



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 26, 2017 at 6:30 PM
81 MAIN STREET, ESSEX JUNCTION, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **NEW BUSINESS**
 - a. Adopt and Sign Subordination Agreement/Whitcomb Farm – Pat Scheidel
6. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Email from Robin Pierce re: Progress on Pearl Street and Crescent Connector
7. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 9/12/17
 - b. Warrant #17062 dated 9/15/17 in the amount of \$430,589.95
 - c. Warrant #17063 dated 9/22/17 in the amount of \$676,295.14
 - d. Approve Waivers for Essex High School Homecoming Events 10/6/17
8. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Presentation of Resolution to Essex Junction Little League All-Star Team - George Tyler and Max Levy
 - b. Review of Selectboard/Trustee Survey for Manager Recruitment – George Tyler and Max Levy
 - c. Review Manager Recruitment Brochure – George Tyler and Max Levy
 - d. Discuss Formation of Focus Groups for Manager Recruitment – George Tyler and Max Levy
 - e. Scheduling Additional Joint Meetings – George Tyler and Max Levy
 - f. Municipal Manager’s Subcontracting Agreement – George Tyler and Max Levy
 - g. Discuss Charter Language: Unified Manager Memo 9/21/17 – Pat Scheidel
 - h. Lessons Learned from Recreation District Vote – Irene Wrenner


9. **EXECUTIVE SESSION**

- a. Contracts
- b. Personnel

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.

MEMORANDUM

TO: Village Trustees
FROM: Patrick C. Scheidel, Municipal Manager 
DATE: September 20, 2017
SUBJECT: Subordination Agreement

Issue

The issue is whether or not the Trustees will adopt a Subordination Agreement for the grant of development rights, conservation restrictions, option to purchase, and right of enforcement on a 139 acre portion of Whitcomb Farm.

Discussion

It is time for the Whitcomb Family LLC to add a 139 acre portion of the farm to the Vermont Land Trust. As such, the Land Trust requires the Village of Essex Junction to adopt a subordination agreement to the initial agreement.

Cost

There is no cost associated with this issue.

Recommendation

It is recommend the Trustees adopt and sign the Subordination Agreement with Whitcomb Family, LLC, Vermont Land Trust, Inc. and Vermont Housing and Conservation Board.

SUBORDINATION AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS that the VILLAGE OF ESSEX JUNCTION, a Vermont municipal corporation situated in Chittenden County, Vermont ("the Village"), in consideration of One or More Dollars, the receipt of which is hereby acknowledged does hereby agree with WHITCOMB FAMILY, LLC, VERMONT LAND TRUST, INC. and VERMONT HOUSING AND CONSERVATION BOARD as follows:

1. The Village has entered into a Tax Stabilization Agreement with Whitcomb Family, LLC, concerning 446.66 acres of land in the Village ("the Farm"), said Agreement being dated April 28, 2011.

2. The Village has entered into a Tax Stabilization Agreement with Whitcomb Family, LLC, concerning 446.66 acres of land in the Village ("the Farm"), said Agreement being dated January 14, 2014.

3. Whitcomb Family LLC is about to grant and convey to Vermont Land Trust, Inc. and the Vermont Housing and Conservation Board a Grant of Development Rights, Conservation Restrictions, Option to Purchase and Right of Enforcement of the United States ("the Grant") on a 139 acre portion of the Farm.

4. The Village hereby agrees and that the lien on the Farm established under the Agreements by virtue of 32 V.S.A. Ch. 125 is subject and subordinate to the Grant so that the Village's exercise of any and all rights pursuant to said lien shall not disturb the Grant which shall survive any such exercise.

The Village has caused this Agreement to be duly executed by its Trustees on this ____ day of _____, 2017.

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES:

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At Essex Junction, this ____ day of _____, 2017, _____,
_____, each appeared and they acknowledged this instrument, by them
sealed and subscribed, to be their free act and deed and the free act and deed of the Village of Essex
Junction.

Before me,

Notary Public
My commission expires: 2/10/19



Vermont Land Trust

CONSERVING LAND FOR THE FUTURE OF VERMONT

RECEIVED

MAR 13 2014

March 12, 2014

Village of Essex Junction

Village Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

8 Bailey Avenue
Montpelier, VT 05602
(802) 223-5234
(802) 223-4223 fax
www.vlt.org

Re: Acquisition of Development Rights; Whitcomb Family Farm

REGIONAL OFFICES

Central Vermont
8 Bailey Avenue
Montpelier, VT 05602
(802) 223-5234

Champlain Valley
P.O. Box 850
Richmond, VT 05477
(802) 434-3079

Northeast Kingdom
P.O. Box 427
St. Johnsbury, VT 05819
(802) 748-6089

Southeast Vermont
and Mountain Valley
54 Linden Street
Brattleboro, VT 05301
(802) 251-6008

Southwest Vermont
and Mettowee Valley
10 Furnace Grove Road
Bennington, VT 05201
(802) 442-4915

Dear Village Trustees:

We had notified you earlier that the Vermont Land Trust (VLT) was applying for a grant from the Vermont Housing and Conservation Board (VHCB) to acquire development rights and perpetually conserve the Whitcomb Family farm in Essex. VHCB subsequently approved this application on May 9, 2013.

This letter is to notify you, per Title 10 V.S.A. Section 6302(d), that the Vermont Land Trust will be closing on the purchase of the "Grant of Development Rights, Conservation Restrictions, Option to Purchase, and Right of Enforcement of the United States" on 271 acres of land located on South Street for \$565,000.00 which will be co-held by the Vermont Land Trust, Inc.; Vermont Agency of Agriculture, Food and Markets; and Vermont Housing and Conservation Board. A copy of our application to VHCB is available upon request.

Sincerely,

Marcy Harding
Paralegal

There were no further comments. The public hearing was closed. There will be another public hearing in February 2014. The Trustees support continuing on the course per the plans (i.e. the Trustees are not in favor of the no build option).

3. Update on Vermont Land Trust/Whitcomb Farm Conservation Project

Allen Karnatz, Vermont Land Trust, reported a January closing on the property is anticipated. Funding through the Vermont Housing Conservation Board will be in two phases, \$524,000 in Phase 1 and the second grant cycle in 2014. There is a \$60,000 gap to be addressed by fund raising and VLT is confident the money will be raised.

George Tyler mentioned the enthusiasm expressed by residents at the annual meeting for the conservation project. The hard work that has been done is recognized.

4. Update on New Website

Paul Hansen and Kris Surette with Ecopixel updated the Board on progress to date on the website redesign. A temporary website address was distributed. December 17, 2013 remains the target date for the site to go live. Three staff members (Darby Mayville, Lauren Morrisseau, Patty Benoit) have been trained to edit the site for updates and additions. Feedback on the site should be sent to Darby Mayville. The site is responsive and will adapt to any screen. Many best practices are incorporated in the design.

Elaine Sopchak urged the Trustees to do a test run on the site once it is live to seek documents, minutes, connectivity, and links.

IV. OLD BUSINESS

1. Approve Donation for Whitcomb Farm Conservation Project

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve a donation of \$20,000 to the Vermont Land Trust for the Whitcomb Farm Conservation Project in accordance with the approval of village voters on 4/3/13. VOTING: unanimous (5-0); motion carried.

2. Appointment to Bike/Walk Advisory Committee

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint Jeff Frolik to the Bike/Walk Advisory Committee. VOTING: unanimous (5-0); motion carried.

3. Discuss Amtrak Station

Robin Pierce reported the train station has three tenants and there are no violations occurring. Amtrak is not opposed to aesthetic improvements to the station, but will not fund the improvements. Federal funding for Amtrak has been reduced. Amtrak will do the work necessary to be ADA compliant per federal rules. VTrans has no available funding for the station unless historic building funds are used, but then the station must be restored to the way it was in 1910 when it straddled the tracks.

Lori Houghton suggested capitalizing on the momentum and holding a brainstorming session to improve the site on a smaller scale with landscaping, plantings, painting, stringing lights.

Staff will compile a list of ideas for consideration.



Vermont Land Trust

CONSERVING LAND FOR THE FUTURE OF VERMONT

Memo

To: Essex Village Trustees
From: Allen Karnatz – Champlain Valley Co-Director
Date: January 18, 2013
Re: Whitcomb farm conservation project

Vermont Land Trust is working with the Whitcomb family to permanently conserve their property along the Winooski River in Essex Village. This means a conservation easement will be part of their deed that restricts certain uses. The easement will be jointly held by the Vermont Housing and Conservation Board (VHCB) and the VT Agency of Agriculture and it will be monitored and enforced by VLT.

One of the attachments summarizes the easement. The primary restrictions are: no further subdivision or commercial or residential development, no removal of topsoil or mining activities and no new easements or rights-of-way are allowed without VLT approval. In addition, all farming practices must be in compliance with USDA soil erosion policies. New farm buildings are allowed and all typical farming practices may continue. It is also hoped that the easement will help maintain significant wildlife habitat, the rich bottomland soils and an important agricultural resource for generations to come. The Whitcombs will still own the property and they will continue to pay the annual property taxes.

Because of its size and annual funding constraints, the Whitcomb project is being split into two phases. Phase one includes 270 acres to the north and phase two comprises 137 acres to the south. It is hoped that the first phase will be completed before the end of the year. Based on funding availability, phase two will be completed in late 2014 or early 2015. The Whitcombs main dairy facility is in Williston but that property is not part of this project.

All purchases of conservation easements are based on independent appraisals. Appraisals have been completed for both phases and the Whitcombs have tentatively agreed to sell an easement for less than the full appraised value on both portions. Even with this generous donation and the phasing of the project, raising enough money to properly compensate the Whitcombs will be a challenge. There are state and federal grants to purchase easements on farmland but because of the high value of land in Essex they will not be enough to cover the amount need to compensate the Whitcombs. Therefore, VLT is in the early stages of a local fundraising campaign to raise the needed funds. Local funding, either through private donations or other public sources, also helps to leverage the state and federal grants. It is expected that approximately \$100,000 will be needed from local fundraising.

The Whitcomb farm is an important contributor to the local economy and the open land is a unique feature in such a densely settled area. The Whitcombs go out of their way to be good neighbors and good ambassadors for agriculture. They apply all of Essex Junction's bio-solids and they allow some public use. They recently purchased a new injection system so they plan to apply bio-solids for many more years. Conserving the farm will ensure that the land will remain available for farming and it will assist the transition to the next generation.

Patty Benoit

From: Robin Pierce
Sent: Friday, September 08, 2017 3:47 PM
To: pscheidel@ESSEX.ORG; George Tyler; Elaine Sopchak; Daniel Kerin; Lori Houghton; Andrew Brown
Cc: Patty Benoit; Terry Hass
Subject: Progress - Pearl Street and Connector Road

Pearl Street is a model example of how to undertake; a road widening and upgrade, sidewalk replacement, and the installation of bike lanes on an active roadway. Steve from Hamlin's is to be congratulated on his expertise. With additional (unforeseen) work on the project the completion date has been moved from the end of October to early November. The additional work was approved by VTrans and there will no cost to the Village for this. It might be appropriate to schedule a Ribbon Cutting event mid November and invite the Bike Walk Committee to be the first to use the new bike lanes.

Connector Road progress has been slow, but continues to move in the right direction. Originally we had hoped to complete the new rail crossing this year with the road construction next year. It now appears both phases will occur in the same year with the crossing work being undertaken in spring. As well as the new crossing, existing crossings on Park, Maple, Main and Central Streets will be upgraded to increase safety and provide a smoother driving experience. Work on The upgrades to the existing crossings may result in more disruption to traffic than the installation of the new crossing, which will occur on private property where no street currently exists.

The railway have broken with standard industry practice and given us information on which track the train will travel. This will enable our signal engineers to design a system wherein only the streets affected by the train direction will be closed own when the train is on the tracks. Currently all roads in the Village are closed when the train comes through. This is a major benefit to traffic movement in the Village core.

Thank you,

Robin.

Sent from my iPad

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 12, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Darby Mayville, Community Relations Assistant.
OTHERS PRESENT: David Voegele, Chris Chiquoine, Dylan Giambatista, Jacob Lemieux.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

Add:

- EJRP Credit Card Payments Account to New Business

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Chris Chiquoine, village resident, lodged a complaint about the Wolfsgart event held this past August at the fairgrounds, stating the sound monitoring showed noise levels were double the allowed limit and the noise continued into the early morning hours. Mr. Chiquoine said the event sounded more like a drunken party. Cars were being revved and backfiring at all hours. The police were called and CVE was contacted, but the noise complaints do not seem to get registered.

George Tyler recalled there were problems with the same event last year. The Municipal Manager will call CVE about the matter which cannot continue. Pat Scheidel noted the event was scheduled from 8 PM to 8 AM so it was a night event.

2. Update on Essex CHIPS

David Voegele briefly reviewed his professional career in youth and community services that led to taking the position of Executive Director of Essex CHIPS. Mr. Voegele updated the Trustees on the programs and services being offered by CHIPS in support of the mission to promote positive youth development. CHIPS has received grants in support of the Above the Influence Program and the Adventure Orientation Program. Exciting initiatives and fund raisers are planned.

Elaine Sopchak asked about CHIPS using AmeriCorps volunteers. Mr. Voegelé said AmeriCorps has been contacted about having two members at CHIPS.

3. Eagle Project

Jacob Lemieux presented his Eagle Scout project to build four cube bus stops (2'x 2'x 2') and place two in the village by Brickyard Road/Main Street and Summit Street and two in the town. Green Mountain Transit will remove the cubes in the winter and return them in the spring. It may be possible to decorate each cube with local art.

Pat Scheidel noted the cubes must be in the public right-of-way with permission from the Trustees. Accessibility cannot be impeded. Staff can help with the placement.

4. OLD BUSINESS

1. Eagle Project for Bus Stops

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the request by Jacob Lemieux to place two seating cubes in the public right-of-way at bus stops on Brickyard Road and Summit Street. VOTING: unanimous (5-0); motion carried.

2. Approve/Sign Tax Stabilization Agreement for 8 Pearl Street

Lauren Morrisseau reported the owner of 8 Pearl Street was required to do \$19,380 in improvements for tax stabilization. The property owner completed \$24,235 in improvements. The cost to the village for the tax stabilization is \$1,872.50. The Assessor estimated that after the improvements the value of the property may be \$250,000.

George Tyler stressed no village taxpayer money is paying for the tax stabilization.

Elaine Sopchak asked if the building is historic and if the owner is aware of all the tax benefits that may be available. Lauren Morrisseau confirmed due to the historic building the owner is receiving tax stabilization for five years.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to sign the tax stabilization agreement with Cyrus Patten for property at 8 Pearl Street. VOTING: unanimous (5-0); motion carried.

3. Update on SteAmfest 2017

Darby Mayville presented the requests from SteAmfest 2017 to have a band in front of Lincoln Hall during rush hour to help promote the event and to have Aunt Dot's Food Shelf serving hot cocoa for donations at Lincoln Hall. Also, volunteers are needed to greet people and handout maps for the event.

The consensus of the Trustees is in support of the requests.

5. NEW BUSINESS

1. Approve Go Vermont Grant Application for Bike Racks

Darby Mayville requested permission to submit a grant application to Go Vermont for bike racks and to use \$500 in matching funds from the village. Ms. Mayville noted the

Bike/Walk Committee did submit a Walk Friendly Communities grant application, but there are some recommendations that do not apply to the village. The Bike/Walk Committee is aware of the need to focus on walkers as well as bicyclists.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize staff to submit a Go Vermont grant application for bike racks and approve the match of \$500 with money from the matching grant fund. VOTING: unanimous (5-0); motion carried.

2. Update on Manager Recruitment Process

George Tyler reported the recruiter, Don Jutton, asked for a first person narrative on the highlights and challenges in the village (George Tyler is drafting this). The questions in the survey also cover the information. The survey must be complete by the September 26th joint meeting with the Selectboard. The municipal manager position will be advertised in the equivalent of VLCT in each New England state, on the ICMA webpage, and Monster.com/Boston Globe. All the Trustees can be included on the list to receive correspondence from the recruiter if wanted. There will be discussion at the next joint meeting with the Selectboard about forming three focus groups.

Lori Houghton suggested contacting the school district about their experience with focus groups. Ms. Houghton asked if the responses to the survey by board members will be public. Pat Scheidel said documents are draft and belong to the consulting firm until presented to the legislative bodies at which time the documents will be public information. The results of the survey will be aggregated and anonymous. Travis Sabataso is the contact person on the recruitment process.

3. Approve/Sign Registration for Local Update of Census Addresses

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize the Village President to sign the paperwork for the local update of census addresses imitative for the respective communities. VOTING: unanimous (5-0); motion carried.

4. Review/Sign General Rules and Ethics Policy

The Trustees signed the acknowledgement form for the General Rules and Ethics Policy. Following discussion there was agreement to have staff draft some options to give the Ethics Policy “more teeth”.

5. EJRP Credit Card Payments Account

Lauren Morrissette briefly explained the need to set up a separate account for the EJRP credit card payments. There will be four signers on the account.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the resolution to set up a checking account at Community Bank NA for the purpose of providing a separate account to receive credit card payments from the Recreation Department. VOTING: unanimous (5-0); motion carried.

6. MANAGER'S REPORT

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

- September 26, 2017 (Joint Meeting with Selectboard)
- October 10, 2017
- October 24, 2017
- November 14, 2017
- November 28, 2017
- December 12, 2017

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

2. Team Building

There was discussion of hiring a consultant to help with goal setting and team building with the new municipal manager, the boards, and department heads within the first six months of the new manager's employment.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Elaine Sopchak said the draft report from the Public Works Committee will be available by October 2nd and should be reviewed by both boards before the next joint meeting.
- Elaine Sopchak said the mural project on the McLure Building will not be ready by SteAmfest.
- Elaine Sopchak said she is working with Patty Benoit and Tim Jerman on plans for the 125th anniversary of the village.
- Lori Houghton requested better parking signage at Lincoln Hall.

2. Reading File

- Minutes
 - Bike/Walk Advisory Committee 7/17/17 & 8/21/17
 - Tree Advisory Committee 8/21/17
 - Capital Program Review Committee 9/5/17
- Email from Robin Pierce on Project Updates
- Memo from Dennis Lutz re: Contract for Pedestrian Bridge Engineering Services
- Memo on grants for storm water improvement projects
- Letter from UVM President E. Thomas Sullivan re: Response to Torrey Hall Fire
- Letter from Curt Carter, GBIC, re: Thank You for Contribution
- 2018 VLCT Proposed Municipal Policy
- Letter from Sen. Sanders re: 2017 Tree City USA Award
- Letter from GBIC re: FYE19 Appropriation Request

8. CONSENT AGENDA

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

1. Approve Minutes of Previous Meeting(s) 7/25/17, 8/7/17, 8/24/17
2. Expense Warrant #17055, dated 7/28/17, in the amount of \$16,464.14

3. Expense Warrant #17056, dated 8/4/17, in the amount of \$191,292.64
4. Expense Warrant #17227, dated 8/11/17, in the amount of \$135,017.09
5. Expense Warrant #17233, dated 8/18/17, in the amount of \$649,661.70
6. Expense Warrant #17059, dated 8/25/17, in the amount of \$641,372.18
7. Expense Warrant #17060, dated 9/1/17, in the amount of \$2,964.38
8. Expense Warrant #17061, dated 9/8/17, in the amount of \$84,704.49
9. FYE18 Budget Status Report as of 8/31/17
10. Approve Walk Friendly Communities Re-Designation
11. Close Hawthorn Circle for Neighborhood Block Party 9/23/17

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

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 7:45 PM.

