



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, NOVEMBER 27, 2018 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Resolution of Appreciation Presentation to Marianne Riordan
5. **OLD BUSINESS**
 - a. Memo from Darby Mayville re: Electric Vehicle Charging Station Grant Update
 - b. Memo from Darby Mayville re: Animating Infrastructure Grant
6. **NEW BUSINESS**
 - a. Village Sidewalk Policy Review and Request by Rivendell Drive Resident
 - b. Move Rolling Stock Transfer into Street Department—Lauren Morrisseau
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Emerald Ash Borer Plan and Memo from Nick Meyer, Chair
 - c. Burlington Airport Master Plan Update November 2018
 - d. Minutes from other boards/committees:
 - Capital Committee 11/6/18
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting: 11/13/18
 - b. Expense Warrant: #17121 dated 11/13/18 in the amount of \$108,712.81
10. **EXECUTIVE SESSION**
 - a. Consider Real Estate Issue
11. **ADJOURN**

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



TO: Village Trustees and Evan Teich, Unified Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant
DATE: November 27, 2018
RE: Electric Vehicle Charging Station Grant Update

Issue

Staff would like to update the Trustees on the status of the Electric Vehicle Charging station grant.

Discussion

The Trustees tabled an Electric Vehicle Charging station grant application at the November 13 meeting. Since then, staff has decided not to move forward with the grant at this time due to the following factors:

- It would be difficult to assess the electric capabilities and develop a quote for a new location by the grant deadline.
- It would not be possible to obtain the information for a new location required to prepare a Project Review Sheet for the Agency of Natural Resources by the grant deadline.
- We want to take the opportunity to further assess the need for EV charging stations in the Village before applying for any additional grants. We hope to coordinate with the Essex Energy Committee to develop an electric vehicle plan for the Village, noting high-priority locations for charging stations. This information would be used for future grant applications.

Cost

None at this time.

Recommendation

For information only.



TO: Village Trustees and Evan Teich, Unified Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant
DATE: November 27, 2018
RE: Animating Infrastructure Letter of Intent

Issue

The issue is whether or not the Village should submit a letter of intent for the Vermont Arts Council Animating Infrastructure grant.

Discussion

Village staff would like to submit a letter of intent for the Vermont Arts Council Animating Infrastructure grant program. This grant would be used for the construction of a mural on the wall of the McClure warehouse, directly adjacent to the Multi-Use Path. While we have not yet planned the specific details of the mural, we intend to have something created that would show unity between the communities of Essex and Essex Junction.

The Animating Infrastructure grant program is very competitive. The first step of the process is to submit a letter of intent. Should the Vermont Arts Council be interested in learning more about our project, we will be invited to complete the full grant. Should this grant be received, this project would be the first public art installation in Essex Junction.

Cost


None at this time.

Recommendation

It is recommended that the Trustees authorize staff to submit a letter of intent for the Vermont Arts Council Animating Infrastructure grant.



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager 
DATE: November 20, 2018
SUBJECT: Rivendell Drive Sidewalk Plowing

Issue

The issue is discussion of plowing both sides of Rivendell due to its proximity to Albert D. Lawton School.

Discussion

Staff has previously met with a resident from 17 Rivendell to discuss the issue of plowing both sides of Rivendell, due to its proximity to ADL. His concerns at that time were based on the need for students to cross Rivendell at Maple. Rivendell is a Class 3 Road and while it is in proximity to ADL, it is not listed as a key connection (page 5 of 5 of the Sidewalk Policy). At our site visit, Ricky Jones and I looked at the possibility of adding a new painted crosswalk at the north side of Woods End Drive with the proper signage to allow pedestrians to safely cross at that intersection, instead of at Maple and Rivendell. We directed the Village engineer to review the feasibility of such a crossing and to estimate the potential costs. The engineer's report is attached.

Separately, I recently met with Brian Donahue from the School District on other matters and I brought up this issue. He noted that the area to the north will most likely start to get busing this January. He believes there are approximately 24 students that come from that area and approximately 4 students come from this section of Rivendell. He has had no complaints, except from Mr. Odit, but agrees that crossing Rivendell at Maple can be tough.

Cost

To install a painted crosswalk and proper signage at Woods End Drive at a cost of approximately \$1,500.

Recommendation

Staff believes we should take a measured approach to this request. First, this spring/summer we do the work to install a painted crosswalk and proper signage at Woods End Drive at a cost of approximately \$1,500. If this work does not improve the safety of crossings by students going to ADL, we can look at plowing all the way up. Please be mindful of the following:

1. If we plow both sides, this will add to our time needed to plow sidewalks and repair grass in the spring;
2. In the past, not all persons wanted their sidewalks plowed (see number 1); that is why the Village Sidewalk Policy requires signatures from all residents on the street to either change sides or add the sidewalk;
3. If busing does start in January, we can monitor its effects on students walking versus taking the bus. We plan for a follow up meeting a month into the expanded service.

As for our current policy, staff does not recommend re-opening this policy. We believe the policy is well thought out and does provide for interested parties to address current issues. We have included the map of sidewalks we plow.

----- Original Message -----
From: "TODD O." <todit@comcast.net>
To: eteich@essexjunction.org
Date: September 5, 2018 at 8:29 AM
Subject: Sidewalk Snowplowing

Hi Evan,

I would like an opportunity to meet with you to discuss my request that the Village resume plowing the sidewalk on the west side of Rivendell Drive. There are a fair number of kids, my daughter included, who live on the west side of Rivendell Drive and walk to ADL. With the sidewalk not plowed on the west side, these kids must walk in the road and cross to the east side of Rivendell, just to cross back at the Maple Street intersection. There are also a good number of students who live the Countryside area that walk to ADL who would benefit by being able to walk on the west side.

I am concerned about the excessive crossing of Rivendell due to the speed at which parents (unfortunately) drive down the road to drop their kids at ADL. There are also curves and a dip/rise in the road which impair sight lines. My schedule is flexible so just let me know when you are available.

Thanks

Todd

VILLAGE OF ESSEX JUNCTION

Trustees' Policy Regarding Sidewalks

A. PURPOSE & NEED

Essex Junction has always prided itself on being a pedestrian friendly community. Pedestrians have access to the Village's commercial districts, schools, parks and residential areas via the public sidewalk network.

The primary purpose of sidewalks is to provide connectivity and give residents the ability to circulate within the community in a safe manner. Sidewalks are also used for recreation, exercise and serve as a place for social interaction. Finally, sidewalks are important from an economic development standpoint by providing access to commercial businesses and jobs.

Essex Junction does not provide bus services for Village students, so it is essential that Essex Junction have an adequate pedestrian network in place, which is adequately maintained. It is expected that sidewalks will be plowed prior to the start of school to allow children to walk to school.

The expectation that sidewalks be cleared prior to the start of school, the demand placed on the road crew to maintain an expanding sidewalk network, and the cost of reconstructing sidewalks is straining our limited municipal resources. The intent of this sidewalk policy is to better allocate our resources to enhance the safety and connectivity of the sidewalk network, prioritize winter sidewalk plowing and to establish a policy to guide the long term maintenance and reconstruction of the sidewalk network. The overall goal of this policy is to maintain and enhance pedestrian connectivity while maximizing the use of public resources.

B. EXISTING CONDITIONS

Sidewalk Network

The Village of Essex Junction currently has 38 total miles of sidewalk to plow, reconstruct and maintain (See Figure 1). The sidewalk network evolved over time on a development by development basis with no community sidewalk master plan to serve as a guide. As a result some major state highways with high vehicular and pedestrian travel have a sidewalk only on one side of the street and some low traveled residential streets have sidewalks on both sides of the street. Generally the higher the vehicular and pedestrian travel, the greater the potential conflict between the two modes of travel and the need for sidewalks on both sides of the street.

Class 1 State highways have the highest vehicular travel and for the most part have sidewalks on both sides of the street and traffic signals at major intersections. Class 2 highways are roads that connect state highways and/or other class 2 highways. They have the next highest volume of vehicular travel. Although South Street from its intersection with Park to the West Street intersection has sidewalks on both sides of the street, the remainder of Class 2 highways only have sidewalks on one side of the street. Class 3 roads are residential roads, which include some major collectors. They generally have the lowest volume of vehicular travel. Some Class 3 residential streets have no sidewalks; some have a sidewalk on one side of the street, and some have a sidewalk on both sides of the street.

C. FUTURE CONDITIONS

Methodology

Several site specific conditions were considered in developing the future sidewalk plan including, but not limited to, safety, physical barriers in the right-of-way, traffic volumes, connectivity, school connections and density. The effect of these criteria on the development of the future sidewalk plan will be discussed more fully in the following section on the plan.

A study done for the Federal Highway Administration (FHWA) on sidewalk placement and safety played a significant role in developing the sidewalk plan. The guidelines were attained from the book entitled Best Development Practices by Richard Ewing.¹ The FHWA study recommends using the guidelines listed in Table 1 to assist in determining the best location for sidewalks. The basis for the guidelines is that generally there is a direct correlation between density, traffic volumes and safety. However, Ewing does note that the issue of connectivity must be considered because some neighborhoods might meet the density requirement for a sidewalk, but because the neighborhood does not provide a through connection, a sidewalk may not be required.²

Table 1

Arterial Streets	Both Sides
Collectors	Both Sides
Residential Streets with a density greater than 4 units per acre	Both Sides
Residential Streets with a density between 1 and 4 units per acre	One Side
Residential Streets with a density of less than 1 unit per acre	None

D. GOALS AND OBJECTIVES

Based on the Purpose & Need and Existing Conditions, the following goals and objectives have been identified:

Goals

1. Maintain and enhance pedestrian connectivity
2. Reduce future capital reconstruction liability
3. Stabilize maintenance costs (i.e. snow plowing, etc.)

¹ R.L. Knobloch et al., Investigation of Exposure Based Pedestrian Accident Areas: Crosswalks, Sidewalks, Local Streets and Major Arterials, Federal Highway Administration, Washington, D.C. 1988, p. 143

² Ewing, Richard. Best Development Practices. Chicago, IL: American Planning Association, 1996

4. Establish a database to monitor the condition of the sidewalk network and prioritize future capital projects

*Objectives***

1. Maintain one sidewalk on all residential streets that currently have at least one sidewalk
2. Sidewalks on both sides of Class 1 and 2 Highways and Major Collectors
3. Add sidewalks to Class 1 and 2 Highways that currently have only one sidewalk
4. Add one sidewalk to residential streets that currently have no sidewalks, a density between 1 and 4 units per acre AND which provide a key through connection
5. Add a second sidewalk on residential streets that have a density of at least 4 units per acre and provide an important pedestrian linkage
6. Remove sidewalks on residential streets with a density equal to or less than 4 units per acre and which do not provide a through connection
7. As resources become available a comprehensive inventory of the condition of the sidewalk infrastructure should be completed in concert with the roadway network. In the past, the Chittenden County Metropolitan Planning Organization (CCMPO) completed a similar assessment for the Village in 1990 and 1997. However, since that time the CCMPO has developed GIS based software to track the condition of infrastructure. The Village should develop a database of infrastructure conditions as resources permit.

E. SIDEWALK AND BIKE PATH PLAN

Figure 2 shows the Future Sidewalk & Bike Path network in Essex Junction. The plan was established using the objectives listed above as guidance for the removal of sidewalks and sidewalk additions. However, several other site specific factors mentioned above played a significant role in establishing where to propose sidewalk additions. Several residential streets in the Village meet the guidelines in Table 1 for the addition of one or more sidewalks, but are not included on the future sidewalk map. Physical barriers such as excessive slopes, street trees and infrastructure (power poles, fire hydrants, etc.) precluded the ability to provide a sidewalk addition on several residential streets, particularly in the Village's traditional neighborhoods. Neighborhoods such as Indian Acres and the Villa Drive neighborhood met the density requirement for at least one sidewalk, but due to the absence of through traffic, houses having shallow front setbacks, large street trees and narrow street design to slow traffic, sidewalks are not recommended for these neighborhoods. The overall goal of the plan, to increase the connectivity of the sidewalk network and to maximize Essex Junction's capital resources appears feasible with an overall reduction in the length of sidewalks by approximately 26,022 feet while at the same time improving connectivity where possible.

Table 2: Length of Sidewalk to be Added and Removed

Additions:	11,795 feet
Removed:	43,103 feet
Difference:	-31,308 feet

**Does not include 8,672 Feet for Route15 bike path (not a Village project)

Tables 3 and 4 list the sidewalks to be added and removed respectively.

F. IMPLEMENTATION

The sidewalk plan will be implemented over an extended period of time. Essex Junction does not plan to immediately remove sidewalks. The Village will phase these sidewalks out over time in association with other reconstruction projects or when they are in a state of disrepair.

Removal of Sidewalks

Remove sidewalks on residential streets that currently have sidewalks on both sides when any of the following occur:

- a. The sidewalk conditions become unsafe or are not in compliance with the Americans with Disabilities Act.
- b. The street and/or the sidewalk on the other side of the street are reconstructed.
- c. A major repair or construction of other municipal infrastructure that would impact a significant portion of the sidewalk that is not on the Future Sidewalk & Bike Path Plan.
- d. A majority of the residents on a street request the sidewalk be removed AND it is approved by the Village Trustees.

Sidewalk Additions

Add sidewalks (as identified in Table 3) as money becomes available in the capital plan and/or outside funding sources are obtained. Also, the Planning Commission should require a developer to install future sidewalk and bike path connections that would service their development. The Official Map may be an effective tool for integrating private developments into the overall sidewalk plan or incorporation of the sidewalk and bike path plan into the Land Development Code.

G. PRIORITIZATION FOR ADDING SIDEWALKS

The following prioritization will be used in the expenditure of capital funds on the addition of sidewalks. The Village may choose to install a sidewalk that is lower on the priority list in association with the reconstruction of a sidewalk on the opposite side of the street

1. Add sidewalks on Class 1 Highways
2. Add sidewalks on Class 2 Highways
3. Add sidewalks on residential streets with a density of between 1 and 4 units and which provide a through connection
4. Add a second sidewalk on residential streets

H. PLOWING

Figure 3 shows the current sidewalk plowing plan, which is broken down into two distinct plow routes. Based on the purpose and need for a comprehensive sidewalk network, the goals of the plowing plan are to maximize the Village's Public Works resources while maintaining a safe, efficient and interconnected sidewalk network in the winter months that provides access to all areas currently served by the sidewalk network. It is essential that children and residents alike have the ability to safely and efficiently access the schools and employment centers prior to their opening in the morning. Therefore, to meet the goals of the sidewalk plan the following criteria were used as general guidelines in developing the plow routes:

1. Plow both sides of Class 1 and 2 Highways
2. Plow one side of Class 3 Residential Streets*, except streets that have been identified as a key connection to Village Schools
3. Plow the right side of the dead end streets where sidewalks exist on both sides
4. Plow both sides of streets that provide key connections to the schools

*Residents of a Class 3 Residential Street can request that the Village switch sides for plowing if all households on the street sign a petition and submit it to the Village Manager.

**TABLE 3
SIDEWALK ADDITIONS**

Street Location	Between	Priority
West Side of Main Street	Educational Drive and Athens Drive	1
Route 15 Bikepath - Pearl St. and RR ROW	Park Street to Susie Wilson Road	N/A
Lincoln Street	56 Lincoln Street to St. James Place	1
River Street Sidewalk	Park Street to IBM Gate	2
Along the Railroad ROW	Main Street and Maple Street	N/A
West Side of West Street	South Street and Hiawatha Avenue	2
East Side of West Street	Killoran and West Street Ext.	2
North Side of Iroquois Avenue	Park Street and South Summit	4
South Side of Central Street	Railroad Avenue and Educational Drive	4
South Side of Park Terrace	Park Street and School Street	3

**TABLE 4
SIDEWALKS TO BE REMOVED**

Street Location	Between	Schedule Removal
Outside loop of Beech Street	All	
Western side of Aspen Drive	All	
Western side of Tamarack	All	
South side of Hubbel's Falls	Bridge and Beech Street	
Outer Loop of Vale Drive	All	
West side of Countryside Drive	All	
Eastern side of Corduroy Road	All	
Outer Loop of Kiln and Mason Drives	All	
Eastern side of Woods End Drive	All	
West side of Rivendell	All	
North Side of Briar Lane	All	FY 07'

West side of Maplewood Lane	All	
South side of Taft Street	All	FY 08'
East side of Drury Drive	Upland and cul de sac	
North side of Crestview Drive	Drury and Upper Main	
North side of Densmore Drive	All	FY 10'
West side of Killoran Drive	All	
West side of Loubier Drive	All	
West side of Orchard Terrace	All	FY 07'
West side of Doon Way	All	
East side of Brownell Drive	All	
West side of Cascade Court	All	
Outer loop on Southhill Drive	All	
Outer loop of Greenwood and Redwood	All	
Eastern side of Southview Road	All	

Adopted by the Village Trustees 10/11/05.

