11418	06/30/17
			6696	BLOCK PARTY EXPENSE			

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V9968	06/20/17	VISION SERVICE PLAN- VA July vision ins 1707	210-15109.000 EXCHANGE - COBRA	13.08	11419	06/30/17
V9968	06/20/17	VISION SERVICE PLAN- VA July vision ins 1707	210-14301.000 PREPAID EXPENSES	261.07	11419	06/30/17
30210	06/12/17	VT LEAGUE OF CITIES & TOW ST claim 20170190AO! ded 061217D	210-43110.573 ACCIDENT CLAIMS	1000.00	11422	06/30/17
07565	06/15/17	W B MASON CO INC ADCD supplies I45103529	210-41970.610 SUPPLIES	22.38	11425	06/30/17
07565	06/15/17	W B MASON CO INC ADCD supplies I45103529	210-41320.610 SUPPLIES	45.44	11425	06/30/17
07565	06/22/17	W B MASON CO INC BL supplies I45280866	210-45551.610 SUPPLIES	21.78	11425	06/30/17
24100	06/20/17	PERMA-LINE CORP.OF NEW EN Parking signs 162710	223-46801.001 3 MAIN PARKING LOT	603.65	11396	06/30/17
31275	06/19/17	DON WESTON EXCAVATING INC VR Pearl ML const PAYAP 3	230-46801.007 PEARL ST. LINKING SIDEWAL	126477.20	11351	06/30/17
12000	06/21/17	LAMOUREUX & DICKINSON INC CD missing link June eng 50287	230-46801.007 PEARL ST. LINKING SIDEWAL	1100.37	11381	06/30/17
36520	06/21/17	VT AGENCY OF NATURAL RESO VR stormwater permit for 062117D	230-46801.008 CRESCENT CONNECTOR	100.00	11420	06/30/17
18000	06/12/17	FERGUSON WATERWORKS #590 VW 18 hyd ext 0758823	254-43200.614 DISTRIBUTION MATERIALS	548.62	11359	06/30/17
18000	06/12/17	FERGUSON WATERWORKS #590 VW 5 intg strzw/cap 0758900	254-43200.614 DISTRIBUTION MATERIALS	359.81	11360	06/30/17
01770	06/15/17	FLEET BUSINESS PRODUCTS O VW water,sewer bills E305481	254-43200.550 PRINTING AND ADVERTISING	236.92	11366	06/30/17
38760	06/12/17	TI-SALES INC VW/SA 5/8 3/4 water mater INV0079258	254-43330.002 METER REPLACEMENT PROGRAM	1316.40	11411	06/30/17
V9968	06/20/17	VISION SERVICE PLAN- VA July vision ins 1707	254-14301.000 PREPAID EXPENSES	23.13	11419	06/30/17
05290	06/20/17	ADVANCE AUTO PARTS WW oil 552717120824	255-43200.626 GAS,GREASE AND OIL	26.38	11331	06/30/17
V0653	06/22/17	DOUGLASS/PAUL// WW uniform pants PD 062217D	255-43200.612 UNIFORMS,BOOTS,ETC	328.40	11352	06/30/17
06870	06/23/17	ENDYNE INC WW weekly tkn 234962	255-43200.577 CONTRACT LABORATORY SERVI	25.00	11353	06/30/17
07010	06/21/17	GREEN MOUNTAIN POWER CORP WW 5/9-6/21/17 WWTF 06170132407	255-43200.622 ELECTRICAL SERVICE	9429.90	11369	06/30/17
V1210	06/23/17	JUTRAS/JAMES// WW reimb mileage 052317D	255-43200.500 TRAINING, CONFERENCES, DU	56.18	11378	06/30/17
33195	06/19/17	LIMOGE & SONS GARAGE DOOR WW gate repair 56276E	255-43200.570 MAINTENANCE OTHER	675.00	11384	06/30/17
10220	06/22/17	NEW ENGLAND AIR SYSTEMS L WW heat pump per quatatn 148477	255-43200.570 MAINTENANCE OTHER	3535.00	11391	06/30/17