RScty: M.E.Riordan

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	08/31/17 ST socket	210-43110.610	14.69	12619	09/14/17
		552724346706	SUPPLIES			
V10301	BARRA, PLC DAVID A.	09/01/17 C/D Aug legal fees	210-41320.320	2475.00	12621	09/14/17
		EJ28052816	LEGAL SERVICES			
V10301	BARRA, PLC DAVID A.	09/01/17 C/D Aug legal fees	210-15102.000	231.00	12621	09/14/17
		EJ28052816	EXCHANGE - ENGI/LEGAL			
V10301	BARRA, PLC DAVID A.	09/01/17 C/D Aug legal fees	210-15102.000	132.00	12621	09/14/17
		EJ28052816	EXCHANGE - ENGI/LEGAL			
10510	BLUE TARP FINANCIAL INC	08/03/17 ST plastic	210-43110.610	17.99	12624	09/14/17
		716533B	SUPPLIES			
10510	BLUE TARP FINANCIAL INC	08/15/17 ST drive socket	210-43110.610	11.68	12624	09/14/17
		716609C	SUPPLIES			
10510	BLUE TARP FINANCIAL INC	08/17/17 ST liner, roller cover	210-43110.610	6.72	12624	09/14/17
		716627D	SUPPLIES			
10510	BLUE TARP FINANCIAL INC	08/21/17 LH Sr center supplies	210-41940.610	20.22	12624	09/14/17
		716656F	SUPPLIES			
10510	BLUE TARP FINANCIAL INC	08/23/17 ST fasteners	210-43110.610	9.58	12624	09/14/17
		71667H	SUPPLIES			
10510	BLUE TARP FINANCIAL INC	08/25/17 ST blades	210-43110.610	49.48	12624	09/14/17
		716714R	SUPPLIES			
04940	COMCAST	09/03/17 VF cable tv	210-42220.535	13.55	12629	09/14/17
		008618709/3	TELEPHONE SERVICES			
04940	COMCAST	08/27/17 VF INTERNET SERVICE	210-42220.535	125.80	12631	09/14/17
		877350026017	TELEPHONE SERVICES			
25715	DONALD L. HAMLIN CONSULT	08/31/17 ST July class 1 paving co	210-43110.576	100.54	12634	09/14/17
		08311714830	ENGINEERING SERVICES			
V10576	ECOPIXEL LLC	09/06/17 AD Aug web host/support	210-41320.340	129.00	12637	09/14/17
		2369	COMPUTER EXPENSES			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43161.001	24.74	12639	09/14/17
		07172017D	VILLAGE GARDEN SPOTS			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43161.002	107.28	12639	09/14/17
		07172017D	MEMORIAL PARK			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43161.001	24.74	12639	09/14/17
		07172017D	VILLAGE GARDEN SPOTS			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43161.001	24.74	12639	09/14/17
		07172017D	VILLAGE GARDEN SPOTS			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43110.410	64.32	12639	09/14/17
		07172017D	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43110.410	100.02	12639	09/14/17
		07172017D	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	07/31/17 VA WATER BILLS	210-43110.410	71.45	12639	09/14/17
		07172017D	WATER AND SEWER CHARGE			
34895	GAUTHIER TRUCKING, INC.	09/01/17 ST RUBBISH REMOVAL-JACKSO	210-43110.565	85.52	12646	09/14/17
		1250194	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	09/01/17 ST RUBBISH REM-RR AVENUE	210-43110.565	438.27	12646	09/14/17
		1250196	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	09/01/17 ST RUBBISH REM-BEECH ST	210-43110.565	55.27	12646	09/14/17
		1250331	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	09/01/17 ST PICK UP-RUBBISH REMOVA	210-43110.565	70.00	12646	09/14/17
		1250931	RUBBISH REMOVAL			

09/15/17
09:45 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17062 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 09/14/17 To 09/15/17 & Fund 2

Page 2 of 4
HPackard

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	09/07/17	GAUTHIER TRUCKING, INC., ST PICK UP-RUBBISH REMOVA	1250943	210-43110.565	80.00	12646	09/14/17
				RUBBISH REMOVAL			
08475	08/25/17	GREEN MOUNTAIN ELECTRIC S BL SUPPLIES	S2994323001	210-45551.610	334.62	12649	09/14/17
				SUPPLIES			
V10129	08/28/17	HYSKO WENDY BL program food, mileage	VHC082817	210-45551.836	11.85	12651	09/14/17
				ADULT PROGRAMS			
V10129	08/28/17	HYSKO WENDY BL program food, mileage	VHC082817	210-45551.500	38.00	12651	09/14/17
				TRAINING, CONFERENCES, DU			
V1208	09/11/17	JONES/RICK// ST ICLLOUD STORAGE-JONES,R	091117D	210-43110.610	17.94	12656	09/14/17
				SUPPLIES			
38340	09/06/17	MINUTEMAN TRUCKS INC VF super auto plug 8L3	1150672	210-42220.432	285.43	12661	09/14/17
				VEHICLE MAINTENANCE			
14585	08/24/17	MUNICIPAL EMERGENCY SERVI VF air pack maint	1157215	210-42220.570	219.80	12662	09/14/17
				MAINTENANCE OTHER			
V9862	06/07/17	PERCY RENTALS, SALES & SE ST BELT	33900	210-43110.570	122.80	12666	09/14/17
				MAINTENANCE OTHER			
26385	09/07/17	PROFESSIONAL WRITING SERV AD August minutes	774EI	210-41320.530	264.00	12669	09/14/17
				COMMUNICATIONS			
02165	09/11/17	QUALITY BAKE SHOP VF cake	091117D	210-42220.889	40.00	12670	09/14/17
				ROUTINE EQUIPMENT PURCHAS			
37430	09/01/17	R R CHARLEBOIS INC VF 81 maintenance	RC62961	210-42220.432	300.70	12672	09/14/17
				VEHICLE MAINTENANCE			
37965	08/30/17	S D IRELAND CONCRETE ST 24" sq 4 flg	344260	210-43151.430	524.00	12676	09/14/17
				STORM SEWER MAINTENANCE			
37965	08/21/17	S D IRELAND CONCRETE ST PARK ST SIDEWALK	64070	210-43120.570	693.75	12676	09/14/17
				SIDEWALK AND CURB MAINTEN			
23855	08/24/17	SOUTHWORTH-MILTON,INC. VF gas, oil small equip	1054549	210-42220.610	55.30	12678	09/14/17
				SUPPLIES			
23855	08/23/17	SOUTHWORTH-MILTON,INC. VF generator maint	257695	210-42220.432	1062.71	12678	09/14/17
				VEHICLE MAINTENANCE			
40840	09/01/17	SOVERNET COMMUNICATIONS (Sept phone,internet	3795119	210-41940.535	39.09	12680	09/14/17
				TELEPHONE SERVICES			
40840	09/01/17	SOVERNET COMMUNICATIONS (Sept phone,internet	3795119	210-41320.530	34.95	12680	09/14/17
				COMMUNICATIONS			
40840	09/01/17	SOVERNET COMMUNICATIONS (Sept phone,internet	3795119	210-41320.535	142.64	12680	09/14/17
				TELEPHONE SERVICES			
40840	09/01/17	SOVERNET COMMUNICATIONS (Sept phone,internet	3795119	210-41970.535	32.94	12680	09/14/17
				TELEPHONE SERVICES			
14800	09/01/17	TECH GROUP INC VA Sept mgd svcs antiviru	75335	210-41320.340	493.12	12682	09/14/17
				COMPUTER EXPENSES			
14800	09/01/17	TECH GROUP INC VA Sept mgd svcs antiviru	75335	210-41970.340	242.88	12682	09/14/17
				COMPUTER EXPENSES			
14800	09/01/17	TECH GROUP INC VA Sept mgd svcs antiviru	75335	210-42220.570	21.00	12682	09/14/17
				MAINTENANCE OTHER			
V9866	09/01/17	TYLER TECHNOLOGIES VR cap assets maint	025198585	210-41320.340	702.22	12685	09/14/17
				COMPUTER EXPENSES			
11935	09/06/17	VIKING-CIVES USA ST camera	4475908	210-43110.432	249.51	12686	09/14/17
				VEHICLE MAINTENANCE			
V10238	09/06/17	VT AIR TESTING SVC CD Love the 90's concert	392	210-15101.000	627.50	12687	09/14/17
				EXCHANGE - GENERAL			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10238	09/06/17	VT AIR TESTING SVC CD Brantley Gilbert conct 393	210-15101.000 EXCHANGE - GENERAL	590.00	12687	09/14/17
V10238	09/06/17	VT AIR TESTING SVC CD Monster truck 394	210-15101.000 EXCHANGE - GENERAL	552.50	12687	09/14/17
V10238	09/06/17	VT AIR TESTING SVC CD satisfaction concert 395	210-15101.000 EXCHANGE - GENERAL	477.50	12687	09/14/17
34580	09/11/17	VT GOVERNMENT FINANCE OFF FN Fall 2017 VTGFOA wkshp VTGFOAFALL17	210-41320.500 TRAINING, CONFERENCES, DU	25.00	12688	09/14/17
07565	08/25/17	W B MASON CO INC ST towels, tissue,etc 147153555	210-43110.610 SUPPLIES	281.87	12692	09/14/17
V10301	09/01/17	BARRA, PLC DAVID A. C/D Aug legal fees EJ28052816	230-46801.007 PEARL ST. LINKING SIDEWAL	82.50	12621	09/14/17
V10301	09/01/17	BARRA, PLC DAVID A. C/D Aug legal fees EJ28052816	230-46801.008 CRESCENT CONNECTOR	297.00	12621	09/14/17
31275	09/05/17	DON WESTON EXCAVATING INC VR missing link const PAYAP6	230-46801.007 PEARL ST. LINKING SIDEWAL	364719.37	12633	09/14/17
25715	08/31/17	DONALD L. HAMLIN CONSULT VR July Cres cntr prjm 08311712833	230-46801.008 CRESCENT CONNECTOR	2055.00	12634	09/14/17
25715	08/31/17	DONALD L. HAMLIN CONSULT July Hillcrest sdwlc eng 08311715821	230-46801.015 HILLCREST SIDEWALK	11839.61	12634	09/14/17
25715	08/31/17	DONALD L. HAMLIN CONSULT VR July missing link RE 08311717820	230-46801.007 PEARL ST. LINKING SIDEWAL	12463.54	12634	09/14/17
12000	09/07/17	LAMOUREUX & DICKINSON INC CD Essex Jct stp 5300 Prl 51226	230-46801.007 PEARL ST. LINKING SIDEWAL	106.04	12657	09/14/17
05020	07/31/17	ESSEX JCT VILLAGE OF VA WATER BILLS 07172017D	254-43200.410 WATER AND SEWER CHARGE	24.74	12639	09/14/17
43435	08/02/17	NORTRAX (PARTS) ST back hoe 1747739/1757	254-43200.570 MAINTENANCE OTHER	134.02	12665	09/14/17
25650	08/30/17	BAU/HOPKINS WW gas detection sensors 1712326	255-43200.570 MAINTENANCE OTHER	2661.86	12622	09/14/17
10510	08/03/17	BLUE TARP FINANCIAL INC WW knives 716525A	255-43200.570 MAINTENANCE OTHER	13.88	12624	09/14/17
10510	08/21/17	BLUE TARP FINANCIAL INC WW floor care 716652E	255-43200.570 MAINTENANCE OTHER	103.25	12624	09/14/17
V0248	09/05/17	BORDEN & REMINGTON WW 3415 gal NaOH 243641	255-43200.619 CHEMICALS	7068.43	12626	09/14/17
22140	08/30/17	BSC INDUSTRIES INC WW Gorman Venturi 3562740	255-43200.570 MAINTENANCE OTHER	324.66	12627	09/14/17
22890	09/07/17	EASTERN INDUSTRIAL AUTOMA WW Gorman Venturi 4413810	255-43200.570 MAINTENANCE OTHER	38.04	12636	09/14/17
06870	09/08/17	ENDYNE INC WW weekly TKN 242808	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12638	09/14/17
V10616	08/30/17	EVOQUA WATER TECH LLC WW bioxids 903234238	255-43200.619 CHEMICALS	9376.15	12640	09/14/17
38955	09/01/17	F W WEBB COMPANY WW SS parts 55955701	255-43200.570 MAINTENANCE OTHER	15.39	12641	09/14/17
32035	09/07/17	GMWEA WW LaJoy SAC 090717D	255-43200.500 TRAINING, CONFERENCES, DU	450.00	12647	09/14/17
37715	08/31/17	INTEGRITY COMMUNICATIONS ww phone trouble shooting 33922	255-43200.570 MAINTENANCE OTHER	80.00	12653	09/14/17

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09:45 am

Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23980	09/07/17	INTERSTATE ALL BATTERY CE WW tanker battery 190320100907	255-43200.432 VEHICLE MAINTENANCE	140.60	12654	09/14/17
06695	09/11/17	NEIWPCC-TRAINING WW MA license renewal 119527	255-43200.500 TRAINING, CONFERENCES, DU	75.00	12663	09/14/17
12775	08/31/17	PRATT & SMITH ELECTRICAL WW final install atrim 6855	255-43330.009 AUTOMATIC SAMPLERS	2032.09	12668	09/14/17
24925	07/20/17	RAIL CITY INFORMATION SYS WW VPN repairs 17750	255-43200.570 MAINTENANCE OTHER	970.00	12673	09/14/17
40840	09/01/17	SOVERNET COMMUNICATIONS (WW phones, internet 3799874	255-43200.535 TELEPHONE SERVICES	175.00	12680	09/14/17
V2124	09/02/17	STAPLES ADVANTAGE WW refill 3351687592	255-43200.610 SUPPLIES	17.99	12681	09/14/17
V2124	09/02/17	STAPLES ADVANTAGE WW paper, folders 3351687593	255-43200.610 SUPPLIES	31.08	12681	09/14/17
14550	08/04/17	TINA'S HOME DESIGNS WW sun blinds, control,la 42073	255-43200.570 MAINTENANCE OTHER	1306.00	12684	09/14/17
07565	08/29/17	W B MASON CO INC WW paper 147239357	255-43200.610 SUPPLIES	28.99	12692	09/14/17
24925	07/20/17	RAIL CITY INFORMATION SYS WW VPN repairs 17750	256-43220.001 SUSIE WILSON PS COSTS	322.50	12673	09/14/17
24925	07/20/17	RAIL CITY INFORMATION SYS WW VPN repairs 17750	256-43200.434 PUMP STATION MAINTENANCE	322.50	12673	09/14/17
24925	07/20/17	RAIL CITY INFORMATION SYS WW VPN repairs 17750	256-43220.002 WEST ST PS COSTS	322.50	12673	09/14/17
Report Total				430589.95		

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	08/29/17	ST BATTERY 4122529	210-43110.570 MAINTENANCE OTHER	126.34	12701	09/22/17
05290	ADVANCE AUTO PARTS	08/29/17	ST BATTERY CORE 4122544	210-43110.570 MAINTENANCE OTHER	-126.34	12701	09/22/17
42665	AMAZON/SYNCE	09/10/17	BL books 0069853 9/10	210-45551.640 ADULT COLLECTION-PRINT &	58.51	12702	09/22/17
42665	AMAZON/SYNCE	09/10/17	BL books 0069853 9/10	210-45551.610 SUPPLIES	204.95	12702	09/22/17
42665	AMAZON/SYNCE	09/10/17	BL books 0069853 9/10	210-45551.641 JUVEN COLLECTION-PRNT & E	86.00	12702	09/22/17
V9429	AQUARIUS LANDSCAPE INC.	09/08/17	LH sprinkler repair 542421	210-41940.434 MAINT. BUILDINGS/GROUNDS	48.55	12704	09/22/17
V9429	AQUARIUS LANDSCAPE INC.	09/08/17	ST readjusted spray 542422	210-43161.002 MEMORIAL PARK	34.00	12704	09/22/17
02420	AUTOZONE	09/02/17	VF DEF/DETAIL CLEANER 3236028948	210-42220.610 SUPPLIES	13.33	12705	09/22/17
23635	BAY STATE ELEVATOR COMPAN	09/01/17	BL building maintenance 454639	210-45551.434 MAINT. BUILDINGS/GROUNDS	278.94	12707	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-41970.210 HEALTH INS & OTHER BENEFIT	2178.20	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-41335.210 HEALTH INS & OTHER BENEFIT	1089.10	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-45110.210 HEALTH INS & OTHER BENEFIT	3267.31	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-45551.210 HEALTH INS & OTHER BENEFIT	6534.61	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-41320.210 HEALTH INS & OTHER BENEFIT	3267.32	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-43110.210 HEALTH INS & OTHER BENEFIT	3702.95	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-45220.210 HEALTH INS & OTHER BENEFIT	1089.10	12711	09/22/17
V1655	BLUE CROSS BLUE SHIELD OF	09/01/17	VA Oct health ins 53710001185	210-43151.210 HEALTH INS & OTHER BENEFIT	577.22	12711	09/22/17
10510	BLUE TARP FINANCIAL INC	08/22/17	Park Garbage Bags 10510	210-45220.610 SUPPLIES	29.99	12712	09/22/17
10510	BLUE TARP FINANCIAL INC	08/01/17	Supplies 716503	210-45220.610 SUPPLIES	13.99	12712	09/22/17
10510	BLUE TARP FINANCIAL INC	08/08/17	Misc Supplies 716560	210-45220.610 SUPPLIES	13.58	12712	09/22/17
10510	BLUE TARP FINANCIAL INC	08/09/17	Misc Supplies 716571	210-45220.610 SUPPLIES	21.98	12712	09/22/17
10510	BLUE TARP FINANCIAL INC	08/11/17	Misc Supplies 716582	210-45220.610 SUPPLIES	38.98	12712	09/22/17
10510	BLUE TARP FINANCIAL INC	08/16/17	Playground Repair 716619	210-45220.610 SUPPLIES	24.17	12712	09/22/17
10510	BLUE TARP FINANCIAL INC	08/16/17	Garden Hose Cart 716621	210-45220.610 SUPPLIES	119.99	12712	09/22/17
00530	BRODART CO	08/29/17	BL books B5096539	210-45551.640 ADULT COLLECTION-PRINT &	30.80	12716	09/22/17

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	08/30/17	BL books B5097084	210-45551.610 SUPPLIES	3.60	12716	09/22/17
00530	08/30/17	BL books B5097084	210-45551.641 JUVEN COLLECTION-PRNT & E	51.06	12716	09/22/17
00530	08/30/17	BL books B5097085	210-45551.610 SUPPLIES	5.40	12716	09/22/17
00530	08/30/17	BL books B5097085	210-45551.641 JUVEN COLLECTION-PRNT & E	72.12	12716	09/22/17
00530	08/31/17	BF books B5098392	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	12716	09/22/17
00530	08/31/17	BF books B5098448	210-49345.000 LIBRARY DONATION EXPENDIT	37.55	12716	09/22/17
00530	09/01/17	BL books B5099251	210-45551.641 JUVEN COLLECTION-PRNT & E	14.92	12716	09/22/17
00530	09/01/17	BL books B5099251	210-45551.610 SUPPLIES	0.90	12716	09/22/17
00530	09/01/17	BL books B5099406	210-45551.610 SUPPLIES	0.90	12716	09/22/17
00530	09/01/17	BL books B5099406	210-45551.640 ADULT COLLECTION-PRINT &	16.50	12716	09/22/17
00530	09/01/17	BL books B5099407	210-45551.610 SUPPLIES	0.90	12716	09/22/17
00530	09/01/17	BL books B5099407	210-45551.640 ADULT COLLECTION-PRINT &	39.59	12716	09/22/17
00530	09/01/17	BL books B5099418	210-45551.640 ADULT COLLECTION-PRINT &	68.06	12716	09/22/17
00530	09/01/17	BL books B5099418	210-45551.610 SUPPLIES	3.60	12716	09/22/17
00530	09/01/17	BL books B5099419	210-45551.640 ADULT COLLECTION-PRINT &	43.99	12716	09/22/17
00530	09/01/17	BL books B5099419	210-45551.610 SUPPLIES	0.90	12716	09/22/17
00530	09/05/17	BF books B5100256	210-49345.000 LIBRARY DONATION EXPENDIT	58.21	12716	09/22/17
00530	09/05/17	BL books B5100367	210-45551.641 JUVEN COLLECTION-PRNT & E	151.78	12716	09/22/17
00530	09/05/17	BL books B5100367	210-45551.610 SUPPLIES	13.50	12716	09/22/17
00530	09/05/17	BL books B5100458	210-45551.610 SUPPLIES	2.70	12716	09/22/17
00530	09/05/17	BL books B5100458	210-45551.641 JUVEN COLLECTION-PRNT & E	30.71	12716	09/22/17
00530	09/05/17	BL books B5100525	210-45551.610 SUPPLIES	23.40	12716	09/22/17
00530	09/05/17	BL books B5100525	210-45551.641 JUVEN COLLECTION-PRNT & E	284.65	12716	09/22/17
00530	09/05/17	BL books B5100803	210-45551.610 SUPPLIES	0.90	12716	09/22/17
00530	09/05/17	BL books B5100803	210-45551.641 JUVEN COLLECTION-PRNT & E	4.79	12716	09/22/17

