



**VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA**

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, July 9, 2019
6:30 PM

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1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **PUBLIC HEARING**
 - a. Public Hearing on FY20 Water Rates
6. **BUSINESS ITEMS**
 - a. Adopt FY20 Utility Rates
 - b. Adjust FY20 Water Fund Revenue Budget—Sarah Macy
 - c. Revision to personnel regulations—Sarah Macy
7. **CONSENT ITEMS**
 - a. Appoint Independent Auditor
 - b. Approve minutes: June 22, 2019—Joint; June 25, 2019—Regular; June 25, 2019—Joint; July 2, 2019—Special
 - c. Approve Warrant #17152—06/24/19; #17153—06/28/19; #17154—07/05/19
8. **READING FILE**
 - a. Board Member Comments
 - b. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
10. **ADJOURN**

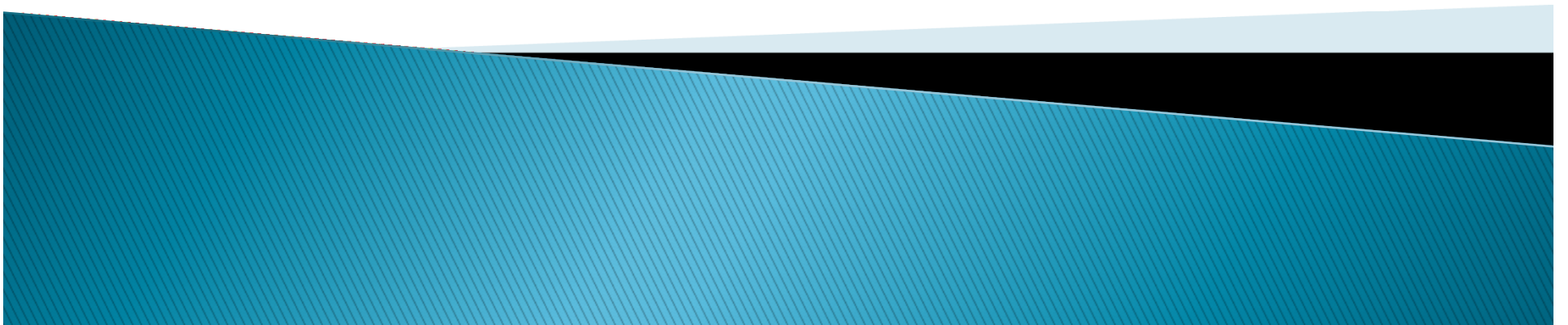
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Certification: 07/05/2019

Date Posted

MMitchell
Initials

FY20 Large User Water Rate Setting



Large Water User Rate

FY20 Proposed Rate

Usage	\$0.075 / 1,000 gallons
Decrease from FY19	3.85%

Reasons for Decrease

The increase is due to the 7.4% increase in the Operating Budget coupled with a decrease in budgeted unaccounted water.

Other pertinent information

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

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

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

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: July 9, 2019
SUBJECT: FY20 Utility Rates



Issue

The issue is to present the proposed FY20 Utility Rates for approval by the Trustees.

Discussion

In order to fund the FY20 Water, WWTF, and Sanitation Fund budgets staff recommends the Village rates be set as follows:

Rate:	FY2019 Rate:	FY2020 Rate:
Water usage rate	\$0.0175 / cuft	\$0.0188 / cuft
Water Quarterly Fixed Charge	\$25.03 / qtr	\$26.86 / qtr
Wastewater Treatment usage rate	\$0.0088 / cuft	\$0.0098 / cuft
Wastewater Treatment Qrtly Fixed Charge	\$23.56 / qtr	\$25.82 / qtr
Sanitation usage rate	\$0.0053 / cuft	\$0.0057 / cuft
Sanitation Quarterly Fixed Charge	\$22.86 / qtr	\$24.48 / qtr
Large Water User Rate	\$0.078 / 1000 gallons	\$0.075 / 1000 gallons
Wastewater Treatment Wholesale Rate	\$2.983 / 1000 gallons	\$3.154 / 1000 gallons

Cost

The cost to the Village resident using 120 gallons per day will increase by 8.2% or \$38.61 per year. The large user rate is decreasing by 3.85%. The Wastewater Treatment wholesale rate is increasing 5.73%.

Recommendation

It is recommended that the Trustees adopt the FY20 Utility Rates as presented.

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: July 9, 2019
SUBJECT: Adjustment to Water Fund Revenue Budget



Issue

The issue is whether the Trustees will amend the water fund revenue budget after the large user water reconciliation.

Discussion

During the budget process, the budgeted revenue for Water Sales – Large Users was based on an estimate. The initial number was \$111,132. After the June reconciliation of actual usage and unaccounted for water, that amount was reduced to \$92,729. The offset to this reduction was an increase in the budgeted revenue for Sale of Water – Residential, which has impacted the residential rates and has been reflected in the FY20 Utility Rate Setting.

Because the Enterprise Fund budgets are set prior to the final water use reconciliation, it is requested that the Trustees amend the Water Fund Revenue Budget to reflect these updated figures.

Cost

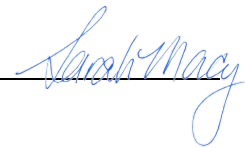
No cost.

Recommendation

It is recommended that the Trustees amend the FY20 Water Fund Revenue Budget to decrease revenues from Water Sales – Large Users from \$111,132 to \$92,729 and increase revenues from Sale of Water – Residential \$1,068,385 to \$1,086,788.

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager; Travis Sabatso, HR Director
DATE: July 9, 2019
SUBJECT: Revision to the General Rules and Personnel Regulations



Issue

The issue is whether or not the Trustees will approve the proposed revisions to Article 1 Section 111 Traveling Expense of the Village of Essex Junction General Rules and Personnel Regulations.

Discussion

Article 1. Section 111 of the Village of Essex Junction General Rules and Personnel Regulations, last amended 2/27/2018 places a limit on the amount an employee will be reimbursed for meals when attending conferences or trainings. This limit is at times less than the federal per diem amount. This section also limits the payments to reimbursement only (after the fact) which may be a hardship for employees traveling for multiple days for a conference or training.

Staff suggests an edit of this section to remove the specific dollar amount limits and instead reference the federal per diem amounts, which are more regularly updated. Staff also suggests changing from a strict reimbursement policy to one that will allow for a per diem amount to be paid up front when employees will be gone for more than one day. More than one day will be defined as a trip requiring an overnight stay.

Attached to this memo is the original and track changes versions of Article 1. Section 111 for review.

Cost

No cost

Recommendation

It is recommended that the Trustees approve the proposed revisions to the Village of Essex Junction General Rules and Personnel Regulations.

Current Text of the Village of Essex Junction General Rules and Personnel Regulations
Article 1 Section 111 – Traveling Expenses

111. TRAVELING EXPENSES

...