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

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

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

October 25, 2018

Mr. Rick Jones
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Re: Rivendell-Woods End Drive Crosswalks

Dear Mr. Jones:

We have completed our evaluation for two proposed crosswalks at the intersection of Rivendell Drive and Woods End Drive, in response to your request. It is our understanding that based on observations of area residents, there is a significant number of pedestrians crossing Rivendell Drive at this intersection. Given that many of the pedestrian crossings are by school-age children, area residents have expressed safety concerns and requested the installation of crosswalks at this intersection. Presented below is a summary of our findings and conclusions.

The study area is located at the intersection of Rivendell Drive and Woods End Drive. There are currently sidewalks on both sides of Rivendell Drive. As part of the Woods End Drive roadway reconstruction project completed in 2014, new sidewalk was installed on the north/west side of the roadway and the existing sidewalk was removed from the south/east side of the roadway from Rivendell Drive to Acorn Circle.

The current posted speed limit along both Rivendell Drive and Woods End Drive is 25 mph. Rivendell Drive has a 29' – 30' wide paved surface in fair condition and Woods End Drive has a 28' wide paved surface in good condition. There are existing $\pm 4'$ wide sidewalks on both sides of Rivendell Drive. Woods End Drive has an existing 5' wide sidewalk on the north/west side of the road at this intersection. There are existing curb ramps with detectable warning plates at the sidewalk intersection with Woods End Drive on the east side of Rivendell Drive. There are no existing crosswalks across Woods End Drive or across Rivendell Drive at this intersection. There is more than 200 feet of sight distance available along Rivendell Drive in the vicinity of this intersection. There is no existing street lighting present at or in the vicinity of this intersection.

Traffic volumes along Rivendell Drive are approximately 1,215 vehicles per day. Based on available vehicle speed data collected in July of 2015, the 85th percentile speed along Rivendell Drive varied from 28 to 29 mph; depending on the direction of traffic measured; 28 mph in the southbound direction and 29 mph in the northbound direction. A review of the VTrans public crash data revealed no accidents in the project area in the last five years.

The proposed installation of a marked crosswalk at an uncontrolled location must be carefully evaluated, taking into account the surrounding area, roadway geometry, sight distance, traffic volumes and speed, and pedestrian crossing demand. Marked crosswalks on their own typically will not make a crossing safer or result in vehicles stopping for pedestrians waiting to cross. Studies have shown that installation of a marked crosswalk in some instances can actually have a negative impact to safety at the crossing. Although no specific regulations exist that we are aware of, several guidelines exist for the installation of crosswalks and other treatments for crossings at uncontrolled locations such as the study location; as provided by the Federal Highway Administration and the Vermont Agency of Transportation.

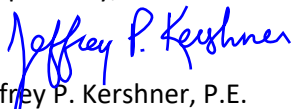
Based on our analysis and observations of the study area, we support the installation of a new crosswalk across Woods End Drive and a new crosswalk across Rivendell Drive at this intersection. While not all recommended guidelines for a marked crosswalk are met, we feel that crosswalks in this location will enhance pedestrian safety and serve to alert motorists of the pedestrian crossing point and pedestrian activity at this intersection; especially considering that the area surrounding this intersection is located in what has been determined by the Essex Westford School District to be the “walking zone” for the Albert D. Lawton School. The attached concept plan depicts the approximate locations of the proposed crosswalks.

In addition to the striping of the crosswalks, there are additional improvements and/or changes that will be necessary to make a complete installation. These additional items are presented below:

1. New Curb Ramp – For the crosswalk across Rivendell Drive, a new depressed curb ramp with detectable warning plates will be required on the west side of Rivendell Drive. This new curb ramp will need to be installed to the south of the existing driveway. The crosswalk should not terminate at the driveway opening. Modifications to the existing sidewalk grade may be necessary in order to meet the current ADA standards.
2. Pedestrian Warning Signs – Pedestrian warning signs (W11-2) with a downward arrow plaque (W16-7P) should be installed along Rivendell Drive at each end of the crosswalk across Rivendell Drive. While not a specifically designated school route, in consideration of the presence of school-age children, we recommend the installation of advance pedestrian warning signs (W11-2) with supplemental “AHEAD” plaques along Rivendell Drive approximately 200 feet in advance of the new crosswalk. The color of these signs should be Fluorescent Yellow-Green.
3. No Parking Signs – With the installation of the new crosswalks, there should be no parking within 20’ of the crosswalk. Although Section 810(a) of the Village of Essex Junction Municipal Code prohibits parking “...within the 20 feet of an intersection with another street or designated crosswalk...”, we recommend the installation of ‘No Parking’ signs along Rivendell Drive marking the no parking zone. Additionally, we suggest that this no parking zone be expanded from 20 feet to 50 feet from this intersection; which will require a modification to Chapter 8 of the Municipal Code.
4. Revised Sidewalk Plowing Route – The Village of Essex Junction currently plows only the sidewalk on the east side of Rivendell Drive during the winter months. With the installation of the new crosswalk across Rivendell Drive, it will be necessary to maintain the sidewalk on the west side of Rivendell Drive during the winter months. Accordingly, the current sidewalk plowing route/plan will need to be revised such that the sidewalk on the west side of Rivendell Drive is plowed during the winter instead of the sidewalk on the east side of the road.

If you have any questions or would like to discuss any of the above information further, please do not hesitate to contact me. We would be happy to provide assistance with the planning and implementation of the recommendations discussed above.

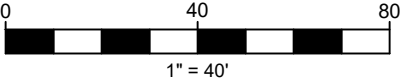
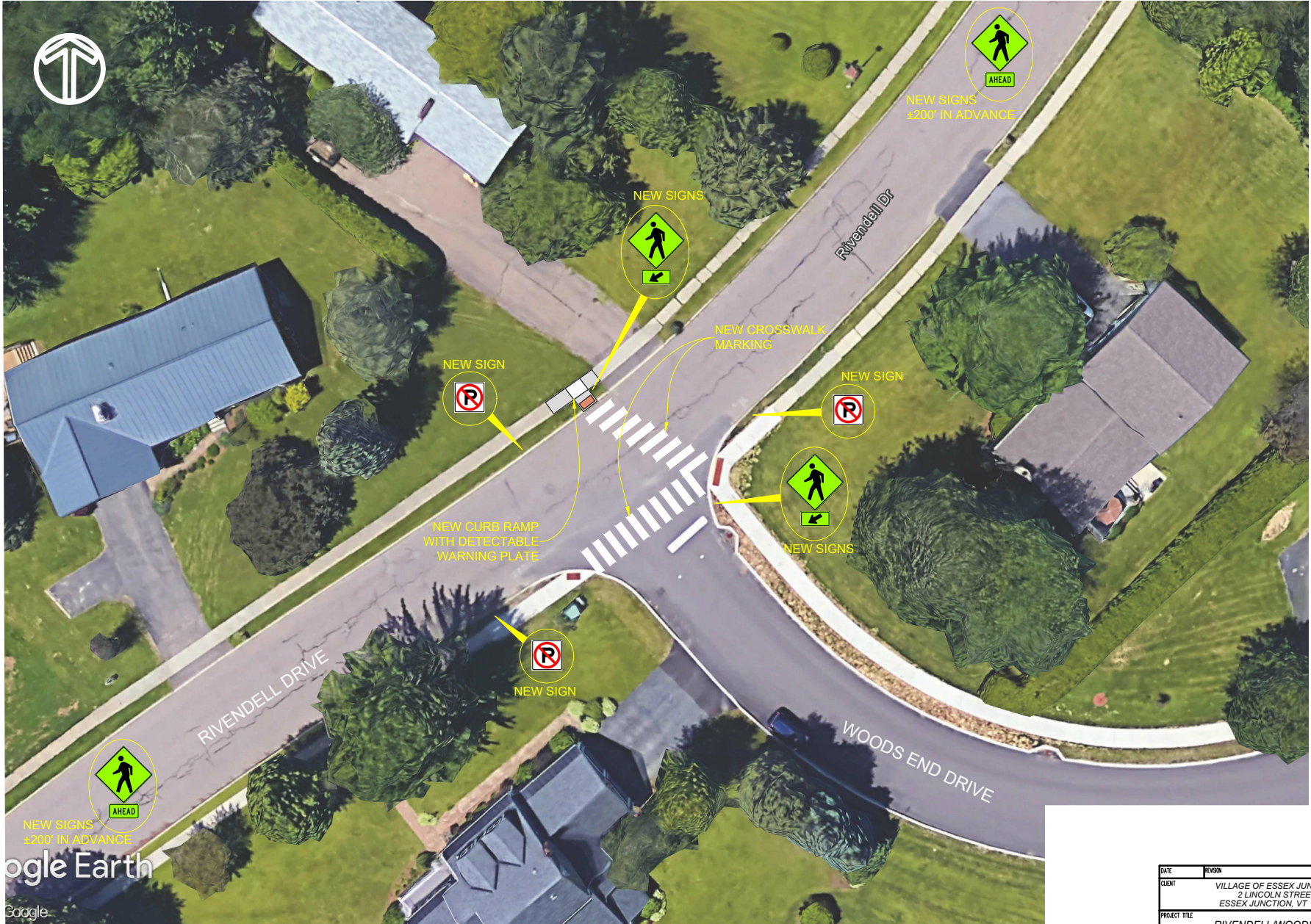
Respectfully,




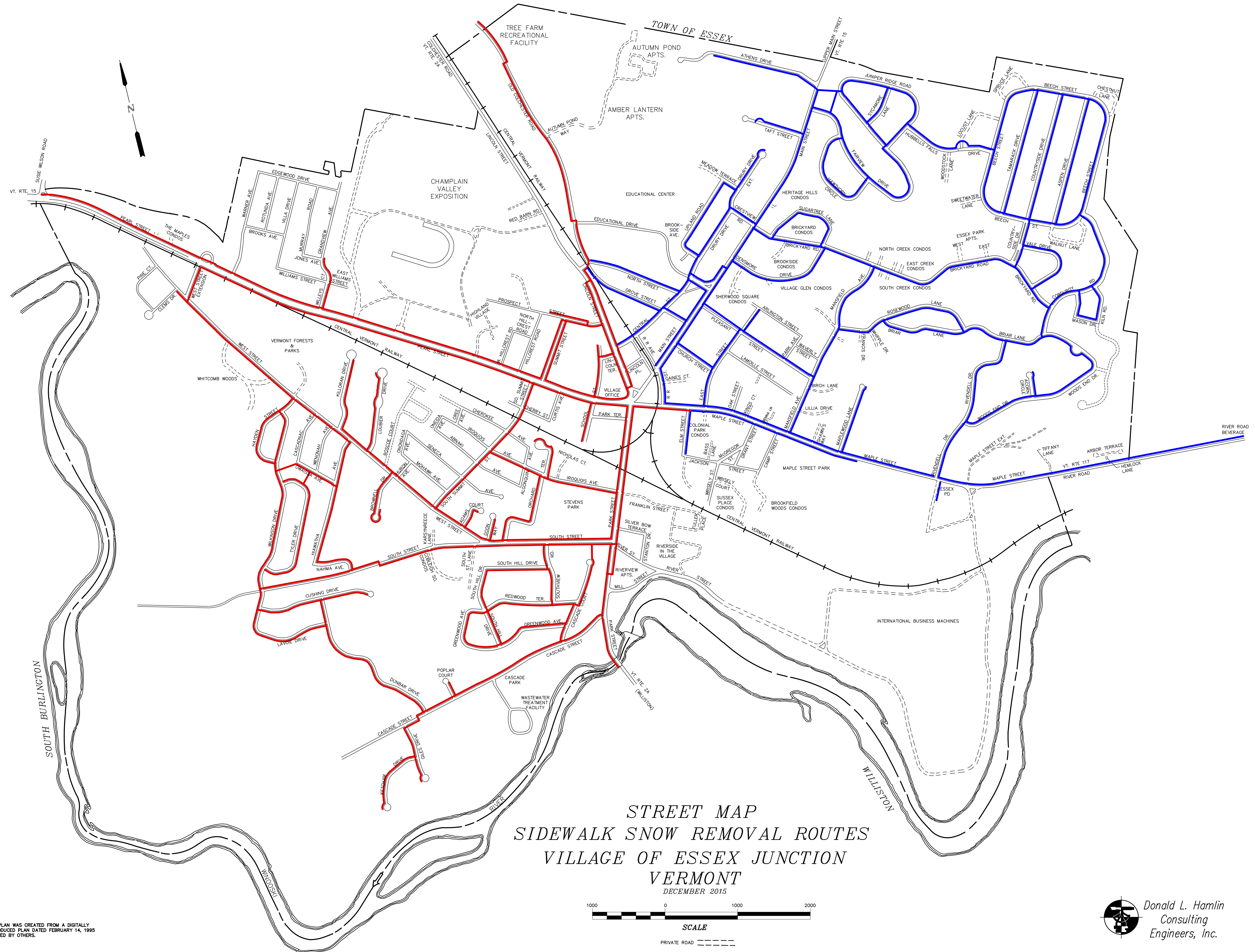
Jeffrey P. Kershner, P.E.
President

Enc.

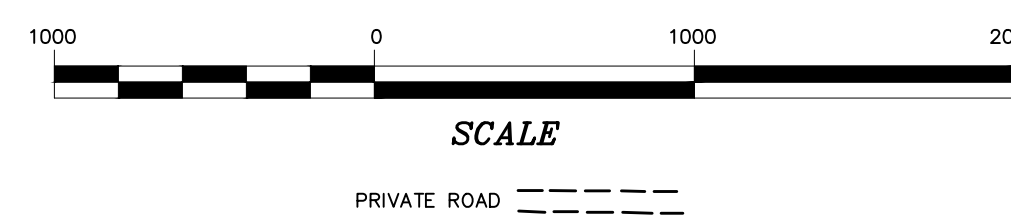
Cc: Evan Teich, Unified Manager



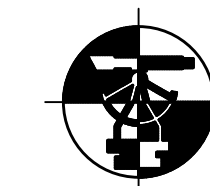
DATE	REVISION	BY
CLIENT	VILLAGE OF ESSEX JUNCTION 2 LINCOLN STREET ESSEX JUNCTION, VT 05452	
PROJECT TITLE	RIVENDELL WOODS END PROPOSED CROSSWALKS	
DRAWING TITLE	CONCEPT PLAN	
Survey	 Donald L. Hamlin Consulting Engineers, Inc. 136 Pearl Street Essex Junction, Vermont	Scale 1" = 40'
Design		Job 18-011
Drawn		File
Checked		Drawing
Date 10/29/2018		Sheet SK1



STREET MAP
SIDEWALK SNOW REMOVAL ROUTES
VILLAGE OF ESSEX JUNCTION
VERMONT
 DECEMBER 2015



NOTE:
 THIS PLAN WAS CREATED FROM A DIGITALLY
 REPRODUCED PLAN DATED FEBRUARY 14, 1995
 CREATED BY OTHERS.


 Donald L. Hamlin
 Consulting
 Engineers, Inc.

Memorandum

To: Village of Essex Junction Trustees

From: Lauren Morriseau, Finance Director

Re: Moving the Highway Transfer to Rolling Stock from Misc Transfer Department to Street Department concurrent with eliminating the TOV Highway Tax in FYE20.