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	09/06/17	BL books B5101666	210-45551.610 SUPPLIES	0.90	12716	09/22/17
00530	09/06/17	BL books B5101666	210-45551.641 JUVEN COLLECTION-PRNT & E	14.96	12716	09/22/17
00530	09/06/17	BL books B5101948	210-45551.640 ADULT COLLECTION-PRINT &	31.88	12716	09/22/17
00530	09/11/17	BF books B5103220	210-49345.000 LIBRARY DONATION EXPENDIT	65.74	12716	09/22/17
00530	09/11/17	BF books B5103516	210-49345.000 LIBRARY DONATION EXPENDIT	15.20	12716	09/22/17
00530	09/12/17	BL books B5104759	210-45551.640 ADULT COLLECTION-PRINT &	44.00	12716	09/22/17
00530	09/12/17	BL books B5104759	210-45551.610 SUPPLIES	2.70	12716	09/22/17
00530	09/12/17	BL books B5104893	210-45551.641 JUVEN COLLECTION-PRNT & E	286.60	12716	09/22/17
00530	09/12/17	BL books B5104893	210-45551.610 SUPPLIES	22.50	12716	09/22/17
00530	09/12/17	BL books B5104938	210-45551.641 JUVEN COLLECTION-PRNT & E	5.50	12716	09/22/17
00530	09/12/17	BL books B5104989	210-45551.640 ADULT COLLECTION-PRINT &	11.59	12716	09/22/17
00530	09/13/17	BL books B5105814	210-45551.641 JUVEN COLLECTION-PRNT & E	38.89	12716	09/22/17
00530	09/13/17	BL books B5105814	210-45551.610 SUPPLIES	2.70	12716	09/22/17
00530	09/12/17	BL books B51070	210-49346.001 ADULT COLLECTION-PRINT &	82.78	12716	09/22/17
16030	09/04/17	ST STREET LAMPS 32420	210-43160.610 STREET LIGHTS SUPPLIES/MA	1023.92	12719	09/22/17
V9941	09/07/17	BL July newspaper 080717DA	210-45551.640 ADULT COLLECTION-PRINT &	19.60	12722	09/22/17
V9941	09/07/17	Interview costs 081517R	210-43110.572 INTERVIEW COSTS	30.00	12722	09/22/17
V9941	09/07/17	VF hardware 082217U	210-42220.889 ROUTINE EQUIPMENT PURCHAS	38.60	12722	09/22/17
V9941	09/07/17	AD trustees meeting 082517V	210-41320.560 TRUSTEES EXPENDITURES	29.33	12722	09/22/17
V9941	09/07/17	ADCNST supplies for admin 082917Y	210-41970.610 SUPPLIES	14.78	12722	09/22/17
V9941	09/07/17	ADCNST supplies for admin 082917Y	210-43110.610 SUPPLIES	101.99	12722	09/22/17
V9941	09/07/17	ADCNST supplies for admin 082917Y	210-41320.610 SUPPLIES	30.00	12722	09/22/17
V9941	09/03/17	AD frame , mat 090317Z4A	210-41320.560 TRUSTEES EXPENDITURES	13.95	12722	09/22/17
21500	09/12/17	AD copier lease Oct 17706563	210-41320.442 LEASED SERVICES	245.00	12723	09/22/17
V0455	09/01/17	BL supplies 4023621173	210-45551.610 SUPPLIES	57.24	12724	09/22/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V0455	09/07/17	CANON SOLUTIONS AMERICA AD copies 8/7-9/6 4023666079	210-41320.442 LEASED SERVICES	34.66	12724	09/22/17
40205	08/08/17	CDW-G Surface Pros JSP0951	210-45110.340 COMPUTER EXPENSES	8500.00	12730	09/22/17
V04609	09/01/17	CENTER POINT LARGE PRINT BL books 1502818	210-45551.640 ADULT COLLECTION-PRINT &	93.48	12731	09/22/17
21210	09/18/17	CINTAS ST first aid 5008917710	210-43110.612 UNIFORMS,BOOTS,ETC	55.51	12733	09/22/17
25120	09/07/17	CLICKTIME.COM Report Update 232561	210-45110.330 OTHER PROFESSIONAL SVCS	1200.00	12734	09/22/17
04940	09/12/17	COMCAST ST tv, internet 9/19-10-1 0091811	210-43110.610 SUPPLIES	149.35	12735	09/22/17
04940	09/12/17	COMCAST ST tv, internet 9/19-10-1 0091811	210-43125.610 WINTER MAINTENANCE	29.34	12735	09/22/17
38280	08/31/17	CRYSTAL ROCK BOTTLED WATE Aug bottled water 50117144 8/1	210-41940.610 SUPPLIES	23.95	12739	09/22/17
38280	08/31/17	CRYSTAL ROCK BOTTLED WATE ST supplies 501225908/16	210-43110.610 SUPPLIES	37.65	12739	09/22/17
03280	08/29/17	ENGINEERS CONSTRUCTION IN HS/ST - paving 2017 26857	210-43120.610 PAVEMENT MAINTENANCE	1200.00	12743	09/22/17
23215	08/28/17	ESSEX EQUIPMENT INC VF CLEAN CHAIN SAW 106498860001	210-42220.570 MAINTENANCE OTHER	135.45	12747	09/22/17
23215	09/07/17	ESSEX EQUIPMENT INC ST GLOVES & GLASSES 106512370001	210-43110.612 UNIFORMS,BOOTS,ETC	105.59	12747	09/22/17
25600	08/31/17	ESSEX RESCUE, INC VF EMS SUPPLIES 386	210-42220.615 EMS SUPPLIES	221.99	12748	09/22/17
V0795	09/18/17	ESSEX TOWN OF AD 1/12 mgr contract Sept 091817D	210-41320.150 MANAGER CONTRACT	5572.08	12749	09/22/17
05395	09/11/17	FLEETMatics USA LLC ST equipent rental 1996747	210-43110.442 EQUIPMENT RENTALS	280.00	12756	09/22/17
04035	08/31/17	GOT THAT RENTAL & SALES I ST HAND TOWELS 41326	210-43110.610 SUPPLIES	286.47	12765	09/22/17
21055	08/31/17	GREEN MOUNTAIN MESSENGER, BL postage 60003	210-45551.536 POSTAGE/DELIVERY	150.00	12767	09/22/17
33495	08/30/17	INGRAM LIBRARY SERVICES I BL books 30095540	210-45551.640 ADULT COLLECTION-PRINT &	19.94	12771	09/22/17
26330	09/05/17	LAKE CHAMPLAIN CHAMBER ED VILLAGE DUES RENEWAL 64932	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	775.00	12779	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	210-43151.210 HEALTH INS & OTHER BENEFIT	28.04	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	210-43110.210 HEALTH INS & OTHER BENEFIT	179.85	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	210-45220.210 HEALTH INS & OTHER BENEFIT	52.90	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	210-45551.210 HEALTH INS & OTHER BENEFIT	317.38	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	210-41320.210 HEALTH INS & OTHER BENEFIT	158.67	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	210-45110.210 HEALTH INS & OTHER BENEFIT	158.69	12784	09/22/17

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Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17063 Current Prior Next FY Invoices For Fund (GENERAL FUND)
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
14025	09/08/17	VA life,std 9171532732	210-41970.210 HEALTH INS & OTHER BENEFIT	105.79	12784	09/22/17
14025	09/08/17	VA life,std 9171532732	210-41335.210 HEALTH INS & OTHER BENEFIT	52.90	12784	09/22/17
08645	08/23/17	LH Lincoln hall office AC 10770	210-41940.610 SUPPLIES	303.05	12786	09/22/17
08645	08/23/17	ST oil 10771	210-43110.626 GAS,GREASE AND OIL	67.92	12786	09/22/17
08645	08/30/17	ST soft soap 23494	210-43110.610 SUPPLIES	49.56	12786	09/22/17
08645	08/02/17	VF building supplies 2698956	210-42220.434 MAINT. BUILDINGS/GROUNDS	204.27	12786	09/22/17
27295	09/05/17	LH Currier planter 48347	210-41940.610 SUPPLIES	25.00	12790	09/22/17
38340	08/31/17	VF LADDER MAINTENANCE 216261	210-42220.432 VEHICLE MAINTENANCE	3638.17	12793	09/22/17
V10668	08/30/17	VF LADDER TESTING CD10831551	210-42220.432 VEHICLE MAINTENANCE	1231.80	12794	09/22/17
01780	09/07/17	Dog Park Bags 174693	210-45220.610 SUPPLIES	334.90	12795	09/22/17
24960	08/15/17	VA Sept dental 170815	210-41320.210 HEALTH INS & OTHER BENEFIT	232.40	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-41335.210 HEALTH INS & OTHER BENEFIT	77.46	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-45551.210 HEALTH INS & OTHER BENEFIT	464.78	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-41970.210 HEALTH INS & OTHER BENEFIT	154.93	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-43110.210 HEALTH INS & OTHER BENEFIT	263.37	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-43151.210 HEALTH INS & OTHER BENEFIT	41.06	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-15109.000 EXCHANGE - COBRA	-133.20	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-45110.210 HEALTH INS & OTHER BENEFIT	232.39	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	210-45220.210 HEALTH INS & OTHER BENEFIT	77.46	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	210-41335.210 HEALTH INS & OTHER BENEFIT	85.92	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	210-45551.210 HEALTH INS & OTHER BENEFIT	515.53	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	210-41970.210 HEALTH INS & OTHER BENEFIT	171.84	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	210-43110.210 HEALTH INS & OTHER BENEFIT	292.14	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	210-43151.210 HEALTH INS & OTHER BENEFIT	45.54	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	210-41320.210 HEALTH INS & OTHER BENEFIT	257.77	12800	09/22/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	09/15/17	NORTHEAST DELTA DENTAL VA Oct dental 170915	210-45220.210 HEALTH INS & OTHER BENEFI	85.92	12800	09/22/17
24960	09/15/17	NORTHEAST DELTA DENTAL VA Oct dental 170915	210-45110.210 HEALTH INS & OTHER BENEFI	257.77	12800	09/22/17
24100	09/15/17	PERMA-LINE CORP.OF NEW EN ST 30x9z Ketcham Dr 164296	210-43110.617 SIGNS AND POSTS	45.45	12802	09/22/17
25140	08/28/17	PIKE INDUSTRIES INC ST ASPHALT 942712	210-43120.610 PAVEMENT MAINTENANCE	186.00	12803	09/22/17
25140	09/01/17	PIKE INDUSTRIES INC ST asphalt 943495	210-43120.610 PAVEMENT MAINTENANCE	128.34	12803	09/22/17
25140	09/06/17	PIKE INDUSTRIES INC ST asphalt , sand 943863	210-43120.610 PAVEMENT MAINTENANCE	555.74	12803	09/22/17
25140	09/15/17	PIKE INDUSTRIES INC ST asphalt 945314	210-43120.610 PAVEMENT MAINTENANCE	1426.40	12803	09/22/17
37430	09/07/17	R R CHARLEBOIS INC ST EXHAUST 25112	210-43110.432 VEHICLE MAINTENANCE	131.06	12806	09/22/17
37430	09/11/17	R R CHARLEBOIS INC ST exhaust piglets 25112A	210-43110.432 VEHICLE MAINTENANCE	891.99	12806	09/22/17
37430	09/11/17	R R CHARLEBOIS INC ST fitting elbow 25286	210-43110.432 VEHICLE MAINTENANCE	68.10	12806	09/22/17
37430	09/12/17	R R CHARLEBOIS INC ST tail light 25352	210-43110.432 VEHICLE MAINTENANCE	20.45	12806	09/22/17
24775	09/01/17	ROBERGE & SONS MOWING INC ST MOWING 09122017D	210-43125.570 CONTRACT SERVICES	935.00	12813	09/22/17
V20401	08/26/17	SCHOLASTIC LIBRARY PUBLIS BL books 15582694	210-45551.641 JUVEN COLLECTION-PRNT & E	25.35	12820	09/22/17
V20401	08/26/17	SCHOLASTIC LIBRARY PUBLIS BL books 15584933	210-45551.641 JUVEN COLLECTION-PRNT & E	126.75	12820	09/22/17
26250	08/31/17	SCOTT'S LINE STRIPING, IN ST PAINT YELLOW LINE 17082	210-43120.444 STREET MARKINGS	1174.32	12821	09/22/17
28785	08/31/17	SHEARER CHEVROLET CO. INC ST VEHICLE MAINTENANCE 461298	210-43110.432 VEHICLE MAINTENANCE	112.35	12823	09/22/17
40840	09/01/17	SOVERNET COMMUNICATIONS () BL tech, phone access 3800715	210-45551.530 TECHNOLOGY ACCESS	39.95	12826	09/22/17
40840	09/01/17	SOVERNET COMMUNICATIONS () BL tech, phone access 3800715	210-45551.535 TELEPHONE SERVICES	93.21	12826	09/22/17
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	210-47216.000 CAPITAL IMP - INTEREST	37948.54	12833	09/22/17
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	210-47116.000 CAPITAL IMP PRINCIPAL	135135.00	12833	09/22/17
V10238	09/14/17	VT AIR TESTING SVC CD Figure 8 race CVE 397	210-15101.000 EXCHANGE - GENERAL	552.50	12841	09/22/17
V10238	09/14/17	VT AIR TESTING SVC CD Demolition derby CVE 398	210-15101.000 EXCHANGE - GENERAL	590.00	12841	09/22/17
V10238	09/14/17	VT AIR TESTING SVC CD John Mellencamp CVE 399	210-15101.000 EXCHANGE - GENERAL	590.00	12841	09/22/17
V10238	09/14/17	VT AIR TESTING SVC CD moto cross race CVE 400	210-15101.000 EXCHANGE - GENERAL	477.50	12841	09/22/17
V10238	09/14/17	VT AIR TESTING SVC CD Pentatonix CVE 401	210-15101.000 EXCHANGE - GENERAL	590.00	12841	09/22/17

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30210	09/12/17	VT LEAGUE OF CITIES & TOW ST deductible Gardner cla	210-43110.573	1000.00	12847	09/22/17
		20170979A01	ACCIDENT CLAIMS			
30210	11/08/16	VT LEAGUE OF CITIES & TOW VA q4 2017 unemp ins	210-20215.000	431.00	12849	09/22/17
		22142Q4	STATE UNEMPLOYMENT PAYABL			
07565	09/07/17	W B MASON CO INC BL supplies	210-45551.610	110.00	12853	09/22/17
		47535766	SUPPLIES			
07565	08/22/17	W B MASON CO INC Custodial Supplies	210-45220.610	189.92	12854	09/22/17
		I47016908	SUPPLIES			
07565	08/22/17	W B MASON CO INC Deep Clean	210-45220.610	147.96	12854	09/22/17
		I47024924	SUPPLIES			
07565	08/23/17	W B MASON CO INC Janitorial Supplies	210-45220.610	183.60	12854	09/22/17
		I47062866	SUPPLIES			
07565	08/23/17	W B MASON CO INC Supplies	210-45110.610	34.16	12854	09/22/17
		I47072429	SUPPLIES			
07565	08/31/17	W B MASON CO INC Supplies	210-45110.610	163.74	12854	09/22/17
		I47341659	SUPPLIES			
07565	09/08/17	W B MASON CO INC Janitorial Supplies	210-45220.610	51.68	12854	09/22/17
		I47569839	SUPPLIES			
V9941	09/07/17	BUSINESSCARD SERVICES BL July newspaper	210-45551.640	11.20	17082408	09/22/17
		080717A1	ADULT COLLECTION-PRINT &			
V9941	09/07/17	BUSINESSCARD SERVICES Gift certificate	210-45110.610	50.00	17082408	09/22/17
		081017G	SUPPLIES			
V9941	08/10/17	BUSINESSCARD SERVICES awards	210-45110.610	32.00	17082408	09/22/17
		081017M	SUPPLIES			
V9941	08/10/17	BUSINESSCARD SERVICES Gift certificate	210-45110.610	50.00	17082408	09/22/17
		081017N	SUPPLIES			
V9941	08/10/17	BUSINESSCARD SERVICES Gift certificate	210-45110.610	50.00	17082408	09/22/17
		081017O	SUPPLIES			
V9941	09/07/17	BUSINESSCARD SERVICES AD trustee supplies	210-41320.610	125.25	17082408	09/22/17
		082117T	SUPPLIES			
V9941	09/07/17	BUSINESSCARD SERVICES LH floor mats	210-41940.610	114.38	17082408	09/22/17
		082917WX	SUPPLIES			
V9941	09/07/17	BUSINESSCARD SERVICES 2 brochre holders	210-43161.000	45.98	17082408	09/22/17
		083017Z2	STREETSCAPE MAINT./IMP			
V9941	09/07/17	BUSINESSCARD SERVICES NRPA membership	210-45110.500	548.67	17082408	09/22/17
		083017Z3	TRAINING, CONF, DUES			
V9941	09/07/17	BUSINESSCARD SERVICES NRPA membership	210-45110.500	101.33	17082408	09/22/17
		083017Z5	TRAINING, CONF, DUES			
V9941	09/07/17	BUSINESSCARD SERVICES AD frame, mat for trustee	210-41320.560	17.03	17082408	09/22/17
		090317Z4	TRUSTEES EXPENDITURES			
V9941	09/07/17	BUSINESSCARD SERVICES awards	210-45110.610	20.60	17082408	09/22/17
		281017F	SUPPLIES			
V10636	09/01/17	HEALTH/EQUITY AD FSA admin village	210-41320.210	5.40	17082410	09/22/17
		170901	HEALTH INS & OTHER BENEFIT			
V9941	09/07/17	BUSINESSCARD SERVICES SC groc for salad, sandwi	225-45122.614	25.28	12722	09/22/17
		080817B	PROGRAM EXPENSES			
V9941	09/07/17	BUSINESSCARD SERVICES SC water pitchers	225-45122.614	34.93	12722	09/22/17
		082917Z	PROGRAM EXPENSES			
V9941	09/07/17	BUSINESSCARD SERVICES SC water pitchers	225-45122.812	9.98	12722	09/22/17
		082917Z	MEAL SITE EXPENSES			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	09/07/17	BUSINESSCARD SERVICES SC card, decorations 082917Z1	225-45122.614 PROGRAM EXPENSES	55.88	17082408	09/22/17
25190	09/05/17	A C MOORE ARTS & CRAFTS A Art Supplies 247428	226-45120.610 SUPPLIES	57.89	12695	09/22/17
01005	08/31/17	ACME PAINT AND GLASS CO Bus Glass Repair 21054	226-45122.330 OTHER PROFESSIONAL SVCS	224.26	12699	09/22/17
V1655	09/01/17	BLUE CROSS BLUE SHIELD OF VA Oct health ins 53710001185	226-45121.210 HEALTH INS & OTHER BENEFI	4356.41	12711	09/22/17
V1655	09/01/17	BLUE CROSS BLUE SHIELD OF VA Oct health ins 53710001185	226-45120.210 HEALTH INS & OTHER BENEFI	3267.31	12711	09/22/17
V1655	09/01/17	BLUE CROSS BLUE SHIELD OF VA Oct health ins 53710001185	226-45110.210 HEALTH INS & OTHER BENEFI	1089.09	12711	09/22/17
10510	07/14/17	BLUE TARP FINANCIAL INC Hardware for Pool Fix 716375	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2.62	12712	09/22/17
10510	07/24/17	BLUE TARP FINANCIAL INC Repairs 716449	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	19.37	12712	09/22/17
10510	07/25/17	BLUE TARP FINANCIAL INC Pool Fixture Repair 716461	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2.36	12712	09/22/17
10510	09/20/17	BLUE TARP FINANCIAL INC CMS Supplies 716649	226-45122.610 Supplies	23.48	12712	09/22/17
V9941	08/10/17	BUSINESSCARD SERVICES Gift cards 081017E	226-45122.610 Supplies	237.78	12722	09/22/17
27590	08/31/17	CATAMOUNT COLOR (OFFSET H Fall Brochure 055146	226-45110.550 PRINTING & ADVERTISING	2525.00	12728	09/22/17
27590	08/31/17	CATAMOUNT COLOR (OFFSET H Fall Brochure 855146	226-45110.550 PRINTING & ADVERTISING	230.00	12728	09/22/17
40205	08/08/17	CDW-G Surface Pros JSP0951	226-45110.340 COMPUTER EXPENSES	6654.72	12730	09/22/17
40205	08/14/17	CDW-G Surface Pro Accessories JTP9415	226-45110.340 COMPUTER EXPENSES	250.86	12730	09/22/17
40205	08/15/17	CDW-G Surface Pro Accessories JVD3186	226-45110.340 COMPUTER EXPENSES	274.60	12730	09/22/17
04940	08/16/17	COMCAST Cable Internet 082317D	226-45121.530 COMMUNICATIONS	203.32	12736	09/22/17
04940	08/23/17	COMCAST Cable Internet 082317D1	226-45110.530 COMMUNICATIONS	598.20	12737	09/22/17
40150	09/08/17	ESSEX ALLIANCE CHURCH Thanksgiving Luncheon 536524	226-45115.330 OTHER PROFESSIONAL SVCS	400.00	12744	09/22/17
25850	08/02/17	GREEN MOUNTAIN DERBY DAME Roller Derby Prog 225	226-45115.330 OTHER PROFESSIONAL SVCS	1024.00	12766	09/22/17
25850	08/02/17	GREEN MOUNTAIN DERBY DAME Roller Derby Prog 226	226-45115.330 OTHER PROFESSIONAL SVCS	668.00	12766	09/22/17
35460	08/09/17	KEVIN SMITH'S SPORTS CONN EJLL Uniforms 122778	226-45115.610 SUPPLIES	533.00	12777	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	226-45110.210 HEALTH INS & OTHER BENEFI	52.90	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	226-45121.210 HEALTH INS & OTHER BENEFI	211.59	12784	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	226-45120.210 HEALTH INS & OTHER BENEFI	158.69	12784	09/22/17

