



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 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. Julie Miller-Johnson re: 2018 Five Corners Farmers Market
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. Approve PACIF Grant Application – Darby Mayville
 - b. Request for Tax Stabilization for 11 Park Street/Letter of Commitment – Lauren Morrisseau
 - c. Appoint New Manager Authorized Agent – Lauren Morrisseau
 - d. Approve Annual Financial Plan Town Highways – Lauren Morrisseau
 - e. Sign Certification of Compliance for Town Road and Bridge Standards and Network Inventory
 - f. Approve and Sign Annual Meeting Warning – George Tyler
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Letter of Resignation from Attorney David Barra
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 2/13/18
 - b. Expense Warrant #17083 dated 2/16/18 in the amount of \$135,356.77
 - c. Approve Banner Application for KidSafe Community Yard Sale at CVE
10. **ADJOURN**

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



TO: Village Trustees and Pat Scheidel, Village Manager
 FROM: Darby Mayville, Community Relations/Economic Development Assistant **DM**
 DATE: February 27, 2018
 RE: 2018 PACIF Grant

Issue

The issue is whether or not the Village should apply for the 2018 PACIF grant from the VLCT to purchase safety equipment.

Discussion

The Village Public Works & Recreation departments are interested in purchasing the following items using the PACIF grant:

Public Works

Item	Number	Cost Per Item
28" 10lb Trimline Reflective Traffic Cones	20	\$12.85
36" Superbrite Sign with Ribs & Bag "Flagger Symbol"	4	\$49.27
36" Superbrite Sign with Ribs & Bag "Road Work"	4	\$49.27
36" Superbrite Sign with Ribs & Bag "End Road Work"	4	\$49.27
Dynaflex 300 Screwlock Stands	10	\$65

Total Cost: \$1,498.24

Recreation

Item	Number	Cost Per Item
Global Flammable Cabinets	2	\$779

Total Cost: \$1,558

Cost

The total cost of these items is \$3,056.24. Of this, the PACIF program will cover 50% or \$1,528.12 of the total cost. The grant match will come from the respective departmental budgets.

Recommendation

It is recommended that the Trustees authorize staff to submit the 2018 PACIF Equipment grant application and authorize a \$1,528.12 cash match.

RECEIVED

FEB 07 2018

Office of Essex Junction

Handy's Hotel's & Rentals, LLC
c/o 66 College Pkwy.
Colchester, VT 05446
Ph: 802.655.0911 Fax: 802.923.2400

February 6, 2018.

Tax Stabilization: Senior Housing, 9- 11 Park Street, Essex Junction.

Dear Trustees,

I received Planning Commission approval for a forty three apartment, senior, development on a vacant piece of property last month. I intend to commence construction of this badly needed facility in March of this year, making real property improvements. Infill development is an important component of the region's future and providing senior accommodation close to services and public transportation in a designated Village Center meets with the Village and State goals for our community.

The four year tax stabilization Agreement will enable the project to start on firm footing and recognize the fact that this is a facility that will add to the growing vibrancy in the Village Center, and encourage more retail and commercial investment at the Five Corners to service the growing population in the Village core.

Please let me know if you require further information before considering this request.

Sincerely,



Gabe Handy

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



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

E: admin@essexjunction.org

February 27, 2018

Mr. Gabe Handy
Handy's Hotels and Rentals, LLC
66 Collage Parkway
Colchester, VT 05446

Re: 11 Park Street, Parcel #1028035000

Dear Mr Handy:

This is a Letter of Commitment for tax stabilization for 11 Park Street, if you comply with the following conditions:

1. Obtain all applicable federal, state and local project permits.
2. Make improvements in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy, greater than ten (10) percent of the current assessed value of the real property (\$869,800) between February 27, 2018 and February 27, 2019. In order to qualify for tax stabilization in FYE 20, paid invoices in the amount of \$86,980 must be received by the Finance Director by 12/31/18.
3. Upon completion of the project, which must be in compliance with your permit as shown by a Certificate of Occupancy, you shall provide the Village of Essex Junction evidence of the required capital investment (contracts, invoices, etc.).
4. If you meet the aforementioned conditions, the Village Trustees shall provide final approval and tax stabilization shall commence the subsequent year in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy.

Thank you for the investment in your property and the Village of Essex Junction.

Respectfully,
VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

George A. Tyler, Village President

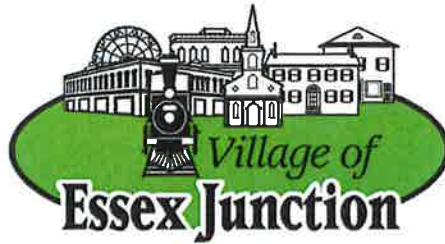
Elaine H. Sopchak, Vice President

Daniel S. Kerin, Trustee

Andrew P. Brown, Trustee

Lori A. Houghton, Trustee

Z:\MYFILES\TAXES\Letter of Commitment 11 Park Street 2-27-18.doc



MEMORANDUM

TO: Village Trustees and Evan Teich, Municipal Manager *ET*
FROM: Lauren Morrissette, Finance Director, and Susan McNamara-Hill, Clerk/Treasurer *SMH*
DATE: February 27, 2018
SUBJECT: Authorized Agent

Issue

The issue is whether or not the Village Trustees will appoint Evan K. Teich as authorized agent for the Village of Essex Junction to sign legal and other documents relative to the operation of the Village.

Discussion

The Manager would sign documents such as the audit contract and grant agreements.

Cost

There is no fixed cost expected.