Date: November 27, 2018

Issue:

The issue is to acquaint the Trustees with a proposal by unified staff to eliminate the Town Highway tax, concurrent with moving the Village yearly transfer of funds to the Rolling Stock Fund for Street vehicles out of the Misc. Transfers department and into the Street Department. The Rolling Stock Fund would then be paid for by the Town General Fund as part of paying for the Street budget.

Discussion:

There are two items in the MOA between the Town of Essex and Village of Essex Junction RE: Consolidation of Public Works Services that must be agreed to by the Town Selectboard if this proposal is to be implemented.

1) The MOA says in section 2 that "During the Term of this Agreement, the Village shall not increase the annual Village Highway Budget as defined herein by more than six percent (6%) over the previous year's budget amount without agreement of the Town Selectboard." The transfer of the Rolling Stock Fund Transfer into the Street Department will cause the Street Department budget to increase by 15% instead of the 3% it would increase without this addition. The Selectboard must agree to this.

2) In addition, the MOA says in section 3 that "Unless otherwise agreed by the Town and Village, the Village Highway Budget submitted by the Village Board of Trustees for inclusion in the Town budget shall not include funds for capital project paving or equipment replacement, which shall continue to be a Village expense separate and apart from the Village Highway Budget." To meet this requirement, the Selectboard must agree to waive the exclusion from the Village Highway Budget in section 3 of the MOA in order to include the "equipment replacement" transfer (i.e. the transfer to the Rolling Stock Fund).

Cost:

Attached is a spreadsheet that outlines the financial effect of this plan on the taxpayers in the Village and the taxpayers in the Town Outside the Village. The taxpayer with an average house (\$280,000 assessed value) in the Village will have a tax reduction of \$1.68. The taxpayer with an average house (\$280,000 assessed value) in the Town Outside the Village will have a tax increase of \$0.84. These amounts are based on a 1% growth in each of the grand lists involved.

Recommendation:

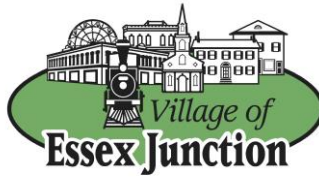
It is recommended that the Trustees consider moving forward with putting the transfer to the Rolling Stock Fund in the Street Department budget.

Rolling Stock

Town General Grand List	Village General Grand List	Town Highway Grand List
\$26,141,603	\$11,051,088	\$15,037,947
\$26,403,019	\$11,161,599	\$15,188,326

at 1%


	FYE 20 Proposed Amount	Town General Tax	Village General Tax	Town Highway Tax
Before Combining				
TOV Highway Tax	\$165,000	0	0	0.0109
Village Highway Rolling Stock	\$131,400	0	0.0118	0
Total before combining		0	0.0118	0.0109
After Combining				
Town TOV Highway tax elimination	\$165,000	0.0062	0	-0.0109
Village Highway Rolling Stock	\$131,400	\$0.0050	-0.0118	0
Change in Tax		0.0112	-0.0118	-0.0109
Net Impact of Combining on tax rate			<u>Village</u>	<u>TOV</u>
			-\$0.0006	\$0.0003
Net Impact of Combining on Average tax bill (\$280,000 assessed value house)			-\$1.68	0.84



MEMORANDUM

TO: Village Trustees
 FROM: Evan Teich, Unified Manager
 DATE: November 27, 2018
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

December 5 7:00 PM	Joint Meeting at 81 Main
December 7 5:30-8:00 PM	<i>Village Tree Lighting and Train Hop</i> 
December 11 6:30 PM	Regular Meeting
December 19 8:15 AM	Budget Day
January 8, 2019 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Review FYE 20 proposed budgets
January 22 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Public Hearing on FYE 20 budgets and capital programs
February 6 7:00 PM	Joint Meeting at Lincoln Hall
February 12 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Adopt budgets and capital programs
February 26 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Adopt Warning for Annual Meeting
March 12 6:30 PM	Regular Meeting
March 26 6:30 PM	Regular Meeting
April 3 7:00 PM	Annual Meeting at Essex Community Educational Center
April 10 7:00 PM	Joint Meeting at 81 Main



TO: Village Trustees and Evan Teich, Unified Manager
FROM: Nick Meyer, Chair of the Tree Advisory Committee
DATE: November 27, 2018
RE: Emerald Ash Borer Plan

Issue

The issue is whether or not the Village should accept the draft Emerald Ash Borer (EAB) plan, and allocate \$11,000 in funds in the FYE20 budget for ash tree removal and replanting.

Discussion

The Tree Advisory Committee, in conjunction with Village staff, the Conservation & Trails Committee and the Vermont Urban & Community Forestry program, have developed a plan for addressing EAB in the Village.

One of the main takeaways of this plan is that the Village will need to be aggressive about ash tree removal. While this involves spending money upfront, we believe that this is the fiscally wise decision. EAB continues to move closer and closer to the Village, and once it hits our community the costs of removal will increase exponentially. Failure to remove infested ash trees can also lead to serious damage as these trees are more likely to splinter and fall.

Cost

The Tree Advisory Committee respectfully requests that the Trustees allocate \$11,000 in the FYE20 budget to ash tree removal and replanting. These funds would be in addition to the \$10,000 annual streetscape budget.

Recommendation

It is recommended that the Trustees approve the EAB plan, and allocate \$11,000 in the FYE20 budget to EAB tree removal.



**Management Plan and Recommendations
For
Emerald Ash Borer and the Threat to Essex
Junction's Trees**

November 2018



Table of Contents

1. Introduction (Page 3)
2. What is Emerald Ash Borer (EAB) (Page 3)
3. EAB Signs and Symptoms (Page 3)
4. The Village Ash Trees (Page 4)
5. Tree Removal Options (Page 5)
6. Removal Cost Estimates & Recommendations (Page 6)
7. Stump Grinding (Page 6)
8. Tree Replacement (Page 6)
9. Preventative Treatment (Page 7)
10. Wood Utilization and Disposal (Page 7)
11. Private Property Ash Trees (Page 8)
12. Public Information on EAB (Page 8)
13. Community Cost Sharing Possibilities (Page 8)
14. Contacts for more information on EAB (Page 8)
15. Sources Consulted (Page 9)
16. Appendix:

- Photos: Hayden Street (Page 10)
 Wilkinson Drive (Page 11)
 Tyler Drive (Page 12)
 Lavoie Drive (Page 13)

- Maps: Public Ash Trees on Hayden St, Wilkinson Dr. Tyler Dr. & Lavoie Dr. (Page 14)
 Public Ash Trees on Lower Pearl Street (Page 15)

1. Introduction

Emerald Ash Borer (EAB) was confirmed in Vermont for the first time in in late February 2018 and is now established in three areas of the state. EAB can be found in 5 of the 6 New England states (not yet confirmed in Rhode Island). While its arrival here has been anticipated for several years, the hope was that we would have more time before having to implement a strategy in Essex Junction for the long-term management of this devastating exotic insect pest.

This Management Plan was developed with the assistance of the Essex Junction Tree Advisory Committee, Essex Junction Public Works, and the Essex Junction Tree Warden. It is designed to address public safety concerns and minimize the impact to the Village budget by providing a plan to pre-emptively remove ash along the Village right-of-way over the next several years. Goals of the plan include: increase species diversity, reduce future dead and diseased public trees and address future health and safety impacts to our public trees.

2. What is Emerald Ash Borer (EAB)

Emerald ash borer, *Agrilus planipennis*, first appeared in the United States in 2002 near Detroit, Michigan. It is believed to have been brought into the country in wooden packing crates from Asia. The adult emerald ash borer is a small metallic green beetle about a half inch long that is known to attack all native species of ash in North America. The adults feed on the leaves of ash before depositing eggs on the bark of the tree. Upon hatching, the larvae burrow through the bark and into the inner bark layer or cambium of the tree. There they feed on the phloem and outer xylem forming s-shaped galleries and essentially disrupting the vascular system of the tree causing canopy dieback, rapid decline, and eventual death of the tree. The rapid rate of reproduction of the beetle can lead to very high population levels in a few years following the initial infestation and trees can be killed within two years, if heavily infested. Despite extensive efforts to contain and eradicate EAB in Michigan when it first was detected, the insect has prevailed and has devastated ash populations across the mid-west and northeast killing millions of trees and costing millions of dollars. EAB has been detected in 32 states and 3 Canadian provinces.

3. EAB Signs and Symptoms

Early detection of EAB in newly infected trees is difficult, particularly for the general public, because newly infested trees exhibit minimal visible external symptoms in the early stage of infection until populations build in an area. It can take several years to detect an EAB infestation after it arrives, once the first trees begin to die. The first symptoms of EAB are cracks in the bark where the larvae have been feeding within the tree. As populations build, woodpeckers can be seen attacking infested trees in search of the larvae. Woodpecker foraging signs are highly visible and a frequent identifying feature, though usually occur only once EAB is well-established. The general health of infested trees decline rapidly, exhibiting obvious signs of canopy thinning and dieback and epicormic sprouts (water sprouts) (Fig. 1).

The D-shaped emergence holes made by adults are small and hard to detect when infestations are light, but are a reliable sign of attack as populations build. For more information on the life cycle of EAB, its identification, and the signs and symptoms of infestation go to VTinvasives.org/eab.



Fig. 1. Signs of EAB in ash trees: left, tree with thinning canopy and epicormic growth at the base; center, D-shaped exit hole; right, larval tunnels under the bark.

For information on how to identify ash trees go to: <https://vtinvasives.org/land/emerald-ash-borer-vermont/identify-ash-trees>.

4. The Village Ash Trees

The confirmation of EAB in Vermont has significant implications for Essex Junction both financially and aesthetically. Essex Junction has 166 ash trees along our public streets which currently accounts for about 16.5 percent of our total 975 plus trees in our inventory. This information was taken from our public tree inventory which was completed in 2014 by the Vermont Urban and Community Forestry Program with assistance from the University of Vermont Land Stewardship Program. The Essex Junction Tree Advisory Committee now updates and manages the inventory.

Management options include: closely monitoring Village ash trees for signs or symptom of EAB, proactively removing a certain percentage of ash in the current inventory, beginning with those that are in the poorest health and planting new trees in their place.

98% of the Village's ash trees are located in the southwest section. They are located in the public right-of-way on the following streets:

<u>Street</u>	<u>Ash Tree Count</u>
Wilkinson Dr.	51
Tyler Dr.	33
Pearl St Median between West St. Ext and Susie Wilson Rd.	27
Lavoie Dr	26
Hayden St	14
Main St.	6
Upper Pearl St	4
Maple St. Park	3
Park St.	2

The average size/diameter of these trees is between 8 and 10 inches, measured 4.5 feet above ground. Fortunately, the Village does not have a high population of large diameter ash trees which will make the removal costs less expensive.

Cascade Park has several ash trees growing in a wooded area south of the baseball field and tennis courts. These trees will be monitored after EAB arrives and any that pose a public safety concern will be removed.

5. Tree Removal Options

There are two removal management options to respond to EAB:

The first is to remove trees as they die. The Village could wait until EAB arrives and then begin removing ash trees after they begin to die. This reactive strategy puts the Village at a high liability risk for damages as the majority of our 166 ash trees may all need to be removed within 2 or 3 years. The removal costs will be higher because there hazardous to work on and there will be a higher demand on tree companies to remove trees in this area. Ash trees lose structural stability rapidly after death by EAB. The wood dries and the brittle tree falls apart. Dead and heavily infected trees will need to be removed promptly. Tree removal costs vary depending on percent of decline, tree size, site limitations (utilities, other targets, and access), travel time, and wood loading and hauling. Due to the risk involved with removing trees in this condition, the Village would need to contract with qualified commercial tree care companies.

The second is pre-emptive tree removal. The proactive removal strategy would involve removing all of the ash trees in the right-of-way prior to the arrival of an EAB infestation in Essex Junction. This strategy allows greater budget flexibility to manage EAB. It also allows the Village to remove live trees, which will be less expensive and safer to work on. There are two possible options for removing live trees. The Village could either contract with a qualified tree

care company or work with the Public Works Department crew to remove the trees. The Village Public Works Department has indicated a willingness to participate in ash tree removal.

6. Removal Cost Estimates & Recommendations

Contract Tree Removal: Some cost estimates are presented based on average tree size and removal time. The actual cost per tree will vary greatly, but figures presented below allow for budgetary planning. Removal prices were received from 3 local tree care companies and averaged for the estimate. The average contract cost estimate to remove the 166 Village ash tree is \$151.00/tree totaling \$25,250 for all trees.

DPW Crew Tree Removal: The Village PW crew would remove the trees during their regular working hours. With this option there would be no direct labor costs to the Village. They will need to rent a brush chipper which would cost \$1,100 per week. They have all the other equipment needed for the task.

The Essex Junction Tree Advisory Committee (EJTAC) recommends working with the Village Public Works crew to remove the trees. The goal would be to remove 15 trees each year for the next 11 years. Tree removal would start in the Hayden, Lavoie, Tyler & Wilkinson neighborhoods. The Village would remove a few trees (3 to 4) on each street until they were all replaced. The removals would be staggered so there wouldn't be several trees in a row removed. This approach retains the existing tree canopy height for a longer period of time as you drive through the neighborhoods.

7. Stump Grinding

After the dead trees are removed we will need to make space for new trees in our greenbelts by grinding out the stumps. This involves grinding the stump with a machine, hauling away the grindings, and refilling the hole with topsoil. There are two possible options for grinding stumps. The Village could contract with a qualified tree care company or work with the DPW crew to grind the stumps.

Stump grinding prices were received from 3 local tree care companies and averaged for the estimate. The average contract cost estimate to remove the 166 ash tree stumps is \$115.00/stump totaling \$19,090 for all stumps.

The Village PW crew would remove the stumps during their regular working hours. With this option there would be no direct labor costs to the Village. They will need to rent a Stump Grinder which would cost \$900 per week. They have all the other equipment needed for the task.

The EJTAC recommends working with the Village PW crew to remove the stumps.

8. Tree Replacement

The Village would replace the trees that were removed as part of their ongoing tree planting program. Trees are planted in late April or early May. So, trees removed in the summer or fall would be planted the following spring. The Village will contract with a qualified landscape contractor to plant the new trees.

New replacement trees will be 2" caliper, with a wholesale price of \$240.00, costing \$650.00 dollars to install and water for one year by a landscape contractor. If the Village replaces all 166 trees the cost would be \$107,900.

The Village Tree Advisory Committee would be responsible for selecting the replacement trees, contracting with a qualified landscape contractor and overseeing the tree installations.

The EJTAG recommends replacing the 15 removed trees with 15 new trees. This replacement process should be done each year for the next 11 years to fill in the gaps created by removing the infected ash trees. The end goal is to recreate the tree canopy that is seen on the streets today. Based on tree replacement estimates the annual replacement cost estimate is \$9,750. This cost may vary based on tree costs and the chosen contractor.

9. Preventative Treatment

Ash trees can be treated with insecticides to prevent EAB. However, it is a long-term commitment and needs to be done every 2 years. This is an expensive option and is recommended for specimen high value trees. The recommended method is Trunk Injection which can only be done by a certified pesticide applicator. Currently the average treatment cost is \$12.00 per inch of trunk diameter. For more information go to <https://vtinvasives.org/eab>

For trees in the Village right-of-way is not a recommended option because of the long-term expense and if you stop treatment the trees will be prone to EAB.

10. Wood Utilization and Disposal

There will be a small amount of wood chips and few firewood chunks available from the Village's ash removal plan. We do not anticipate any saw logs from the Village trees because of their small diameter size. One option would be to haul the woodchips to the McNeil wood fired generating station in Burlington to generate power. The Village could also locate a disposal site where residents could pick up the woodchips free for use as mulch. Vermont is now within the US Department of Agriculture (USDA) quarantine boundary. There is a national quarantine to limit the spread of EAB. Firewood and ash tree products cannot be moved from inside the quarantined area to areas outside the infested area. It is currently legal to repurpose infested ash trees and products if they stay within the quarantined area. For more information on wood

utilization and disposal go to: <https://vtinvasives.org/land/emerald-ash-borer-vermont/slow-spread-of-eab>

11. Private Property Ash Trees

Residents with an ash tree(s) on your property, please consider one of the following:

Treatment – If you have not yet considered a treatment program, please contact an ISA Certified Arborist to assess whether your tree is suitable for treatment. Treating in June or July is preferred to minimize damage. Once EAB has been detected within 15 miles of the property treatment should begin. Pesticide applications can only be done by a certified pesticide applicator.