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25625	08/30/17	Hiawatha Bus 25625	226-45120.610 SUPPLIES	56.88	12785	09/22/17
25625	07/28/17	Shed 914830	226-45121.610 SUPPLIES	633.10	12785	09/22/17
25455	09/08/17	VAEYC Conf Rooms 090817D	226-45121.500 TRAINING, CONF, DUES	321.40	12787	09/22/17
24960	08/15/17	VA Sept dental 170815	226-45120.210 HEALTH INS & OTHER BENEFI	232.39	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	226-45110.210 HEALTH INS & OTHER BENEFI	77.46	12800	09/22/17
24960	08/15/17	VA Sept dental 170815	226-45121.210 HEALTH INS & OTHER BENEFI	309.85	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	226-45121.210 HEALTH INS & OTHER BENEFI	343.69	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	226-45120.210 HEALTH INS & OTHER BENEFI	257.77	12800	09/22/17
24960	09/15/17	VA Oct dental 170915	226-45110.210 HEALTH INS & OTHER BENEFI	85.92	12800	09/22/17
25835	09/11/17	Yoga Prog 091117D	226-45115.330 OTHER PROFESSIONAL SVCS	56.00	12804	09/22/17
25835	09/18/17	Yoga Prog 091817D	226-45115.330 OTHER PROFESSIONAL SVCS	49.00	12804	09/22/17
24830	08/14/17	Concessions 700124	226-45125.610 SUPPLIES	411.95	12809	09/22/17
24830	08/29/17	Hiawatha VK Snack 706963	226-45120.610 SUPPLIES	112.09	12809	09/22/17
24830	08/29/17	Summit VK Snack 708980	226-45120.610 SUPPLIES	178.87	12809	09/22/17
24830	08/29/17	Snack 710897	226-45120.610 SUPPLIES	105.18	12809	09/22/17
24830	09/05/17	VK Snack 711742	226-45120.610 SUPPLIES	337.43	12809	09/22/17
24830	09/11/17	Fleming VK Snack 715288	226-45121.610 SUPPLIES	114.63	12809	09/22/17
24830	09/11/17	VK Summit Snack 716056	226-45120.610 SUPPLIES	229.54	12809	09/22/17
24830	09/11/17	MSP VK Snack 716216	226-45120.610 SUPPLIES	179.40	12809	09/22/17
V1976	09/13/17	Creemees 091317D	226-45122.610 Supplies	238.50	12814	09/22/17
41180	08/30/17	Supplies 9837596	226-45120.610 SUPPLIES	61.68	12818	09/22/17
03900	08/30/17	Rec Soccer Shirts 15772	226-45115.610 SUPPLIES	300.00	12827	09/22/17
25845	08/15/17	Diving Training 081517D	226-45124.330 OTHER PROFESSIONAL SVCS	300.00	12831	09/22/17
25840	08/14/17	Reach Field Trip 2830	226-45122.580 TRAVEL	462.00	12835	09/22/17
25315	09/06/17	Open House Food 090617D	226-45121.610 SUPPLIES	242.00	12839	09/22/17

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Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23015	09/08/17	Meals Tax Concessions	226-34725.000	565.02	12845	09/22/17
		090817D	CONCESSION SALES			
25855	09/11/17	VAEYC Conf - PS Staff	226-45121.500	728.00	12846	09/22/17
		668483133	TRAINING, CONF, DUES			
38200	09/07/17	VRPA Conf - Kirsten	226-45110.500	170.00	12851	09/22/17
		00148	TRAINING, CONF, DUES			
38200	08/08/17	VRPA Conf - Pat	226-45110.500	170.00	12851	09/22/17
		00183	TRAINING, CONF, DUES			
38200	09/08/17	VRPA Conf - Brad	226-45110.500	170.00	12851	09/22/17
		00184	TRAINING, CONF, DUES			
38200	09/08/17	VRPA Ticket Closeout	226-34780.000	4753.00	12852	09/22/17
		090817D	ADULT PROGRAMS			
07565	08/23/17	Supplies	226-45120.610	6.49	12854	09/22/17
		I47072429	SUPPLIES			
07565	08/23/17	Supplies	226-45121.610	47.28	12854	09/22/17
		I47072429	SUPPLIES			
V9941	08/10/17	End of summer celebration	226-45124.610	500.00	17082408	09/22/17
		08017P2	SUPPLIES			
V9941	08/10/17	Gift certificate	226-45122.610	25.00	17082408	09/22/17
		081017	Supplies			
V9941	09/07/17	Gift certificate	226-45122.610	100.00	17082408	09/22/17
		081017H	Supplies			
V9941	08/10/17	Gift certificate	226-45122.610	25.00	17082408	09/22/17
		081017J	Supplies			
V9941	08/10/17	Gift certificate	226-45122.610	25.00	17082408	09/22/17
		081017K	Supplies			
V9941	08/10/17	End of sumer celebration	226-45115.610	346.22	17082408	09/22/17
		081017P1	SUPPLIES			
V9941	09/07/17	Get Air refund	226-45122.580	-54.00	17082408	09/22/17
		081117I	TRAVEL			
V9941	08/10/17	Get Air	226-45122.580	1551.00	17082408	09/22/17
		081117Q	TRAVEL			
V9941	09/07/17	eclipse glasses	226-45122.610	675.41	17082408	09/22/17
		081717S	Supplies			
V9941	09/07/17	Gift cards	226-45122.610	87.22	17082408	09/22/17
		81017E	Supplies			
V1655	09/01/17	VA Oct health ins	254-43200.210	1633.65	12711	09/22/17
		53710001185	HEALTH INS & OTHER BENEFIT			
23435	08/31/17	VW Aug water usage	254-43200.411	35501.86	12732	09/22/17
		083117D	CWD WATER PURCHASE			
23435	08/31/17	VW Aug water usage	254-43200.412	845.28	12732	09/22/17
		083117D	STATE WATER TAX			
23435	08/31/17	VW Aug water usage	254-43210.411	210667.80	12732	09/22/17
		083117D	CWD WATER PURC - GF			
23435	08/31/17	VW Aug water usage	254-43210.412	5015.90	12732	09/22/17
		083117D	STATE WATER TAX - GF			
38955	09/14/17	VW Pressure gauge	254-43200.610	15.77	12750	09/22/17
		56087337	SUPPLIES			
18000	08/31/17	VW VALVE BOXES	254-43200.610	309.97	12751	09/22/17
		0775605	SUPPLIES			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
18000	08/31/17	FERGUSON WATERWORKS #590 VW HOLE CVR 0775626	254-43200.610 SUPPLIES	35.95	12751	09/22/17
V9454	09/07/17	LENNY'S SHOE & APP VW UNIFORMS 3145717	254-43200.612 UNIFORMS,BOOTS,ETC	312.89	12782	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	254-43200.210 HEALTH INS & OTHER BENEFI	79.34	12784	09/22/17
24960	08/15/17	NORTHEAST DELTA DENTAL VA Sept dental 170815	254-43200.210 HEALTH INS & OTHER BENEFI	116.19	12800	09/22/17
24960	09/15/17	NORTHEAST DELTA DENTAL VA Oct dental 170915	254-43200.210 HEALTH INS & OTHER BENEFI	128.88	12800	09/22/17
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	254-43330.005 SERIES 3 BOND INTEREST	8386.67	12833	09/22/17
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	254-22501.000 SERIES 3 BOND	29865.00	12833	09/22/17
00710	08/30/17	UPS STORE VW LINE LOCATOR-RETURN 083017D	254-43200.536 POSTAGE	56.15	12836	09/22/17
V1655	09/01/17	BLUE CROSS BLUE SHIELD OF VA Oct health ins 53710001185	255-43200.210 HEALTH INS & OTHER BENEFI	6719.76	12711	09/22/17
10510	08/28/17	BLUE TARP FINANCIAL INC WW FOAM SPRAYER BLEACH 716744	255-43200.570 MAINTENANCE OTHER	28.78	12713	09/22/17
11375	09/01/17	CASELLA WASTE MANAGEMENT WW September 2690801	255-43200.565 GRIT DISPOSAL	918.66	12726	09/22/17
38955	09/11/17	F W WEBB COMPANY WW assorted fittings stoc 56031741	255-43200.570 MAINTENANCE OTHER	219.81	12750	09/22/17
23980	09/12/17	INTERSTATE ALL BATTERY CE WW admion fiber switch up 190320100909	255-43200.570 MAINTENANCE OTHER	31.50	12772	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	255-43200.210 HEALTH INS & OTHER BENEFI	326.37	12784	09/22/17
08645	08/21/17	LOWES BUSINESS ACCT/SYNCE WW floor care 06292	255-43200.570 MAINTENANCE OTHER	77.46	12786	09/22/17
08645	08/10/17	LOWES BUSINESS ACCT/SYNCE WW tools, grill etc 09765	255-43200.570 MAINTENANCE OTHER	536.59	12786	09/22/17
08645	08/23/17	LOWES BUSINESS ACCT/SYNCE WW SUPPLIES POLE 10817	255-43200.570 MAINTENANCE OTHER	109.70	12786	09/22/17
V1585	09/14/17	NEW ENG WATER ENVIRONMNT WW NEBRA conf reg 091417D	255-43200.500 TRAINING, CONFERENCES, DU	350.00	12796	09/22/17
24960	08/15/17	NORTHEAST DELTA DENTAL VA Sept dental 170815	255-43200.210 HEALTH INS & OTHER BENEFI	477.95	12800	09/22/17
24960	09/15/17	NORTHEAST DELTA DENTAL VA Oct dental 170915	255-43200.210 HEALTH INS & OTHER BENEFI	530.14	12800	09/22/17
24925	09/11/17	RAIL CITY INFORMATION SYS WW/SA VPN network svcs 17849	255-43200.570 MAINTENANCE OTHER	287.50	12808	09/22/17
V2124	08/28/17	STAPLES ADVANTAGE WW stamp 3352197231	255-43200.610 SUPPLIES	11.29	12828	09/22/17
V2124	08/28/17	STAPLES ADVANTAGE WW paper 3352197234	255-43200.610 SUPPLIES	29.99	12828	09/22/17
V2159	08/15/17	SURPASS CHEMICAL CO INC WW bulk sod hypochloride 313350	255-43200.619 CHEMICALS	4062.67	12830	09/22/17
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	255-43330.001 RZEDB Interest	1231.00	12833	09/22/17

09/22/17
02:15 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17063 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 09/22/17 To 09/22/17 & Fund 2

Page 12 of 12
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	255-22501.001 RECVRY ZONE ECON DEV BOND	60000.00	12833	09/22/17
12890	09/15/17	U S BANK Nov 17 bond payment 091517D	255-43330.001 RZEDB Interest	22208.58	12833	09/22/17
02970	09/08/17	USA BLUE BOOK INC WW clamps, repair kits 362219	255-43200.570 MAINTENANCE OTHER	6.18	12837	09/22/17
02970	09/08/17	USA BLUE BOOK INC WW clamps, freight 362547	255-43200.570 MAINTENANCE OTHER	146.65	12837	09/22/17
V1655	09/01/17	BLUE CROSS BLUE SHIELD OF VA Oct health ins 53710001185	256-43200.210 HEALTH INS & OTHER BENEFI	2613.85	12711	09/22/17
V9454	09/10/17	LENNY'S SHOE & APP SN UNIFORMS 2054959	256-43200.612 UNIFORMS,BOOTS,ETC	240.00	12782	09/22/17
14025	09/08/17	LINCOLN NATIONAL LIFE INS VA life,std 9171532732	256-43200.210 HEALTH INS & OTHER BENEFI	126.95	12784	09/22/17
24960	08/15/17	NORTHEAST DELTA DENTAL VA Sept dental 170815	256-43200.210 HEALTH INS & OTHER BENEFI	185.91	12800	09/22/17
24960	09/15/17	NORTHEAST DELTA DENTAL VA Oct dental 170915	256-43200.210 HEALTH INS & OTHER BENEFI	206.21	12800	09/22/17
24925	09/11/17	RAIL CITY INFORMATION SYS WW/SA VPN network svcs 17849	256-43200.434 PUMP STATION MAINTENANCE	400.00	12808	09/22/17
11555	09/13/17	RUSSELL RESOURCES INC WW compressor rebuild kit 173053	256-43200.434 PUMP STATION MAINTENANCE	277.42	12816	09/22/17
02970	09/08/17	USA BLUE BOOK INC SA air release Susie/West 362218	256-43220.001 SUSIE WILSON PS COSTS	495.93	12837	09/22/17
02970	09/08/17	USA BLUE BOOK INC SA air release Susie/West 362218	256-43220.002 WEST ST PS COSTS	495.93	12837	09/22/17
V9941	09/07/17	BUSINESSCARD SERVICES SA fan shroud replacement 080917CD	256-43200.434 PUMP STATION MAINTENANCE	1061.00	17082408	09/22/17

Report Total

676295.14

...

Patty Benoit

Subject: FW: Essex Homecoming Request 2017

Dear Village Trustees,

This request pertains to the upcoming Essex High School Homecoming. It has been an annual tradition that we include a short fireworks display prior to kick-off of our Football Game and more recently a post game bonfire.

This year's date for homecoming is Friday October 6th with a 7 pm start time.

I am requesting two waivers in order to hold these two events. 1) Waiver of the Noise Ordinance for the fireworks at approximate 7:03 pm on 10/6/17 for approximately 3 minutes 2) Waiver for the no burn ordinance to hold the bonfire from approximately 9 pm to 10:30 pm at 2 Educational Drive Essex Jct.

I will be sending the permit for the fireworks from Northstar when it arrives. They anticipate in the next day or two.

I have communicated with EJFD (John Rowell) about the date of Homecoming and in the past he has coordinated having a crew on site for the bonfire.

Thank you for your consideration.

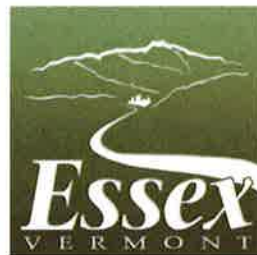
Best,

Jeff

--
Jefferson Goodrich, CAA
Academic Dean of Student Activities
Essex High School
2 Educational Drive
Essex Junction, VT 05452
(802) 857-7012

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Resolution in Recognition of the 2017 Essex Junction Little League Team

WHEREAS, Little League is a valuable opportunity for children to experience athleticism, competition, teamwork and sportsmanship; and,

WHEREAS, the 2017 Essex Junction Little League All Star Team was extremely successful; and,

WHEREAS, the dominance of post season play exhibited by the Essex Junction Little League led to a 4-0 record in the district pool games as well as a subsequent seven game winning streak culminating in the Vermont District III title; and,

WHEREAS, the Essex Junction Little League concluded the Vermont State Tournament with three victories by a combined score of 31-0; and,

WHEREAS, the Essex Junction Little League was crowned Vermont Little League Champions; and,

WHEREAS, the Essex Junction Little League represented Vermont in the New England Regional Little League Tournament annually held in Bristol, CT; and,

WHEREAS, our Little League athletic ambassadors from Vermont competed admirably in the Regional Tournament, showing their skill, teamwork and sportsmanship that led them to their 2017 successful season; now, therefore be it


RESOLVED, that the Village of Essex Junction and the Town of Essex hereby extend our heartfelt appreciation and recognition to the players, coaches, sponsors, parents and all the volunteers who helped make the 2017 Little League season a championship one in so many ways; and,

BE IT FURTHER RESOLVED that the Essex Junction Little League Team is recognized for its stellar performance throughout the Vermont State and New England Regional Tournaments.

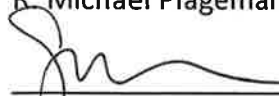
Dated this 24th day of August 2017.

Town of Essex Selectboard

Max G. Levy, Chair



R. Michael Plageman, Vice Chair



Susan E. Cook, Clerk



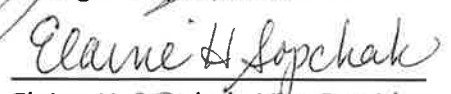
Irene A. Wrenner



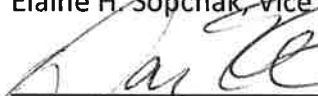
Andrew J. Watts

Village of Essex Junction Trustees


George A. Tyler, President




Elaine H. Sopchak, Vice President



Daniel S. Kerin, Trustee



Lori A. Houghton, Trustee



Andrew P. Brown, Trustee

Survey: Essex / Essex Junction Selectman / Trustee Survey

Report: Default Report

Survey Status		Respondent Statistics		Points Summary
Status:	Live	Total Responses:	10	No Points Questions used in this survey.
Deploy Date:	09/06/2017	Completes:	6	
Closed Date:		Partials:	4	

1.

Which of the following best describes you?

	Responses	Percent
I am a Town Selectman:	4	40%
I am a Village Trustee:	6	60%
Total Responded to this question:		100%
Total who skipped this question:		0%
Total:		100%

2.

Please review the following list and rank order the level of importance of each in the context of the contribution to success of the next Unified Manager:

#1 being the most important # 10 being least important. Since you are rank ordering, please take care to use every number from 1 to 10 and use each number only once.

	1	2	3	4	5	6	7	8	9	10	Total
Previous Experience in Local Government Management:	2(20%)	1(10%)	2(20%)	1(10%)	1(10%)	0(0%)	0(0%)	3(30%)	0(0%)	0(0%)	10
Budgeting & Financial Management Skills:	0(0%)	1(10%)	0(0%)	0(0%)	2(20%)	1(10%)	5(50%)	1(10%)	0(0%)	0(0%)	10
Communication & Interpersonal Skills:	3(30%)	5(50%)	1(10%)	0(0%)	0(0%)	1(10%)	0(0%)	0(0%)	0(0%)	0(0%)	10
Organizational & Management Skills:	3(30%)	1(10%)	1(10%)	2(20%)	2(20%)	0(0%)	1(10%)	0(0%)	0(0%)	0(0%)	10
Demonstrated Success with	1(10%)	0(0%)	3(30%)	1(10%)	0(0%)	1(10%)	0(0%)	2(20%)	2(20%)	0(0%)	10

Community/Economic Development:	%)	%)	%)	%)	%)	%)	%)	%)	%)	%)	
Experience in Planning & Land Use Management:	0(0 %)	0(0 %)	0(0 %)	0(0 %)	0(0 %)	2(20 %)	0(0 %)	1(10 %)	2(20 %)	5(50 %)	10
Experience in Labor Relations/Human Resources Management:	0(0 %)	2(20 %)	0(0 %)	1(10 %)	3(30 %)	0(0 %)	2(20 %)	0(0 %)	2(20 %)	0(0 %)	10
Demonstrated Leadership & Strategic Planning Skills:	0(0 %)	0(0 %)	3(30 %)	4(40 %)	0(0 %)	3(30 %)	0(0 %)	0(0 %)	0(0 %)	0(0 %)	10
Experience & Understanding Dealing with Diversity:	1(10 %)	0(0 %)	0(0 %)	1(10 %)	0(0 %)	0(0 %)	2(20 %)	0(0 %)	1(10 %)	5(50 %)	10
Skilled as a Facilitator/Collaborator:	0(0 %)	0(0 %)	0(0 %)	0(0 %)	2(20 %)	2(20 %)	0(0 %)	3(30 %)	3(30 %)	0(0 %)	10


Total Responded to this question: 10 100%

Total who skipped this question: 0 0%

Total: 10 100%

3.