Recommendation

It is recommended that the Trustees appoint Evan K. Teich as the authorized agent for the Village of Essex Junction to sign legal and other documents relative to the operation of the Village.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Village of Essex Junction Fiscal Year 2019 Begin 7/1/18 End 6/30/19

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 5.013	\$ 56,014.09
Class 2 2.006	\$ 8,219.59
Class 3 27.64	\$ 42,069.48
Town Tax Funds – 19 V.S.A. Section 307	\$ 1,038,822.84
Special Funds (e.g., bonds or earmarks):	
a. Capital Reserve	\$ 196,046.00
b.	\$
c.	\$
TOTAL	\$ 1,341,172.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 118,000.00
Non-Winter Maintenance	\$ 1,027,126.00
Major Construction Projects	
a. Railroad Ave Wtr/Rdway	\$ 95,430.00
b. West St/West St ext Intersect	\$ 100,616.00
c.	\$
TOTAL	\$ 1,341,172.00

Comments:

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)
(page 2)

TA-60

We, the Legislative Body of the Municipality of Essex Junction certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____
District Transportation Administrator

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Essex Junction certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on February 11, _____, 2014.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the January 23, 2013 VTrans template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

(Duly Authorized Administrator)

Date: _____

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

WARNING
VILLAGE OF ESSEX JUNCTION ANNUAL MEETING
APRIL 4 & 10, 2018

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 4, 2018 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 10, 2018 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

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

ARTICLE 2. Shall the voters approve an annual General Fund Budget in the amount of \$4,954,687 for fiscal year July 1, 2018 to June 30, 2019, \$3,423,606 of which is to be levied in taxes against the Village Grand List?

ARTICLE 3. Shall the voters approve holding the 2019 Annual Meeting on Wednesday, April 3, 2019 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 9, 2019 to vote for the Village officers and transact any business involving voting by Australian ballot?

ARTICLE 4. To transact any other business that may lawfully come before the meeting?

BALLOT QUESTIONS

ARTICLE 5. To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year term); three Library Trustees (1 one year term, 1 four year term, 1 five year term); one School director for the Essex Westford School District #51 (three year term)?

Dated this 27th day of February, 2018

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

By:

George A. Tyler, President

Elaine H. Sopchak, Vice President

Daniel S. Kerin, Trustee

Lori A. Houghton, Trustee

ATTEST:

Susan McNamara-Hill, Village Clerk

Andrew P. Brown, Trustee



MEMORANDUM

TO: Village Trustees
 FROM: Pat Scheidel, Municipal Manager
 DATE: February 27, 2018
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

March 13 6:30 PM	Regular Meeting 7:00 PM – Joint Meeting with Essex Selectboard at Lincoln Hall
March 24 10 AM-2 PM	Joint Meeting with Essex Selectboard at EHS cafeteria
March 27 6:30 PM	Regular Meeting
April 4 6:00 PM	Community Supper at Essex High School cafeteria 7:00 PM - Annual Meeting in auditorium
April 10 6:30 PM 7 AM- 7 PM	Regular Meeting Annual Meeting Australian ballot voting
April 24 6:30 PM	Regular Meeting
May 8 6:30 PM	Regular Meeting
May 22 6:30 PM	Regular Meeting
May 26 10 AM	Memorial Day Parade



LAW OFFICES OF
DAVID A BARRA, PLC

February 14, 2018

Village of Essex Junction
Attn: Patrick Scheidel, Village Manager
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED

FEB 20 2018

Village of Essex Junction

Re: Resignation

Dear Pat:

Because of my recent appointment as Vermont Superior Judge, I am resigning as Village attorney with immediate effect.

I have had the privilege of serving as Village Attorney for more than twenty-two years through five Village Managers and three Village Presidents. I leave with many strong and positive memories of a vibrant and thriving community.

The professionalism and quality of the officials and staff of the Village has been consistently high and a reflection of the heart and soul of Essex Junction.

As you are also transitioning to a new phase in your life, I want to take this opportunity to thank you for all the support you have given me over the years. You have served our community with honor and integrity. Best wishes to you, my friend, wherever life takes you.

Very truly yours,

LAW OFFICES OF DAVID A. BARRA, PLC

By: 

David A. Barra
Attorney

Macintosh HD:Users:dabarra:Dropbox:Law Firm:LAW:37:16:000:Correspondence:2018-02-14 to Scheidel.docx

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

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

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

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak [arrived 7:16 PM], Dan Kerin, Andrew Brown. (Lori Houghton was absent.)

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director & Assistant Manager; Jim Jutras, Water Quality Superintendent.

OTHERS PRESENT: Raj Chawla, Greg Duggan, Max Levy, Sue Cook, Andy Watts, Michael Plageman, Irene Wrenner, Paula DeMichelle, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

Add:

- Joint Meeting Agenda: Memo from George Tyler and Max Levy re: Topics for Joint Governance Meeting

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

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

There were no comments from the public.

4. OLD BUSINESS

a) Adopt FYE19 Proposed Budgets and Capital Programs

Lauren Morrisseau noted the changes agreed to at the 1/23/18 meeting have been incorporated into the budget.

MOTION by George Tyler, SECOND by Andrew Brown, to approve the proposed FYE19 budgets as follows:

• General Fund	\$4,954,687
• Water Fund	\$3,866,360
• Waste Water Treatment Fund	\$1,949,836
• Sanitation Fund	\$ 489,925
• Recreation Programs	\$1,711,748
• General Fund Capital Reserve	\$2,001,931
• Rolling Stock Fund	\$ 265,677
• Water Fund Capital Reserve	\$ 187,663

- WWTF Capital Reserve \$ 7,957
- Sanitation Fund Capital Reserve \$ 251,522
- Recreation Capital Reserve \$ 110,700

DISCUSSION:

- Andrew Brown suggested adding money to the capital budget in light of the recent water line break. Lauren Morrissette said the contribution to the Water Fund Capital Reserve was increased to \$50,000 each year for the next few years.
- George Tyler said it may be time for a total rebuild of Densmore Drive which will require pushing out other significant projects. Andrew Brown pointed out Densmore Drive culverts are in the capital plan.
- Pat Scheidel stated all the budgets combined total \$12,972,556 and the capital budgets combined total \$2,825,450.