Removal – Dead and dying ash trees will become high risk for public safety. Remove and replace untreated ash trees with a different species. Doing nothing may put you, your property, and public safety at risk. It is recommended that removals only be done by a certified tree care company. For more information go to: <https://vtcommunityforestry.org/resources/tree-care/hiring-arborist>

12. Public Education on EAB

The Village will make a conscious effort to educate the residents regarding EAB and its community impact. An emphasis will be placed on notifying residents in neighborhoods whose streets contain the largest concentrations of ash trees. These areas will see the most significant change to the neighborhood streetscape.

The Village will use Front Porch Forum, Facebook, the Essex Reporter as well as hosting EAB forums to disseminate information. Where applicable, the Village will contact a Homeowners Association directly. Before tree removal begins in the right-of-way, homeowners will be contacted directly by a letter from the Village or by canvassing the effected streets.

The Village Tree Advisory Committees website (<https://www.essexjunction.org/boards/tree-advisory-committee/>) will post pertinent information regarding EAB and serve as a resource for residents.

13. Community Cost Sharing Possibilities

The Village should explore opportunities for cost-sharing with neighboring municipalities in an effort to save money. Some of the major costs associated with EAB management efforts are dealing with tree removal, stump grinding and replanting. This may become costly especially if communities are not prepared and have large numbers of trees that need immediate removal. A

number of options exist, each with their own associated costs. Collaborating with surrounding communities may allow for better annual budget management to deal with EAB responsibly.

14. Contacts for more information regarding the EAB?

- Urban and Community Forestry Outreach Coordinator, UVM Extension:
Elise Schadler, elise.schadler@uvm.edu (802)-651-8343
- State Urban Forestry Coordinator, Vermont Dept. of Forests, Parks & Recreation:
Danielle Fitzko, Danielle.fitzko@vermont.gov (802)-598-9992
- Chittenden County Forester:
Ethan Tapper, ethan.tapper@vermont.gov (802)-585-9099
- District Urban and Community Forester, Vt Dept. of Forests, Parks and Recreation:
Matt Leonard, matt.leonard@vermont.gov (802)-279-1371
- State Pest Surveyor Coordinator, VT Dept. of Agriculture, Foods & Markets:
Emilie Inoue, emilie.inoue@vermont.gov (892)-505-0217
- Essex Junction Tree Warden:
Warren Spinner, wspinner@comcast.net (802) 316-0785
- Essex Junction Tree Advisory Committee Chair:
Nick Meyer, nmeyer52@aol.com (802)-233-9493

An observation of EAB can also be reported online at <http://www.vtinvasives.org/eab-photo-submission-form> or by phone at 1-866-322-4512.

15. Sources Consulted

- Town of Johnson, VT Emerald Ash Borer Preparedness Plan 2014: http://townofjohnson.com/wp-content/uploads/2014/02/Johnson_EABPreparednessPlan_final.pdf
- Town of Williston, VT Emerald Ash Borer Preparedness Plan 2015: <https://www.town.williston.vt.us/index.asp?SEC=9AC5DE33-0817-4533-A2A4-AA8301D75C81&DE=29FACCA4-2A96-4E31-B397-55B1E6302FBA>
- Vermont Invasives: <https://www.vtinvasives.org/land/emerald-ash-borer-vermont>
- Vermont Urban and Community Forestry Program, Emerald Ash Borer Management: <https://vtcommunityforestry.org/community-planning/tree-pests>
- Emerald Ash Borer Information Network: <http://www.emeraldashborer.info/#sthash.KZZk0Rao.dpbs>
- Vermont Dept. of Agriculture, Emerald Ash Borer – Information and More: http://agriculture.vermont.gov/Emerald_Ash_Borer

Appendix

Ash Trees on Hayden Street



Photo Credit: Warren Spinner

The public ash trees are on the left side of the street (non-sidewalk side).

Ash Trees on Wilkinson Drive



Photo Credit: Warren Spinner

The public ash trees are on the right side of the street (non-sidewalk side).

Ash Trees on Tyler Drive



Photo Credit: Warren Spinner

The public ash trees are on the left side of the street (non-sidewalk side).

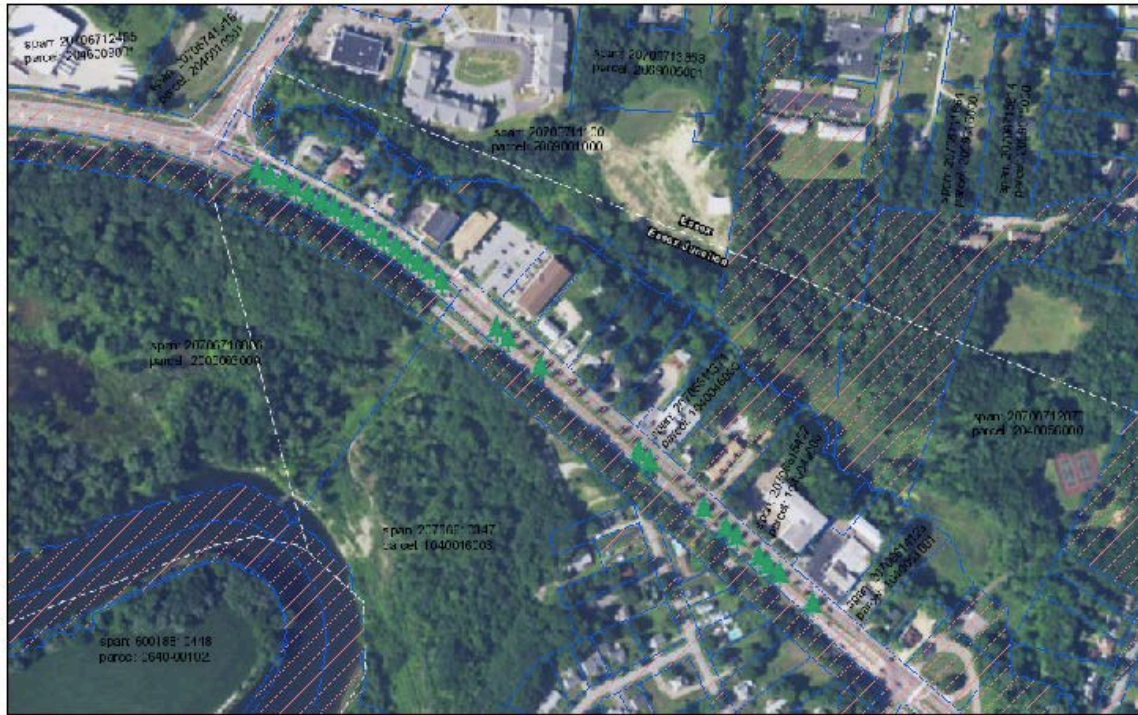
Ash Trees on Lavoie Drive



Photo Credit: Warren Spinner

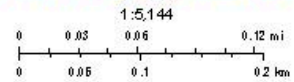
The public ash trees are on the left side of the street (non-sidewalk side).

Public Ash Trees on Lower Pearl Street



10/8/2018, 4:00:29 PM

- Essex Urban Trees Parcels
- Good
- Span Missing
- Has Span
- VTrans Parcels



Vermont Agency of Transportation, Cart, HERE, Google, © OpenStreetMap
 Case: Tree Count
 Application built and developed for the town of Essex by the Vermont Agency of Natural Resources.

Public Ash Trees on Hayden St, Wilkinson Dr, Tyler Dr & Lavoie Dr



10/8/2018, 3:56:52 PM

Essex Urban Trees

Good

Fair

Poor

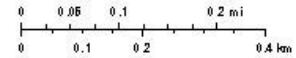
Parcels

Has Span

Span Missing

VTrans Parcels

1:10,288



Vermont Agency of Transportation, Carl, HERE, Garmin, © OpenStreetMap

Essex Tree Expert

Application built and developed for the town of Essex by the Vermont Agency of Natural Resources.

Burlington International Airport Airport Master Plan Update

Regional Advisory Committee Meeting # 2

November 13, 2018



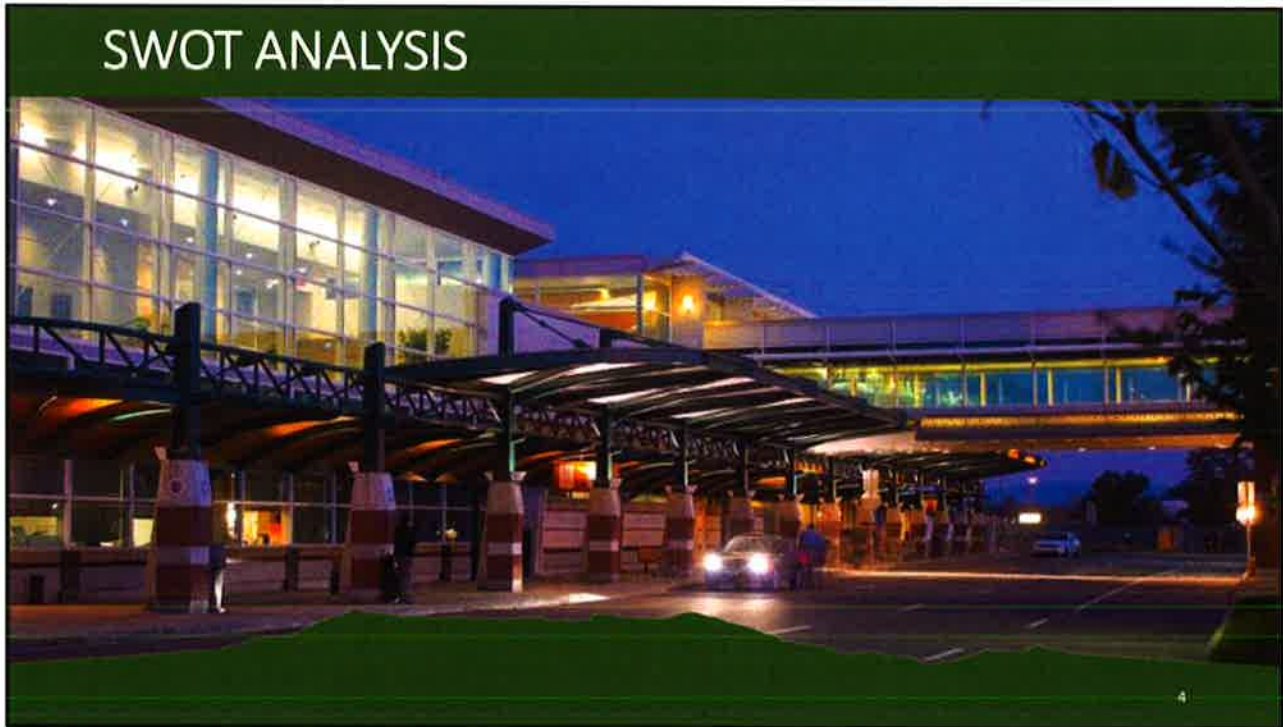
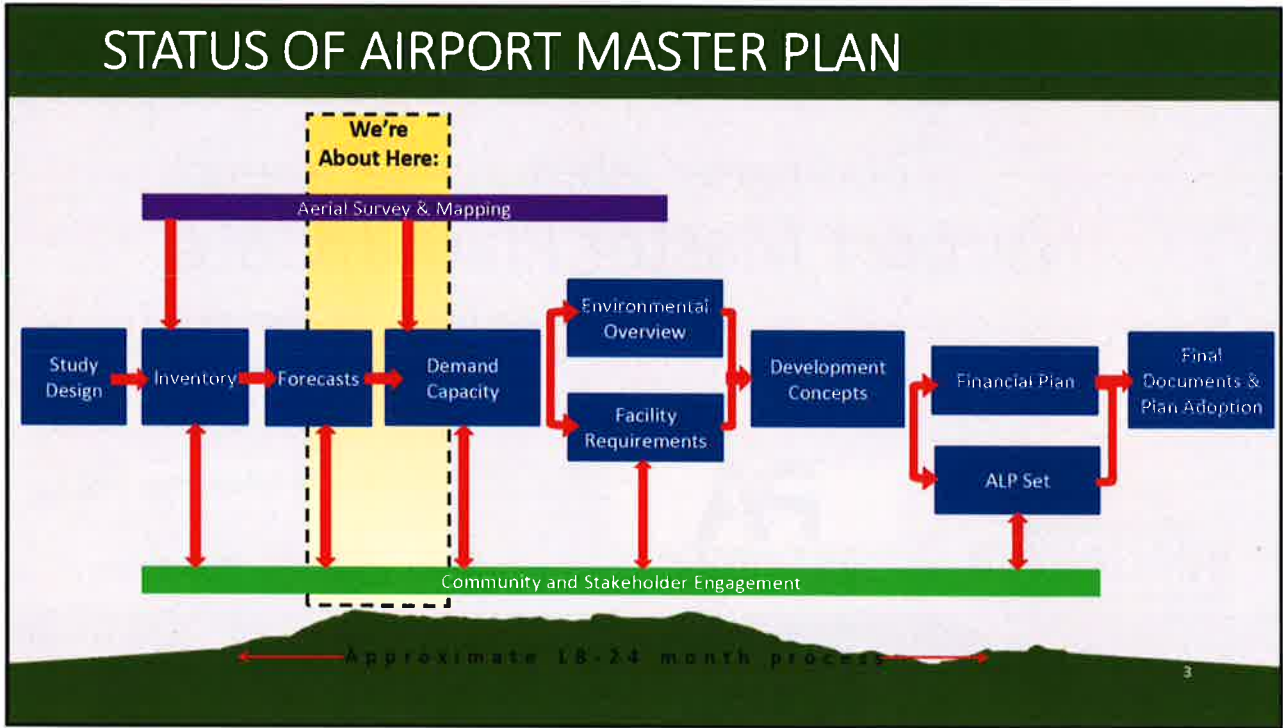
1

AGENDA

- Introductions
- Status of the Master Plan Update
- SWOT Analysis
- Inventory Summary
- Forecast Summary
- Next Steps



2



AIRPORT MASTER PLAN – SWOT Analysis

- Obtained Input to:
 - (S) Strengths – things BTV does well
 - (W) Weaknesses – resource limitations
 - (O) Opportunities – emerging need
 - (T) Threats – external forces/limitations
- Joint Findings



5

PRELIMINARY FINDINGS – STRENGTHS

- Partnership with Vermont Air National Guard (T/R)
- Existing Airline Service/Diversity (T/R)
- Convenience: Airport Location/Destination/Travelers to Region (T/R)
- Operations: Snow Removal/Remaining Open (T)
- Training: ATC/Maintenance/Pilots (T)
- Business Economic Driver (R)
- Resources for Vermonter to Travel (R)



6

PRELIMINARY FINDINGS – WEAKNESSES

- Ground Access – Local/Highway (T/R)
- Terminal Congestion (T)
- Location of Tenants vs. Taxiway Configuration (T)
- Runway 1-19 Configuration (T)
- ATC Hours/Physical Taxiway (T)
- Governance/Skewed Ownership and Management Structure to Community Affairs (R)
- Community Relations (R)
- Single TSA – Disjointed Configuration (R)
- Location – Encroaching Proximity to Dense Population (R)



7

PRELIMINARY FINDINGS – OPPORTUNITIES

- Community Relations/Improve Communications (T/R)
- Access Road Improvements (T)
- Grow General Aviation (T)
- Separate Cargo Operations Area (T)
- TSA Central Location (T)
- Infrastructure Meeting FAA Design (T)
- Economic Driver for Growth (R)
- Governance (R)
- What Economic Impact Is and Local Resources from communities (R)
- Increase safety/Reduce Risk – e.g. additional flight hours for military jets before basing (R)