The Town Selectmen and the Village Trustees will need to have a set of clear, measurable goals to serve as a basis for establishing and maintaining a strong, positive working relationship with the next Unified Manager. Please tell us about the needs of the community and provide your ideas and thoughts about the items & issues that are most important to include on the list of goals for the coming year.

	Responses	Percent
Responses: 	10	100%
Total Responded to this question:	10	100%
Total who skipped this question:	0	0%
Total:	10	100%

3.

The Town Selectmen and the Village Trustees will need to have a set of clear, measurable goals to serve as a basis for establishing and maintaining a strong, positive working relationship with the next Unified Manager. Please tell us about the needs of the community and provide your ideas and thoughts about the items & issues that are most important to include on the list of goals for the coming year.

Response	Response Text
1	a look at the Selectboard Goals, Objectives, and Radar List of work items which is included with each Selectboard meeting Agenda will provide perfect insight into the current needs and goals of the Town of Essex. From this document I would say the items & issues which are most important are (in random order): Consolidation of services (including Planning), improved Community Engagement, Diversity the Tax base, attract a Younger population, address Firearm Discharge safety issues, Regional Dispatch plans, lack of Affordable Housing, Energy project siting.
2	We must continue pursuing consolidation. The existing plans to consolidate public works and begin

consolidating the planning departments are next. But before we can make progress there, we must first take a very hard look at governance. Once we are done choosing a new manager and we get through annual meeting, we must start talking about consolidating governance. There are steps in consolidating public works and planning that may put the village or the town at a disadvantage if the two boards remain separate. It would be far easier to consolidate the remaining departments if there were only one governing board. I would like to see both boards plan to spend the entire spring and summer discussing consolidation, with a goal of possibly entering a charter revision process in fall 2018. This should be a discussion at the board level, and not a focus group or committee of residents. We must make sure we include the residents in the process, but it must be primarily driven by the boards. The other necessary initiative we must undertake together is improving our economic development efforts. A lot of this would come under consolidating the planning departments, but we can accomplish some success before doing that. I would like both boards to explore revising the charge of the Essex Economic Development Committee so that we can improve economic development in both communities. Next summer we will have the crescent connector going in, we are not connecting with our businesses enough, and there must be some kind of significant focus on the village center before both governments combine.

3 Needs: Reduced cost of housing, increase housing stock affordable to the average Vermonter instead of pricing many families out of Essex. Increased Village downtown development and development within the Town center. Municipal staff with clear and measurable goals that are shared publically. Merged Village and Town government.

4 With what is happening in the national news and closer to home, I believe Essex needs to consider the needs and reactions that might come with increasing diversity. I do not want to wait until we have a very public graffiti event or a mistake in handling a diversity concern. I believe the Town and Village should consider what actions and policies might be appropriate to be prepared for possible demographic changes in our population. This includes our aging population. Aging in place studies have been done before but I do not believe they have addressed the whole picture. I would like to see the Town/Village partner with Aging Well or another appropriate organization to complete a comprehensive study of what municipal services could be modified to address the specific needs related to aging. Similarly, a partnership or at least a conversation should be had with the Refugee Resettlement Program or another organization to understand changes in diversity. On a possibly related topic, the Town has not completed an Affordable Housing survey in a very long time. This would tie into multiple needs and should be put higher on the Town's priority list.

5 Essex/Essex Junction have many important issues that will need to be addressed by the new municipal manager. A few of the most important issues the new manager will be facing are improving economic development, continuing to move the Town/Village consolidation process forward, and improving the aging infrastructure in our community. I realize the new manager will be busy over the first year settling into the new job. Therefore, I don't have too many expectations of the new manager in the first year. However, I expect the new manager to immediately work on establishing relationships with the developers, business leaders and community leaders in Essex. The new manager will also need to establish relationships with the state and local government representatives in the area. I expect the new manager to become familiar with the Essex and Essex Junction Comprehensive Plan. They should be prepared to present ideas to the boards on how to accomplish goals set out in these plans as well as any ideas for changes or improvements to the respective plans. The manager needs to know the current status of the community consolidation efforts and the past failed attempts to consolidate the communities. I will expect the manager to give the trustees and selectmen suggestions on a path forward with consolidation of the municipal departments and ultimately the issue of governance.

6 (1) We need to ensure clear communications and engagement. There are two levels for this goal. The first is communications between the volunteer committees and the boards. The second is between the boards and the residents. (2) The board or boards need to have a clear set of goals and objectives for the new unified manager in order to evaluate his/her performance. We do not have the luxury of a 25+ years experience unified manager for Essex. (3) Finalize a RFQ for facilitator for firearms and conduct public forums relative to the use and boundaries for firearm use (4) Determine Essex governance and voting with the necessary charter changes.

7 Community Needs: Economic and community development Stabilization of the tax rate Annual budgets that don't grow faster than the cost of living Consolidation of municipal departments Consolidation of the municipal governing boards Expectations of the new manager in the first year: Established working relationships with community leaders, developers, and government officials at the local and state level. Familiarity with the Town and Village Comprehensive Plans Suggestions and/or recommendations on how to move the community forward in the direction laid out in the Comprehensive Plans.

8 While we have slowly and successfully worked to consolidate services, we still have a difficult path ahead. We have yet to discuss governance at the board level, the Town would still need to take on higher tax increases that I don't believe they will accept and the two communities culturally are still quite different. We may stop here and continue with the structure we have (the unified manager being the most successful



component), but hopefully our next manager will help us pave the path for continued success.

9 **1. (Move Consolidation Forward) We need someone who can help us move the shared services/consolidation process to a satisfactory conclusion. 2. (Integrate Community Planning) We need someone who can help us integrate the trustees' goal of redeveloping the Village center and the selectboards' community development goals into a single, coherent plan. 3. (Maintain Quality of Municipal Services) As the community faces a changing economic and political environment, we need someone who can ensure that the town and village municipal services are not compromised. A particular challenge will be negotiating with the three different unions/associations we have.**

10 **-Reinforce the community's moral compass: please bring a mature sense of self, a ton of integrity, and an unwavering faith in something larger than yourself. Essex needs you to seek out and listen to sages rather than self-promoters, including any scantily-clad Emperors. Please model behavior that encourages all residents to channel our better angels. - Follow the organization chart: Voters, then governing board, then manager (then dept heads, etc.). This fundamental order has been reversed in recent years to the detriment of all. - Welcome and encourage annual performance reviews by board members, facilitated by an HR consultant for the first few years to ensure we get off to a good start. Thus far SB leaders have ignored pleas from peers to conduct such reviews over time. - Stay mum on political issues, instead of working the crowd, putting your foot on the scale, spinning and spreading stories to suit your aims. - Be transparent and mindful of the importance of providing all decision-makers the info they need: Don't tell some, while keeping secrets from others. Also, do not share confidential information that will benefit you and/or harm others. - Purchase or rent a living space in another Town.**

4.

In your view, the three most important areas of focus for the new Unified Manager are:

	Responses	Percent
1): 	10	100%
2): 	10	100%
3): 	10	100%
Total Responded to this question:	10	100%
Total who skipped this question:	0	0%
Total:	10	100%

4.

In your view, the three most important areas of focus for the new Unified Manager are:

Response	1)
1	transparent and effective communication
2	Village/Town consolidation
3	Merger
4	Improve Town/Village efficiencies
5	Economic Development
6	continuing the consolidation of services between Town and Village
7	Economic and community development

- 8 **Governance Structure and next steps**
- 9 **work collaboratively with two elected boards on consolidation.**
- 10 **To welcome critical thinking, including tough questions, and encourage brainstorming.**
Response 2)
- 1 **being a unifying force within the Town (inside & outside of the Village)**
- 2 **Economic development**
- 3 **Streamline municipal departments and staff**
- 4 **Integrate Town/Village staff**
- 5 **Community consolidation**
- 6 **strong management of Town and Village budgets**
- 7 **Consolidation of municipal departments and government boards**
- 8 **Managing the Village's growth**
- 9 **Provide strong but humanistic leadership for employees**
- 10 **To manage -- not massage -- the municipality (ies). We need someone to manage operations here, not play politician.**
Response 3)
- 1 **ensuring the right work is getting done at the right time by the municipal staff**
- 2 **Organizational management**
- 3 **Economic and Community development**
- 4 **Improve communications with public**
- 5 **Improving our community infrastructure**
- 6 **assessment of mid level staff readiness to replace the loss of institutional knowledge brought on by retirements**
- 7 **Infrastructure maintenance and improvements of sewer & water lines, roadways, sidewalks and bike lanes**
- 8 **Community engagement**
- 9 **Develop good relations with managers in neighboring communities and with appropriate regional and state agencies**
- 10 **To respect confidences, personal boundaries, personnel policies, the law, for a start.**

5.

In your view what is the single most important issue facing the combined Essex / Essex Junction community in the immediate future?

	Responses	Percent
Responses: 	10	100%
Total Responded to this question:	10	100%
Total who skipped this question:	0	0%

Total: 10 100%

5.

In your view what is the single most important issue facing the combined Essex / Essex Junction community in the immediate future?

Response	Response Text
1	coming together as one
2	Consolidation
3	An economic or political disaster such as Global Foundries leaving or a repeat of the recreation mess
4	Preception that public has little/no ability to provide input to changes.
5	Economic Development
6	determining the path for future consolidation of services
7	Economic and community development
8	Where to go from here
9	Maintaining collaborative spirit between the two boards
10	The unequal representation of residents, depending on where they live. The Selectboard has difficulty serving both areas of town, as has the UM to date. (As in: No man can serve two masters.) Half of the SB's constituents (residents living Outside the Village) have no one championing their causes. Village residents want Tax Equity. OTV residents need a path to Representative equity.

6.

In your view what is the single most important issue facing the Town in the immediate future? (To be answered by Selectmen & Trustees)

	Responses	Percent
Responses:	10	100%
Total Responded to this question:	10	100%
Total who skipped this question:	0	0%
Total:	10	100%


6.

In your view what is the single most important issue facing the Town in the immediate future? (To be answered by Selectmen & Trustees)

Response	Response Text
1	safety related to firearm discharge
2	Consolidation

- 3 Working with the community to get a redevelopment within the current outlets
- 4 Relationship between Town and Village
- 5 Economic Development
- 6 determining the path for future consolidation of services
- 7 Economic and community development
- 8 Determining what they really want in a merged community
- 9 Recognizing that the Village center is an important economic development asset for the entire Essex community.
- 10 The potential approval of too-tall buildings that contain superfluous retail space and housing that is neither in net-zero energy use, nor affordable to the average Vermonter.

7. In your view what is the single most important issue facing the Village in the immediate future? (To be answered by Trustees & Selectmen)

	Responses	Percent
Responses: 	9	100%
Total Responded to this question:	9	90%
Total who skipped this question:	1	10%
Total:	10	100%

7. In your view what is the single most important issue facing the Village in the immediate future? (To be answered by Trustees & Selectmen)

- | Response | Response Text |
|----------|---|
| 1 | diversification of the tax base |
| 2 | Consolidation |
| 3 | Public perception of planning and development |
| 4 | Economic Development |
| 5 | determining the path for future consolidation of services |
| 6 | Economic and community development |
| 7 | The Village is posed for redevelopment which some community members agree with and others don't. We need to manage the development and the community appropriately. |
| 8 | Becoming more engaged in Town political and economic development issues. |
| 9 | Traffic and parking issues, and a claustrophobic feel to the downtown, due to tall buildings out of scale with surroundings. |

8.

In your view what Village department or operating unit needs focus and attention early in the new Manager's tenure? (To be answered by Trustees & Selectmen)

	Responses	Percent
Responses: 	9	100%
Total Responded to this question:	9	90%
Total who skipped this question:	1	10%
Total:	10	100%

8.

In your view what Village department or operating unit needs focus and attention early in the new Manager's tenure? (To be answered by Trustees & Selectmen)

Response	Response Text
1	Recreation & Parks
2	Planning & development
3	Recreation and Parks.
4	Planning and Development
5	Resolution of Public Works MOU due by 1 July 2018
6	Planning and Development
7	Planning and community development
8	Community Development
9	Budget of Village Rec Dept needs greater scrutiny.

9.

In your view what Town department or operating unit needs focus and attention early in the new Manager's tenure? (To be answered by Selectmen & Trustees)

	Responses	Percent
Responses: 	9	100%
Total Responded to this question:	9	90%
Total who skipped this question:	1	10%
Total:	10	100%

9.

In your view what Town department or operating unit needs focus and attention early in the new Manager's tenure? (To be answered by Selectmen & Trustees)

Response	Response Text
1	Planning
2	Planning & development
3	Public communications need to be improved. It's not clear to me which department should own that responsibility.
4	Public Works
5	Resolution of Public Works MOU due by 1 July 2018
6	Public Works
7	I don't know
8	Planning & Community Development
9	Staff levels too low to meet needs, putting our seniors, our natural resources, and our existing staff at risk.

10. Based upon your experience and / or observations please share you perceptions of following municipal activities or services:

	Above Average	Average	Below Average	No Opinion	Total
Tax Assessing:	1(11.11%)	7(77.78%)	0(0%)	1(11.11%)	9
Code Enforcement / Building Inspection:	0(0%)	1(11.11%)	6(66.67%)	2(22.22%)	9
Emergency Preparedness:	1(11.11%)	8(88.89%)	0(0%)	0(0%)	9
Fire Department:	7(77.78%)	2(22.22%)	0(0%)	0(0%)	9
Public Works:	9(100%)	0(0%)	0(0%)	0(0%)	9
Recreation Facilities:	7(77.78%)	2(22.22%)	0(0%)	0(0%)	9
Town / Village Clerk:	5(55.56%)	3(33.33%)	0(0%)	1(11.11%)	9
Financial Management & Budgeting:	6(66.67%)	3(33.33%)	0(0%)	0(0%)	9
Municipal Sewer Services:	7(77.78%)	1(11.11%)	0(0%)	1(11.11%)	9
Police Services:	6(66.67%)	3(33.33%)	0(0%)	0(0%)	9
Animal Control:	0(0%)	6(66.67%)	1(11.11%)	2(22.22%)	9
Planning / Zoning / Land Use Activities:	0(0%)	8(88.89%)	1(11.11%)	0(0%)	9
Customer Service orientation of public employees:	1(11.11%)	7(77.78%)	1(11.11%)	0(0%)	9
Internal IT Support Services:	0(0%)	8(88.89%)	0(0%)	1(11.11%)	9
External IT - web site - e-commerce etc.:	2(22.22%)	1(11.11%)	6(66.67%)	0(0%)	9
Facilities and Grounds Maintenance:	2(22.22%)	7(77.78%)	0(0%)	0(0%)	9
Recreation Programming:	5(55.56%)	3(33.33%)	1(11.11%)	0(0%)	9

Senior Citizen Services:	6(66.67%)	1(11.11%)	2(22.22%)	0(0%)	9
Personnel Management & Administration:	2(22.22%)	6(66.67%)	1(11.11%)	0(0%)	9
Internal Communication:	0(0%)	7(77.78%)	2(22.22%)	0(0%)	9
External Communication / Community Relations:	2(22.22%)	1(11.11%)	6(66.67%)	0(0%)	9
Libraries:	6(66.67%)	3(33.33%)	0(0%)	0(0%)	9
Community Activities (parades, block parties etc.):	6(66.67%)	2(22.22%)	1(11.11%)	0(0%)	9
Community Volunteer Committees:	4(44.44%)	4(44.44%)	1(11.11%)	0(0%)	9

Total Responded to this question: 9 90%

Total who skipped this question: 1 10%

Total: 10 100%

11. Please share any thoughts or comments on any service areas not included in the above list that you think should be focused upon or warrant mention....

	Responses	Percent
Responses:	7	100%
Total Responded to this question:	7	70%
Total who skipped this question:	3	30%
Total:	10	100%




11.

Please share any thoughts or comments on any service areas not included in the above list that you think should be focused upon or warrant mention....

Response	Response Text
1	shared community meeting space for large group participation is lacking
2	We are below average in economic development. It needs significant attention.
3	Human Services are only considered once a year. I would like to see more frequent responses to the human service needs of residents. No one in Town/Village government has this responsibility. I also believe we should consider whether someone in gov't should own diversity concerns.
4	None
5	Parking availability on street and off street Historic Preservation and a registry

- 6 1. Our water/sewer billing operation is okay and reasonably efficient, but I believe it could really use a hard look to see if it can't be done more effectively and with less demands on staff. 2. Our police department is great and they do a fine job, but I believe police departments everywhere are facing new challenges. I would suggest that we may want to have some kind of staff/management/public engagement process to ensure the department is on top of changes it may be facing.
- 7 Fair and impartial treatment of everyone who phones, emails, visits, attends a meeting. All too easy in a small town to show favoritism without meaning to. Affordable housing direly needed.

12. Excluding money, in your view what are the 3 biggest issues facing the combined Town / Village community?

	Responses	Percent
1: 	8	100%
2: 	8	100%
3: 	8	100%
Total Responded to this question:	8	80%
Total who skipped this question:	2	20%
Total:	10	100%




12. Excluding money, in your view what are the 3 biggest issues facing the combined Town / Village community?

- Response 1**
- 1 a sense of shared community
 - 2 School consolidation
 - 3 Perception of equal/fair representation
 - 4 Updates to policies to include but not limited to communications and conflict of interest
 - 5 Economic and Community Development
 - 6 Identity
 - 7 Improving relations with Global Foundries and working with them to develop their zoned industrial property
 - 8 Inability to see issues thru eyes of majority of taxpayers / common sense, then badmouthing those who stand up for such folks.
- Response 2**
- 1 safety of residents
 - 2 Development
 - 3 Planning (multiple development centers)
 - 4 Evaluation format for new unified manager performance
 - 5 Infrastructure maintenance and improvements

- 6 Big is not better
- 7 Integrating local transportation/traffic planning with regional planning
- 8 Conducting
- Response 3
- 1 opportunities for new families
- 2 Human services
- 3 Economic Development
- 4 the future of consolidation efforts
- 5 Consolidation of municipal departments and governing boards
- 6 Communion
- 7 Taking the next step in establishing a permanent Town-Village stormwater management office
- 8 Prominent Village residents using Identity as a wedge issue.

13.

Excluding money, in your view what are the 3 biggest issues facing the Town?

	Responses	Percent
1: 	8	100%
2: 	8	100%
3: 	8	100%
Total Responded to this question:	8	80%
Total who skipped this question:	2	20%
Total:	10	100%

13.

Excluding money, in your view what are the 3 biggest issues facing the Town?

- Response 1
- 1 affordable housing
- 2 Development
- 3 Affordability
- 4 Improve communications and engagement
- 5 Economic and Community Development
- 6 The outlets redevelopment
- 7 Communicating a clear, coherent vision about Town center planning
- 8 Absence of a level playing field. No checks/balances on UM.

- Response 2**
- 1 safety related to firearm discharge
 - 2 Human services
 - 3 Loss of control due to regionalization of services
 - 4 Updating firearms policy
 - 5 Infrastructure maintenance and improvements
 - 6 Customer facing service
 - 7 Improving communications and building trust between Town government and residents of the town and village
 - 8 Recurring wast of time and money on attempts to consolidate the highest hanging fruit.