There were no further comments.

VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

5. NEW BUSINESS

a) Bike Repair Station in Village Right-of-Way

Raj Chawla explained the proposed self-service bike repair station in the village core sponsored by Nest Café and located in front of the business. There will be bike racks created by Nest Café. The cost is \$1,300 for the station paid with \$500 from GoVT, \$500 from the village and \$300 from Nest Café. The repair station will fit well in a bike friendly community.

MOTION by George Tyler, SECOND by Dan Kerin, to authorize staff to purchase a Dero Fixit Bicycle Repair Tower for installation in the village right-of-way on the corner of Main Street and Railroad Avenue. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

b) WWTF Alkalinity Improvement Project

Water Quality Superintendent, Jim Jutras, explained due to the small size of the project the village will be the general contractor. The project is not anticipated to exceed \$95,000 in cost.

MOTION by George Tyler, SECOND by Andrew Brown, to authorize the Waste Water Treatment Facility staff to act as the general contractor in coordinating the installation of the Alkalinity Improvement Project. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

c) Protein Matrix Pilot Testing Proposal

Jim Jutras explained the Waste Water Treatment Facility was contacted about hosting a pilot project on anaerobic digestion of fats and grease. Staff recommends doing the pilot.

MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize the Waste Water Treatment Facility to proceed with the Protein Matrix pilot project. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

d) De-Chlorination Monitor Purchasing Policy Waiver

Jim Jutras stated the monitoring unit will reduce the waste of chemicals and improve on the control of discharge. Approval is requested for purchase, but the unit will not be purchased until a trial run confirms performance as specified.

MOTION by George Tyler, SECOND by Dan Kerin, to waive the purchasing policy bid provision and authorize the Waste Water Treatment Facility staff to proceed with direct purchase of the ChemScan Mini-Sulfite Monitoring Unit. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

e) Certificate of Highway Mileage 2018

Staff reported the village has 35.419 miles of Class 1, Class 2, Class 3, and state highway combined, and 1.289 miles of Class 1 Lane.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the Certificate of Highway Mileage year ending February 10, 2018. VOTING: unanimous (3-0) [Elaine Sopchak not present for vote]; motion carried.

6. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- George Tyler said the recent water main break will be discussed with the Essex Selectboard at the joint meeting.

b) Reading File

- Minutes
 - Tree Advisory Committee 1/16/18
 - Bike/Walk Advisory Committee 1/22/18
- VLCT Spring Selectboard institute 3/24/18
- Memo(s) re: Response to Questions and Comments by Kathy Barwin
- Trustees Meeting Schedule

7. CONSENT AGENDA

MOTION by George Tyler, SECOND by Dan Kerin, to approve the consent agenda as follows:

1. Approve Minutes of Previous Meeting(s) 1/23/18.
2. Expense Warrant #17081, dated 1/26/18, in the amount of \$385,108.26.
3. Expense Warrant #17081, dated 2/2/18, in the amount of \$61,654.23.
4. Expense Warrant #17082, dated 2/9/18, in the amount of \$153,326.14.
5. FYE2018 Budget Status Report as of 1/31/18.
6. Authorize Staff to Re-Apply for Tree City USA Designation.
7. Acceptance of Tree Advisory Committee Logo.
8. Authorize Manager to Sign CCRPC Local Match Agreement for Design Five Corners.

9. Approve Street Closing for Little League Parade on 5/5/18.**DISCUSSION:**

- There was discussion of the Tree Advisory Committee logo and setting a precedent of approving a logo for a village committee without the committee first bringing the matter to the Board of Trustees. Dan Kerin mentioned maintaining consistency across all village logos.
- There was discussion of the \$8,000 match from the village for Design Five Corners. The local match agreement must be signed by the Municipal Manager and forwarded to CCRPC.

AMENDMENT by George Tyler, **SECOND** by Dan Kerin, to table the Tree Advisory Committee logo. **VOTING: unanimous (4-0); motion carried.**

VOTING ON CONSENT AGENDA AS AMENDED: unanimous (4-0); motion carried.

MOTION by George Tyler, **SECOND** by Dan Kerin, to recess the meeting until the start of the joint meeting with the Essex Selectboard. **VOTING: unanimous (4-0); motion carried.**

8. JOINT MEETING WITH ESSEX SELECTBOARD**a) Termination of Employment Subcontracting Agreement**

It was noted Pat Scheidel's last day will be 2/28/18 rather than 6/30/18 so the agreement must be amended.

MOTION by Dan Kerin, **SECOND** by Andrew Brown, to authorize the Village President to sign the Termination of Employment Subcontracting Agreement, dated June 9, 2015. **VOTING: unanimous (4-0); motion carried.**

MOTION by Mike Plageman, **SECOND** by Irene Wrenner, to authorize the Chair of the Selectboard to sign the Termination of Employment Subcontracting Agreement, dated June 9, 2015. **VOTING: unanimous (5-0); motion carried.**

b) Memorandum of Understanding re: Unified Manager

It was noted legal counsel reviewed the MOU and made some changes. The MOU will be reviewed on a yearly basis. The attorneys advised that the two boards should meet every other month as part of the regular schedule of meetings to better evaluate the performance of the Municipal Manager. The evaluation of an official is in Executive Session. Most of the other business is in open session.

Sue Cook suggested the following amendments to the MOU:

- Rewrite Section III: Annual Review to read:
 - "The Town and Village shall annually review and evaluate the Unified Manager's accomplishment of the goals and objectives established pursuant to Section II above and the Unified Manager's performance in achieving those goals and objectives. This review and evaluation shall be in accordance with specific, measurable, achievable, relevant, time

constraint criteria (SMART goals) developed jointly prior to the start of the performance period by the Town and Village and Unified Manager.”