06510	06/12/17	OMEGA ELECTRIC CONSTRUCTI WW annual svc fire alarm 64154	255-43200.570 MAINTENANCE OTHER	315.00	11395	06/30/17
12265	06/21/17	RICOH USA, INC WW Jun, July service 98984253	255-43200.610 SUPPLIES	57.97	11404	06/30/17
12265	06/21/17	RICOH USA, INC WW Jun, July service 98984253	255-14301.000 PREPAID EXPENSES	57.97	11404	06/30/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
08805	UPS	06/12/17 WW shipping rail order 27465268	255-43200.570 MAINTENANCE OTHER	77.08	11415	06/30/17
V9968	VISION SERVICE PLAN-	06/20/17 VA July vision ins 1707	255-14301.000 PREPAID EXPENSES	95.15	11419	06/30/17
13620	WATER ENVIRONMENT FEDERAT	06/15/17 WW renewal & Mandigo 600611427	255-43200.500 TRAINING, CONFERENCES, DU	498.00	11426	06/30/17
01770	FLEET BUSINESS PRODUCTS O	06/15/17 VW water,sewer bills E305481	256-43200.550 PRINTING AND ADVERTISING	473.85	11366	06/30/17
38760	TI-SALES INC	06/12/17 VW/SA 5/8 3/4 water mater INV0079258	256-43330.002 METER REPLACEMENT PROGRAM	2632.80	11411	06/30/17
36130	VERIZON WIRELESS	05/23/17 SA VPN 4/24-5/23 9786382116	256-43220.002 WEST ST PS COSTS	31.66	11416	06/30/17
36130	VERIZON WIRELESS	05/23/17 SA VPN 4/24-5/23 9786382116	256-43200.434 PUMP STATION MAINTENANCE	122.94	11416	06/30/17
36130	VERIZON WIRELESS	05/23/17 SA VPN 4/24-5/23 9786382116	256-43220.001 SUSIE WILSON PS COSTS	31.66	11416	06/30/17
V9968	VISION SERVICE PLAN-	06/20/17 VA July vision ins 1707	256-14301.000 PREPAID EXPENSES	37.01	11419	06/30/17
Report Total				156113.46		

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24475	06/27/17	BOND O'REILLY AUTO-ESSEX	VF car, truck soap	210-42220.610	60.00	11437	07/07/17
			5677108361	SUPPLIES			
24475	06/27/17	BOND O'REILLY AUTO-ESSEX	VF CAR/TRUCK SOAP	210-42220.610	-60.00	11437	07/07/17
			5677108368	SUPPLIES			
00530	06/22/17	BRODART CO	BL BOOKS	210-45551.641	13.94	11438	07/07/17
			B5040385	JUVEN COLLECTION-PRNT & E			
00530	06/22/17	BRODART CO	BL BOOKS	210-45551.610	0.90	11438	07/07/17
			B5040385	SUPPLIES			
23170	06/30/17	CHAMPLAIN OIL CO., INC.	VA Jun vllage vehicle gas	210-42220.626	417.17	11441	07/07/17
			CL200386	GAS,GREASE AND OIL			
23170	06/30/17	CHAMPLAIN OIL CO., INC.	VA Jun vllage vehicle gas	210-43110.626	1824.21	11441	07/07/17
			CL200386	GAS,GREASE AND OIL			
V0573	06/29/17	CREED ICE CO. INC.	VF ICE	210-42220.610	52.50	11450	07/07/17
			128855	SUPPLIES			
V10611	05/22/17	CRUISE MASTER PRISMS INC	VF BRASS TRUMPET	210-42220.889	340.55	11451	07/07/17
			22009	ROUTINE EQUIPMENT PURCHAS			
25715	06/08/17	DONALD L. HAMLIN CONSULT	CD 13-15 Church eng	210-15102.000	448.50	11452	07/07/17
			06121717804	EXCHANGE - ENGI/LEGAL			
35260	06/29/17	EAST COAST PRINTERS INC	VF SHIRTS	210-42220.612	339.00	11455	07/07/17
			06121732	UNIFORMS,BOOTS,ETC			