Employees and volunteers attending conferences or other training will be reimbursed for the cost of meals. If a meal is not provided, the municipality shall reimburse public official and employees up to \$15 for breakfast, \$15 for lunch and \$25 for dinner (including gratuities). In order to receive reimbursement, an Expense Voucher shall be completed and receipts provided. At no time will the municipality reimburse public officials for alcohol or tobacco related products.

Proposed revisions to Article 1 Section 111 – Traveling Expenses

111. TRAVELING EXPENSES

...

Employees and volunteers attending conferences or other training will be reimbursed for the cost of meals. ~~If a meal is not provided, the municipality shall reimburse public officials and employees up to \$15 for breakfast, \$15 for lunch and \$25 for dinner (including gratuities).~~ For conferences or other training that does not require an overnight stay, the municipality shall reimburse public officials or employees for actual expenses incurred in an amount not to exceed the Per Diem Rates established by the US General Services Administration. In order to receive reimbursement, an Expense Voucher shall be completed and receipts provided. For conferences or other training that requires an overnight stay, employees may request to be paid in advance an amount not to exceed the Per Diem Rates established by the US General Services Administration. If employees do not request to be paid in advance, they shall be reimbursed for actual expenses incurred in an amount not to exceed the Per Diem Rates established by the US General Services Administration. At no time will municipal funds be used for alcohol or tobacco related products, whether those funds are paid on a reimbursement basis or requested in advance. ~~the municipality reimburse public officials for alcohol or tobacco related products.~~

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: July 9, 2019
SUBJECT: Appointment of Independent Auditor



Issue

The issue is whether or not the Trustees approve the appointment of Kittell, Branagan & Sargent as the independent auditor for the FY19 Village audit.

Discussion

Kittell, Branagan & Sargent (KBS) has been the independent auditor for both the Town and Village for the past three years. Per the Village charter, the Trustees may designate such accountant or firm annually or for a period not exceeding three years, provided that the designation for any particular fiscal year shall be made no later than 30 days after the beginning of such fiscal year.

KBS has quoted \$16,750 for the FY19 Village audit and an additional \$3,000 for a single audit if required. Because the Village expended more than \$750,000 in federal funds during FY19 a single audit will be required.

Cost

\$19,750

Recommendation

It is recommended that the Trustees move to appoint Kittell, Branagan & Sargent to perform the FY19 Village audit.

**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING MINUTES
Saturday, June 22, 2019**

SELECTBOARD: Elaine Haney, Chair; Max Levy; Patrick Murray; Andy Watts

TRUSTEES: Andrew Brown, President; Dan Kerin; Raj Chawla; Amber Thibeault

ADMINISTRATION: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy Finance Director/ Assistant Manager; Charlie Cole, Town Fire Chief; Chris Gaboriault, Village Fire Chief; Rick Garey, Chief of Police; Dennis Lutz, Public Works Director; Ricky Jones, Village Public Works Superintendent; Jim Jutras, Water Quality Superintendent; Wendy Hysko, Brownell Library Director; Caitlin Corless, Essex Free Library Director; Ally Vile, Parks & Recreation Director; Susan McNamara-Hill, Clerk and Treasurer; Karen Lemnah, Assessor; Robin Pierce, Village Community Development Director; Dana Hanley, Town Community Development Director; Ann Janda, Merger Project Manager; Tammy Getchell, Assistant to the Manager

OTHERS PRESENT: Liz Gamache; Jennifer Knauer; Margaret Smith; Irene Wrenner; Colin Flanders

1. CALL TO ORDER

Andrew Brown called the Trustees to order, and Elaine Haney called the Town of Essex Selectboard to order at 8:05 AM, for the Special Joint Meeting of the Village of Essex Junction Trustees with the Town of Essex Selectboard.

2. AGENDA ADDITIONS/ CHANGES

There were no changes to the agenda.

3. AGENDA APPROVAL

With no changes to the agenda, no motion to approve was required.

4. STRATEGIC PLANNING SESSION

Welcome and Introduction

Evan Teich, Unified Manager welcomed the attendees and provided of preview of what to expect for the day. He gave an introduction to resources employed including municipal attorney Dan Richardson; KSV, the firm conducting public education and outreach; Ann Janda, recently brought on to work on merger and transition planning, Liz Gamache, former Mayor and Interim City Manager of St. Albans City; and Jennifer Knauer, the facilitator for the day.

Ms. Knauer read through the items on the agenda and explained her role. She pointed out areas where she would provide participants with tools to assist with ideas and planning structures. Ms. Knauer then asked for participants to introduce themselves and their department or role.

Public Comment—10 minutes

Irene Wrenner resident of Town of Essex, has been studying issue of merger since 2005. She offered for anyone to approach her with questions. Her biggest concern is that her neighbors outside the Village pay at least half of the revenue coming in to the Town government and yet they do not have equal representation at meetings where discussion is about the future governance of the Town. She points out that there are eight Village residents on the boards, but there are not eight outside the Village residents, which Ms. Wrenner feels will not provide

55 fair outcomes or negotiations. She is looking for more diversity and fairer representation as
56 the process moves forward.

57
58 Margaret Smith commented that the school board has four [Essex] Junction residents and
59 four Town outside the Village residents making it equal when the schools merged. Ms. Smith
60 then asked what the status of sharing the Heart and Soul report with the Governance
61 Subcommittee is. Greg Duggan responded to Ms. Smith's inquiry stating that he received the
62 report on Friday and will forward to the Governance Subcommittee. Ms. Smith indicated that
63 it would have been nice if it had been forwarded sooner. Ms. Haney commented that she
64 received the report while on the subcommittee, as well as other reports such as the EGG
65 report and the TGIA report, a year ago as part of the reading for the beginning of the process.
66 Ms. Smith thanked Ms. Haney for the response and asked that the report be brought up
67 again.

68 69 **Strategic Planning Session**

70 Ms. Knauer began the Strategic Planning Session by asking department heads to provide the
71 highlights from the summary report sent out before the meeting. The first group asked to
72 present was public safety and public works.

73
74 Village Fire Chief Chris Gaboriault does not see any major issues with merging and the two
75 fire departments. Both departments address public safety and aligning policies. One of the
76 biggest issues affecting both departments are that they work on paid call and are dependent
77 on volunteers. The volunteers display a deep-rooted sense of commitment to the different
78 communities and things such as what color gear they are wearing, what color the trucks are
79 and what the truck says on it are important. If the volunteers do not agree with the way things
80 are changing, the departments risk losing them. Chief Gaboriault reported that volunteerism
81 is down and training is a lengthy process.