- Response 3**
- 1 aging population
 - 2 Leadership challenges
 - 3 Unfunded State mandates
 - 4 Promoting conservation of open space
 - 5 Consolidation of municipal departments and governing boards
 - 6 Internal relations
 - 7 Develop a more specific and aggressive economic development strategy
 - 8 Refusal to recognize that adding residents never brings in the money sufficient to cover the cost of providing services to these new residents.

14. Excluding money, in your view what are the 3 biggest issues facing the Village?

	Responses	Percent
1: 	8	100%
2: 	8	100%
3: 	7	87.5%
Total Responded to this question:	8	80%
Total who skipped this question:	2	20%
Total:	10	100%

14. Excluding money, in your view what are the 3 biggest issues facing the Village?

- Response 1**
- 1 transportation

- 2 Development
- 3 Planning/Development
- 4 Zoning changes to allow development in a community that is approaching or at full build-out
- 5 Economic and Community Development
- 6 Village redevelopment and community expectations
- 7 Improving communication about long range plans for Village Center redevelopment
- 8 Culture of compliance. Not hearing anyone you didn't already agree with on past issues.
Response 2
- 1 lack of job growth
- 2 Traffic
- 3 Traffic
- 4 Promotion of mixed use development
- 5 Infrastructure maintenance and improvements
- 6 Infrastructure - both traffic and underground
- 7 Maintaining and improving pedestrian-friendly attitude
- 8 Deteriorating infrastructure.
Response 3
- 1 affordable housing
- 2 Human services
- 3 Identity
- 4 Consolidation of municipal departments and governing boards
- 5 Employment recruitment - water, sewer and fire
- 6 Maintaining and growing our excellent spirit of volunteerism
- 7 Bias against Outside the Village residents.

15.

If you could make one change that would dramatically improve the quality or effectiveness of local government services or operations for the Village and / or Town, what would it be?

	Responses	Percent
Responses: 	7	100%
Total Responded to this question:	7	70%
Total who skipped this question:	3	30%
Total:	10	100%

15.

If you could make one change that would dramatically improve the quality or effectiveness of local government services or operations for the Village and / or Town, what would it be?

Response	Response Text
1	cross sharing of resources & skills/ less divisive approach
2	Consolidate both boards into one
3	Improved external communications
4	Merger of the communities
5	Community engagement and communication
6	Establish a separate communication office
7	Provide Town and Village with separate managers.

16. If you could set the community goals for the next few years, what would be your top 5, in order of priority?

	Responses	Percent
Goal 1: 	7	100%
Goal 2: 	7	100%
Goal 3: 	7	100%
Goal 4: 	7	100%
Goal 5: 	7	100%
Total Responded to this question:	7	70%
Total who skipped this question:	3	30%
Total:	10	100%

16. If you could set the community goals for the next few years, what would be your top 5, in order of priority?




Response	Goal 1
1	Take action to further consolidation
2	Consolidate governance
3	Complete consolidation
4	Merger of the communities
5	Village Center development
6	Bring shared service/consolidation effort to a satisfactory conclusion
7	Promote equal representation for Outside the Village residents / a level playing field.
Response	Goal 2
1	Manage taxpayers' money with fiscal integrity and maximize value of services to the community

- 2 Continue consolidating all departments until there is the same tax rate for village residents as there is for town residents
- 3 Affordable Housing Study
- 4 Economic Growth
- 5 Appropriate housing mix
- 6 Integrate town and village planning/community develop efforts
- 7 Hire a separate Manager for the Village.
- Response Goal 3
- 1 Ensure Essex remains a safe and healthy place to live
- 2 Establish an economic development entity with support staff
- 3 Economic Development Plan
- 4 Community Development
- 5 Promotion and enhancement that we are walk/bike community
- 6 Develop a balanced and reasonable capital improvement strategy for the entire town/village community
- 7 Seek and welcome a diversity of opinions and healthy disagreement.
- Response Goal 4
- 1 Encourage the establishment of new appropriate and sustainable business in Essex
- 2 Intentionally develop village center using plans already being discussed, including future redevelopment and traffic management
- 3 Support connection to I-89
- 4 New and improved infrastructure
- 5 Community Development
- 6 Improve relations with Global Foundries with the aim of helping them bring other businesses to their zoned industrial property
- 7 Let more sunlight into the public process.
- Response Goal 5
- 1 Continue to work towards a more collaborative and accessible municipal government
- 2 Establish bussing throughout community
- 3 Improve perception of transparency
- 4 Affordable Housing
- 5 Merged Governance Board prior to more consolidated services
- 6 Reorganize Town and Village public communication efforts into a single coherent office
- 7 Call out disinformation from any source and correct the record.

17.

If you could establish the top 3 (realistic) action items to improve Town and /or Village Government efficiency and effectiveness in the immediate future, what would they be?

Responses Percent

Item 1:		7	100%
Item 2:		7	100%
Item 3:		7	100%
Total Responded to this question:		7	70%
Total who skipped this question:		3	30%
Total:		10	100%

17.

If you could establish the top 3 (realistic) action items to improve Town and /or Village Government efficiency and effectiveness in the immediate future, what would they be?

Response	Item 1
1	improved method for engaging community members
2	Consolidate planning depts and move village planning to 81 Main; continue consolidating public works depts
3	Complete Highway/Public Works consolidation
4	Complete consolidation or merger
5	Communication Specialist managing both internal/external communication and community promotion
6	reorganize planning and community development offices
7	Declare Victory after recent consolidations and press
Response	Item 2
1	get more done (stop deferring and re-hashing of topics)
2	Move town rec to Maple Street/EJRP
3	Establish Town/Village newsletter
4	Establish tax incentives to inspire growth of existing businesses and entice businesses to move here
5	Economic Development Staff focused solely on ed
6	re-shuffling town and village administrative services between 81 Main and Lincoln Hall
7	Reward people who have integrity. They aren't necessarily the ones you'd suspect.
Response	Item 3
1	increased and more transparent communications
2	Revisit the rec district idea
3	Privatize some functions
4	Consider a local option tax
5	Dedicated code enforcement
6	begin to explore ways to integrate Village and Town recreation departments

7

Go back to the basics and do them well. The SB should never again have to

18.

What is the one "pearl of wisdom" that will contribute to success that you'd share anonymously with the next Manager?

	Responses	Percent
Responses:	6	100%
Total Responded to this question:	6	60%
Total who skipped this question:	4	40%
Total:	10	100%

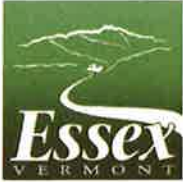
18.

What is the one "pearl of wisdom" that will contribute to success that you'd share anonymously with the next Manager?

Response	Response Text
1	Listen, and listen more, before forming personal opinions. Focus on the agenda for the community and its members.
2	Take the long view and don't be disappointed if your good ideas are not immediately embraced.
3	The challenge will likely come when decisions need to be made about governance. Balancing the needs/wants of the two municipalities will need to be done carefully. We may never get to complete consolidation. Getting most of the way there may need to be enough to be considered successful.
4	Get to know the people of the community. Attend events at schools, parks, businesses and churches in the community. Make it known that you're available and willing to listen to the people.
5	Be happy as much as possible, even if you must force yourself to do it. It's a way of being wise.
6	There are good reasons the T and V have discussed "merger" for 60 yrs. Please don't take this job believing anyone who tells you that completing the consolidations should be your goal / legacy, or theirs. We've seen a lot of change recently. Let's try living with those changes, get to know each other and allow some significant time to pass before attempting to consolidate the more difficult areas.

THE TOWN OF ESSEX, VT and THE VILLAGE OF ESSEX JUNCTION, VT

Invitation to Qualified Candidates



The Town of Essex and the Village of Essex Junction, VT, are seeking a progressive, innovative, and insightful public manager with a proven record of accomplishment to sustain, enhance, and further refine their Unified Municipal Management structure. The Town and Village began sharing organizational management oversight and direction in 2013, when the Town contracted with the Village to share the services of the long-serving Essex Town Manager. The unified management relationship has proven beneficial for both entities, and the Town Selectmen and Village Trustees are unanimous in their intention to maintain and enhance this structure, while continuing to explore and pursue opportunities for collaborative and cooperative municipal service relationships.

Patrick Scheidel, the current Unified Municipal Manager, will be retiring after 27 years of service to the Town and Village. Mr. Scheidel will be leaving a solid organizational and operational structure in place for the next Municipal Manager. The new Municipal Manager will be stepping into a fairly stable situation both politically and financially. The Village and Town municipal budgets have been approved by wide margins for more than ten years. There are capable, experienced department heads in place in all areas and there are no apparent financial, political, or technical crises looming on the horizon.

The biggest organizational challenges and opportunities are expected to be associated with helping the two elected boards move forward with efforts to restructure the local government management and service delivery model in ways that are seamless and embraced by the community. The biggest community-wide operational challenges are expected to be in the areas of infrastructure and sustainable economic development.

Overall, the Town/Village of Essex is a fairly steady ship of state. The biggest organizational challenges and opportunities are expected to be associated with helping the two elected boards move forward with efforts to restructure the local government management and service delivery model in ways that are seamless and embraced by the community. Collaboration and cooperation has been steady both among and between the



Comment [GD1]: Redundant. Lots of other redundancies in this paragraph (e.g. SB/Trustee collaboration; commitment to shared manager; all 10 officials in favor of model; etc.)

TOWN/MUNICIPAL MANAGER – TOWN OF ESSEX & VILLAGE OF ESSEX JUNCTION,

Town Selectboard and Village Trustees and all ten elected board members are committed to support the Unified Municipal Manager role and remain focused on advancing a shared common vision intended to improve the efficiency and effectiveness of core community services through reduction or elimination of duplication and redundancy. The new Manager will step right into a bright, collegial environment and play the dual role of advisor and thoughtful leader. Since it is not exactly clear where consolidation is headed – all 10 elected officials are in favor of moving ahead, but a defined, specific model of consolidated governance has not yet evolved. Consequently, the new Manager will need to take the time to understand the nuances of the problems to be solved in moving consolidation forward and help identify and evaluate common ground on those questions.

The successful candidate will be a collaborative leader with high energy, a strong commitment to public service, unquestionable integrity, dedication to shared missions, and an unfailing sense of humor. Past experience with inter-municipal service structuring, operational consolidation, and/or regional service delivery system integration will be considered a big plus. However, creativity, emotional maturity, and interpersonal skill are seen as the most important and essential attributes for the next Manager. Base level qualifications include a 4-year degree (Masters level preferred) from an accredited college or university in public administration, finance, or a closely related field, and a minimum of 7 years progressively responsible experience as a city/town manager, assistant manager, or senior municipal department director, in a community of comparable size and complexity. Proven interpersonal, written, and oral communication skills, with demonstrated ability to maintain positive working relationships with elected officials, department heads, employees, and the public is a must. Essex and Essex Junction are EOE/AA/Equal Access Employers.

The starting salary for this position is commensurate with qualifications and experience, and also includes an excellent benefits package.

For further information candidates are directed to contact Don Jutton at djutton@mrigov.com. To apply submit a resume and cover letter in PDF format to recruitment@mrigov.com. **Applications must be submitted by September 29, 2017 by 8am EST.**

INTRODUCTION

The position of Town/Municipal Manager provides a unique opportunity for a seasoned public manager with a proven record of accomplishment to sustain and develop the Unified Municipal Management structure established between the Town of Essex and the Village of Essex Junction, VT. This opening provides the opportunity for the right candidate to enjoy a personal and professional lifestyle in a highly desirable region known for its livability and overall quality of life.

This Profile is intended for use as a brief introduction to the community and the position, and while this document provides valuable information and links for candidates considering their 'fit' with the communities, it is expected that candidates with a sincere interest in the position will do their own research.



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IDEAL CANDIDATE PROFILE

REVIEW DRAFT



The Ideal Candidate will:

- Have an unblemished history of integrity and embody a strong public ethic;
- Have a clear understanding of the organizational and operational elements of local government and be conversant in law and regulation affecting local government in the State of Vermont;
- Have demonstrated the ability to work effectively and in harmony with elected and appointed officials while managing and directing municipal government operations;
- Have strong command presence and demonstrated leadership, management, and analytical skills;
- Have the ability to serve as an “agent of organizational accountability” in providing direction and oversight with staff and those working and serving in local government roles;
- Possess appropriate credentials in public administration and local government operations;
- Have significant understanding of and experience with community economic development and growth management, and be familiar with the principles of smart growth and community sustainability;
- Have significant experience and demonstrated success in public sector human resource administration, including labor relations / negotiations;
- Have at least 7 to 10 years of progressive management and administrative experience, with significant demonstrated success in hands-on local government management and leadership;
- Have a strong working knowledge of budgeting, accounting, and finance management;
- Possess strong analytical and assessment skills with demonstrated success in organizing, re-organizing, structuring, and re-structuring municipal operations to achieve maximum efficiency and delivery of high quality, responsive community services;
- Have demonstrated success with capital projects planning, funding, and implementation;
- Have strong written, verbal, public presentation, facilitation, and consensus building skills;
- Have the strength of conviction, resilience, and persistence to initiate essential organizational and operational changes in pursuit of efficiency and excellence in customer service; the ability and willingness to invite, consider, and respect divergent views and engage in and encourage rational and civil public discussion and debate;
- Be a seasoned, mature, creative, and entrepreneurial public manager, capable of building, grooming, leading and motivating a successful management team;
- Have significant skill and demonstrated hands-on experience with labor contract negotiations and administration.

The next Unified Municipal Manager for Essex and Essex Junction will need to be a strong, determined leader with good communication and people skills who will be able to quickly gain the respect of residents, elected and appointed officials, department heads, and municipal employee groups.



TOWN MUNICIPAL MANAGER – TOWN OF ESSEX & VILLAGE OF ESSEX JUNCTION,

The Manager will need to work effectively with existing department heads and senior staff to organize, build, and groom an efficient, responsive, and effective team. ~~The manager will need to~~ respecting existing roles ~~&and~~ structures while working to overcome organizational inertia and resisting pressure to maintain the status quo.

The Town ~~&and~~ Village have a broad diversity of business, industrial, and service based activity, ~~along with a~~ which brings ~~with it~~ diversity in philosophy, attitude, and opinion regarding the most important areas of focus and the priorities for community development and core community services provided by the ~~Town municipalities~~. It will be important for the next Manager to build and maintain relationships based upon trust and credibility and to remain objective in all dealings on official matters. ~~To~~ avoid the appearance of favoritism and endeavor to keep all segments of the community equally informed and involved, ~~the Manager will need and~~ to hear, respect and consider various views and opinions. Above all, ~~it will be critically important for~~ the next Manager ~~must~~ remain apolitical.

While it is desirable for the next Manager to possess an advanced academic degree, it is far more important that the successful candidate have the experience and demonstrated ability to effectively organize, manage, supervise, and oversee ~~operating~~ departments that deliver core community services that are cost effective, highly professional, and responsive to the changing needs of the community.

The ideal candidate ~~for the position~~ will possess a strong background in labor relations and operational oversight. ~~There is an expectation that~~ The Manager will ~~be expected to~~ demonstrate a “take charge” attitude and will promote teamwork while holding department heads and management staff to a high level of professionalism and accountability.

Demonstrated understanding and successful experience with community and economic development and growth management is a major attribute of the ideal candidate. ~~Kittery Essex~~ has significant growth potential given its cultural, historical, physical, and environmental assets and its geographic location. A fair amount of new development and redevelopment has taken place over the past ~~two~~ decades; however, it is felt that long-term community sustainability requires even greater efforts to achieve a more balanced distribution of tax effort and to create good paying jobs that offer benefits and career opportunities for the next generations. The ideal candidate will have general business savvy and understand what it takes to attract and retain a broad and diverse business base, but will also ~~possess an appreciation for~~ the need to balance economic growth against maintaining the character of the community and the quality of life desired by its residents. This balancing act will require strong, credible leadership and creative thinking, coupled with strong communication and coordination skills. A major challenge for the next Manager will be to help develop and implement a strategy to encourage balanced growth and expansion in an effort to reduce financial pressure on homeowners ~~and~~ taxpayers without sacrificing community character and quality of life.

The two communities have not been buffered from the impacts of the financial and economic challenges associated with the national and global economic restructuring, and they will increasingly have to grapple with the same revenue constraints and expenditure issues that are facing governments at all levels. The next Manager will benefit from a strong background in budgeting and finance management in order to effectively guide and support the elected leaders and department heads in analyzing the impacts of the changing economy. ~~The Manager and~~ will need ~~that ability~~ to advocate for and facilitate the tough choices that will be required to increase efficiency and/or reallocate resources to better meet the challenges of providing core community services under increasingly constrained financial circumstances.



TOWN/MUNICIPAL MANAGER – TOWN OF ESSEX & VILLAGE OF ESSEX JUNCTION,

Finally, the next Manager will need to carefully manage time. On one hand, the Manager will focusing on the internal management, administrative, and supervisory needs of a large group of municipal employees in a complex organization. while on the other hand, the Manager will making sufficient time available to engage and communicate with all segments of the community in order to come to understand and appreciate current wants and needs as well as the hopes and desires for the future.

ABOUT THE COMMUNITIES

The Town of Essex was ~~incorporated~~ chartered on June 7, 1763, named after the Earl of Essex. The village of Essex Junction was formed within the Town of Essex on November 15, 1892. The village was formed to provide services (such as sidewalks, water, and sewers) to the villagers that the rest of the, mostly rural, Town citizens did not want, and did not want to pay for.

The Town, including the Village, has a population of more than 20,000, making it the second largest Town in the State of Vermont.

Located in the heart of northwest New England, just south of Montreal, Quebec, the communities are centralized for both business and tourism. With rail lines and proximity to the interstate and an international airport (Burlington), Essex and Essex Junction With direct interstate access, and a major waterway, they boast an outstanding location in the Eastern Seaboard area, including easy access to the large metropolitan areas of Boston, New York, and Montreal, Quebec.

The communities are located in the Champlain Valley of Vermont which is the most populous region in Vermont, spanning from Lake Champlain to the Green Mountains. The state's largest city, Burlington, is located on the lake, and the city's associated suburban communities within Chittenden County -- including Essex and Essex Junction -- encompass part of the central section of the valley. Beyond urbanized parts of Chittenden County, however, the Champlain Valley's landscape consists of forests and is primarily many open pasture and row crops, making the Champlain Valley the most productive agricultural region of Vermont.

The intersection of The Town of Essex and the Village of Essex Junction is also the crossroads at the center of Chittenden County, Vermont's largest and busiest county. World-class skiing and snowboarding in the Northeast Kingdom Green Mountains, recreation on the shores of Lake Champlain, and shopping, dining, and exploring the sights and sounds of Burlington's famous Church Street are just a few of the amenities within a short drive.

Along with terrific quality of life and recreational amenities, Essex Junction is also home to ~~GlobalFoundries~~ GLOBALFOUNDRIES, which serves as the hub of a growing network of technology consultants and software developers helping to fuel the regional and statewide economy.

The Town of Essex and Village of Essex Junction

The Town of Essex is located in Chittenden County. With a population of over 20,000 it is the fourth second largest city Town in the State of Vermont. The picturesque, Main Street historical Essex Center, a developing new Town Center, and nearby neighborhoods are surrounded by natural wonders and a thriving downtown commercial center.

The Village of Essex Junction is located within the Town of Essex and is arguably a textbook model of a well-planned, human scale, sustainable community. Within the Village borders are three well-kept public parks offering a full range of recreational facilities, and programs managed by the Essex Junction Recreation and

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Comment [GD3]: This section is much more descriptive of the Village, i.e. mentioning Brownell Library but not Essex Free Library. The Town Plan (http://www.essex.org/index.asp?SEC=0F129ED0-599B-44D2-9943-F4143DC1699C&Type=B_BASIC) may have some relevant excerpts.

Comment [GD4]: ??? – such as fields, streams, and public forests

Comment [GD5]: Generous term. More accurately could be described as a growing, mixed-use downtown.



TOWN/MUNICIPAL MANAGER – TOWN OF ESSEX & VILLAGE OF ESSEX JUNCTION,

Parks department. Essex Junction The Town and Village also shares ownership of the Tree Farm soccer facility, with manicured soccer fields for holding local, state-wide, and regional soccer tournaments and other sporting events.