25600	06/26/17	ESSEX RESCUE, INC	VF EMS SUPPLIES	210-42220.615	452.59	11457	07/07/17
			377	EMS SUPPLIES			
44980	07/01/17	FACE MANIA	ED face painting 7/15/17	210-41335.835	1000.00	11459	07/07/17
			2017611	BLOCK PARTY EXPENSE			
V10145	07/01/17	FREIHEIT TOM (THE X-RAYS	ED block party music	210-41335.835	1400.00	11465	07/07/17
			070117D	BLOCK PARTY EXPENSE			
34895	07/01/17	GAUTHIER TRUCKING, INC.	LH RUBBISH REMOVAL	210-41940.565	155.72	11469	07/07/17
			1237997	RUBBISH REMOVAL			
V10026	07/01/17	KELLY/MARCY M//	ED balloon art 7/15	210-41335.835	475.00	11475	07/07/17
			070117D	BLOCK PARTY EXPENSE			
V10347	06/28/17	L & R PEST ELIMINATION SE	LH QUARTERLY SERVICE	210-41940.434	100.00	11476	07/07/17
			142698	MAINT. BUILDINGS/GROUNDS			
V10679	06/28/17	LISZT RESTORATION INC.	BL BUILDING MAINTENANCE	210-45551.434	7200.00	11478	07/07/17
			50136	MAINT. BUILDINGS/GROUNDS			
12965	06/30/17	MCNAMARA-HILL SUSAN	AD mileage, exp reimb	210-41320.580	20.97	11480	07/07/17
			170630	TRAVEL			
V1539	06/30/17	MORRISSEAU/LAUREN//	Q2Q3 fy17 mileage	210-41320.580	12.30	11481	07/07/17
			063017D	TRAVEL			
V1539	06/30/17	MORRISSEAU/LAUREN//	Q2Q3 fy17 mileage	210-41320.500	79.72	11481	07/07/17
			063017D	TRAINING, CONFERENCES, DU			
45220	06/09/17	NEMCI&I	CK blance clerks institu	210-14301.000	850.00	11482	07/07/17
			64	PREPAID EXPENSES			
24855	07/05/17	PETTY CASH - CAITLIN FAY	Open petty cash acct	210-10120.008	1000.00	11491	07/07/17
			070517D	PETTY CASH - EJRP			
V10098	06/24/17	PIERCE ROBIN	May,June cell phone	210-41970.535	126.16	11493	07/07/17
			062417	TELEPHONE SERVICES			
V1793	06/22/17	PIERCE/SUSAN//	BL MILEAGE	210-45551.500	42.05	11494	07/07/17
			6222017SP	TRAINING, CONFERENCES, DU			
18010	06/26/17	REYNOLDS & SON, INC.	VF CHARGERS MULTI-METER	210-42220.889	432.39	11497	07/07/17
			3304753	ROUTINE EQUIPMENT PURCHAS			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10397	07/01/17	ED block party 7/15/17 071517D	210-41335.835 BLOCK PARTY EXPENSE	1600.00	11501	07/07/17
V1968	06/28/17	BL YOUTH PROGRAM 628178111	210-45551.837 CHILDRENS PROGRAMS	200.00	11502	07/07/17
29835	06/30/17	LH LH PAINT 75613	210-41940.610 SUPPLIES	99.60	11507	07/07/17
40840	06/15/17	VF PHONE 3772598	210-42220.535 TELEPHONE SERVICES	101.07	11514	07/07/17
V9414	07/01/17	ED balance for inflatable 2527BAL	210-41335.835 BLOCK PARTY EXPENSE	225.00	11518	07/07/17
43260	06/23/17	VF DRUM PUMP 88135733	210-42220.889 ROUTINE EQUIPMENT PURCHAS	24.68	11520	07/07/17
36130	06/18/17	VA cell phones, data 6/19 9787691668	210-42220.535 TELEPHONE SERVICES	160.04	11521	07/07/17
36130	06/18/17	VA cell phones, data 6/19 9787691668	210-41970.535 TELEPHONE SERVICES	40.01	11521	07/07/17
40445	07/03/17	VF EMS ANNUAL DUES 070317D	210-42220.500 TRAINING, CONFERENCES, DU	60.00	11526	07/07/17