82
83 Town Fire Chief Charlie Cole reports that recruitment and retention are the greatest
84 challenges. Call volumes have increased and Essex Fire Department averages three calls per
85 day, which is difficult with a volunteer force. Chief Cole emphasized that colors and
86 representation make a difference to the volunteers. The two departments have been working
87 together for decades and that will not change. What the departments need help with is tax
88 fairness. The fire service is nearly equal, but how residents pay for the service is not. There
89 are two departments, but one service.

90
91 Police Chief Rick Garey reported that the police department has been serving both
92 communities for forty years and does not experience any merged department issues. The two
93 biggest challenges for the police department is recruitment and the difference in Village and
94 Town ordinances. Chief Garey stated that the department has been working on draft changes
95 to ordinances that they are hoping to present in the next year. Chief Garey said that he is
96 pleased to say there is more diversity and many proactive activities going on at the police
97 department.

98
99 Dennis Lutz, Public Works Director said that he would like to skip over accomplishments,
100 since these have been reported in past annual reports. Mr. Lutz said that he wants to focus
101 on five key points. The first is that size matters. A combined department increases road
102 mileage, infrastructure size and population—all of which has an impact. There must be some
103 hierarchy of order in the public works department to handle the management decisions. The
104 second point is to understand what the Town has, what the Village has and what the

differences are. Mr. Lutz encourages the board members to drive the roads, visit the buildings, the garages and the wastewater treatment plant to understand the infrastructure and the costs to operate. The third point is to provide a clear and timely direction and not to waiver from it. This is important for future hires and decisions down the road. The fourth point is to use staff effectively. The fifth point is to always reflect back on the prime mission is in providing responsive service, addressing community infrastructure needs and protecting the health and safety of the community.

Ricky Jones, Village Public Works Superintendent points out that although we are two different communities with different needs, the two departments can make it work. They just need direction. The departments do very well sharing equipment and resources, including staff.

Jim Jutras, Water Quality Superintendent began his presentation by stating that he pulled his report from the summary at the last minute since a lot of it was repeated from other reports and that there were many common themes. He went on to say the challenge is to remain nimble, not with just the communities, but also with local environmental rules, political rules, and legislative mandates that push things down to the local level. Mr. Jutras stated the process the communities are going through is to provide stability in the future should there be major economic changes in the community. Changes come quickly and the response must be just as quick, which can only come from stability. The water treatment plant has been merged for over 35 years for regulatory reasons. There is also a shared sanitation agreement between the Town and the Village since 1985. Stormwater is working well and is emerging from its start as a joint committee. Mr. Jutras reinforced the point made by Mr. Lutz stated in that to meet the goals of alignment, the departments must have consistent direction with priorities. Quoting from a book, Mr. Jutras explained the term "fight and unite", which means that after the debates when you walk away with consensus, support the decision.

Questions:

Ms. Haney asked Mr. Lutz and Mr. Jones if there is a similar thought process as with the fire departments regarding the importance of colors of the trucks, the equipment etc.. Mr. Lutz and Mr. Jones agreed that color is not a problem, since both departments have red trucks. There is still the issue of "I work for the Town or I work for the Village". Additionally, it takes time to recruit and train new people.

Mr. Teich asked the fire chiefs what they think could help to keep volunteers through the process of keeping their sense of identity. Fire Chief Cole responded that retaining the identity, history, emblems and pride of each department could be still take place while aligning policies and practices. Chief Cole provided an example of how New York City's fire department has "FDNY" on all of their trucks, but each station has their own logos and colors. He said that he believe that this could work for their departments.

Mr. Watts asked if the elected officials are in the way of decision-making. Mr. Lutz and Mr. Jutras responded that there are decisions that need to be made before a merger decision and some that will come after, whether merged or not. Once a structure is in place, management can begin to fill that structure. It is important to have priorities, clear decisions and timeframes.

Mr. Kerin commented that the differences between the Town and the Village may create hard feelings at first, but these feelings will fade as time passes. We must find commonality and

practice forward thinking to prevent making changes to the charter that avoid satisfying the passions of certain groups and making future decisions difficult with complicated terms like "Town outside the Village". Chief Cole responded to this by pointing out Mr. Lutz's challenge of making a decision and to stay moving forward. In order to keep qualified staff, it is important to have a plan to support the decisions made. Ms. Knauer clarifies that the point Chief Cole might be making is that recruitment is tough when it is ambiguous.

Ms. Knauer introduced the second round of presentations from the library and recreation departments.

Brownell Library Director, Wendy Hysko and Essex Free Library Director, Caitlin Corless presented together. They began by informing the audience that the library reports in the summary cover their merger challenges and they want the presentation to include what the libraries can offer as well. One of the greatest challenges that the two libraries face is the difference in board structure. Essex Free oversees operations, while Brownell's structure is included in the Trust. Ms. Hysko and Ms. Corless said that the libraries are in the business of sharing, including a library management system. Each library has 5,000 registered borrowers, but are always hoping they can reach more of the community. Having two locations helps the libraries to reach more people and allows for different styles of users. Brownell serves a walking community, while Essex Free serves a more rural community. Both libraries offer a safe place for people, free community programs for all ages, and provide a popular community meeting space. Due to the various needs of the patrons, the libraries would like to align better in a technological way and provide clean, usable websites. The libraries strive to guard patron privacy and protect intellectual freedom.

Ally Vile, Essex Parks and Recreation (EPR) Director presented on behalf of both recreation departments. Both departments have been meeting regularly. She reports that aligning this time, as compared to last round of rec governance feels better because it is inclusive of all staff and everyone has a part in it. In the last eight months, they have had staff get-togethers, learning more about each other and increasing communication. It does not feel as forced as it was in the past. Ms. Vile stated that the binds and challenges include the move to Maple Street in two months and the idea that if the Town and Village do not merge, but the departments are co-located, the departments would not want to move again and it would just feel strange. Staffing is a challenge. Ms. Vile reports that EPR can no longer serve and produce as they have been at their small size. There are many programs with very little help. Conservative staffing is no longer fine or no longer doable. Ms. Vile wraps up by saying that the recreation departments can keep their identities, but are ready to be acting as one and to stop having to figure out who is paying for what, what we're doing and where we're going.

Questions:

Mr. Levy asked if the libraries see the identity piece of a merged environment being an issue with staffing or even the public. Ms. Corless answered that the public struggles with the change and staff-wise; the two libraries already work great together and communicate well. She went on to say the libraries have their own distinct personalities and that people choose a particular library because that is where they feel most comfortable. Having two separate locations is appealing to the public. Ms. Hysko said that some people do not want to drive into the Village, while others do not have transportation to go outside of the Village. Ms. Corless explained further that they believe they can make two separate locations work, but would need to understand what merging looks like to see how to keep identities intact.