8

PRELIMINARY FINDINGS – THREATS

- Terminal Space/Congestion (T/R)
- Space for Tenants (T)
- Rehabilitate 15-33 (T)
- Parking (T)
- Security (T)
- Ground Access (T)
- Funding – Maintenance of Facility (R)
- Anything that Threatens VTANG Presence (R)
- International Changes - Exchange Rate, Border Customs, International Flight Rules (R)
- Increased Airline Fees (R)



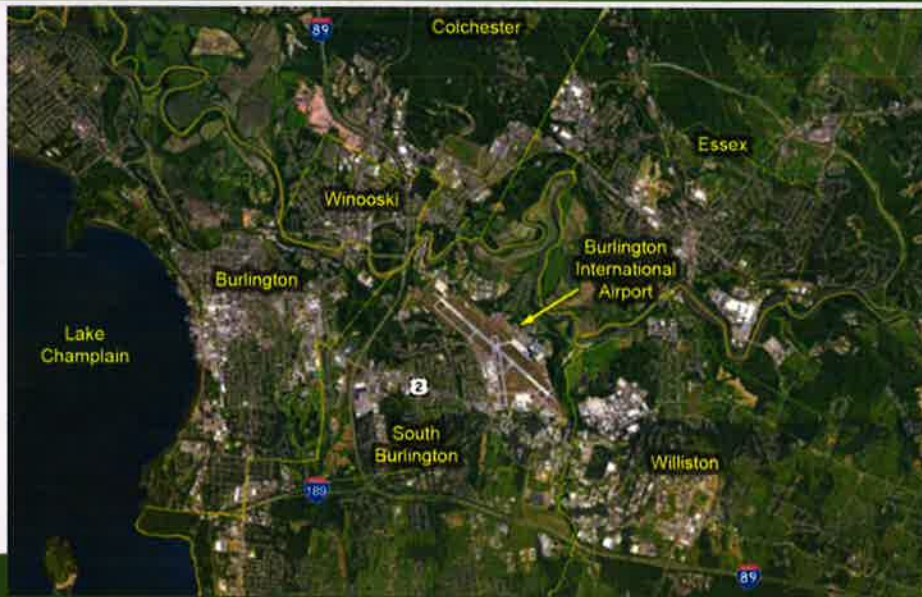
9

AIRPORT INVENTORY



10

AIRPORT LOCATION & MUNICIPALITIES



11

KEY AIRPORT FEATURES

- Largest airport in Vermont
- Currently served by five airlines
- Covers 942 acres
- Two Active Runways
 - Runway 15-33
 - Runway 1-19
- Air National Guard
- Cargo Operations
 - FedEx
 - UPS



12

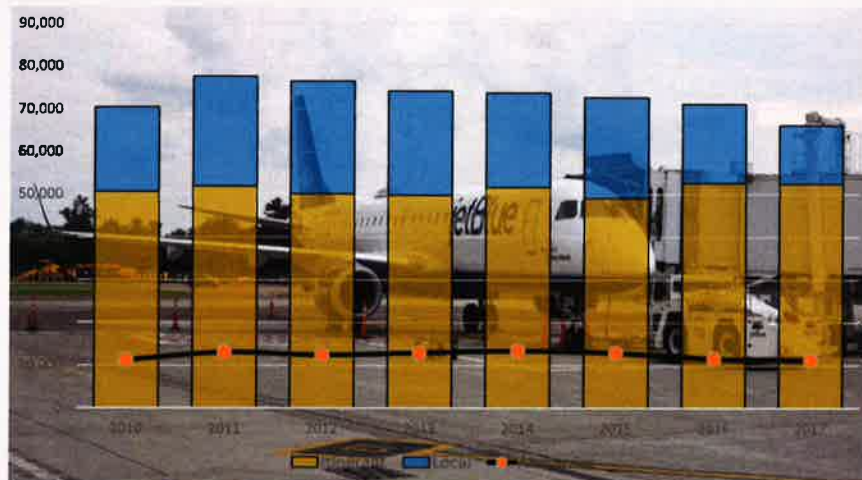
Airport Service Area

- Geographic area the airport can reasonably expect to draw commercial air service passengers.
- For BTV – Average 1.5 hour drive time
- Estimated Population in Service Area – 600,000 (442,000 in US)
- Four Airport's on the fringe of BTV Service Area

Airport	ID	Location	Distance Miles (Hours: Minutes)	Annual Enplanements (2017)	Airlines	Average Daily Commercial Departures
Burlington International	BTV	S. Burlington, VT	N/A	578,000	5	78
Plattsburgh International	PBG	Plattsburgh, NY	38 (1:26)	139,400	3	35
Montreal International	YUL	Montreal, QU	104 (2:00)	9,080,000	64	517
Lebanon Municipal	LEB	Lebanon, NH	89 (1:36)	10,400	1	6
Rutland-Southern Vermont	RUT	Rutland, VT	72 (1:50)	5,000	1	3

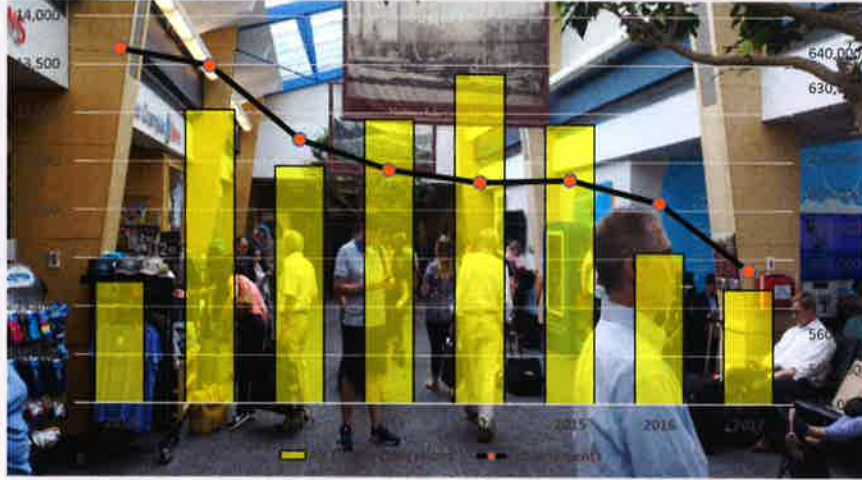
13

Aircraft Operations (takeoffs & landings)

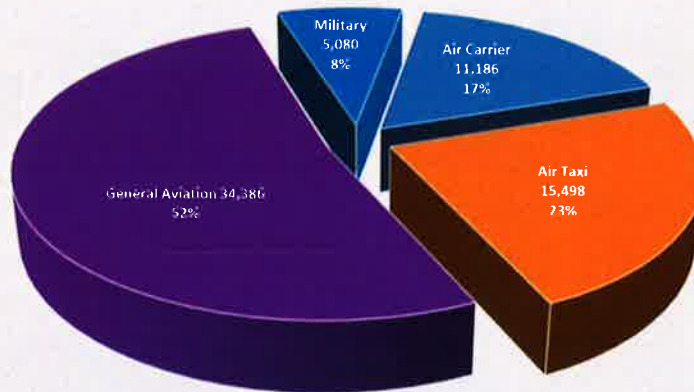


14

Revenue Passenger Enplanements



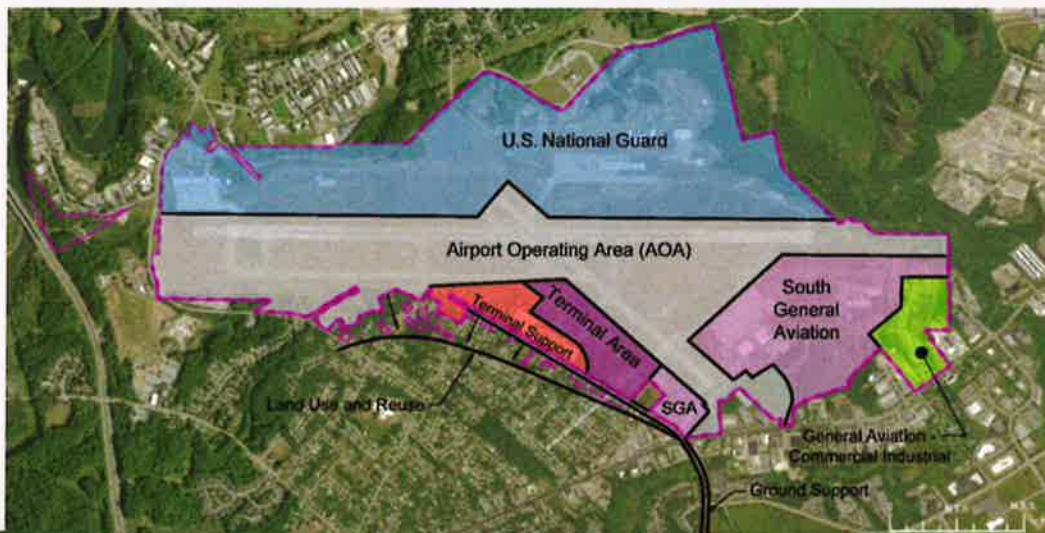
Operations 2017 Breakout



AIRPORT ACCESS



Airport Development Areas



Airside Facilities

RUNWAY 15-33

- Primary Runway
- Commercial & Military
- 8,319' x 150'
- Displaced Threshold
 - RWY 33 (500')
 - Reduced Takeoff & Land RWY 15
 - Reduced Landing RWY 33
- Approach Lighting
- IAP RWY 15 & 33

RUNWAY 1-19

- Secondary/Crosswind
- General Aviation
- 4,112' x 75'
- Displaced Threshold
 - RWY 01 (225')
 - RWY 19 (500')
- IAP RWY 01

19

Terminal Area

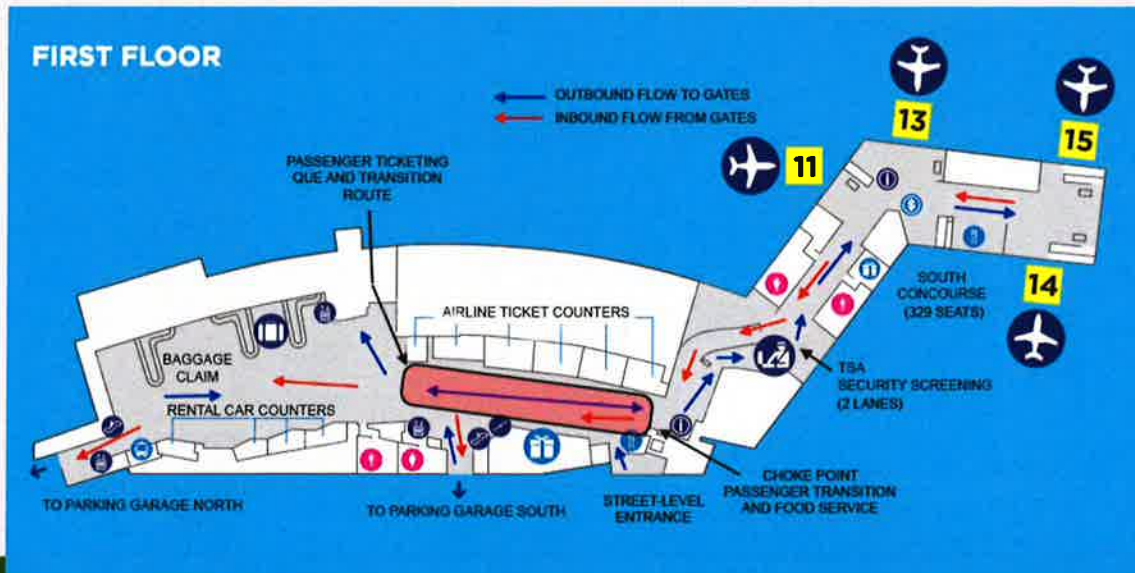


20

North Concourse



South Concourse



Terminal Building

North Concourse

- Second Level
- 47,600 FT²
- United & American Airlines
- Airport and Airline Offices, Conference Rooms
- TSA Checkpoint

South Concourse

- Ground Level
- 92,000 FT²
- Delta, JetBlue & Porter Airlines
- TSA Checkpoint

23

Passenger Flow & Choke Points

• Peak Hours

• Departures

- 5:30 to 8:00 am
- 11:00 am to 3:00 pm
- 5:00 to 7:00 pm

• Arrivals

- 11:00 am to 1:00 pm
- 5:00 to 6:00 pm
- 10:00 pm to Midnight

**Peak Passenger Activity
Between Noon and 7 pm**



August 8, 2018 – 4:30 pm

24

Ticketing Area



FORECAST SUMMARY



ACTIVITY DEMAND FORECAST

- **What is a Forecast?**
 - 5, 10, and 20-year estimates of aviation activity at the Airport
 - Incorporates the effects of socio-economic conditions, and industry trends
 - One of the Master Plan elements “approved” by the FAA
- **How is it Used?**
 - Influences all phases of the facility and financial planning processes
 - Provides a basis for determining type, size, and timing of airport facility development
 - Used as support for funding Airport improvements
- **What is the process?**



April 26, 2017

27

WHAT IS THE FORECAST PROCESS?



April 26, 2017

28

AERONAUTICAL FORECASTS

- Enplaned Passengers
 - 5-, 10- and 20-year forecast
 - Load Factors
- Air Carrier Activity:
 - Operations
 - Fleet Mix
- Air Cargo Activity
 - Volume
 - Operations
- General Aviation Activity
 - Based Aircraft
 - Operations
- Military Aviation Activity
 - Based Aircraft
 - Operations
- Peak Activity
 - Passengers
 - Operations

29

FORECAST METHODOLOGY

- **Regression Analysis** – Demographic projections for the Airport's catchment area are used to estimate growth
- **Time Trend** – Continued historical growth is applied to project activity trends
- **Market Share** – BDL market share percentage of national activity is used to estimate growth
- **FAA Terminal Area Forecast (TAF)** – Aeronautical forecast published by the Federal Aviation Administration

April 26, 2017

30

FAA TERMINAL AREA FORECAST

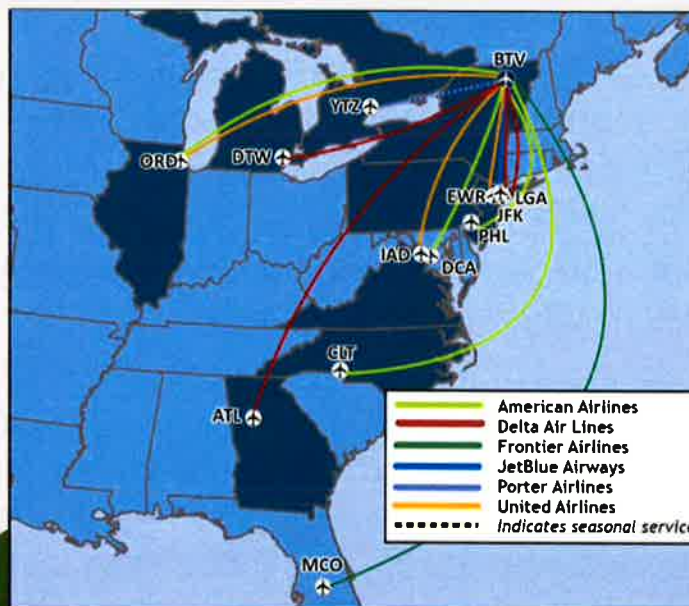
2018 FAA Terminal Area Forecast (TAF)

Year	Enplanements	Operations	Based Aircraft
2017	585,099	26,677	115
2018	635,407	28,371	116
2023	665,850	22,465	123
2028	693,485	23,278	133
2033	721,769	24,296	143
2038	749,730	25,321	153
AAGR	0.8%	-2.8%	1.4%
GROWTH	18.0%	-8.1%	31.9%

- Baseline year of the forecast is 2017
- The FAA TAF is considered to be the baseline metric that all Master Plan forecasts are compared with
- TAF considers socioeconomic and demographic factors, general industry trends, and regional commercial service growth