29825	06/21/17	WW various 16012	210-43110.623 HEATING/NATURAL GAS	82.80	11528	07/07/17
29825	06/21/17	WW various 16012	210-45551.623 HEATING/NATURAL GAS	109.54	11528	07/07/17
29825	06/21/17	WW various 16012	210-41940.623 HEATING/NATURAL GAS	120.10	11528	07/07/17
29825	06/21/17	WW various 16012	210-42220.623 HEATING/NATURAL GAS	79.82	11528	07/07/17
24520	07/05/17	RecTrac 55101	210-45110.530 COMMUNICATIONS	7800.00	11534	07/07/17
V10679	06/29/17	Brownell restoration 50137	222-46802.002 BROWNELL LIBRARY MAINT	30800.00	11478	07/07/17
31545	06/28/17	SC items for trips, ctr 170628D	225-45122.810 TRIP EXPENSES	101.39	11448	07/07/17
31545	06/28/17	SC items for trips, ctr 170628D	225-45122.610 OPERATIONAL SUPP/EXP	86.62	11448	07/07/17
31545	06/30/17	SC cake, etc for pot luck 170630D	225-45122.614 PROGRAM EXPENSES	31.95	11448	07/07/17
14230	07/06/17	SC bus Winnepesaukee trp P39558-7/6	225-45122.810 TRIP EXPENSES	1345.00	11496	07/07/17
12265	06/21/17	SC copier lease Jul/Aug 98985122	225-45122.610 OPERATIONAL SUPP/EXP	55.83	11499	07/07/17
12265	06/21/17	SC copier lease Jul/Aug 98985122	225-45122.610 OPERATIONAL SUPP/EXP	27.91	11499	07/07/17
12455	07/05/17	Essex Half Timing 1307	226-45115.330 OTHER PROFESSIONAL SVCS	795.00	11428	07/07/17
44980	07/05/17	7/4 Event 2017-609	226-45115.330 OTHER PROFESSIONAL SVCS	855.00	11458	07/07/17
34710	07/05/17	7/4 Event 070417D	226-45115.330 OTHER PROFESSIONAL SVCS	1325.00	11466	07/07/17
08990	07/05/17	7/4 Event 00397	226-45115.330 OTHER PROFESSIONAL SVCS	350.00	11486	07/07/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
01135	07/05/17	CMS Field Trip 071417D	226-45122.580 TRAVEL	192.00	11506	07/07/17
00145	07/05/17	Brite Nite 5K 12345DJ EVEN	226-45115.330 OTHER PROFESSIONAL SVCS	1600.00	11516	07/07/17
24850	06/18/17	Fire ladder note 116012127371	231-47117.000 FIRE TRUCK LOAN PRINCIPAL	50000.00	11447	07/07/17
24850	06/18/17	Fire ladder note 116012127371	231-47217.000 INTEREST EXPENSE	824.99	11447	07/07/17
23170	06/30/17	VA Jun vllage vehicle gas CL200386	254-43200.626 GAS,GREASE AND OIL	132.19	11441	07/07/17
37605	06/29/17	UB conversion 39735	254-43332.007 UB CONVERSION TO NEMRC	583.33	11484	07/07/17
37605	06/29/17	UB conversion 39735	254-43332.007 UB CONVERSION TO NEMRC	1166.67	11484	07/07/17
29825	06/21/17	WW various 16012	254-43200.623 HEATING/NATURAL GAS	36.86	11528	07/07/17
05290	06/22/17	WW air filters 552717351360	255-43200.570 MAINTENANCE OTHER	47.87	11430	07/07/17
05290	06/22/17	WW air filter 552717351363	255-43200.570 MAINTENANCE OTHER	29.21	11430	07/07/17
22140	06/27/17	WW WAS COUPLING 3554871	255-43200.570 MAINTENANCE OTHER	218.69	11439	07/07/17
23170	06/30/17	VA Jun vllage vehicle gas CL200386	255-43200.626 GAS,GREASE AND OIL	226.66	11441	07/07/17