Mr. Teich asked Ms. Vile to clarify what she meant by the recreation departments keeping their identities. Ms. Vile answered that it is more about keeping the history. After blending the Town/Village line, but recognize that there is a difference in the hustle and bustle of the parks and pools. There are different reasons as to why people go to one pool versus another. The recreation department can become one, but the services are spread out with identities for each of the parks and facilities. Mr. Teich asked a second question about how the public uses the pools and how it is necessary for people from other communities to use the pools to support the revenues. How does merging effect the pools and the facilities that we have? Ms. Vile responded that for Sand Hill, swim team is important, while Maple Street is the hub for camps. The facilities have important individual uses and provide a resource to other smaller communities. It is important to continually improve the facilities.

Mr. Murray asked if there would be a change in staffing with a merge and an increased population. Ms. Vile answered that there would not be a decreased need for staff, and if anything, some part time positions may have to be full time. Ms. Vile gave the example that EJRP is licensed for childcare, but EPR is not. The department is limited on its growth in providing childcare, however, since they do not have the facilities for the increased demand. She did not have exact numbers, but states that the department would need to adjust for growth. Ms. Macy pointed out that many of the programs are funded through an enterprise recreation program fund, so as demand for the programs grow, so do the funds to support them, outside of what is required by the taxpayers.

Mr. Kerin asked if the libraries or recreation have difficulty finding staffing like the public safety departments do. Ms. Corless said that the libraries are always able to fill their positions. Ms. Vile said that recreation does very well seasonally with camp and lifeguards. However, offering part-time jobs does not always attract the best and most qualified people for year-round positions.

Ms. Knauer introduced the third round of presentations from community development, assessing and clerk departments.

Susan McNamara-Hill, Clerk and Treasurer began her presentation with some history of how her department merged. The merge changed her responsibilities, for instance, she turned over Village personnel responsibilities to the unified human resources department. One of her major issues is that she supervises employees who work for the Town with Town rules, but she is from the Village with Village rules. She was not sure if it was envisioned that she should work part time from the Village office and part time from the Town office, but she works primarily from the Town, since working from two locations is difficult. This also means that while payments are taken in from both locations, the cash receipting process is located at 81 Main.

Karen Lemnah, Assessor began her presentation. Since her department is only one, her concerns are more indirect and on the administrative side. She finds difficulty in the differences in permitting and applications. She is involved with inspections for both Village and Town, which is a great advantage.

Robin Pierce, Village Community Development Director said the Town has more planned growth, while the Village is more filling in what is available. They do have things in common like the energy plan. Both have to respond to regional commission's needs. Mr. Pierce said that the two departments do things well together when there is opportunity, but there is a

255 difference in approaches. Mr. Pierce said that Ms. Hanley has more of a regulatory
256 background, while he comes from more of a design and development background, but it is
257 good to have two different visions in their work. They do have differences in how they look at
258 fees. The Village has several ways to look at making fees appealing to bringing in growth and
259 protecting historical areas, pointing out the concept of "importance of the past, promise of the
260 future" in their planning.

261
262 Dana Hanley, Town Community Development Director pointed out to the attendees that as
263 small little departments, they have a big impact on the community. Community Development
264 departments regulate what people can do with their land and surrounding that is a lot of
265 emotion, complexity and hostility. Changes in a truly merged community development
266 structure would be large structural changes in the boards. In our communities, we have our
267 planning commissions also doing development review, which is rare. Some future steps
268 would be to dissolve the existing Planning Commissions and form one, which is a huge
269 political challenge. The communities would also have to dissolve the zoning boards and
270 become the development review boards. This could be difficult since the current boards do
271 not have experience in site plan review or subdivision plan review. Ms. Hanley went on to say
272 they need one unified development code and plan. All of these tasks are very hard. Merging
273 also involves aligning fees, forms, policies and procedures and these smaller areas that they
274 have attempted to work at have hit troubles.

275
276 Questions:

277 Mr. Levy asked that whether they merge, does the community development departments think
278 that one planning commission and two development review boards is the right way to go.
279 Both Ms. Hanley and Mr. Pierce agreed that two could work.

280
281 Ms. Knauer introduced the fourth round of presentations from the support departments.

282
283 Travis Sabatasso, Human Resources Director began by saying that many of his concerns have
284 already been said, as they are issues for all departments. Specific to HR, having Town
285 employees working hand in hand with Village employees is difficult. While everyone works
286 well together, there are different pay scales, vacation accruals and benefits, which can cause
287 tension. Travel reimbursement policies are completely different, where some can be paid
288 prior to traveling and others have to wait for reimbursement. There are two different unions
289 making the correction difficult. It all must be negotiated. Mr. Sabatasso said that staffing is a
290 concern not knowing exactly what the unified organization will look like. It is difficult to
291 determine if we should hire for what the needs are now or what the needs might be in the
292 future. Getting there means that the employees and associations must be okay with a "happy
293 medium" when making these decisions.

294
295 Finance Director and Assistant Manager, Sarah Macy started her presentation with
296 information about what accounting for the Village and the Town includes. She explains that
297 governmental accounting is different from regular accounting, including enterprise funds,
298 fiduciary funds and the layers of two organizations with an overlapping tax base. To add to
299 this, the two organizations are becoming more and more combined, causing us to become
300 joint applicants at times, with mixed awardee/match responsibilities, additional transfers to
301 record assets, and shared expenses that Ms. Macy questions if any of that appears
302 comparable, relevant and understandable to the people who look at it. Ms. Macy continued to
303 say that the finance department must be able to track, summarize, and show that they are

good stewards of taxpayer dollars. The more combined that the Village and Town become without actually combining, the harder that is to do.

Rob Paluba, IT Director repeated what Mr. Lutz said during his presentation, that size matters. IT is responsible for making sure that everything is protected. As departments have been combined and areas of support for the Village are now under IT, the workload has increased and IT has a greater responsibility in keeping everything guarded. The struggle for IT is the cultural difference and understanding of some of the departments that they now have an IT department with experts to do this job.

Greg Duggan, Deputy Manager began by complimenting staff on the great job they do to keep departments running while aligning, merging and co-locating. Employees enjoy where they work and the community they work for. He said that departments are sharing resources and working well together, but that it is all really hard work and time consuming. In addition to the already mentioned challenges of running two organizations, some other highlights of the challenges administration face are: the pushback when trying to align or create policies—"our policies have worked fine for years;" one consolidated finance department having to do two of everything; preparation for meetings takes up a lot of staff time and takes away from other duties; customer service is a challenge when customers are not sure of which office they are supposed to go to; the phone system is not connected and we are unable to transfer calls directly; long term planning when deciding what positions to hire for an unknown organizational structure; capital planning with two of everything; directions from the board—we need consistency.

Evan Teich, Unified Manager was the final presenter of the day and began his comments by telling the audience that, "We can't go back, we can't stand still, we have to move forward". He continued to say the Village and the Town have done too many things and gone too far to go back and standing still is not a great place to be. He said that customers are confused with two locations. The ability to transfer phone calls is the beginning, but he questions how the phone should be answered and from what location.