The Brownell Library is Vermont's second busiest municipal library, where patrons are invited to read the latest fiction in the comfort of an easy chair by a fireplace, or access the Internet through the library's wireless hotspot. The Brownell Library also routinely features cultural and educational programs and art exhibits. Right next door are the Village's municipal offices, fire department, Senior Center and Teen Center (Essex CHIPS).

The area is also home to the nonprofit Champlain Valley Exposition, which features a full range of outdoor and indoor entertainment events, concerts, festivals, and conventions. Its-The Expo's most well-known attraction, the Champlain Valley Fair, is one of the oldest and largest traditional agricultural fairs in New England.

SCHOOLS AND EDUCATION

(don't understand difference between two districts, or why one is in one district and the village is in another)

Essex is noted for its nationally award winning school system. More than 3,500 students are educated in five elementary schools, two middle schools, and one high school. At the Center for Technology at the high school, our students learn occupational skills required by business and industry. College bound students (over 70% of Essex students attend college), can also learn technical training at the Center as well. We Essex The school helps students obtain apprenticeships with local business through an alternative to education - "The Jobs 2000" program.

Chittenden Central Supervisory Union – which included the Essex Junction School District – and the Essex Town School District combined in July 2017 to create the Essex Westford School District.

With a century-old tradition of educational excellence, Essex Junction has three elementary schools, a middle school, and the state's largest high school and technical education center. Essex Junction has no school busing. Most Village streets have sidewalks and all sidewalks provide easy and safe access to schools. Kids are encouraged to walk and parents are encouraged to get involved with the close-knit school community.

Essex Junction School District can be found under the Chittenden Central Supervisory Union. The Town of Essex and Village of Essex Junction unified School District falls under the Essex Westford School District.

Seven colleges and Universities are within 40 miles of the community:

- University of Vermont (Burlington, VT; Full-time enrollment: 11,566)
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- Vermont Technical College (Winooski Williston, VT; FT enrollment: 3,394)
- Champlain College (Burlington, VT; FT enrollment: 2,623)
- SUNY College at Plattsburgh (Plattsburgh, NY; FT enrollment: 5,934)
- Norwich University (Northfield, VT; FT enrollment: 4,221)
- Middlebury College (Middlebury, VT; FT enrollment: 3,077)



GOVERNANCE AND ORGANIZATION

Town of Essex

The Town operates under a ~~council-manager Board of Selectmen and Town Manager~~ form of government. The ~~Municipal Town~~ Manager is the chief administrative officer for the Town and is appointed by and reports to the five member ~~Selectb~~Board. Selectboard members are elected at large by all residents of the Town, including Village residents, to staggered three-year terms.

Village of Essex Junction

Essex Junction is an incorporated village within the Town of Essex and operates under a ~~council-manager Board of Trustees and Municipal Manager~~ form of government. The Municipal Manager is the chief administrative officer for the ~~v~~Village and is appointed by and reports to the five member Board of Trustees. The ~~Essex Junction Board of Trustees~~ is the governing, legislative body for the ~~m~~Municipality of the Village of Essex Junction. The five-member board is elected at large within the Village. After each Annual Meeting, one of the Trustees is elected by the other Trustees to the office of Village President. The Village President is the Chairperson of the Board of Trustees and presides at the Trustee meetings. The three-year terms of the Trustees are staggered to provide continuity.

The Town of Essex operates the following departments: ~~Assessor, Community Development, Finance, Fire, Library, Parks & Recreation, Police, Public Works, Finance, Parks & Recreation, Police, Fire, Community Development, Library, and Town Clerk and Assessor's offices.~~

The Village of Essex Junction operates its own Community Development, Fire, Library, and Recreation & Parks offices, ~~as well as and~~ a Wastewater Treatment Facility ~~that serving~~ Essex, Essex Junction, and Williston ~~and Essex Junction. The Highway Department is consolidating with the Town.~~

Information about CONSOLIDATION & UNIFIED MANAGEMENT BETWEEN TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION

<http://www.essex.org/index.asp?SEC=4E47D6BE-6C1E-4A77-B246-FFCAA8CAF930&Type=B> BASIC

<http://www.essex.org/index.asp?SEC=31879F95-6D6E-4C3B-879B-38B87A29F57B&Type=B> BASIC

<http://www.essex.org/index.asp?SEC=C203D511-9A5D-4CDA-8D30-83B64C4B92D7&Type=B> BASIC

"It will be critically important for the next Manager to remain apolitical."

quote?

Comment [GD6]: Who is the quote from?



BUDGET

The Village of Essex Junction Audits can be viewed at <https://www.essexjunction.org/departments/finance/audits/>

The Town of Essex Audits can be viewed at http://www.essex.org/index.asp?SEC=8C9B544D-0626-4710-976A-8E7A273AE8B0&Type=B_BASIC

The Town of Essex's budget can be reviewed at http://www.essex.org/vertical/sites/%7B60B9D552-E088-4553-92E3-EA2E9791E5A5%7D/uploads/FYE2018_Budget_Overview.pdf

The Village of Essex Junction's budget can be viewed at www.essexjunction.org/departments/finance/budget/

ADDITIONAL INFORMATION

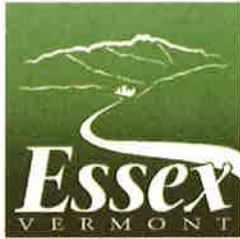
For further information visit [Municipal Resources' website](#) or to contact Don Jutton at djutton@mrigov.com or recruitment@mrigov.com. Applications must be submitted by September 29, 2017 by 8am EST.

REVIEW DRAFT



THE TOWN OF ESSEX, VT and THE VILLAGE OF ESSEX JUNCTION, VT

Invitation to Qualified Candidates



The Town of Essex and the Village of Essex Junction, VT, are seeking a progressive, innovative, and insightful public manager with a proven record of accomplishment to sustain, enhance, and further refine their Unified Municipal Management structure. The Town and Village began sharing organizational management oversight and direction in 2013, when the Town contracted with the Village to share the services of the long-serving Essex Town Manager. The unified management relationship has proven beneficial for both entities, and the Town Selectmen and Village Trustees are unanimous in their intention to maintain and enhance this structure while continuing to explore and pursue opportunities for collaborative and cooperative municipal service relationships.

Patrick Scheidel, the current Municipal Manager, will be retiring after 27 years of service to the Town and Village. Mr. Scheidel will leave a solid organizational and operational structure in place for the next Manager. The new Municipal Manager will step into a fairly stable situation both politically and financially. The Village and Town municipal budgets have been approved by wide margins for more than ten years. Capable, experienced department heads are in place in all areas and no apparent financial, political, or technical crises loom.

The biggest organizational challenges and opportunities are expected to be associated with helping the two elected boards move forward with efforts to restructure the local government management and service delivery model in ways that are seamless and embraced by the community. The biggest community-wide operational challenges are expected to be in the areas of infrastructure and sustainable economic development.

Collaboration and cooperation has been steady both among and between the Town Selectboard and Village Trustees and all ten elected board members are committed to support the Municipal Manager role and remain focused on advancing a shared common vision intended to improve the efficiency and effectiveness of core community services through reduction or elimination of duplication and redundancy. The new Manager will step right into a bright, collegial environment and play the dual role of advisor and thoughtful leader. Since it is



not exactly clear where consolidation is headed – all 10 elected officials are in favor of moving ahead, but a defined, specific model of consolidated governance has not yet evolved. Consequently, the new Manager will need to take the time to understand the nuances of the problems to be solved in moving consolidation forward and help identify and evaluate common ground on those questions.

The successful candidate will be a collaborative leader with high energy, a strong commitment to public service, unquestionable integrity, dedication to shared missions, and an unfailing sense of humor. Past experience with inter-municipal service structuring, operational consolidation, and/or regional service delivery system integration will be considered a big plus. However, creativity, emotional maturity, and interpersonal skill are seen as the most important and essential attributes for the next Manager. Base level qualifications include a 4-year degree (Masters level preferred) from an accredited college or university in public administration, finance, or a closely related field, and a minimum of 7 years progressively responsible experience as a city/town manager, assistant manager, or senior municipal department director in a community of comparable size and complexity. Proven interpersonal, written, and oral communication skills, with demonstrated ability to maintain positive working relationships with elected officials, department heads, employees, and the public is a must. Essex and Essex Junction are EOE/AA/Equal Access Employers.

The starting salary for this position is commensurate with qualifications and experience, and also includes an excellent benefits package.

For further information candidates are directed to contact Don Jutton at djutton@mrigov.com. To apply submit a resume and cover letter in PDF format to recruitment@mrigov.com. **Applications must be submitted by September 29, 2017 by 8am EST.**

INTRODUCTION

The position of Municipal Manager provides a unique opportunity for a seasoned public manager with a proven record of accomplishment to sustain and develop the Unified Municipal Management structure established between the Town of Essex and the Village of Essex Junction, VT. This opening provides the opportunity for the right candidate to enjoy a personal and professional lifestyle in a highly desirable region known for its livability and overall quality of life.

This profile is intended for use as a brief introduction to the community and the position, and while this document provides valuable information and links for candidates considering their fit with the communities, it is expected that candidates with a sincere interest in the position will do their own research.



IDEAL CANDIDATE PROFILE

The **Ideal Candidate** will:

- Have an unblemished history of integrity and embody a strong public ethic;
- Have a clear understanding of the organizational and operational elements of local government and be conversant in law and regulation affecting local government in the State of Vermont;
- Have demonstrated the ability to work effectively and in harmony with elected and appointed officials while managing and directing municipal government operations;
- Have strong command presence and demonstrated leadership, management, and analytical skills;
- Have the ability to serve as an “agent of organizational accountability” in providing direction and oversight with staff and those working and serving in local government roles;
- Possess appropriate credentials in public administration and local government operations;
- Have significant understanding of and experience with community economic development and growth management, and be familiar with the principles of smart growth and community sustainability;
- Have significant experience and demonstrated success in public sector human resource administration, including labor relations / negotiations;
- Have at least 7 to 10 years of progressive management and administrative experience, with significant demonstrated success in hands-on local government management and leadership;
- Have a strong working knowledge of budgeting, accounting, and finance management;
- Possess strong analytical and assessment skills with demonstrated success in organizing, re-organizing, structuring, and re-structuring municipal operations to achieve maximum efficiency and delivery of high quality, responsive community services;
- Have demonstrated success with capital projects planning, funding, and implementation;
- Have strong written, verbal, public presentation, facilitation, and consensus building skills;
- Have the strength of conviction, resilience, and persistence to initiate essential organizational and operational changes in pursuit of efficiency and excellence in customer service; the ability and willingness to invite, consider, and respect divergent views and engage in and encourage rational and civil public discussion and debate;
- Be a seasoned, mature, creative, and entrepreneurial public manager capable of building, grooming, leading and motivating a successful management team;
- Have significant skill and demonstrated hands-on experience with labor contract negotiations and administration.



The next Municipal Manager for Essex and Essex Junction will need to be a strong, determined leader with good communication and people skills who will be able to quickly gain the respect of residents, elected and appointed officials, department heads, and municipal employee groups.

The Manager will need to work effectively with existing department heads and senior staff to organize, build, and groom an efficient, responsive, and effective team. The manager will need to respect existing roles and structures while working to overcome organizational inertia and resisting pressure to maintain the status quo.

The Town and Village have a broad diversity of business, industrial, and service based activity, which brings diversity in philosophy, attitude, and opinion regarding the most important areas of focus and the priorities for community development and core community services provided by the municipalities. It will be important for the next Manager to build and maintain relationships based upon trust and credibility and to remain objective in all dealings on official matters. To avoid the appearance of favoritism and endeavor to keep all segments of the community equally informed and involved, the Manager will need to hear, respect and consider various views and opinions. Above all, the next Manager must remain apolitical.

While it is desirable for the next Manager to possess an advanced academic degree, it is far more important that the successful candidate have the experience and demonstrated ability to effectively organize, manage, supervise, and oversee departments that deliver core community services that are cost effective, highly professional, and responsive to the changing needs of the community.

The ideal candidate will possess a strong background in labor relations and operational oversight. The Manager will be expected to demonstrate a "take charge" attitude and will promote teamwork while holding department heads and management staff to a high level of professionalism and accountability.

Demonstrated understanding and successful experience with community and economic development and growth management is a major attribute of the ideal candidate. Essex has significant growth potential given its cultural, historical, physical, and environmental assets and its geographic location. A fair amount of new development and redevelopment has taken place over the past decade; however, it is felt that long-term community sustainability requires even greater efforts to achieve a more balanced distribution of tax effort and to create good paying jobs that offer benefits and career opportunities for the next generations. The ideal candidate will have general business savvy and understand what it takes to attract and retain a broad and diverse business base, but will also appreciate the need to balance economic growth against maintaining the character of the community and the quality of life desired by its residents. This balancing act will require strong, credible leadership and creative thinking, coupled with strong communication and coordination skills. A major challenge for the next Manager will be to help develop and implement a strategy to encourage balanced growth and expansion in an effort to reduce financial pressure on homeowners and taxpayers without sacrificing community character and quality of life.

The two communities have not been buffered from the impacts of the financial and economic challenges associated with the national and global economic restructuring, and they will increasingly have to grapple with the same revenue constraints and expenditure issues that are facing governments at all levels. The next Manager will benefit from a strong background in budgeting and finance management in order to effectively guide and support the elected leaders and department heads in analyzing the impacts of the changing economy. The Manager will need to advocate for and facilitate the tough choices that will be required to



increase efficiency and/or reallocate resources to better meet the challenges of providing core community services under increasingly constrained financial circumstances.

Finally, the next Manager will need to carefully manage time. On one hand, the Manager will focus on the internal management, administrative, and supervisory needs of a large group of municipal employees in a complex organization. On the other hand, the Manager will make sufficient time available to engage and communicate with all segments of the community in order to understand and appreciate current wants and needs as well as the hopes and desires for the future.

ABOUT THE COMMUNITIES



The Town of Essex was chartered on June 7, 1763, named after the Earl of Essex. The Village of Essex Junction was formed within the Town of Essex on November 15, 1892. The Village was formed to provide services (such as sidewalks, water, and sewers) to the villagers that the rest of the, mostly rural, Town citizens did not want and did not want to pay for.

The Town, including the Village, has a population of more than 20,000, making it the second largest Town in the State of Vermont.

Located in northwest New England, the communities are centralized for both business and tourism. With rail lines and proximity to the interstate and an international airport (Burlington), Essex and Essex Junction boast an outstanding location in the Eastern Seaboard area, including easy access to the large metropolitan areas of Boston, New York, and Montreal, Quebec.

The communities are located in the Champlain Valley of Vermont which is the most populous region in Vermont, spanning from Lake Champlain to the **Green Mountains**. The state's largest city, **Burlington**, is located on the lake. The city's associated suburban communities within Chittenden County -- including Essex and Essex Junction -- encompass part of the central section of the valley. Beyond urbanized parts of Chittenden County, the Champlain Valley's landscape consists of forests and many open pasture and row crops, making the valley the most productive agricultural region of Vermont.

The Town of Essex and the Village of Essex Junction sit at the center of Chittenden County, Vermont's largest and busiest county. World-class skiing and snowboarding in the Green Mountains, recreation on the shores of Lake Champlain, and shopping, dining, and the sights and sounds of Burlington's famous Church Street are just a few of the amenities within a short drive.

Along with terrific quality of life and recreational amenities, Essex Junction is also home to [GLOBALFOUNDRIES](#), which serves as the hub of a growing network of technology consultants and software developers helping to fuel the regional and statewide economy.

The Town of Essex and Village of Essex Junction

. The picturesque, historical Essex Center, a developing new Town Center, and nearby neighborhoods are surrounded by natural wonders .

The Village of Essex Junction is located within the Town of Essex and is a model of a well-planned, human scale, sustainable community. Within the Village borders are three well-kept public parks offering a full range of recreational facilities and programs managed by the Essex Junction Recreation and Parks department. The Town and Village also share ownership of the Tree Farm facility, with manicured fields for local, state-wide, and regional soccer tournaments and other sporting events.



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GOVERNANCE AND ORGANIZATION

Town of Essex

The Town operates under a council-manager form of government. The Municipal Manager is the chief administrative officer for the Town and is appointed by and reports to the five member Selectboard. Selectboard members are elected at large by all residents of the Town, including Village residents, to staggered three-year terms.

Village of Essex Junction

Essex Junction is an incorporated village within the Town of Essex and operates under a council-manager form of government. The Municipal Manager is the chief administrative officer for the Village and is appointed by and reports to the five member Board of Trustees. The Board of Trustees is the governing, legislative body for the municipality of the Village of Essex Junction. The five-member board is elected at large within the Village.



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**Information about
CONSOLIDATION & UNIFIED MANAGEMENT BETWEEN
TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION**

http://www.essex.org/index.asp?SEC=4E47D6BE-6C1E-4A77-B246-FFCAA8CAF930&Type=B_BASIC

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“It will be critically important for the next Manager to remain apolitical.”

BUDGET

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ADDITIONAL INFORMATION



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REVIEW DRAFT



MEMORANDUM

To: Board of Trustees; Selectboard

From: Patrick Scheidel, Municipal Manager



Date: September 21, 2017

Re: Discuss Formation of Focus Groups for Manager Recruitment

Issue

The issue is to discuss the formation of focus groups for the Manager Recruitment.

Discussion

At the Essex Junction Board of Trustees meeting on September 12, 2017 a request was made to gather information on the formation and use of focus group by the Essex Westford School District (EWSD). The attached information was received from EWSD and highlights how they handled focus groups during their Superintendent search.

Cost

None.

Recommendation

It is recommended that the Selectboard and the Trustees review the enclosed information and discuss the formation of focus groups for the Manager Recruitment.

August 10, 2016

Essex Westford Educational Community Unified Union School District

Process and Service Description for Superintendent of Schools Search

I. Introduction:

A. Agenda

1. Process Overview
2. Board Actions
 - a) Committee Charge
 - b) Committee Composition
 - c) Committee Role (Advisory; Recommend)
 - d) Committee Participation Invitation
 - e) Salary Range
3. Public Forums (Input Process)

II. Suggested Process for Final Decision

- Board agreement on process reflecting below:
- **Committee Charge (Board Action);** Viable candidate(s)
- **Advertisement; Determination of salary range**
- Invitation to serve on Screening Committee (Board); (Includes anticipated time commitment and readings required (Roots of Success; ISLLC Standards; Vermont Agency of Education Roles and Responsibilities of Superintendents))
- Focus Group sessions: Parents/Community; all staff; Board
- Final Description of skills, attributes (Focus Session Questions and Responses) for Screening Committee purposes
- Committee review of assignment, role (advisory) and protocols; review of Board job description and desired personal/professional qualities/attributes of desired candidate; design questions and process for interview; review of applications* (*access of committee to School Spring?); decision-making process for identification of (VIABLE) candidates continuing
- Committee identifies candidates for review (electronic access);
- Initial reference checks completed (By Facilitator);

- Interviews Confirmed
- Conduct Round One; Round Two Interviews; reference checks continued
- Committee task: Identify X candidate(s) for Board consideration (Consensus; majority?)
- EWECUUSD Visit (Staff, student, parent, community interactions as determined by Board; continued reference checks; site visit to current employer (as appropriate)
- Determination of candidate's interest; compensation wants (Facilitator)
- Board Interviews
- Board Decision/offer
- Candidate acceptance
- Contract Agreement

III. Who's to be involved?

- Board determines composition of committee (Board members?; Broad-based representation?)
- Wording of invitation seeking volunteers/nominations; clarity of schedule and time commitment (Members present for all interviews)
- Board determines final Committee membership
- Committee members notified (Board)

IV. Timeline/ Schedule (sample/tentative dates)

Process Component and Timeline (Draft – for discussion purposes)

<p>Board Meeting: Review Process; Establish Committee Charge: (To Include: Advisory Role; confidentiality; viable candidate(s) identification for Board consideration; Announcement of Search Process; Process for committee selection; composition representation/number</p>	<p>August 16, 2016</p>
<p>Invitation to Serve on Committee (Board) (letter from Board Chair)</p>	<p>Faculty/Staff/ Community: First week of school (includes announcement of forums' dates)</p>

Focus Group Sessions (4): Desired qualities, attributes, skills of leader; work priorities;	Week of 9/26 Faculty Staff Community Administration (October 3 or 4)
Board Forum; Final Descriptor of desired qualities/skills and initiatives of importance in year one	October 5, 2016
Committee Composition: broad base of constituents – faculty, staff, LT representation, parents, community, student; Recomm end 9-12 members	October 5, 2016
Advertisement	October 12
Application Deadline	November 1, 2016
Initial screening and reference checks	By November 3, 2016 Brian to do School Spring and initial screening, reference checks
Initial Committee Meeting; Committee review of process, Committee workings, candidate review and identification of candidates for interviews	November 3, 2016 Dan to be present; Brian to be present via video conference
Interviews (round I) (Additional Reference Checks)	November 16-17, 2016 Brian
Interviews (Rounds II)	December 5-6, 2016 Brian

Site visits (as appropriate; by representatives of Advisory Committee) and CCSU School visits (by candidates), staff/student/parent/community engagement	December 12-15, 2016
Board Interview(s)	January 4, 2017 (T TBD)
Board decision/Candidate decision	January 6, 2017
Board appointment	TBD

IV. Services

- Attention to detail/communications with Committee, candidates, Board Chair
- Conduct Focus Group Activity
 - Faculty and Staff
 - Parent/community
- Finalize attributes/skills document with Board
- Coordinate with designated CCSU staff
- Recruitment
- Initial screening applications
- Reference Checks
- Facilitate advisory Screening Committee:
- Interview process details (Questions, evaluations, schedules, etc.)
- Review of role, confidentiality, etc.
- Provide materials necessary for understanding its role, commitment and process
- Arranging interviews of candidates (in conjunction and coordinated CCSU contact)
- Administer Search details in conjunction with administrative support staff (designated)

- Maintain on-going communication with School Board Chairperson
- Complete Focus Group Activity, establish the Committee to review applications, develop questions and conduct interviews.
- Following initial interviews, 2-3 candidates identified for reference checks,
- Conduct Round 2 interviews as deemed necessary; identify 1-2 (2-3) finalists for Board interview and same day school visits with opportunity to visit with staff and parent/community small group.
- Attend/facilitate Board interviews.
- Coordinate site visit if desired.
- Facilitate agreement and contract between candidate and Board.