31

BTV ROUTE MAP



32

MASTER PLAN PROJECTED ENPLANEMENT SCENARIOS

Year	TAF	10-Year Historic Time Series	Static National Market Share	Population-Based Regression	Employment-Based Regression	Income-Based Regression	Extrapolated Population Econometric	Extrapolated TAF
RECOMMENDED								667,004
								695,171
								724,528
								755,124
								787,012
								0.8%
								18.0%

33

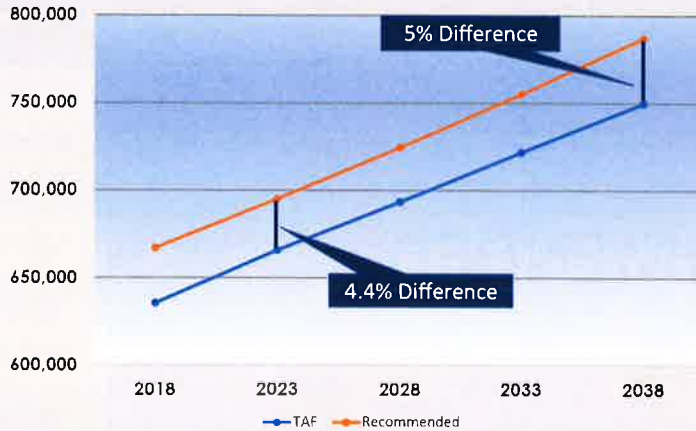
RECOMMENDED ENPLANEMENT FORECAST vs. TAF

Year	TAF	Recommended	Recommended vs. TAF
2017	585,099	591,558	1.1%
2018	635,407	667,004	5.0%
2023	665,850	695,171	4.4%
2028	693,485	724,528	4.5%
2033	721,769	755,124	4.6%
2038	749,730	787,012	5.0%
AAGR	0.8%	0.8%	-
GROWTH	18.0%	18.0%	-

34

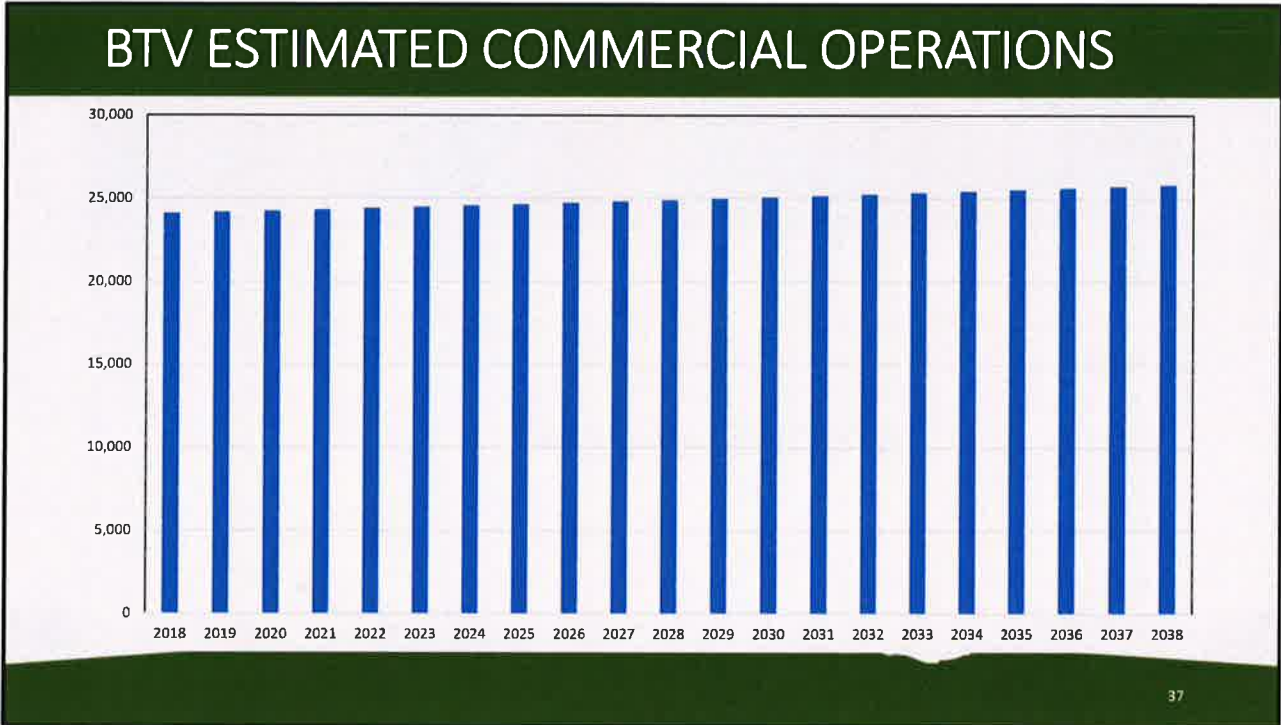
RECOMMENDED FORECAST

Enplanements Forecast – TAF vs. Recommended



RECOMMENDED COMMERCIAL FORECAST

Year	Enplanements	Operations	Average Seats per Departure	Load Factor
2017	591,558	21,448	68.0	79.3%
2018	667,004	24,082	68.9	80.4%
2023	695,171	24,480	69.5	81.7%
2028	724,528	24,899	70.3	82.7%
2033	755,124	25,340	71.4	83.4%
2038	787,012	25,804	72.7	83.9%
AAGR	0.8%	0.3%	0.3%	0.2%
GROWTH	18.0%	7.1%	5.5%	4.4%



BTV AIR CARGO FORECASTS

Air Cargo Volume (pounds)					
Year	National FAA	National Boeing	National Airbus	Recommended Average	Recommended Operations
2017				10,726,000	525
2018				10,929,436	535
2023				12,005,976	588
2028				13,188,554	646
2033	RECOMMENDED			14,487,616	709
2038	RECOMMENDED			15,914,634	779
AAGR 2018-2038	RECOMMENDED			1.9%	1.9%
Growth 2018-2038	RECOMMENDED			45.6%	45.6%

38

BASED AIRCRAFT FORECAST COMPARISON

Year	FAA TAF	Adjusted TAF	FAA Aerospace	Market Share		
				Static National	Static Regional	Static State
2017					92	
2018					93	
2023					97	
2028					102	
2033					106	
2038					111	
AAGR 2018-2038					0.9%	
Growth 2018-2038					19.7%	

RECOMMENDED

39

GENERAL AVIATION OPERATIONS FORECAST COMPARISON

Year	FAA TAF	10-Year Historical	OPBA	Market Share		
				Static National	Static Regional	Static State
2017			38,671			
2018			39,005			
2023			40,864			
2028			42,743			
2033			44,647			
2038			46,679			
AAGR 2018-2038			0.9%			
Growth 2018-2038			19.7%			

RECOMMENDED

40

GENERAL AVIATION – LOCAL VS ITINERANT

Year	Operations		
	Itinerant	Local	Total GA
2017	26,833	11,838	38,671
2018	27,065	11,940	39,005
2023	28,355	12,509	40,864
2028	29,658	13,084	42,743
2033	30,979	13,667	44,647
2038	32,390	14,289	46,679
AAGR 2018-2038	0.9%	0.9%	0.9%
Growth 2018-2038	19.7%	19.7%	19.7%

41

MILITARY OPERATIONS

- Burlington Air National Guard
 - Changing from F-16 to F-35 jets
- Military operations forecast provided by US Air Force

Year	Operations
2017	8,099
2018	8,099
2023	5,486
2028	5,486
2033	5,486
2038	5,486
AAGR 2018-2038	-1.9%
Growth 2018-2038	-32.3%

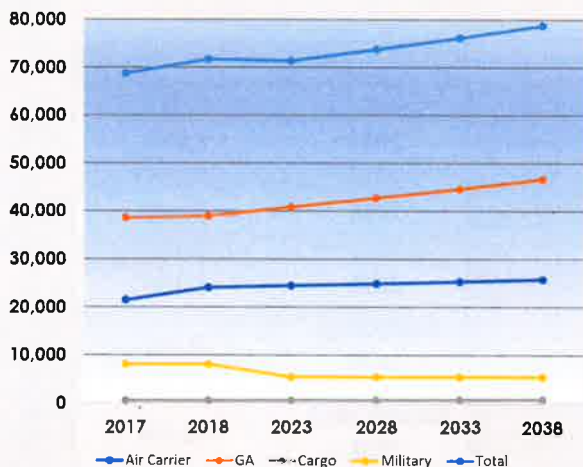
42

RECOMMENDED FORECAST

Year	Enplanements	Total Operations					Based Aircraft
		Air Carrier	GA	Cargo	Military	Total	
2017	591,558	21,467	38,671	525	8,099	68,762	92
2018	667,004	24,082	39,005	535	8,099	71,722	93
2023	695,171	24,480	40,864	588	5,486	71,418	97
2028	724,528	24,899	42,743	646	5,486	73,773	102
2033	755,124	25,340	44,647	709	5,486	76,182	106
2038	787,012	25,804	46,679	779	5,486	78,748	111
AAGR 2018-2038	0.8%	0.3%	0.9%	1.9%	-1.9%	0.5%	0.9%
Growth 2018-2038	18.0%	7.1%	19.7%	45.6%	-32.3%	9.8%	19.7%

43

OPERATIONS BREAKDOWN



44

NEXT STEPS

- Working Paper #1 – Collect/Review Comments
- Public Informational Workshop #1
- Passenger Experience Survey
- Economic Impact Assessment
- Prepare Facility Requirement Evaluation – Working Paper #2



45

QUESTIONS/COMMENTS

Any questions or comments regarding the Airport Master Plan or any of the information discussed today?

PLEASE FILL OUT ONE OF OUR COMMENT FORMS!

Available for contact anytime:

Lisa Cheung

Passero Associates

LCheung@passero.com

46

Hotel project - next year

\$15 mil. taxiway improvements

\$10 mil terminal apron work

MINUTES ARE SUBJECT TO CORRECTION BY THE CAPITAL PROGRAM REVIEW COMMITTEE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMITTEE.

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
November 6, 2018**

TRUSTEES PRESENT: Andrew Brown (Chair), Kevin Collins (Vice Chair), Tim Dall, Amber Thibeault
ADMINISTRATION: Evan Teich, Unified Manager; Lauren Morrissette, Village/Town Finance Director & Assistant Village Manager; Rick Jones, Public Works Superintendent
OTHERS PRESENT: Frank Naef, Cathy Ainsworth (Recording Secretary)

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Chairman Andrew Brown called the meeting to order at 6:02 PM

2. AGENDA CHANGES/ ADDITIONS

Lauren Morrissette added a VT Department of Taxes document, "Local Option Tax: What Is It and When Does It Apply?" to discuss with item 4 on the agenda.

MOTION by Tim Dall, SECOND by Amber Thibeault, to approve the agenda amended to include discussion of the Local Option Tax document with item 4. Voting: unanimous (4-0); motion carried.

3. PUBLIC COMMENTS

None

4. DISCUSSION AND POSSIBLE DECISION ON INCREASING TRANSFER INTO CAPITAL BUDGET

Mr. Brown recapped the 5 year plan spreadsheet and discussion from the previous meeting, pointing out that if the capital funds transfer stays at 7.5% the capital projects budget will be in the negative by 2024. If the transfer is increased to 15% the deficit would be averted. Mr. Teich and Ms. Morrissette discussed the annual surplus produced by the general fund each year, determining that would not address the capital budget deficit. Mr. Brown suggested that the committee move forward with a 15% increase in the 5 year plan, and then consider other options, such as a Local Option Tax, moving forward. He clarified that, after the committee votes on the plan, they would present the FY2020 budget to the Trustees with a 15% increase. Then, the 2020 budget would be voted on at the community meeting. Mr. Dall pointed out that, even though he agrees with the increase, the Essex residents he talks with do not want taxes increased. Mr. Brown assured the committee that the ranking system to prioritize and schedule the capital projects produced a clear road forward. Ms. Morrissette said that if opportunities arise to complete any projects earlier they would see cost savings related to inflation.

MOTION by Andrew Brown, SECOND by Tim Dall, to increase the Capital Fund transfer from 7.5% to 15% for FYE 2020, to be re-evaluated on an annual basis. Voting: unanimous (4-0); motion carried.

The committee discussed Local Option Taxes and Tax Increment Financing to determine if these strategies may be options for diversifying the Capital Fund Revenue for future projects. They clarified that new projects financed by Tax Increment Finance would need to be revenue generating. Mr. Dall and Mr. Teich noted the importance of the trustees asserting, if they move forward with this, that the revenue from a Local Options Tax be applied directly to the Capital Budget. Mr. Teich noted that 70% of these taxes would stay with the municipality and 30% would go to the state. He suggested that the Trustees include the Town in the Local Option Tax because there are more establishments where taxes could be applied. The committee requested that staff research what is possible in each of the tax areas (sales, meals, alcohol, rooms) and report on this in the December meeting, at the earliest.

5. REVIEW AND APPROVE MINUTES OF PREVIOUS MEETING 10/2/18

MOTION by Kevin Collins, SECOND by Tim Dall, to approve the minutes from the 10/2/18 meeting. Voting: unanimous (4 -0); motion carried

6. ADJOURN

MOTION by Amber Thibeault, SECOND by Tim Dall, to adjourn the meeting. Voting: unanimous (4-0); motion carried.

The Meeting Adjourned at 6:32 PM

Respectfully Submitted,
Cathy Ainsworth

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
November 13, 2018**

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak
ADMINISTRATION: Greg Duggan, Deputy Town Manager; James Jutras, Water Quality Superintendent; Darby Mayville, Community Relations/Economic Development Assistant; Lauren Morrisseau, Assistant Manager and Village/Town Finance Director; Evan Teich, Unified Manager
OTHERS PRESENT: Lauren-Glenn Davitian, Dan Logan, Joe Kudrle, Todd Odit, Irene Wrenner

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 ADDITIONS/ CHANGES

Mr. Teich submitted a Memorandum from James Jutras, dated November 13, 2018, to discuss on the agenda as item 6c: Cogeneration Insurance Coverage and Replacement of failed unit.

3. APPROVE AGENDA

MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the agenda, as amended to include item 6c. Voting: unanimous, (5-0); motion carried.

4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS

a. Comments from public on items not on the agenda.

- Community Member Joe Kudrle, a neighbor of the Essex Multi-Use Path, shared updates/ concerns about the continued loitering and vandalism on the path near his house. He expressed gratitude to staff and the Trustees for their work thus far on this topic, but pointed out the following concerns: Of the 30 rosebushes, planted by public works, a few weeks ago, near the retaining wall, only 10 remain; there were recently vomit and beer cans on the path; Mr. Kudrle was in a verbal altercation with loiterers that left him and his wife feeling unsafe.

Mr. Tyler stated his disappointment and stated that the Trustees plan to not back away from addressing the problem. Ms. Houghton thanked Mr. Kudrle for his update.

- Community Member Todd Odit requested that the Trustees place an agenda item on the next trustee meeting to designate Rivendell Drive as a critical connection to the schools, within the sidewalk policy, and revise the winter sidewalk plowing plan to include both sides of this street. He also suggested that the Trustees re-examine the current sidewalk policy and update it to meet existing community needs. Mr. Tyler agreed to put this on the next agenda, and Mr. Teich offered to invite Public Works Superintendent Rick Jones, to the next meeting to discuss this.

Mr. Odit suggested that the Village and Town administrative offices consider co-locating to ease administrative burdens.

b. Channel 17 Annual Update

Ms. Lauren-Glenn Davitian, Center for Media and Democracy Executive Director & CCTV Productions, and Mr. Dan Logan, Production/Channel 17 Coordinator, briefed the Trustees on the station's operations, gave an overview of current funding allocations, discussed disruptions within the industry and requested that the Village Trustees authorize an increase to its annual contribution toward Channel 17's operating expenses from \$6,000 to \$12,000 in the next budget year.

Ms. Davitian explained how resources are shared by member municipalities and thanked Ms. Sopchak for serving as the Town of Essex and Village of Essex Junction's appointed trustee to Channel 17. Ms. Davitian said that live coverage, meeting archives, and YouTube viewing options have been successful deliverables and praised the work of Mr. Mike Kusmit, Channel 17's Field Producer of the Village of Essex Junction meetings.