Questions:

Ms. Haney asked if the greatest amount of duplication occurs in Finance, HR and the Clerk's office.

Mr. Teich said that he would add the Village board and the Selectboard to that. The panel agreed that one of the benefits of merging would be that taxpayers would understand where their money goes with one set of books, one capital plan, and one direction; and would lead to more transparency.

Break

The Village Board of Trustees and the Town Selectboard recessed for a break from 10:12 AM to 10:24 AM.

Strategic Planning Session, continued

Ms. Knauer introduced the attendees to an exercise to assist in articulating the rationale for why you would merge and what can you achieve together. Using the easel sheets posted around the room, the group was encouraged to use ten minutes of quiet time to write their thoughts under the different departments. The title of the sheets, "What can we achieve together?" was followed by separate subcategories that included governance, public safety,

culture and recreation, general government (clerk, administration, treasurer), and public works and utilities. Ms. Knauer asked that as participants think about what it takes to drive these efforts, to also write down on their worksheets any reservations since there is wisdom in both of those perspectives.

After the sheets were completed, Ms. Knauer asked the attendees to go back and read them to see what trends are emerging and what rationale they are seeing for merging. The attendees then came up with the following reasons to investigate merging:

- Better customer service
- Complement vs. compete
- Efficient procedures
- Consistency in terms of practices
- Stability
 - Staff
 - Community
 - Tax rates
 - Financial decisions
- Predictability
- Accessibility
 - Information
 - Resources
 - Reduced confusion
 - Representation
- Simplicity of governance
- Positioning for long term change
 - Technologies
 - Big players in community
 - Planning vs. reacting (how do we deal with change?)
 - Sustainable future
 - Re-establishing focus on issues of our community
- United community
 - How it feels here
 - Clarity in messages
 - Everyone is equal
- Being the best
 - Best place to live, best place to locate your business, best employer, THINK ESSEX
- Refocus issues into strengths
- Nimble and responsive in face of change—departments need to be positioned well to respond—resilience

Ms. Knauer points out that the rationale and vision does not have to be for or against because it is perennial. No matter what organizational structure is in place, the focus always goes back to what the community wants to achieve and to finding out what endures over time.

Mr. Levy commented that he would hate to have staff doing work all for naught, but there are many things that need to be done regardless of what the vote is. It is important to work with

staff to allow them to provide their input on the pros and cons as the elected officials work to piece it together and make plans.

Ms. Knauer mentions that as everyone thinks of these reservations, it important to remember that how information is received will then impact what people will hear in an anchoring effect; so consider “are these actually roadblocks or things that have to be figured out?”

Mr. Lutz says that two important questions are, “What is it going to look like if we merge and what are the impediments?” The second question becomes, “What does it look like if we don’t merge?” He goes further to say that we should know this upfront before the vote. Mr. Jutras comments that these are things we should be doing now anyway as departments. Ms. Knauer points out that departments are at different degrees of consolidating, making the thought process to analyze “what we do if merged” or “what we do if not” is quite different. Ms. Janda adds that in viewing this a project, there must be a contingency plan as we go along. Mr. Teich says that on November 4, we need to be organized to keep public trust, regardless of whether we are merged or not because we still need to provide good customer service.

Ms. Knauer provides the attendees with further instruction on how to use the worksheets in their packets by writing down reservations and challenges and listing them under the categories on the map to become a strategic map of questions.

Public Comment—10 minutes

Irene Wrenner stated that the word merger is a misnomer and wishes that a different word were being used. She said that Essex is already one town and has been inviting the Village to become a part of it more and more over time. She would like to hear more about how the two communities are interdependent and how they are becoming one. She would like to see voters more welcomed to meetings and citizen representatives on the governance subcommittee. Ms. Wrenner expressed concern about the workshop t-shirts. She referred to the comment made about not going back by saying that if we do not look back at the history, we are bound to repeat it. Ms. Wrenner said that she agrees that it is great to start fresh, but that we should not lose the institutional knowledge from the people who sat on the first merger task force by doing more than inviting them to focus groups. She added that she would like to see a change in the language being used, such as taxation versus tax equity. She pointed out that racing to come to an agreement does not make it the best process.

Ms. Knauer wrapped the first part of the session up by reminding attendees that the day is about establishing planning structures.

Break—Lunch

The Village Board of Trustees and the Town Selectboard recessed for a break from 12:00 PM to 12:39 PM.

Strategic Planning Session, continued

Ms. Knauer reconvened the planning session by asking the participants for reflections on the day so far.

Ms. Gamache shared her observations that visioning work takes a lot of time and processing. It is a process of taking the information and figuring out what is the question for us, and what is the question we want the community to explore. She adds that the group may not be

452 creating the vision during this session, but the activity is putting out some great ideas. The
453 planning framework allows for thinking about how to be the best and most efficient
454 government to make Essex such a great place to be and to connect with the day-to-day
455 needs and priorities of citizens.
456

457 Mr. Teich thanked everyone for taking the day to take part in the process. Mr. Lutz
458 commented that he would like the elected officials to form questions for staff and give staff a
459 chance to prepare informed answers for their consideration. Ms. Janda added that she has
460 started putting together a “big picture” timeline, which will assist with when to prompt
461 departments to prepare answers to questions.
462

463 Ms. Knauer asked the group to move back to a logistical conversation that is focused around
464 decision-making procedures and how, as two boards, decisions will be made about
465 consolidation and merger. Ms. Haney started by stating that the boards have discussed the
466 governance subcommittee being the ad hoc work group that brings recommendations to the
467 boards and the implication is that the joint board will make decisions on this process. Mr.
468 Brown added that the Governance Subcommittee meets more frequently. Mr. Levy and Mr.
469 Chawla mention that the boards must figure out what authority the Governance Subcommittee
470 has to make decisions, considering the timeframe. Ms. Haney mentions that as a follow up to
471 a mentioned challenge, there should be a discussion on what roles the boards are willing to
472 let the chairs have and how much group decision-making there will be versus delegating
473 chairs to make decisions. Mr. Duggan confirmed that the roles of the Governance
474 Subcommittee topic is on the joint meeting agenda for Tuesday, June 25.
475

476 Mr. Chawla mentioned that there is a proposal to add alternates to the Governance
477 Subcommittee. Ms. Knauer asked the group if they have considered if alternates join a
478 meeting after not taking part in previous meetings, they might lose the ability to make
479 informed decisions. She adds that this is the time to explore how decisions are made and if
480 anything appears ambiguous, this discussion is to draw that out. Some of these questions
481 are, “What decisions can the Governance Subcommittee make?”, “What decisions can board
482 chairs make?” and “What is the decision-making procedure?” She went on to ask other
483 questions, “What do you do after a decision is made?” “What if you walk away from a meeting
484 and have second thoughts or change your mind?”
485