- Section IV: Bi-Monthly Meetings – insert “or to reinforce good performance” after “concerns” in the first sentence of the paragraph.
- Correct the title of Section V.

It was noted in Section V: Miscellaneous, paragraph B speaks to elected officials not interfering with staff or daily operations of the town and village. The public is not constrained from interacting with staff.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to approve the MOU for the Unified Manager as amended. VOTING: unanimous (4-0); motion carried.

MOTION by Mike Plageman, SECOND by Sue Cook, to approve the MOU for the Unified Manager as amended on 2/13/18. VOTING: unanimous (5-0); motion carried.

c) Resolution of Appreciation for Pat Scheidel

There was agreement the resolution will be read at the Essex Town Meeting. Wording will be added in recognition of Pat Scheidel’s honorable service to his country in the Vietnam War.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the Resolution of Appreciation for Pat Scheidel as amended. VOTING: unanimous (4-0); motion carried.

MOTION by Sue Cook, SECOND by Irene Wrenner, to approve the Resolution of Appreciation for Pat Scheidel as amended. VOTING: unanimous (5-0); motion carried.

d) Memo from Greg Duggan and Travis Sabataso re: Welcoming New Municipal Manager

There was discussion of the new manager attending the Trustee and Selectboard meetings while the existing manager is still working. There was agreement Mr. Teich can decide to attend the meetings prior to his start date if he prefers. Information to be forwarded to Mr. Teich includes a list of committees and schedule of meetings so Mr. Teich can decide what to attend given his schedule.

It was suggested Mr. Teich meet with staff, department heads, community partners, managers from bordering towns, and others. George Tyler and Max Levy will set up the meetings and keep the Trustees and Selectboard informed. Max Levy said the community dinner prior to the annual meeting is an opportunity for the public to meet Mr. Teich.

George Tyler mentioned the village documents already sent to Evan Teich (charter, Land Development Code, Design Five Corners, list of capital projects, and others). The

documents are online as well. Town documents to be sent include the Carr-Morris Report, TGIA, and list of pending activities.

e) Agenda and Facilitator for March 24, 2018 Joint Meeting on Governance

There was discussion of the agenda and facilitator for the meeting on governance. Elaine Sopchak stressed the goal of the meeting is to explore potential change in governance that can help with consolidation, not necessarily to change the municipal charters though that could be an outcome of the conversation. George Tyler said the facilitator should help the village and town generalize and focus on what the priorities are. Max Levy added what the goals are and the learning needed to achieve the goals should be covered. Irene Wrenner suggested examining history and past stumbling blocks. Trust is a big issue. Elaine Sopchak said there should not be any dates or timelines that push the community toward a decision the people are not ready to make or do not want to make. George Tyler noted a timeline would help accommodate any potential charter changes.

There was discussion of the facilitator attributes. Irene Wrenner suggested some of the resumes received for the firearms forum could be reviewed since the individuals are conflict resolution experts. George Tyler pointed out the facilitator is for one meeting only.

Suggested agenda items for the meeting on March 24, 2018 which will begin promptly at 10 AM and include a working lunch are as follows:

- What has been consolidated to date and past failures at merger
- Priorities for continued discussion of governance, what is hoped to be achieved, and what are the concerns such as preserving/impact on identity
- Gaps in knowledge
- Public comment following discussion by the two boards
- Short discussion of next steps at the close of the meeting

George Tyler, Max Levy, and Greg Duggan will work further on the agenda and facilitator for the joint meeting. Any recommendations/suggestions should be forwarded to Greg Duggan. The Trustees and Selectboard will submit questions to be discussed. Dan Kerin suggested the public submit questions to be addressed at the joint meeting. Elaine Sopchak said the facilitator should assist with the layout of the meeting.

Elaine Sopchak suggested re-reading the Essex Governance Group (EGG) Report.

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (4-0); motion carried.

MOTION by Irene Wrenner, SECOND by Sue Cook, to adjourn the Essex Selectboard meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:21 PM.