Ms. Davitian said that Comcast reallocated funds, resulting in a \$50,000 decrease to the channel. To make this up, Channel 17 is requesting an increased contribution from each of the member municipalities. She noted that Channel 17's operating costs are primarily labor and maintaining infrastructure. Mr. Teich asked what would happen if the Village could not provide the full \$12,000 and Ms. Davitian said the station would need to increase its annual fundraising strategies and targets.

Mr. Brown asked for clarification on the channel's long-term plans for integrating live-streaming, call-ins and new technologies with social media. Mr. Logan said the station is interested in engaging interns in developing marketing strategies and would like to work in partnership with municipality infrastructures to improve social media outreach. They pointed out that their limiting factor is staffing levels, as the current marketing person is only 10 hours per week.

Ms. Houghton wondered how Comcast can be persuaded to increase funding again. Ms. Davitian described Channel 17's efforts, as a member of the VT Access Network, to address funding and baseline access concerns. She does not expect increased funding from Comcast, citing Comcast's court litigations with the state and increased restrictions on local access stations from their catalogue of stations. She plans to provide the trustees information about possible changes coming from the FCC, that aim to limit municipality controls. Mr. Tyler, Ms. Davitian, Mr. Logan and Mr. Kerin discussed public rights-of-way, the cable communications act, cable regulation, franchising authorities, SD channels vs. HD channels, the use of internet and fiber lines, satellite channels, web-based opportunities, the distribution of community media and the role of state vs. federal legislation. Ms. Davitian invited future discussions about this and encouraged the Trustees to invite Comcast to a discussion as well.

Ms. Sopchak pointed out that Channel 17's funding request is for each Essex municipality separately- the request is for \$12,000 from the Village of Essex Junction. Mr. Tyler asked what Channel 17's vision would be if there were enough money for anything. Ms. Davitian explained that increasing pay to staff would be critical, reinforcing technology infrastructure and working more in the community vs. in the studio. The Trustees thanked Ms. Davitian, Mr. Logan and Mr. Kusmit for the critical role they are playing in our communities.

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

a. Approval of Lease Agreement with National Business Technologies for Copiers

Mr. Teich introduced the lease agreement with National Business Technologies for copiers, within the context of moving toward consolidation and alignment between the two municipalities. He said by moving to one contract, the districts will save about \$9900. The contract will replace 16 copiers. He mentioned that the Town Selectboard approved the agreement in their most recent meeting. Mr. Kerin questioned if any other options were considered for this lease agreement. Mr. Teich clarified that the staff researched alternatives, but this vendor was the best option- they completed an audit and have verified references. Mr. Tyler wondered if this overall change would result in losing local control. Mr. Teich clarified that this strategy considered and fits the contract to each department's copier needs, output requirements, and sizes.

MOTION by Andrew Brown, SECOND by Lori Houghton, that the Village Trustees authorize the Unified Manager to enter into a lease agreement with National Business Technologies to supply all of the copier needs for the Town and the Village. Voting: unanimous (5-0); motion carried.

b. Electric Vehicle Charging Equipment Grant

Ms. Sopchak recused herself from this agenda item because grantor is from the Agency she works for.

Ms. Darby Mayville, Community Relations/Economic Development Assistant, presented the issue of whether the Village should apply for a State of Vermont Electric Vehicle (EV) Charging Equipment grant. She explained that this grant would cover 90% of the costs for the project, which requires the Village to appoint two parking spaces in the Village Center to be solely used by EVs. She pointed out the popularity of the current charging station at the Fire Station and proposed the new sites be located across from Amtrak.

The Trustees discussed the challenges of assigning two spaces to this project. Mr. Tyler pointed out that the Village Center will be losing a space for the new Amtrak ramp and is already struggling with limited parking. Mr. Brown and Ms. Houghton asked about costs associated with the project. Ms. Mayville explained there would be a one-time connection and installation fee. She explained that the Village pays for a yearly connection fee, and charges people \$1/hour for electricity at the space. She agreed to do more research on how others are charging people for electricity at their EV spaces. Ms. Morrisseau and Mr. Tyler expressed concern that the spaces would have to be reserved solely for EVs. Ms. Houghton pointed out that the initial space average use is less than once per day, and that many people approach the trustees asking for more parking, but nobody has ever come to ask for more EV spots. Mr. Kerin asked Ms. Irene Wrenner, an Essex Town Selectboard member on the Joint Energy Committee, who attended the meeting, her thoughts. She pointed out that this decision would be made for the future of energy consumption, not necessarily for today. Mr. Kerin and Mr. Brown agreed with this idea. Mr. Tyler asked if the Planning Commission had reviewed the proposal of allocating two parking spaces to this and Ms. Mayville said they have not.

The trustees brainstormed possible other spaces for this project and Mr. Tyler proposed the request be tabled until Ms. Mayville can provide more recommendations for a location, to be considered by the Trustees prior to the grant deadline of November 30. Mr. Brown suggested she also investigate if the grant would allow spots in a private lot.

c. Discuss Cogeneration Insurance Coverage and Replacement of failed unit

James Jutras, Water Quality Superintendent, explained the wastewater facility's cogeneration unit failure and confirmed that the loss that resulted will be covered by insurance coverage. This event was catastrophic to the engine, and the generator was damaged- both need to be replaced. He said that the

cause of the failure was a rare malfunction but there is also reason to include with this purchase a secondary circuit protection to prevent another catastrophic incident such as this. Due to the nature of the failure, the specialized software involved and the need for authorized service partners required for installation of this complicated system, he requested that the Trustees authorize a purchase that waives the purchase bidding process.

MOTION by Dan Kerin, SECOND by Lori Houghton, that the Village Trustees authorize the staff to waive bidding and to proceed with purchase of a replacement Cogeneration motor, generator and other necessary parts in order to complete the restoration of the failed generator unit. Staff is also further authorized to install a secondary power protection circuit, with the Unified Manager’s approval, in order to prevent this type of failure from happening again. Voting: unanimous (5-0); motion carried.

7. MANAGER’S REPORT

Mr. Teich reviewed the Manager’s Update document provided to the trustees, which discusses Library Alignment, Police Department Policies, Staffing at 2 Lincoln, the Building Superintendent Position, The Sub-Committee on Governance, and Handicapped Accessible Doors at the Senior Center. He discussed that the Essex Free library and the Brownell library are considering collaboration to fill the Director position at the Essex Free library. He reviewed points 1-4 of current items on police policies staff are working on, one of which is focused on the development of a rough draft to regulate noise through decibel readings. Ms. Sopchak stressed that this process include a review of the noise reading policies established for the Fairgrounds, before moving forward with anything that may undermine the results of that work. Mr. Teich explained the mixed results of having each senior staff member now working at both administrative offices in Essex for part of their schedules. He shared that the job description and salary range for the proposed Building Superintendent Position is being developed and discussed deliberations in the Sub-committee on Governance. Mr. Teich provided an update on installing Handicapped Accessible doors at the Senior Center. Recreation Impact Fees collected by the Town can be used for the Senior Center Doors. There is a meeting with the seniors to provide an update on this topic and they plan to move forward with installing them as soon as possible.

a. Trustees Meeting Schedule

- November 27, 6:30 pm, Regular Meeting
- December 5, 7:00 pm, Joint Meeting at 81 Main
- December 7, 5:30-8:00 pm, Village Tree Lighting and Train Hop
- December 11, 6:30 pm, Regular Meeting
- December 19, 8:15 am, Budget Day
- January 8, 2019, 6:30 pm, Regular Meeting- Review FYE 20 proposed budgets
- January 22, 6:30 pm, Regular Meeting- Public hearing on FYE 20 budgets & capital programs
- February 6, 7:00 pm, Joint Meeting at Lincoln Hall
- February 12, 6:30 pm, Regular Meeting- Adopt FYE budgets and capital programs
- February 26, 6:30 pm, Regular Meeting- Adopt Warning for Annual Meeting
- March 12, 6:30 pm, Regular Meeting
- March 26, 6:30 pm, Regular Meeting
- April 3, 7:00 pm, Annual Meeting at Essex Community Educational Center
- April 10, 7:00 pm, Joint Meeting at 81 Main

b. Memo re: Manager’s Update

8. TRUSTEES’ COMMENTS & CONCERNS/ READING FILE

a. Board Member Comments

- Mr. Tyler, Ms. Houghton, and Mr. Kerin expressed concerns related to the multi-use path retaining wall and encouraged staff to consider measures to construct a physical barrier so people cannot access it.

b. Minutes from other boards/committees:

- Tree Advisory Committee 10/16/18
- Bike/Walk Advisory Committee 9/17/18

c. Email from Brad Luck re: Alignment Memo; Memo from Ally Vile and Brad Luck re: Alignment of Recreation Departments**d. Memo from Lauren Morrissette re: Answers to Governance Subcommittee Questions****9. CONSENT AGENDA**

Ms. Sopchak proposed a correction to the minutes: In the “Others Present” section and the “Update on the Multi-Use path” section of the minutes, replace the name “Kuorle” with “Kudrle”

MOTION by Andrew Brown, SECOND by Dan Kerin to accept the friendly amendment to the minutes from Ms. Sopchak. Voting: unanimous (5-0); motion carried.

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

- Approve Minutes of previous Meeting, as amended, 10/23/18**
- Expense Warrant #17119 dated 10/26/18 in the amount of \$ 1,221,827.87**
- Expense Warrant #17120 dated 11/02/18 in the amount of \$157,482.70**
- FYE 19 Budget Status Report as of 10/31/18**

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

10. ADJOURN

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

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

The meeting Adjourned at 7:40 PM

Respectfully Submitted,
Cathy Ainsworth

11/13/18
08:43 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17121 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/08/18 To 11/09/18 & Fund 2

Page 1 of 7
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	10/11/18 ST tools 552828439972	210-43110.610 SUPPLIES	17.44	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/11/18 ST grinding pads 552828461020	210-43110.610 SUPPLIES	57.00	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/12/18 ST painting supplies 552828558054	210-43110.432 VEHICLE MAINTENANCE	160.82	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/17/18 ST grease,chain lube 552829058281	210-43110.610 SUPPLIES	16.53	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/17/18 ST grease,chain lube 552829058281	210-43110.626 GAS,GREASE AND OIL	11.38	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/26/18 ST drill bit 552829930454	210-43110.610 SUPPLIES	11.50	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/26/18 ST drill bit 552829930469	210-43110.610 SUPPLIES	19.44	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/26/18 ST quick disconnect 552829958753	210-43110.432 VEHICLE MAINTENANCE	99.20	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/26/18 ST quick disconnect 552829958755	210-43110.432 VEHICLE MAINTENANCE	60.56	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/29/18 ST lube spray 552830230575	210-43110.610 SUPPLIES	47.88	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/29/18 ST quick disconnect 552830258863	210-43110.432 VEHICLE MAINTENANCE	168.12	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/29/18 ST quick disconnect 552830258864	210-43110.432 VEHICLE MAINTENANCE	68.92	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/30/18 ST trailer connector 552830330617	210-43110.432 VEHICLE MAINTENANCE	55.99	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/31/18 ST flex lube 552830430662	210-43110.610 SUPPLIES	11.18	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/31/18 ST rust sunbst 552830458992	210-43110.610 SUPPLIES	6.62	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/19/18 ST-BATTERY CHARGER 829258434	210-43110.610 SUPPLIES	149.61	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/19/18 ST-STARTING FLD 829258441	210-43110.610 SUPPLIES	6.74	19762	11/09/18
05290	ADVANCE AUTO PARTS	10/22/18 ST-WASHER FLUID 829547065	210-43110.610 SUPPLIES	21.00	19762	11/09/18
20440	AINSWORTH CATHY L	11/05/18 AD trustee meeting 10/23 5	210-41320.530 COMMUNICATIONS	162.75	19764	11/09/18
09345	BASIC	11/05/18 Basic cobra Nov 18 40106304	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	19774	11/09/18
23635	BAY STATE ELEVATOR COMPAN	11/01/18 BL-BUILDING MAINTENANCE 488263	210-45551.434 MAINT. BUILDINGS/GROUNDS	298.17	19775	11/09/18
02005	BCBSVT	11/01/18 VA Dec health ins 180006731000	210-41320.210 HEALTH INS & OTHER BENEFIT	6219.35	19776	11/09/18
02005	BCBSVT	11/01/18 VA Dec health ins 180006731000	210-43110.210 HEALTH INS & OTHER BENEFIT	4096.03	19776	11/09/18
02005	BCBSVT	11/01/18 VA Dec health ins 180006731000	210-43151.210 HEALTH INS & OTHER BENEFIT	690.37	19776	11/09/18
02005	BCBSVT	11/01/18 VA Dec health ins 180006731000	210-45551.210 HEALTH INS & OTHER BENEFIT	5842.80	19776	11/09/18

11/13/18
08:43 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17121 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/08/18 To 11/09/18 & Fund 2