486 Village Trustees and Town Selectboard members offered their viewpoints on how to answer
487 the questions, including requiring a unanimous decision on larger issues such as charter
488 changes and simple majority on others, which would have to be defined. The board members
489 talked about how to work with dissidence and being strong enough to unify around decisions
490 made. When defining when the board could go back to revisit a vote, the discussion pointed
491 toward the definition of an egregious violation and how that could cause the boards to revisit a
492 decision made.
493

494 The board members then moved onto a discussion about having enough lead-time to make
495 informed decisions, balancing enough time to conduct research and be prepared for
496 meetings, and allowing the public enough notice about decisions.
497

498 Ms. Gamache comments that the boards should be careful about being overly restrictive in
499 terms of how they lay out their decision-making procedures and to focus on the culture of the
500 two boards when setting expectations and guidelines. She went on to caution that the boards
501 should be careful not to box themselves in to timelines when it may take one person three

days to go over materials, but two weeks for someone else—do the boards then hold out for two weeks? Ms. Gamache said that it appears that a common interest of the group seems to be that they when it comes to the big decisions, they are striving for unanimous consent, which may or may not happen. Due to unknown circumstances, the group may want to consider this and keep some openness in the process.

Ms. Haney made an observational request that the boards work hard to understand staff are the subject matter experts and what they bring to the boards are not for the boards to tweak and meddle and to respect staff for their expertise. She went on to say that staff needs to understand that the boards are bringing a much broader perspective with considerations for what they hear from residents, so there has to be equal respect for following staff recommendations, while meeting the broader purpose for what is trying to be accomplished.

The discussion of the group moved on to how preparation for meetings could be streamlined and more efficient. Ms. Macy offered the idea of an agenda format that could help hone in on when a decision is being asked. Other ideas discussed were to be more precise on what is in the packets, keep length of memos short, and where possible, add implementation logistics to memos. Mr. Duggan said that staff would decide what should go on business and what needs multiple reviews as well as determining what can be placed under the consent agenda instead of under business. Mr. Murray asks what makes something an issue for the boards and what can a department handle without board review. He likened it to the school board and how an agenda item that discusses website content would be considered to be too much into the weeds. Mr. Lutz comments that as a staff member, the boards have questions and staff can provide answers, but that the questions must come from both ways. Mr. Kerin commented on being mindful of the public meeting law and using the chairs of the boards to check on the readiness to vote and to make sure board members have enough information to make their own educated decision.

Break

The Village Board of Trustees and the Town Selectboard recessed for a break from 1:40 PM to 1:50 PM.

Strategic Planning Session, continued

Ms. Knauer called the group back together and introduced the next topic, roles and responsibilities. Through participation in discussion, the group produced a chart.

Board/Trustees

- Have to have the best interest of the community as a whole in mind when making decisions; represents the public good; get the biggest bang for the buck;
- Elected officials cannot go directly to department heads or staff; no micromanagement; follow the chain of command
- Approval of attorney review and advice
- Political arm; manage political aspects
- Approve policy/ promulgate policy
- Public face of the initiative, represents the initiative
- Ask questions in advance so staff can be prepared
- Hold the vision
- Make decision on policy and on vision

Governance Subcommittee—will discuss at the joint meeting

Staff

- Responsible for managing the day-to-day operations of departments
- Primary fact finders
- Reception of and incorporation of attorney review and advice
- Staff stays out of politics; apolitical
- Recommend policy / write, draft
- Subject matter experts
- Support the initiative
- Make decisions on implementation and logistics of policy

While going through the exercise, Ms. Knauer asked the group if this answers the earlier question of, “How do we know when we are getting into the weeds?”

- The charter has a clear hierarchy—the board communicates to the manager and the manager communicates to staff
- Ms. Haney requested that staff present to the boards their proposal, recommendations and questions that need answers, pointing out that the questions from staff will help the boards to stay out of the weeds because it will be clear what you need from the boards.
- Chief Garey asked the board members to ask their questions for staff in advance, so that staff has time to prepare answers.
- The role of the manager is to make sure the will and the intent of the boards gets down to staff

Ms. Knauer asked if members of the Governance Subcommittee have any questions for the group. Mr. Levy mentions that his question will be addressed at the joint meeting regarding the authority of the subcommittee.

Ms. Knauer asked if staff had any questions or observations to share. Mr. Jones stated that he is just looking for direction. Mr. Teich said that he is looking for direction as to what departments staff should be working on first, and what the big picture looks like for priorities, finances, and actions. He said that he would like to be able to provide guidance when decisions are needed regarding organizational structure and what needs to be worked on next.

Public Comment—10 minutes

Irene Wrenner thanked everyone for an informative day. She said that she would like to see extreme neutrality from everyone who is supposed to be apolitical.

Strategic Planning Session Wrap Up

Ms. Knauer asked the board members to provide staff with their thoughts and observations.

Mr. Kerin said that the process was enlightening to hear what staff had to say and to gain a better understanding. The key is to translate that out to the community.

Mr. Watts thought that it was a very good gathering and suggested that maybe it could happen again with smaller department groups to provide ongoing communication. He was

not cognizant of the frustrations of staff with the uncertainty of the next 18+ months. He appreciated the input from staff.

Mr. Levy thanked staff for their honest input in what they said and what they wrote in their summaries. He said he also did not have a full appreciation of the frustration level of staff.

Mr. Murray said that he would not be apolitical because he holds a political office and would like to provide clarity to staff that his preference is that the communities completely combine in totality and that is what his goal on the board is for. He says that the question of "What happens if this vote doesn't work and what does it look like afterwards" is something that the board members or anyone else just does not know. Mr. Murray added that he believes that we can do amazing things as one community.

Ms. Haney thanked staff, including those who are not in attendance, for their honesty and assessments. The input is very useful, with valuable critiques embedded in the reports. Ms. Haney thanked Ms. Knauer and Ms. Gamache for the work on organization and structure. She went on to address the other elected officials by saying that she hopes that the work of the day engenders a sense of urgency and encouraged them to make sure they are comfortable with the level of effort they can and have committed to put in.

Mr. Chawla thanked staff and agreed that the process is going to be difficult. As a board member, he supports staff and appreciates the work happening behind the scenes.

Ms. Thibeault thanked staff and will take some time to digest everything as the newest member on both of the boards. She appreciated meeting staff.

Mr. Brown said that he appreciates everyone in attendance for being there, including Ms. Knauer and Ms. Gamache. He is excited to see things on the track to one community, one charter, and one Essex. He added that he appreciated the honesty from staff and encouraged Village staff to reach out to when there are areas of ambiguity. Ms. Haney also extended the invitation for Town staff to reach out.