RScty: M.E.Riordan

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/29/18 ST DEGREASER 2925554	210-43110.610 SUPPLIES	31.40	15054	02/16/18
05290	ADVANCE AUTO PARTS	01/30/18 ST HORN 3044192	210-43110.432 VEHICLE MAINTENANCE	19.59	15054	02/16/18
05290	ADVANCE AUTO PARTS	01/30/18 ST BATT PROT GREASE 3044193	210-43110.432 VEHICLE MAINTENANCE	1.42	15054	02/16/18
05290	ADVANCE AUTO PARTS	01/30/18 ST HEADLIGHT 3044196	210-43110.432 VEHICLE MAINTENANCE	14.24	15054	02/16/18
05290	ADVANCE AUTO PARTS	01/31/18 ST REFLECTOR 3159254	210-43110.432 VEHICLE MAINTENANCE	9.96	15054	02/16/18
05290	ADVANCE AUTO PARTS	02/02/18 ST TUBELESS TIRE REP KIT 3332923	210-43110.610 SUPPLIES	9.69	15054	02/16/18
05290	ADVANCE AUTO PARTS	02/02/18 ST PIGTAIL 3344325	210-43110.432 VEHICLE MAINTENANCE	74.42	15054	02/16/18
05290	ADVANCE AUTO PARTS	02/06/18 ST DEGREASER 3744424	210-43110.610 SUPPLIES	85.33	15054	02/16/18
05290	ADVANCE AUTO PARTS	02/02/18 VF CHAIN LUBE 455280333292	210-42220.610 SUPPLIES	20.98	15054	02/16/18
05290	ADVANCE AUTO PARTS	02/07/18 VF SUPPLIES 455280383304	210-42220.610 SUPPLIES	29.54	15054	02/16/18
07155	AMERICAN ROCK SALT CO LLC	01/19/18 ST SALT 0542770	210-43125.610 WINTER MAINTENANCE	4777.43	15056	02/16/18
07155	AMERICAN ROCK SALT CO LLC	01/19/18 ST SALT 0542771	210-43125.610 WINTER MAINTENANCE	4414.64	15056	02/16/18
07155	AMERICAN ROCK SALT CO LLC	01/22/18 ST SALT 0543469	210-43125.610 WINTER MAINTENANCE	3037.15	15056	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-41335.210 HEALTH INS & OTHER BENEFIT	1074.30	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-41970.210 HEALTH INS & OTHER BENEFIT	2148.60	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-45551.210 HEALTH INS & OTHER BENEFIT	6445.79	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-45220.210 HEALTH INS & OTHER BENEFIT	1172.20	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-43151.210 HEALTH INS & OTHER BENEFIT	569.38	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-43110.210 HEALTH INS & OTHER BENEFIT	3652.61	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-41320.210 HEALTH INS & OTHER BENEFIT	3222.90	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	210-45110.210 HEALTH INS & OTHER BENEFIT	6334.76	15059	02/16/18
10510	BLUE TARP FINANCIAL INC	01/02/18 Repairs Maint 717234	210-45220.610 SUPPLIES	39.96	15060	02/16/18
10510	BLUE TARP FINANCIAL INC	01/02/18 Maint Cleaning Supplies 717252	210-45220.610 SUPPLIES	74.98	15060	02/16/18
00530	BRODART CO	12/21/17 BL BOOKS B5193813	210-45551.610 SUPPLIES	0.30	15061	02/16/18
00530	BRODART CO	12/21/17 BL BOOKS B5193813	210-45551.640 ADULT COLLECTION-PRINT &	17.40	15061	02/16/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	01/24/18	BF BOOKS B5217532	210-49345.000 LIBRARY DONATION EXPENDIT	10.47	15061	02/16/18
13800	01/05/18	BF youth program 01052018	210-49345.000 LIBRARY DONATION EXPENDIT	50.00	15062	02/16/18
13800	02/05/18	BF YOUTH PROGRAMING 02052018DB	210-49345.000 LIBRARY DONATION EXPENDIT	50.00	15062	02/16/18
V9941	02/07/18	BL BURL FREE PRESS MTHLY 010818A	210-45551.640 ADULT COLLECTION-PRINT &	30.80	15063	02/16/18
V9941	02/07/18	AD/LH TRUSTEES & LH SUPPL 010918B	210-41320.560 TRUSTEES EXPENDITURES	8.99	15063	02/16/18
V9941	02/07/18	AD/LH TRUSTEES & LH SUPPL 010918B	210-41940.610 SUPPLIES	8.68	15063	02/16/18
V9941	02/07/18	BL DEPOSIT FOR FLOOR COVR 011118E	210-45551.434 MAINT. BUILDINGS/GROUNDS	324.69	15063	02/16/18
V9941	02/07/18	LH/AD TRUSTEES & LH SUPPL 012218F	210-41940.610 SUPPLIES	7.27	15063	02/16/18
V9941	02/07/18	LH/AD TRUSTEES & LH SUPPL 012218F	210-41320.560 TRUSTEES EXPENDITURES	10.54	15063	02/16/18
V9941	02/07/18	ST TUB FOR SALTER 012318G	210-43110.432 VEHICLE MAINTENANCE	89.99	15063	02/16/18
03000	01/19/18	ST SALT 2903884485	210-43125.610 WINTER MAINTENANCE	4427.40	15064	02/16/18
03000	01/22/18	ST SALT 2903888969	210-43125.610 WINTER MAINTENANCE	2228.73	15064	02/16/18
03000	01/24/18	ST SALT 2903895684	210-43125.610 WINTER MAINTENANCE	1531.03	15064	02/16/18
03000	01/24/18	ST SALT 2903895685	210-43125.610 WINTER MAINTENANCE	2133.65	15064	02/16/18
03000	01/26/18	ST SALT 2903902087	210-43125.610 WINTER MAINTENANCE	1542.21	15064	02/16/18
26395	12/31/17	TC-E.AllenAve/West St Ext 18-12-208	210-41335.813 MATCHING GRANT FUNDS	354.27	15066	02/16/18
V10617	01/22/18	ST REPAIRS G49337	210-43110.432 VEHICLE MAINTENANCE	938.88	15067	02/16/18
07445	02/13/18	FN/AD NESGFOA HOTEL 50% NESGFOA18	210-41320.500 TRAINING, CONFERENCES, DU	72.18	15068	02/16/18
04940	01/27/18	VF INTERNET SERVICE 012718D	210-42220.535 TELEPHONE SERVICES	125.80	15071	02/16/18
38280	01/31/18	Water Cooler 013118D	210-45220.610 SUPPLIES	12.00	15072	02/16/18
38280	01/31/18	Drinking Water 013118D1	210-45110.610 SUPPLIES	93.56	15072	02/16/18
38280	01/31/18	LH JAN BOTTLED WATER JANUARY18D	210-41940.610 SUPPLIES	39.40	15072	02/16/18
27420	01/16/18	ST TIRE 9346	210-43110.432 VEHICLE MAINTENANCE	281.00	15074	02/16/18
V10657	01/31/18	BL YOUTH PROGRAMING 01312018D	210-45551.837 CHILDRENS PROGRAMS	5.08	15075	02/16/18
25715	01/24/18	ST AMTRACK ADA IMP 01241817815	210-43110.576 ENGINEERING SERVICES	917.00	15078	02/16/18