23455	06/21/17	WW LAND AP 963000 GAL EQU 20175ESS	255-43200.568 SLUDGE MANAGEMENT	37048.90	11443	07/07/17
31545	06/28/17	WW supplies 062817D	255-43200.500 TRAINING, CONFERENCES, DU	227.01	11448	07/07/17
31545	06/28/17	WW supplies 062817D	255-43200.618 SUPPLIES - LABORATORY	91.93	11448	07/07/17
21740	06/17/17	WW license, registration 061717A	255-43200.500 TRAINING, CONFERENCES, DU	100.00	11461	07/07/17
21740	05/31/17	WW free press May 061717B	255-43200.610 SUPPLIES	22.00	11461	07/07/17
21740	06/01/17	WW switch boots 061917C	255-43200.570 MAINTENANCE OTHER	11.78	11461	07/07/17
21740	06/07/17	WW toggle switches 061917D	255-43200.570 MAINTENANCE OTHER	69.51	11461	07/07/17
21740	06/08/17	WW exam regis LaJoy 061917E	255-43200.500 TRAINING, CONFERENCES, DU	100.00	11461	07/07/17
V0838	06/20/17	WW BOILER CIRCULATOR SEAL S1028489	255-43200.570 MAINTENANCE OTHER	260.00	11463	07/07/17
10220	06/19/17	WW EXTRA WORK CONTROL AC 148439	255-43200.570 MAINTENANCE OTHER	440.00	11483	07/07/17
03160	06/22/17	WW DEWATER POLYMER 19889	255-43200.619 CHEMICALS	6900.00	11488	07/07/17
V2093	06/23/17	WW NaOH 346930	255-43200.619 CHEMICALS	6577.21	11513	07/07/17
V2124	06/22/17	WW supplies 3343891434	255-43200.610 SUPPLIES	261.46	11515	07/07/17

07/07/17
10:28 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17052 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 07/06/17 To 07/07/17 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V2124	06/22/17	STARLES ADVANTAGE WW supplies 3343891436	255-43200.610 SUPPLIES	48.86	11515	07/07/17
36130	06/18/17	VERIZON WIRELESS VA cell phones, data 6/19 9787691668	255-43200.535 TELEPHONE SERVICES	182.54	11521	07/07/17
29825	06/21/17	VT GAS SYSTEMS WW various 16012	255-43200.623 HEATING/NATURAL GAS	1190.69	11528	07/07/17
07565	06/23/17	W B MASON CO INC WW PAPER 145334439	255-43200.610 SUPPLIES	28.99	11535	07/07/17
23170	06/30/17	CHAMPLAIN OIL CO., INC. VA Jun vllage vehicle gas CL200386	256-43200.626 GAS,GREASE AND OIL	133.98	11441	07/07/17
36130	06/23/17	VERIZON WIRELESS SA MAY 24-JUNE 23, 2017 9788114692	256-43200.434 PUMP STATION MAINTENANCE	122.90	11522	07/07/17
36130	06/23/17	VERIZON WIRELESS SA MAY 24-JUNE 23, 2017 9788114692	256-43220.001 SUSIE WILSON PS COSTS	31.66	11522	07/07/17
36130	06/23/17	VERIZON WIRELESS SA MAY 24-JUNE 23, 2017 9788114692	256-43220.002 WEST ST PS COSTS	31.66	11522	07/07/17
29825	06/21/17	VT GAS SYSTEMS WW various 16012	256-43220.001 SUSIE WILSON PS COSTS	43.75	11528	07/07/17
29825	06/21/17	VT GAS SYSTEMS WW various 16012	256-43220.002 WEST ST PS COSTS	40.32	11528	07/07/17
29825	06/21/17	VT GAS SYSTEMS WW various 16012	256-43200.623 HEATING/NATURAL GAS	42.40	11528	07/07/17
Report Total				172326.05		