Mr. Teich thanked the team who helped to put the event together, saying that everything that we do is serious and that this was supposed to be fun. He was very pleased at how the day turned out.

Mr. Jutras thanked the board members for taking their time to be there as well.

5. ADJOURN

ANDREW BROWN made a motion, and AMBER THIBEAULT seconded, that the Trustees adjourn the meeting. The motion passed 4-0, at 2:42 PM.

MAX LEVY made a motion, seconded by PATRICK MURRAY, that the Selectboard adjourn the meeting. The motion passed 4-0, at 2:42 PM.

Respectfully Submitted,
Tammy Getchell
Assistant to the Manager

TRUSTEE & SELECTBOARD

June 22, 2019

649 Approved this _____ day of _____, 2019
650
651 (See minutes of this day for corrections, if any)
652
653
654
655
656
657 _____
658 Patrick Murray, Clerk, Selectboard
659

**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESSEX SELECTBOARD
DRAFT SPECIAL MEETING MINUTES
Monday, June 25, 2019**

SELECTBOARD: Elaine Haney; Max Levy; Andrew Watts; Annie Cooper; Patrick Murray (arrived at 7:32)

TRUSTEES: Andrew Brown; George Tyler; Dan Kerin; Amber Thibeault; Raj Chawla

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy Finance Director/ Assistant Manager; Rob Paluba;

OTHERS PRESENT: Robert Bates; Kim Chase; Colin Flanders; Nathan Fiske; Mary Lou Hurley; Dustin Nolifer; John Sheppard, MD; Annie Dunn Watson; Irene Wrenner

1. CALL TO ORDER

Andrew Brown called the Village of Essex Junction Trustees back to order from their recess, and Elaine Haney called the Town of Essex Selectboard to order. They entered into the Special Joint Meeting of the Village of Essex Junction Trustees and the Town of Essex Selectboard at 7:00 PM.

2. AGENDA ADDITIONS/ CHANGES

- Andrew Brown proposed that item 5g be switched in order with Item 5f.
- Elaine Haney revised the action of Item 5h, to be "discussion" instead of "approval".

3. AGENDA APPROVAL

MAX LEVY made a motion, and ANNIE COOPER seconded, that the Selectboard approve the agenda as amended. The motion passed 4-0 (Patrick Murray not yet in attendance).

GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, that the Trustees approve the agenda as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

- **Irene Wrenner** commented that she does not think a fair Essex merger plan can come out of a meeting that includes 8 Village residents but not 8 Town Outside the Village residents. She expressed concern that a lopsided, inequitable merger plan could result from imbalanced representation during negotiations.
- **Kim Chase** expressed concern that she may have missed a merger vote and said she was unaware of a plan is in place for a vote. She shared that when she was trying to find more information about this, she found a picture of the T-Shirts Trustees and Selectboard members wore to their recent Strategic Advance Meeting. In her opinion, the image of wedding rings on the shirts depicts a narrow stance on the part of elected officials, and she feels it promotes conventional gender roles, and gender inequality. She also noted that diamonds, included in the image, are conflict minerals with human rights issues. Ms. Chase suggested that more effort be put into informing the community versus persuading people about the right way to vote. Mr. Brown responded that the Trustees and Selectboard have a goal for a vote but that there is not yet a formal plan. Ms. Haney clarified that the Strategic Advance meeting was a work session for staff and elected officials to kick off discussions about a potential change in governance. She stressed that there were no intentions behind the color or graphics on the T-shirts, and their intentions

are to be equitable and unbiased. Ms. Haney said the job of the boards is to, eventually, advocate for what they determine is best for the municipalities, but not before a robust community input and vetting processes as well as thorough discussions and research. She said that there is not complete agreement on the boards yet about what to move forward with and there is a lot of work and research to still do in order to get to an agreement. She explained that no community vote took place and that, before the greater community votes on anything, each of the two boards will individually vote on a plan.

- **Robert Bates** shared that, at a recent Governance Committee meeting with KSV, “loaded” words were included in some of the plans and materials being discussed. He pointed out that semantics go a long way to forming public perception. He wondered why there is a recent re-emergence of the word “merger” when, for the last few years, the word being used was “consolidation”. Mr. Bates pointed out that the word “merger” comes with a history of tensions for previous efforts in Essex. He suggested that there be clarification and clear definitions about language in this process.
- **Mary Lou Hurley** commented that she does not believe the consolidation process can be fair without equal representation from individuals who live in the Town Outside the Village.

5. **BUSINESS ITEMS**

a. **Update on website revisions—Rob Paluba & Greg Duggan**

Mr. Duggan discussed the status of work being done by staff on the new website. Mr. Paluba showed the current draft of the Town Website landing page, revised for simplicity and consistency. He said the goal was for this page to be clean, easy to navigate and to have effective search functionality. He pointed out the buttons, bars and sections of the page that will provide ease in navigation, municipality news and a calendar of events. Mr. Paluba noted that all decisions being made are within a high standard of ADA compliance and that the website is designed to work on multiple types of equipment.

The Trustees and Selectboard asked questions about the site’s functionality. Ms. Cooper wondered if it could have a direct button for senior citizens, and Ms. Haney agreed that accessibility should be a priority. Ms. Haney liked the idea of the site having a “how do I...?” search function for residents and a way for residents to easily report problems or concerns. Mr. Chawla said that he loves the site and encouraged that the pictures on the site not be stock photos but, instead, photographs of Essex. Mr. Tyler confirmed with Mr. Paluba that the Landing page will be the Town of Essex’s page and the Village site will remain the same until further notice. Mr. Paluba said that there will be a link to the Village site from the Town site and explained that the design is still being worked out so adaptations could be included. Mr. Levy, Ms. Cooper and Mr. Paluba discussed the challenges of having functions that automatically save credit card information and sign up forms. At this time they are not planning to make these functions available on the website.

b. **Follow-up discussion from Strategic Advance**

The Selectboard and Trustees who attended the Strategic Advance said that it was a great day. Ms. Haney noted that it was effectively facilitated and she thought learning about different perspectives, on the part of staff and elected officials, was valuable as an opportunity to discuss solutions to potential roadblocks. Ms. Cooper and Mr. Tyler shared their regrets for not making it to the Strategic Advance. Mr. Duggan and Mr. Teich said that Ms. Knauer would be sending them compiled brainstormers from the meeting soon. They expressed the sentiment of staff that the day was beneficial and they would like to propose doing one annually.

c. **Creation of “why merge” elevator speech**

Mr. Brown reminded the Trustees and Selectboard that in April of 2018, at a Joint Meeting of the Trustees and Selectboard, each person described the end goal of consolidation as “one community and one board”. He reminded them that it is important for each person in the Joint body of elected officials to share the same messages about what it could look like to unify, what the status quo is and what it would look like if they moved away from it. The boards discussed the importance of semantics and legal terminology. Mr. Brown suggested that they re-look at the Heart and Soul Values, explained by Ms. Cooper as a compilation of the region’s values developed through a community outreach initiative funded by a grant. Mr. Haney suggested that they use the words “appropriate taxation” instead of “tax equity. She also said that, in the next reading file, she would include a list of common language devised by her and Irene Wrenner in years past. Mr. Tyler explained that the word “merger”, although it may have an uncomfortable connotation to some Essex residents, is a term used in legal statute to describe municipal unification models. Mr. Murray suggested that he and other residents will need to know about the economic reasons for unification vs. what it means to have separate resources. Mr. Kerin pointed out, and the Trustees and Selectboard members agreed, that the elevator speech not push an agenda but, instead, inform the public to make a decision.