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23580	02/07/18	ED EATON FIRE TRUCK REPAI	VF PUMP REPAIR	210-42220.432	154.52	15082	02/16/18
			022018D	VEHICLE MAINTENANCE			
05020	01/31/18	ESSEX JCT VILLAGE OF	Water Admin Bldg	210-45220.410	523.99	15083	02/16/18
			013118D	WATER & SEWER CHARGES			
05020	01/31/18	ESSEX JCT VILLAGE OF	Cascade Water	210-45220.410	23.56	15083	02/16/18
			013118D1	WATER & SEWER CHARGES			
05020	01/31/18	ESSEX JCT VILLAGE OF	Pool Water	210-45220.410	362.82	15084	02/16/18
			013118D2	WATER & SEWER CHARGES			
16000	01/30/18	FISHER AUTO PARTS	ST FILTER	210-43110.432	21.34	15087	02/16/18
			293207652	VEHICLE MAINTENANCE			
16000	01/31/18	FISHER AUTO PARTS	ST CLEANER	210-43110.610	26.44	15087	02/16/18
			293207710	SUPPLIES			
16000	01/31/18	FISHER AUTO PARTS	ST REFLECTOR	210-43110.432	5.22	15087	02/16/18
			293207774	VEHICLE MAINTENANCE			
44025	01/31/18	FLETCHER FREE LIBRARY ILL	BL ADULT REPLACEMENT	210-49346.001	25.00	15088	02/16/18
			01312018D	ADULT COLLECTION-PRINT &			
14665	01/22/18	GALLAGHER, FLYNN & COMPAN	AD PAY/CLASSIFICATION STU	210-41320.571	10821.00	15089	02/16/18
			1022689	PAY & CLASSIFICATION STUD			
34895	01/01/18	GAUTHIER TRUCKING, INC.	LH DECEMBER SERVICE	210-41940.565	155.72	15091	02/16/18
			1275936	RUBBISH REMOVAL			
34895	02/01/18	GAUTHIER TRUCKING, INC.	LH JANUARY 2018 SERVICE	210-41940.565	158.06	15091	02/16/18
			1281669	RUBBISH REMOVAL			
34895	02/01/18	GAUTHIER TRUCKING, INC.	Trash Removal	210-45220.330	288.12	15091	02/16/18
			1282372	OTHER PROFESSIONAL SVCS			
09375	01/31/18	GOOGLE INC	Email	210-45110.340	120.00	15092	02/16/18
			3418696093	COMPUTER EXPENSES			
08645	01/18/18	LOWES BUSINESS ACCT/SYNCB	VF ELECTRICAL BREAKER	210-42220.434	14.24	15094	02/16/18
			020218A	MAINT. BUILDINGS/GROUNDS			
08645	01/19/18	LOWES BUSINESS ACCT/SYNCB	ST BOARDS FOR TRUCK	210-43110.610	34.11	15094	02/16/18
			020218B	SUPPLIES			
08645	01/25/18	LOWES BUSINESS ACCT/SYNCB	ST WEATHER STRIPPING	210-43110.434	13.20	15094	02/16/18
			020218D	MAINT. BUILDINGS/GROUNDS			
08645	01/31/18	LOWES BUSINESS ACCT/SYNCB	ST CLEANER	210-43110.610	17.81	15094	02/16/18
			020218E	SUPPLIES			
22885	01/30/18	MAPLE LEAF CARPET & TILE	BL BUILDING MAINTENANCE	210-45551.434	1090.00	15095	02/16/18
			14198	MAINT. BUILDINGS/GROUNDS			
25140	01/26/18	PIKE INDUSTRIES INC	ST COLD PATCH	210-43120.610	921.90	15102	02/16/18
			93587	PAVEMENT MAINTENANCE			
36825	02/08/18	THE SMALL ENGINE CO INC	VF PFV REPAIR	210-42220.570	45.26	15118	02/16/18
			076770	MAINTENANCE OTHER			
36130	01/18/18	VERIZON WIRELESS	VA PHONE 1/19-2/18/18	210-42220.535	160.04	15120	02/16/18
			9800073242	TELEPHONE SERVICES			
36130	01/18/18	VERIZON WIRELESS	VA PHONE 1/19-2/18/18	210-41970.535	40.01	15120	02/16/18
			9800073242	TELEPHONE SERVICES			
36130	01/19/18	VERIZON WIRELESS	ST/VW 12/20/1701/19/18 SE	210-43110.535	194.83	15120	02/16/18
			9800147637	TELEPHONE SERVICES			
24570	01/25/18	VT TROPHY & ENGRAVING	AD MANAGER NAMEPLATE	210-41320.610	17.20	15124	02/16/18
			74227	SUPPLIES			
V9941	02/07/18	BUSINESSCARD SERVICES	SC POSTAGE STAMPS FOR CTR	225-45122.614	68.60	15063	02/16/18
			011018C	PROGRAM EXPENSES			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	02/07/18	SC LUNCHEON @ JP'S 011018D	225-45122.812 MEAL SITE EXPENSES	359.43	15063	02/16/18
V9941	BUSINESSCARD SERVICES	02/07/18	SC MAHJONGG CARDS 012918H	225-45122.614 PROGRAM EXPENSES	355.00	15063	02/16/18
V9941	BUSINESSCARD SERVICES	02/07/18	SC RECEIPT BKS & WHITEOUT 020218I	225-45122.610 OPERATIONAL SUPP/EXP	53.12	15063	02/16/18
08645	LOWES BUSINESS ACCT/SYNCB	01/22/18	SC MISC ITEMS FOR SR CENT 020218C	225-45122.430 REPAIRS & MAINTENANCE	1.24	15094	02/16/18
08645	LOWES BUSINESS ACCT/SYNCB	01/22/18	SC MISC ITEMS FOR SR CENT 020218C	225-45122.610 OPERATIONAL SUPP/EXP	29.39	15094	02/16/18
25445	802 REPTILES	02/16/18	Winter Carnival 030318D	226-45115.330 OTHER PROFESSIONAL SVCS	425.00	15052	02/16/18
25190	A C MOORE ARTS & CRAFTS A	01/31/18	VK Supplies 444506	226-45120.610 SUPPLIES	139.90	15053	02/16/18
25955	AT&T MOBILITY	01/23/18	Cell Phones 012318D	226-45110.535 TELEPHONE SVCS	317.58	15057	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18	VA MARCH HEALTH INS-VILL 7190001092	226-45121.210 HEALTH INS & OTHER BENEFIT	4628.08	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18	VA MARCH HEALTH INS-VILL 7190001092	226-45110.210 HEALTH INS & OTHER BENEFIT	607.34	15059	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18	VA MARCH HEALTH INS-VILL 7190001092	226-45120.210 HEALTH INS & OTHER BENEFIT	5546.76	15059	02/16/18
19265	CASEY BRIAN D	01/31/18	Bball Ref 013118D	226-45115.330 OTHER PROFESSIONAL SVCS	150.00	15065	02/16/18
04940	COMCAST	01/23/18	PS Internet 012318D	226-45121.530 COMMUNICATIONS	213.21	15069	02/16/18
04940	COMCAST	01/23/18	Internet 012318D1	226-45110.530 COMMUNICATIONS	439.62	15070	02/16/18
05020	ESSEX JCT VILLAGE OF	01/31/18	Water Gardens 013118D3	226-45115.330 OTHER PROFESSIONAL SVCS	28.27	15085	02/16/18
44980	FACE MANIA	12/30/17	Winter Carnival 2018-003	226-45115.330 OTHER PROFESSIONAL SVCS	380.00	15086	02/16/18
25915	GALLO ROSHELLE	01/31/18	Supply Reimbursement 013118D	226-45120.610 SUPPLIES	24.71	15090	02/16/18
14570	METROROCK STATION	01/30/18	Metro Rock Enrichment 48385	226-45120.610 SUPPLIES	160.00	15097	02/16/18
19270	NORTHERN LITES SNOWSHOES	01/22/18	Snowshoes 995	226-45115.610 SUPPLIES	3721.25	15099	02/16/18
41950	OCCUPATIONAL HEALTH CENTE	01/30/18	DOT Physical 1205861338	226-45120.330 OTHER PROFESSIONAL SVCS	159.50	15100	02/16/18
12495	OFFICE SYSTEMS OF VT	02/05/18	Copier IN54492	226-45110.442 Equipment Rentals	150.00	15101	02/16/18
25835	PLUNKETT-DUNNING, SUSAN	01/31/18	Yoga Inst 013118D	226-45115.330 OTHER PROFESSIONAL SVCS	140.00	15103	02/16/18
16090	REGAL GYMNASTICS ACADEMY	01/30/18	Vac Camp 2/26 013018D	226-45120.580 TRAVEL	360.00	15106	02/16/18
24830	REINHART FOODSERVICE	01/24/18	VK Snack 794236	226-45120.610 SUPPLIES	152.52	15107	02/16/18
24830	REINHART FOODSERVICE	01/29/18	VK Snack 796453	226-45120.610 SUPPLIES	251.37	15107	02/16/18