Page 2 of 7
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02005	11/01/18	VA Dec health ins 180006731000	210-41970.210 HEALTH INS & OTHER BENEFIT	1214.72	19776	11/09/18
02005	11/01/18	VA Dec health ins 180006731000	210-41335.210 HEALTH INS & OTHER BENEFIT	1706.68	19776	11/09/18
02005	11/01/18	VA Dec health ins 180006731000	210-45110.210 HEALTH INS & OTHER BENEFIT	6334.76	19776	11/09/18
02005	11/01/18	VA Dec health ins 180006731000	210-45220.210 HEALTH INS & OTHER BENEFIT	1172.20	19776	11/09/18
00530	10/23/18	BF book B5457043	210-49345.000 LIBRARY DONATION EXPENDIT	4.19	19782	11/09/18
00530	10/24/18	BF books B5458404	210-49345.000 LIBRARY DONATION EXPENDIT	19.39	19782	11/09/18
00530	10/25/18	BL-BOOKS B5459322	210-45551.641 JUVEN COLLECTION-PRNT & E	320.00	19782	11/09/18
00530	10/25/18	BL-BOOKS B5459322	210-45551.610 SUPPLIES	24.00	19782	11/09/18
00530	10/25/18	BF-BOOKS B5459331	210-49345.000 LIBRARY DONATION EXPENDIT	110.77	19782	11/09/18
00530	10/25/18	BF-BOOKS B5459374	210-49345.000 LIBRARY DONATION EXPENDIT	16.46	19782	11/09/18
00530	10/31/18	BL books B5464018	210-45551.641 JUVEN COLLECTION-PRNT & E	5.99	19782	11/09/18
00530	10/31/18	BL books B5464018	210-45551.610 SUPPLIES	0.80	19782	11/09/18
26395	10/05/18	CD/TC-E.AllenAvetoWestSt 19-09-113	210-41335.813 MATCHING GRANT FUNDS	148.40	19786	11/09/18
21210	11/01/18	ST shop towels 4011701540	210-43110.610 SUPPLIES	82.81	19789	11/09/18
25120	11/01/18	RC service fee 268402	210-41320.500 TRAINING, CONFERENCES, DU	56.00	19790	11/09/18
07530	10/29/18	Lumber - Bleacher Repair 1810674233	210-45220.610 SUPPLIES	515.52	19794	11/09/18
23660	11/05/18	BL-BUILDING MAINTENANCE 041455	210-45551.434 MAINT. BUILDINGS/GROUNDS	45.00	19795	11/09/18
19410	10/26/18	ST signals, leds 5911201808	210-43123.570 TRAFFIC LIGHTS MAINTENANC	5355.00	19799	11/09/18
V10576	11/01/18	AD Oct web host/support 2544	210-41320.530 COMMUNICATIONS	129.00	19801	11/09/18
23215	07/25/18	ST misc 106766000001	210-43110.570 MAINTENANCE OTHER	62.97	19806	11/09/18
23215	10/30/18	ST throttle 106935820001	210-43110.570 MAINTENANCE OTHER	11.66	19806	11/09/18
V9473	10/23/18	ST hedge pruning Tree Frm 3479	210-43161.000 STREETSCAPE MAINT./IMP	1200.00	19811	11/09/18
34895	11/01/18	LH rubbish removal 1349722	210-41940.565 RUBBISH REMOVAL	198.45	19820	11/09/18
00820	10/04/18	Fire Cabinet Per Ins. 113293701	210-45220.610 SUPPLIES	830.36	19822	11/09/18
20470	10/31/18	VA vehicle fuel CL230000	210-45220.626 GAS, GREASE & OIL	244.19	19823	11/09/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	10/31/18	GLOBAL MONTELLO GROUP VA vehicle fuel CL230000	210-42220.626 GAS,GREASE AND OIL	549.84	19823	11/09/18
20470	10/31/18	GLOBAL MONTELLO GROUP VA vehicle fuel CL230000	210-43110.626 GAS,GREASE AND OIL	1829.31	19823	11/09/18
04035	10/26/18	GOT THAT RENTAL & SALES I ST shackle 55555	210-43110.432 VEHICLE MAINTENANCE	26.97	19826	11/09/18
37700	10/11/18	GRAYBAR LH lamps @ Village office 9306649766	210-41940.434 MAINT. BUILDINGS/GROUNDS	76.68	19827	11/09/18
21055	10/31/18	GREEN MOUNTAIN MESSENGER, BL courier 68650	210-45551.536 POSTAGE/DELIVERY	135.00	19829	11/09/18
07010	11/09/18	GREEN MOUNTAIN POWER CORP Parks Power 100918D	210-45220.622 ELECTRICAL SERVICE	397.54	19830	11/09/18
07010	10/09/18	GREEN MOUNTAIN POWER CORP Admin Bldg Power 100918D1	210-45220.622 ELECTRICAL SERVICE	2445.13	19830	11/09/18
07010	10/19/18	GREEN MOUNTAIN POWER CORP PSS 9/20-10/19 101918D PSS	210-41940.624 PARK ST. ELECTRICITY	347.75	19830	11/09/18
10810	10/10/18	HARRISON REDI MIX CORP ST concrete 43224	210-43120.570 SIDEWALK AND CURB MAINTEN	640.00	19832	11/09/18
23980	10/22/18	INTERSTATE ALL BATTERY CE ST battery 190320101039	210-43110.432 VEHICLE MAINTENANCE	149.85	19835	11/09/18
26220	10/23/18	J&B INTERNATIONAL TRUCKS STSAVW Road svc C120279	210-43110.432 VEHICLE MAINTENANCE	68.27	19836	11/09/18
13475	10/02/18	NEEDHAM ELECTRIC SUPPLY (Admin Bldg Bathroom Fan S4910806001	210-45220.610 SUPPLIES	248.21	19846	11/09/18
37605	10/20/18	NEW ENGLAND MUNICIPAL RES FN 2018 tax forms 42795	210-41320.610 SUPPLIES	427.00	19847	11/09/18
23420	10/04/18	P & P SEPTIC SERVICE INC. Portolets T163485	210-45220.442 EQUIPMENT RENTAL	200.00	19850	11/09/18
25140	10/19/18	PIKE INDUSTRIES INC ST asphalt 1004162	210-43120.610 PAVEMENT MAINTENANCE	127.36	19853	11/09/18
25635	10/16/18	PIONEER MANUFACTURING CO Painter Parts INV700857	210-45220.610 SUPPLIES	37.00	19855	11/09/18
37965	10/17/18	S D IRELAND CONCRETE ST 1 So Hill Rd 72648	210-43120.570 SIDEWALK AND CURB MAINTEN	247.50	19869	11/09/18
36130	10/19/18	VERIZON WIRELESS STVW Phone various 9816781544	210-43110.535 TELEPHONE SERVICES	195.43	19886	11/09/18
29825	10/19/18	VT GAS SYSTEMS EJRP Natural Gas 101918D1	210-45220.623 HEATING/NATURAL GAS	61.00	19889	11/09/18
29825	10/19/18	VT GAS SYSTEMS Natural Gas EJRP 101918D2	210-45220.623 HEATING/NATURAL GAS	67.62	19889	11/09/18
29825	10/19/18	VT GAS SYSTEMS PSS 9/19-10/16/18 226201210192	210-41940.625 PARK ST. SCHOOL NAT GAS	135.60	19890	11/09/18
07565	10/04/18	W B MASON CO INC Cleaning Supplies I59483066	210-45220.610 SUPPLIES	259.49	19898	11/09/18
07565	10/05/18	W B MASON CO INC Cleaning Supplies I59531247	210-45220.610 SUPPLIES	21.38	19898	11/09/18
07565	10/05/18	W B MASON CO INC Cleaning Supplies I59541042	210-45220.610 SUPPLIES	271.60	19898	11/09/18
21850	11/06/18	BOUCHER CLEANING SERVICES SC monthly cleaning 473	225-45122.430 REPAIRS & MAINTENANCE	200.00	19781	11/09/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
01930	10/03/18	CENTER FOR TECHNOLOGY SC soup & luncheon 232830	225-45122.812 MEAL SITE EXPENSES	105.00	19787	11/09/18
01930	10/03/18	CENTER FOR TECHNOLOGY SC soup & luncheon 232830	225-45122.813 Meal Site Outing Exp	288.00	19787	11/09/18
01930	10/03/18	CENTER FOR TECHNOLOGY SC soup & luncheon 232830	225-45122.614 PROGRAM EXPENSES	15.00	19787	11/09/18
31545	10/31/18	COSTCO #314 SC cake, IC potluck 181003D	225-34702.003 Mealsite Revenue	33.47	19793	11/09/18
12265	11/01/18	RICOH USA, INC SC monthly copies 5054932311	225-45122.610 OPERATIONAL SUPP/EXP	45.52	19866	11/09/18
07565	11/01/18	W B MASON CO INC SC misc office cfest meal 60378981	225-45122.610 OPERATIONAL SUPP/EXP	71.97	19897	11/09/18
07565	11/01/18	W B MASON CO INC SC misc office cfest meal 60378981	225-45122.612 FUND RAISER EXPENSES	24.99	19897	11/09/18
07565	11/01/18	W B MASON CO INC SC misc office cfest meal 60378981	225-45122.812 MEAL SITE EXPENSES	23.07	19897	11/09/18
05290	10/22/18	ADVANCE AUTO PARTS Closing Antifreeze 455282952	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	64.97	19761	11/09/18
07305	08/31/18	AIRGAS USA LLC Chemicals 9955495865	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	261.19	19765	11/09/18
07305	09/30/18	AIRGAS USA LLC Chemicals 9956168449	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	268.20	19765	11/09/18
19995	11/01/18	AMATO DAVID PETTY Enrichment Chess 0006	226-45120.330 OTHER PROFESSIONAL SVCS	420.00	19767	11/09/18
25595	10/24/18	AMERICAN RED CROSS CPR Certs 22141978	226-45115.330 OTHER PROFESSIONAL SVCS	196.00	19770	11/09/18
25595	10/24/18	AMERICAN RED CROSS CPR Certs 22141978	226-45120.330 OTHER PROFESSIONAL SVCS	56.00	19770	11/09/18
02005	11/01/18	BCBSVT VA Dec health ins 180006731000	226-45120.210 HEALTH INS & OTHER BENEFIT	4306.38	19776	11/09/18
02005	11/01/18	BCBSVT VA Dec health ins 180006731000	226-45121.210 HEALTH INS & OTHER BENEFIT	5235.44	19776	11/09/18
02005	11/01/18	BCBSVT VA Dec health ins 180006731000	226-45110.210 HEALTH INS & OTHER BENEFIT	607.36	19776	11/09/18
13800	11/01/18	BROWN DANIELE M Enrichment Yoga 110118D	226-45120.330 OTHER PROFESSIONAL SVCS	330.00	19784	11/09/18
01010	10/29/18	ESSEX AGWAY Hiawatha VK Pumpkins 326943	226-45120.610 SUPPLIES	63.46	19804	11/09/18
01010	10/31/18	ESSEX AGWAY Fleming VK Supplies 326960	226-45120.610 SUPPLIES	44.10	19804	11/09/18
04035	11/02/18	GOT THAT RENTAL & SALES I Scaffolding Pumpkin Event 55510	226-45115.330 OTHER PROFESSIONAL SVCS	60.00	19825	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45120.610 SUPPLIES	150.00	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45120.610 SUPPLIES	18.61	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45115.610 SUPPLIES	41.94	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45115.610 SUPPLIES	70.26	19852	11/09/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45120.580 TRAVEL	300.00	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45120.610 SUPPLIES	16.46	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45120.610 SUPPLIES	20.52	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45120.610 SUPPLIES	35.33	19852	11/09/18
24855	11/06/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 110618D	226-45115.610 SUPPLIES	34.27	19852	11/09/18
25835	11/05/18	PLUNKETT-DUNNING, SUSAN Yoga Instructor 110518D	226-45115.330 OTHER PROFESSIONAL SVCS	189.00	19856	11/09/18
24830	10/23/18	REINHART FOODSERVICE Summit VK Snack 945758	226-45120.610 SUPPLIES	113.49	19859	11/09/18
24830	10/29/18	REINHART FOODSERVICE Summit VK Snack 947967	226-45120.610 SUPPLIES	173.91	19859	11/09/18
24830	10/29/18	REINHART FOODSERVICE Hiawatha VK Snack 948010	226-45120.610 SUPPLIES	30.63	19859	11/09/18
24830	10/29/18	REINHART FOODSERVICE Fleming VK Snack 948531	226-45120.610 SUPPLIES	142.88	19859	11/09/18
24830	10/30/18	REINHART FOODSERVICE MSP VK Snack 949307	226-45120.610 SUPPLIES	93.66	19859	11/09/18
24830	11/05/18	REINHART FOODSERVICE Hiawatha VK Snack 951963	226-45120.610 SUPPLIES	20.10	19859	11/09/18
24830	11/05/18	REINHART FOODSERVICE Fleming VK Snack 952470	226-45120.610 SUPPLIES	179.76	19859	11/09/18
24830	11/05/18	REINHART FOODSERVICE Summit VK Snack 952725	226-45120.610 SUPPLIES	158.38	19859	11/09/18
23495	10/30/18	STUDENT TRANSPORTATION OF VK Oct Field Trips 70015023	226-45120.580 TRAVEL	325.17	19878	11/09/18
25845	11/06/18	SWIM WITH ANNIE Enrichment Swim Session 1 001	226-45120.330 OTHER PROFESSIONAL SVCS	1584.00	19879	11/09/18
25845	11/05/18	SWIM WITH ANNIE SWA Session B 110518D	226-45115.330 OTHER PROFESSIONAL SVCS	15385.25	19879	11/09/18
03905	10/30/18	THE EDGE K-3 Vac Camp Field Trip 2018103001	226-45120.580 TRAVEL	382.50	19880	11/09/18
70855	11/06/18	THE ESSEX Enrichment Swim Session 1 110618D	226-45120.330 OTHER PROFESSIONAL SVCS	916.65	19881	11/09/18
25315	10/25/18	VESPA'S PIZZA PASTA & DEL Fleming VK Open House 102518D	226-45120.610 SUPPLIES	110.00	19887	11/09/18
02005	11/01/18	BCBSVT VA Dec health ins 180006731000	254-43200.210 HEALTH INS & OTHER BENEFIT	4764.13	19776	11/09/18
20470	10/31/18	GLOBAL MONTELLO GROUP VA vehicle fuel CL230000	254-43200.626 GAS, GREASE AND OIL	241.63	19823	11/09/18
26220	10/23/18	J&B INTERNATIONAL TRUCKS STSAVW Road svc C120279	254-43200.432 VEHICLE MAINTENANCE	11.37	19836	11/09/18
37605	10/28/18	NEW ENGLAND MUNICIPAL RES VW water bill assistance 42856	254-43200.550 PRINTING AND ADVERTISING	187.50	19847	11/09/18
36130	10/19/18	VERIZON WIRELESS STVW Phone various 9816781544	254-43200.535 TELEPHONE SERVICES	139.48	19886	11/09/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02005	11/01/18	VA Dec health ins 180006731000	255-43200.210 HEALTH INS & OTHER BENEFI	6749.79	19776	11/09/18
V10734	10/19/18	WW October monthly 1810WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	19802	11/09/18
06870	11/02/18	WW TKN weekly 281881	255-43200.577 CONTRACT LABORATORY SERVI	25.00	19803	11/09/18
06870	11/02/18	WW cake Q4 281936	255-43200.577 CONTRACT LABORATORY SERVI	480.00	19803	11/09/18
38955	10/29/18	WW hot water re circ pump 60562299	255-43200.570 MAINTENANCE OTHER	518.34	19808	11/09/18
38955	10/25/18	WW fitting for vent 60682277	255-43200.570 MAINTENANCE OTHER	5.88	19810	11/09/18
38955	10/30/18	WW pipe fittings 60728666	255-43200.570 MAINTENANCE OTHER	21.40	19810	11/09/18
38955	10/30/18	WW fittings 60737948	255-43200.570 MAINTENANCE OTHER	51.30	19810	11/09/18
18000	10/31/18	WW temp heat connection 0856618	255-43330.002 DIGESTER CLEARNING	191.37	19813	11/09/18
25920	09/01/18	WW fire ext service 351885	255-43200.570 MAINTENANCE OTHER	631.80	19814	11/09/18
20470	10/31/18	VA vehicle fuel CL230000	255-43200.626 GAS,GREASE AND OIL	236.11	19823	11/09/18
26220	10/23/18	STSAVW Road svc C120279	255-43200.432 VEHICLE MAINTENANCE	11.38	19836	11/09/18
03160	10/27/18	WW polymer for dewatering 20054	255-43200.619 CHEMICALS	6900.00	19849	11/09/18
V2124	10/27/18	WW office supplies 3394347823	255-43200.610 SUPPLIES	154.60	19876	11/09/18
38680	11/05/18	WW corrosion control 110518D	255-43200.500 TRAINING, CONFERENCES, DU	24.00	19895	11/09/18
V10434	10/23/18	WW chemical for Digester 486858	255-43200.570 MAINTENANCE OTHER	690.00	19899	11/09/18
02005	11/01/18	VA Dec health ins 180006731000	256-43200.210 HEALTH INS & OTHER BENEFI	1677.53	19776	11/09/18
20470	10/31/18	VA vehicle fuel CL230000	256-43200.626 GAS,GREASE AND OIL	419.76	19823	11/09/18
26220	10/23/18	STSAVW Road svc C120279	256-43200.432 VEHICLE MAINTENANCE	136.54	19836	11/09/18
23855	10/30/18	SA svc plus load test SCINV354278	256-43220.002 WEST ST PS COSTS	929.00	19874	11/09/18
36130	10/23/18	SA 9/24-10/23/18 9717148462	256-43200.434 PUMP STATION MAINTENANCE	142.65	19885	11/09/18
36130	10/23/18	SA 9/24-10/23/18 9717148462	256-43220.001 SUSIE WILSON PS COSTS	36.75	19885	11/09/18
36130	10/23/18	SA 9/24-10/23/18 9717148462	256-43220.002 WEST ST PS COSTS	36.75	19885	11/09/18

11/13/18

Town of Essex / Village of EJ Accounts Payable

Page 7 of 7

08:43 am

Check Warrant Report # 17121 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 11/08/18 To 11/09/18 & Fund 2

HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
-----				-----		
		Report Total		108712.81		
				=====		

...



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: November 27, 2018
SUBJECT: Executive Session/Real Estate

A handwritten signature in blue ink, appearing to be "ET", is written to the right of the "FROM:" line.

Issue

The issue is whether or not the Trustees will enter into executive session to discuss a real estate matter.

Discussion

Since the need to openly discuss this topic thoroughly may place the Village in a disadvantaged negotiation position then the matter should be conducted in executive session.

Cost

There is no cost associated with this issue.

Recommendation

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

I move that the Trustees enter into executive session to discuss a real estate matter in accordance with 1 V.S.A. Section 313 (a)(2) and to include the Manager, Assistant Manager and Community Development Director.