EWSD Focus Groups

1. How did you advertise and publicize the focus groups?

Was part of the original communication from the EWSD Board to community members and staff. There were subsequent additional invitations/reminders sent out as we neared the dates initially set. For the community in particular communications went out via the websites, the Essex Reporter I believe and there was one other local mechanism that was also used - not sure if it was a Front Porch forum type of vehicle or not. There was an established communications group in place for the three communities that Liz Subin was a member of. She could be a helpful contact for you.

2. What were the titles of individuals on the focus groups? (i.e.) staff, department heads, public, board members etc.

Community/Parents; Faculty and Staff; Central Office Staff at both ET and CCSU; School Administrators and a Central Office Administrators

3. How many focus groups were created?

Essentially the five above.

4. Any other helpful information you have.

What became an important issue was not the focus group feedback which was provided to the Board prior to interviews but the opportunity to give feedback AFTER each group had the chance to engage with the final candidates- those opportunities varied in design based on the group. We also had included students as a group. That feedback was done electronically and with written feedback. That feedback was presented to the Board in its raw form before Board made final decision.

EWECUUSD School Board Charge to Superintendent Candidates Screening Committee

Essex Westford Education Community Unified Union School District (EWECUUSD)
Superintendent of Schools Screening Committee

Fall, 2016

Screening Committee Charge

The Committee, comprised of prospective employees of EWECUUSD from the current Essex Town Supervisory District and Chittenden Central Supervisory Union, parents and community members of the respective communities and a student representative from Essex Community Educational Center is charged with the following:

1. To serve as an advisory committee to the EWECUUSD Board of Directors
2. To conduct a screening of candidates presented to the Committee by the EWECUUSD Board of Directors' Committee facilitators
3. From this initial screening, determine a reasonable number of candidates to interview based on qualifications of desired candidates as previously established by the EWECUUSD Board of School Directors.
4. Following the interviews, identify candidates considered "viable" and refer these individuals for further **interviews and consideration** by the EWECUUSD Board of School Directors.
5. To maintain confidentiality of the process until otherwise agreed with the facilitators.
6. **To participate in site visits of prospective candidates as deemed appropriate the Committee, the Board and the facilitators.**

Question #1:

What personal and professional qualities and attributes do you want the next superintendent to possess?

Question #2:

What is the most important focus of work for the new superintendent during the first 6-12 months on the job?

Question #3:

What are the positive aspects of your schools, communities and the supervisory union?

Question #4:

What will you do to contribute to the success of the new superintendent?

1. Open process initially - allowing and encouraging folks to express their opinions. Write responses on large white board, poster paper for folks to see as you progress through each question
2. As time allows, seek to gain consensus on items of agreement for each question by those in attendance. (can have people go and mark up statements they agree are important and simply tally or utilize your own group engagement process.

All that said this could be something done using Liz's group. I'll leave that to you but my preference is we keep the above questions.

August XX, 2016

Dear Members of the Essex Westford Educational Community Unified Union School District,

The Board of Directors of the newly formed Essex Westford Educational Community Unified Union School District (EWECUUSD) is seeking volunteers to serve on the EWECUUSD Superintendent Search Advisory Committee charged with the task of identifying viable candidates to be considered for appointment as the next Superintendent of Schools.

As you may be aware, the community voters of Essex, Essex Town and Westford voted last fall to establish this unified union school district. As a result, a new superintendent will be appointed prior to the formal July 1, 2016 start of the new school district.

The Advisory Committee will be composed of staff, parents, student and community members. The Board is seeking a mix of constituents from each **of our communities**. There will be a series of forums and board discussions throughout this fall to identify the qualities and attributes desired of a permanent superintendent prior to advertising the position in early November.

The Search Committee will formally begin its work on November 3, 2016 (4 P.M.) to review the process and list of candidates followed by a November 7th 4 pm session to select candidates for interviews. The Committee will spend approximately 40 hours of time dedicated to this process including several full days of candidate interviews. These interviews are tentatively scheduled for November 16-17 and December 5-6. These are scheduled as full days with Committee members present approximately 8 a.m.- 4 p.m.

If interested, please submit a letter of interest to Martha Heath, Chairperson of the EWECUUSD at martha.heath@board.ewsd.org or via mail at **c/o CCSU, 51 Park Street, Essex Junction, VT 05452** by Monday, September 26, 2016. The Board of Directors will finalize the Committee composition by October 7, 2016. If you would like to nominate someone who might serve as member of this committee, please pass the name on as well. The final committee will be selected to ensure a balance of school/community /gender/ parent/taxpayer/student representation

The hiring of our school superintendent is an essential and important responsibility for the EWECUUSD Board of Directors. Engagement of our various constituent groups in this process is viewed as integral for making a decision that reflects the best interests of students, staff, parents and our communities.

The process will be facilitated by Dr. Dan French, long-term Vermont educator currently serving as the Coordinator of the School Leadership Program at St. Michael's College and Dr. Brian O'Regan, retired Vermont educator, who recently served as the Study Committee consultant that eventually led to a recommendation to our community voters to establish a unified union school district.

Thank you for your consideration.

Sincerely,

Martha Heath, Chairperson, EWECUUSD

Memorandum

To: Board of Trustees; Selectboard; Patrick C. Scheidel, Municipal Manager

From: Greg Duggan, Deputy Town Manager *GSD*

Re: Schedule of future joint meetings

Date: September 20, 2017

Issue

The issue is choosing dates for future joint meetings between the Board of Trustees and the Selectboard.

Discussion

The Selectboard and Trustees can expect to continue to meet jointly for the recruitment of a municipal manager, and to discuss other topics related to collaboration and consolidation. The proposed meeting dates align with regularly scheduled meetings:

Oct. 24, 6:30 p.m. at 2 Lincoln St.
Nov. 6, 7 p.m. at 81 Main St.
Dec. 12, 6:30 p.m. at 2 Lincoln St.


Cost

None.

Recommendation

It is recommended that the Board of Trustees and Selectboard schedule joint meetings at the above dates and times.

MEMORANDUM

TO: Selectboard/Trustees
FROM: Patrick C. Scheidel, Municipal Manager 
DATE: September 20, 2017
SUBJECT: Manager's Subcontracting Agreement

Issue

The issue is whether or not the boards will amend the existing Manager's Subcontracting Agreement.

Discussion

In deference to the ongoing managerial recruitment and selection progress, it seems an appropriate time to amend the term of the Manager's subcontract by extending it for three more years. It is further suggested that the notice of termination be changed from 45 days to 90 days. My name should be removed and replaced with "Municipal Manager."

Cost

There is no cost associated with this issue.

Recommendation

It is recommended the Selectboard and Trustees approve the changes to the Manager's Subcontracting Agreement.

EMPLOYMENT SUBCONTRACTING AGREEMENT

THIS EMPLOYMENT SUBCONTRACT AGREEMENT, hereinafter called the AGREEMENT, is made and entered into this _____ day of ~~June-September~~ 2017~~5~~ between the Selectboard of the Town of Essex, Vermont, hereinafter called TOWN and the President and the Board of Trustees of the Village of Essex Junction, Vermont, hereinafter called VILLAGE, as provided below:

WHEREAS, both the VILLAGE and the TOWN have expressed interest in a shared management arrangement regarding the entities' municipal manager, and

WHEREAS, both the TOWN and the VILLAGE wish to consider whether there is a reasonable likelihood that one manager could effectively serve both the TOWN and the VILLAGE, and

WHEREAS, the TOWN AND VILLAGE wish to engage in a trial period during which they will both utilize the -services of the current -TOWN Manager, ~~Patriek C. Scheidel~~, and

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

I. SCOPE OF EMPLOYMENT

- A. The VILLAGE shall appoint ~~Mr. Scheidel~~the current Town Manager, a TOWN employee, from the TOWN on a part time basis as the Town Manager of the VILLAGE. In that role, ~~Mr. Scheidel~~the Manager will perform all duties of a Town Manager for the VILLAGE, as specified by law and ordinance, and to perform such other duties as specified by state statute, municipal charter, ordinance and the VILLAGE'S Personnel Policy.
- B. ~~Mr. Scheidel will also undertake an evaluation of the feasibility of a shared town manager arrangement and if it is feasible, propose a blueprint to accomplish a long term shared manager arrangement.~~ ~~Mr. Scheidel~~The Manager will meet with the chairs of the TOWN and VILLAGE approximately every 3 months to update them on his progress on this assignment and shall produce a final report thereon at a time agreed to by ~~Mr. Scheidel~~the Manager, the TOWN and the VILLAGE.

C. It is understood that there is a possibility that a conflict could arise between the parties. If that should occur, ~~Mr. Scheidel~~the Manager shall advise both the VILLAGE and the TOWN of the conflict, and then remain neutral as to the conflict.

II. ROUTINE SCHEDULE

The routine schedule, subject to leaves and unanticipated circumstances, will be as follows:

A. ~~Mr. Scheidel~~The Manager will be at the VILLAGE offices two mornings and three afternoons per week. During the week of Trustee's meeting, ~~Mr. Scheidel~~the Manager will work two mornings and two afternoons.

B. ~~Mr. Scheidel~~The Manager will spend the remainder of the work week at the TOWN Offices.

III. COMPENSATION

The VILLAGE shall pay the TOWN ~~\$59.13 per hour~~ for all hours worked by ~~Mr. Scheidel~~the Manager between July 1, 2015 and June 30, 2021 ~~and an adjusted at an hourly rate per equal to that in Mr. Scheidel's~~the Manager's contract with the TOWN, ~~from July 1, 2015 through June 30, 2018, consistent with his then salary.~~ ~~Mr. Scheidel~~The Manager shall remain a TOWN employee, not a VILLAGE employee, while acting as VILLAGE manager.

IV. INSURANCE

The TOWN shall provide worker's compensation insurance for ~~Mr. Scheidel~~the Manager to cover any job related injuries that ~~Mr. Scheidel~~the Manager incurs while working at the VILLAGE offices or during hours worked for the VILLAGE.

V. TERMINATION

Either party can cancel this Agreement with a ~~forty-five~~ninety (4590) day notice to the other party with no liability to either party.

VI. DURATION

The duration of the Agreement is July 1, 2015 through June 30, 2021 ~~18~~ with six month extensions if both parties approve, unless terminated or extended as provided for above.

VII. MISCELLANEOUS

A. The TOWN and the VILLAGE understand and agree that ~~Mr. Scheidel's~~the Manager's membership and activity in Essex Rotary and the Vermont League of Cities & Towns shall continue.

B. The parties represent that they have full authority to enter into this contract and that it shall be binding on both parties successors and heirs.

C. It is understood by both parties that this Agreement constitutes the entire agreement and any amendments to the agreement including an extension of the agreement beyond June 30, 2021~~18~~ or a modification of conditions in the Agreement require mutual consent and must be in writing and signed by both parties.

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~~C.D.~~ This contract is assignable to the new Manager.

TOWN OF ESSEX

VILLAGE OF ESSEX JUNCTION

BY: _____
Max G. Levy, Chair
Town of Essex Selectboard

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

Attest: _____

Attest: _____

BY: _____
Patrick C. Scheidel
Essex Town Manager

Attest: _____

EMPLOYMENT SUBCONTRACTING AGREEMENT

THIS EMPLOYMENT SUBCONTRACT AGREEMENT, hereinafter called the AGREEMENT, is made and entered into this _____ day of September 2017 between the Selectboard of the Town of Essex, Vermont, hereinafter called TOWN and the President and the Board of Trustees of the Village of Essex Junction, Vermont, hereinafter called VILLAGE, as provided below:

WHEREAS, both the VILLAGE and the TOWN have expressed interest in a shared management arrangement regarding the entities' municipal manager, and

WHEREAS, both the TOWN and the VILLAGE wish to consider whether there is a reasonable likelihood that one manager could effectively serve both the TOWN and the VILLAGE, and

WHEREAS, the TOWN AND VILLAGE wish to engage in a trial period during which they will both utilize the services of the current TOWN Manager, and

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

I. SCOPE OF EMPLOYMENT

- A. The VILLAGE shall appoint the current Town Manager, a TOWN employee, from the TOWN on a part time basis as the Town Manager of the VILLAGE. In that role, the Manager will perform all duties of a Town Manager for the VILLAGE, as specified by law and ordinance, and to perform such other duties as specified by state statute, municipal charter, ordinance and the VILLAGE'S Personnel Policy.
- B. The Manager will meet with the chairs of the TOWN and VILLAGE approximately every 3 months to update them on his progress on this assignment and shall produce a final report thereon at a time agreed to by the Manager, the TOWN and the VILLAGE.
- C. It is understood that there is a possibility that a conflict could arise between the parties. If that should occur, the Manager shall advise both the VILLAGE and the TOWN of the conflict, and then remain neutral as to the conflict.

II. ROUTINE SCHEDULE

The routine schedule, subject to leaves and unanticipated circumstances, will be as follows:

- A. The Manager will be at the VILLAGE offices two mornings and three afternoons per week. During the week of Trustee's meeting, the Manager will work two mornings and two afternoons.
- B. The Manager will spend the remainder of the work week at the TOWN Offices.

III. COMPENSATION

The VILLAGE shall pay the TOWN for all hours worked by the Manager between July 1, 2015 and June 30, 2021 at an hourly rate equal to that in the Manager's contract with the TOWN. The Manager shall remain a TOWN employee, not a VILLAGE employee, while acting as VILLAGE manager.

IV. INSURANCE

The TOWN shall provide worker's compensation insurance for the Manager to cover any job related injuries that the Manager incurs while working at the VILLAGE offices or during hours worked for the VILLAGE.

V. TERMINATION

Either party can cancel this Agreement with a ninety (90) day notice to the other party with no liability to either party.

VI. DURATION

The duration of the Agreement is July 1, 2015 through June 30, 2021 with six month extensions if both parties approve, unless terminated or extended as provided for above.

VII. MISCELLANEOUS

- A. The TOWN and the VILLAGE understand and agree that the Manager's membership and activity in Essex Rotary and the Vermont League of Cities & Towns shall continue.
- B. The parties represent that they have full authority to enter into this contract and that it shall be binding on both parties successors and heirs.
- C. It is understood by both parties that this Agreement constitutes the entire agreement and any amendments to the agreement including an extension of the agreement beyond June 30, 2021 or a modification of conditions in the Agreement require mutual consent and must be in writing and signed by both parties.

D. This contract is assignable to the new Manager.

TOWN OF ESSEX

VILLAGE OF ESSEX JUNCTION

BY: _____
Max G. Levy, Chair
Town of Essex Selectboard

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

Attest: _____

Attest: _____

BY: _____
Patrick C. Scheidel
Essex Town Manager

Attest: _____

MEMORANDUM

To: Selectboard and Trustees

From: Patrick C. Scheidel, Municipal Manager *PCS*

Date: September 21, 2017

Re: Charter Language: Unified Manager

Issue

The issue is to submit proposed charter amendment language to codify the unified Manager position for the Town and Village.

Discussion

One of the topics for a work session meeting between the Town and Village is whether or not the unified Manager is an integral part of the future vision of the community.

While other charter amendments are important to consider, we have been consistent in our response to want to determine how much of the charter needs to be amended after the department service delivery systems or the department in its entirety is unified. The idea of incremental charter changes has been relegated to the back burner of late, **but should be revisited in light of the recruitment for a new municipal manager.**

Cost

This topic is not a cost item.

Recommendation

It is recommended that the attached proposed language for a charter amendment for the Town and Village be reviewed and submitted as agenda items for the proposed work session.

ARTICLE IV

VILLAGE MANAGER

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§ 601. Appointment of Manager
Section 4.01. Appointment; Qualifications; Compensation.

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~~—The Trustees~~~~selectmen~~ and the Board of ~~Selectmen~~~~Trustees~~ of the Town~~Village~~ of Essex ~~Junction~~ shall jointly appoint ~~one~~ a municipal ~~Town~~~~M~~anager to serve both municipalities for an indefinite term and fix his or her compensation, ~~under and in accordance with Vermont Statutes Annotated;~~ The Manager shall be appointed solely on the basis of his or her executive and administrative qualifications in accordance with the Vermont Statutes. In all matters, the Manager shall be subject to the direction and supervision of the Trustees and the Board of Selectmen of the Town of Essex and shall hold office at the will of the Trustees and the Board of Selectmen of the Town of Essex.

Section 4.02 Powers and Duties of the Municipal Manager. The Manager...

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Section 4.03. Hearing Process.

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a) The Trustees and the Board of Selectmen of the Town of Essex may remove the Manager from office for cause in accordance with the following procedures:

(1) The Trustees and the Board of Selectmen of the Town of Essex shall adopt by affirmative vote of a majority of the members of each of the respective boards a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three (3) days to the Manager.

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(2) Within five days after a copy of the resolution is delivered to the Manager, he or she may file with the Trustees and the Board of Selectmen of the Town of Essex a written request for a joint hearing. Said hearing to be in a public or executive session by choice of the Manager. This joint hearing shall be held at a special joint meeting of the Trustees and the Board of Selectmen of the Town of Essex not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Trustees and the Board of Selectmen of the Town of Essex a written reply not later than five days before the joint hearing.

(3) The Trustees and the Board of Selectmen of the Town of Essex may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of the members of each of the respective boards at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if he or she has not requested a public hearing, or at any time after the public hearing if he or she has requested one.

b) The Manager shall continue to receive his or her salary until the effective date of a final resolution of removal, as amended from time to time hereafter. The municipal Mmanager shall

have all the power and duties of a Town Manager as set forth in Vermont Statutes Annotated that chapter and in this charter and the charter of the Village of Essex Junction, as they may be amended from time to time hereafter.

§ 601. **Appointment of Manager**

The selectmen and the Board of Trustees of the Village of Essex Junction shall jointly appoint ~~one~~ a municipal Town Manager to serve both municipalities, under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The municipal Mmanager shall have all the power and duties of a Town Manager as set forth in Vermont Statutes Annotated that chapter and in, this charter and the charter of the Village of Essex Junction, as they may be amended from time to time hereafter.-