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24830	REINHART FOODSERVICE	01/29/18 VK Snack 796456	226-45120.610 SUPPLIES	138.53	15107	02/16/18
24830	REINHART FOODSERVICE	01/30/18 VK Snack 797152	226-45120.610 SUPPLIES	66.18	15107	02/16/18
24830	REINHART FOODSERVICE	01/30/18 VK Snack 797157	226-45120.610 SUPPLIES	50.39	15107	02/16/18
24830	REINHART FOODSERVICE	01/31/18 VK Snack 798302	226-45120.610 SUPPLIES	180.43	15107	02/16/18
24830	REINHART FOODSERVICE	02/05/18 VK Snack 799571	226-45120.610 SUPPLIES	69.20	15107	02/16/18
24830	REINHART FOODSERVICE	02/05/18 VK Snack 799572	226-45120.610 SUPPLIES	75.25	15107	02/16/18
24830	REINHART FOODSERVICE	02/08/18 VK Snack 802754	226-45120.610 SUPPLIES	287.73	15107	02/16/18
41180	S&S WORLDWIDE	01/19/18 Supplies 10048715	226-45120.610 SUPPLIES	226.32	15108	02/16/18
41180	S&S WORLDWIDE	01/29/18 Supplies 10061822	226-45120.610 SUPPLIES	16.14	15108	02/16/18
10435	SCREENMYLOGO.COM	01/31/18 Bball T Shirts 16172	226-45115.610 SUPPLIES	117.95	15110	02/16/18
09380	SEGARRA EMY	01/30/18 BBF Play Group 013018D	226-45121.330 OTHER PROFESSIONAL SVCS	270.00	15111	02/16/18
25180	SOLLACE ADAM	02/01/18 Reimbursement 020118D	226-45120.610 SUPPLIES	142.80	15114	02/16/18
25180	SOLLACE ADAM	02/12/18 VK Field Trip Reimburse 021218D	226-45120.580 TRAVEL	559.00	15114	02/16/18
25845	SWIM WITH ANNIE	02/13/18 Swim Enrollments 021318D	226-45115.330 OTHER PROFESSIONAL SVCS	23500.00	15116	02/16/18
25280	THE LIFEGUARD STORE	01/22/18 BVMS & Head Pieces INV643830	226-45115.610 SUPPLIES	114.00	15117	02/16/18
25840	UPPER VALLEY AQUATICS CEN	01/27/18 UVAC Vac Camp Field Trip 211661	226-45120.580 TRAVEL	411.00	15119	02/16/18
25315	VESPA'S PIZZA PASTA & DEL	02/03/18 Luau Program Pizza 020318D	226-45115.610 SUPPLIES	109.00	15121	02/16/18
19210	WEIN CHARLES	03/19/18 Open Gym 031918D	226-45121.330 OTHER PROFESSIONAL SVCS	150.00	15125	02/16/18
36240	DUBOIS & KING INC	01/24/18 CD CRES CNNTN ENGINEERS 118301	230-46801.008 CRESCENT CONNECTOR	6489.58	15079	02/16/18
12000	LAMOUREUX & DICKINSON INC	01/31/18 CD PEARL ST LINK STP53001 52121	230-46801.007 PEARL ST. LINKING SIDEWAL	159.19	15093	02/16/18
05290	ADVANCE AUTO PARTS	01/30/18 VW HOSES 3064424	254-43200.570 MAINTENANCE OTHER	36.34	15054	02/16/18
05270	BEAUDOIN CORY	01/28/18 VW CLOTHING 1042000314	254-43200.612 UNIFORMS,BOOTS,ETC	51.65	15058	02/16/18
V1655	BLUE CROSS BLUE SHIELD OF	02/01/18 VA MARCH HEALTH INS-VILL 7190001092	254-43200.210 HEALTH INS & OTHER BENEFIT	1611.45	15059	02/16/18
31275	DON WESTON EXCAVATING INC	01/29/18 VW PARK TERR WATER BREAK 10259	254-43200.430 WATER LINES MAINT-BREAKS	2485.00	15077	02/16/18
V10582	EARTH WATER SPECIALISTS,	10/28/17 VW TRAINING RB/TB/RJ EWS102717	254-43200.500 TRAINING, CONFERENCES, DU	650.00	15080	02/16/18

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35260	01/29/18	EAST COAST PRINTERS INC VW UNIFORMS 01291812	254-43200.612 UNIFORMS,BOOTS,ETC	30.00	15081	02/16/18
36130	01/19/18	VERIZON WIRELESS ST/VW 12/20/1701/19/18 SE 9800147637	254-43200.535 TELEPHONE SERVICES	139.69	15120	02/16/18
05290	01/08/18	ADVANCE AUTO PARTS WW light credit 552800843277	255-43200.432 VEHICLE MAINTENANCE	-67.49	15054	02/16/18
42625	01/31/18	ALDRICH & ELLIOTT PC WW JAN DESIGN SERVICES 77494	255-43330.012 ALKALINITY CNTRL INSTALLA	729.71	15055	02/16/18
V1655	02/01/18	BLUE CROSS BLUE SHIELD OF VA MARCH HEALTH INS-VILL 7190001092	255-43200.210 HEALTH INS & OTHER BENEFIT	5554.12	15059	02/16/18
08645	02/01/18	LOWES BUSINESS ACCT/SYNCE WW HEX SET HEATER SPARES 020218F	255-43200.570 MAINTENANCE OTHER	113.94	15094	02/16/18
V97100	01/31/18	NEBRA WW MEMBERSHIP RENEWAL 2237	255-43200.500 TRAINING, CONFERENCES, DU	750.00	15098	02/16/18
V2124	01/27/18	STAPLES ADVANTAGE WW SCANNER 8048428845	255-43200.610 SUPPLIES	149.99	15115	02/16/18
36130	01/18/18	VERIZON WIRELESS VA PHONE 1/19-2/18/18 9800073242	255-43200.535 TELEPHONE SERVICES	143.18	15120	02/16/18
V1655	02/01/18	BLUE CROSS BLUE SHIELD OF VA MARCH HEALTH INS-VILL 7190001092	256-43200.210 HEALTH INS & OTHER BENEFIT	2578.31	15059	02/16/18
12775	01/31/18	PRATT & SMITH ELECTRICAL SA FAN REWIRE 7112	256-43200.434 PUMP STATION MAINTENANCE	278.37	15104	02/16/18
V2380	01/29/18	VLCT PACIF, INC. SA SWR BKUP 3 ABENAKI 20171129G01	256-43200.436 SANIT. LINE BACK-UP CLEAN	320.95	15122	02/16/18

Report Total

135356.77

...

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION

RECEIVED

FEB 06 2018

Village of Essex Junction

Please Print

Applicant's Name: Sally Borden

Organization: KidSafe Collaborative

Tax Exempt #: 03-0303867 Non-Profit: X Yes No

Address: 45 Kilburn Street, Burlington VT 05445

Phone: 802 863-9626 Email: kidsafe@kidsafevt.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: KidSafe Community Yard Sale August 11-12

Champlain Valley Expo 30 feet by 3 feet

Locations you would like the event flags displayed: NA

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed: 

Date: February 5, 2018

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received:	Yes <input checked="" type="checkbox"/>	No	Waiver signed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Liability Waiver received:	Yes <input checked="" type="checkbox"/>	No	
\$250 fee received:	Yes	No	
Application complete:	Yes	No	

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) KidSafe Collaborative hereinafter known as "Owner.@

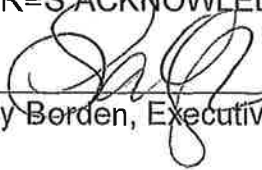
To the extent permitted by law, the "Owner@ agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney=s fees, by reason of the liability imposed by law upon the Village except in cases of the Village=s sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner=s@ policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: KidSafe Community Yard Sale

The banner(s)/event flags will be hung from July 29, 2018 to August 13, 2018
date date

OWNER=S ACKNOWLEDGMENT:

By: 
Sally Borden, Executive Director

Date: 2/5/18

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____