Ms. Haney opened the discussion to community members:

- **Mr. Bates** expressed gratitude to Mr. Tyler for clarifying that the word “merger” is a legal term. He suggested that if the word must be used, it should be connected with the term “consolidation”. He also suggested that the boards clarify to the public the fact that it is a legal term. He said that he thinks unification is a good idea and should be pursued.
- **Ms. Wrenner** noted that there are many options and models to consider for unified governance and she encouraged the governance committee to spend enough time, with the attorney contracted to work on this, to carefully consider these options.
- **Annie Watson** described herself as a resident of the Town Outside the Village who wants to see the unification take place. She said that she needs to know, from the elevator speech, the specifics of how unification will affect her economically, recreationally, in terms of use of spaces, education and governance. She wants to hear about what the impact will be.

The Selectboard and Trustees agreed to engage the Governance Subcommittee to work on the elevator speech, and board members will email their comments to be considered during this process.

ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees authorize the Governance Subcommittee to draft a “why unify” elevator speech, for final approval by both boards. The motion passed 5-0.

ANNIE COOPER made a motion, and PATRICK MURRAY seconded, that the Selectboard ditto the Trustees authorization motion. The motion passed 5-0.

d. **Update from Governance Subcommittee**

Mr. Levy provided a brief account of the Governance Committee meeting that took place on June 20 at 7PM. As Vice Chair, Mr. Levy ran the meeting because the Subcommittee Chair, Mr. Tyler, was not in attendance. He reported that they reviewed a draft survey from KSV, provided revisions and added some questions. They discussed the possibility a unification

website and considered the domains available to choose from. Mr. Levy said they approved the Governance Subcommittee minutes and took comments from the community.

e. Approve web address for merger website

The Selectboard and Trustees discussed the domain options for a unification website address, to determine which one to use. Mr. Tyler explained that the Governance Subcommittee envisions the site including information on the current governance structure, the governance models under consideration, progress being made and links to resources related to the process. Staff suggested three domains that each had the word “merger” in them. Mr. Chawla suggested that, based on community feedback, they reconsider using the word “merger”. Mr. Brown and Ms. Haney agreed with this point and suggested that they go with the term “Greater Essex” instead. This phrase was coined during a recent presentation to the joint boards. The board members discussed Mr. Watts’ concern that the term “great” has a connotation because of its use by a national candidate for the presidency. It was the sense of the boards that this may not be a significant problem.

PATRICK MURRAY made a motion, and ANNIE COOPER seconded, that the Selectboard approve the use of www.greateressex2020.org as the address for a merger website.

Mr. Watts expressed reservation with using the word “Great” in conjunction with the date “2020” because there is a national candidate who is also using these terms together.

The motion passed 4-1, with Andy Watts dissenting.

GEORGE TYLER made a motion, and DAN KERIN seconded the same motion on behalf of the Trustees. The motion passed 5-0.

f. Appoint alternates to Governance Subcommittee

Mr. Duggan explained that having enough people to make a quorum at the Governance Subcommittee meetings will be essential in the immediate future because the KCV contract schedule requires approvals on a weekly basis. Therefore, he suggested that two alternates from each board be appointed to step in, if one or more Subcommittee members cannot attend a meeting. The board members discussed how many people should be in attendance at these meetings and what the configuration should be. Ms. Cooper and Mr. Chawla discussed fair representation. Mr. Watts brought up his concern that having alternates from the boards may increase the risk of an open meeting law violation. He suggested considering staff to serve as alternates to the meetings. Mr. Levy said that it is important for staff to remain a-political so, instead, the board members agreed to be careful to not to share what happened in the meetings with the people they are subbing for outside of the warned, open meetings.

Mr. Kerin and Ms. Thibeault nominated themselves on behalf of the Trustees. Annie Cooper nominated herself as first alternate and Patrick Murray nominated himself as second alternate on behalf of the Selectboard.

ANDREW BROWN made a motion, and GEORGE TYLER seconded, on behalf of the Trustees, that Dan Kerin is the first alternate on the Governance Subcommittee and Ms. Thibeault is the second. The motion passed 5-0.

ELAINE HANEY made a motion, and MAX LEVY seconded, the Selectboard accept the slate of nominees. The motion passed 4-1, with Andy Watts dissenting.

g. Determine role and authority of Governance Subcommittee as steering committee for public outreach

Mr. Duggan discussed the recommendation that the Selectboard and Trustees authorize more decision making authority to the Governance Subcommittee and final approval authority to staff, after vetting by the subcommittee, in order to effectively respond to the fast turnaround needs of KSV. These authorizations would be focused on surveys as well as focus group screening tools and questions. Mr. Tyler clarified that this arrangement would only be through the duration of the KSV contract, but any major changes would still come to the boards to act on. Mr. Kerin further clarified that decisions about using funds would still not be made by the subcommittee

ANDREW BROWN made a motion, and DAN KERIN seconded, that the Trustees authorize the Governance Subcommittee to make decisions as the steering committee to KSV for public outreach. The motion passed 5-0.

ANDREW BROWN made a motion, and DAN KERIN seconded, that the Trustees authorize staff to give final approval to documents vetted by the Governance Subcommittee. The motion passed 5-0.

ELAINE HANEY made a motion, and PATRICK MURRAY seconded, that the Selectboard authorize the Governance Subcommittee to make decisions as the steering committee to KSV for public outreach. The motion passed 5-0.

ELAINE HANEY made a motion, and PATRICK MURRAY seconded, that the Selectboard authorize staff to give final approval to documents vetted by the Governance Subcommittee. The motion passed 5-0.

h. Discussion of column about consolidation

Ms. Haney requested that the board share if they agree to allow the Chair of the Selectboard and President of the Board of Trustees to speak on behalf of the boards by writing a regular column about consolidation efforts in the Essex Reporter. Ms. Haney pointed out an example of the first column in the meeting packet. She acknowledged that this is a generous offer from the Essex Reporter and could be a primary way to communicate with the community about the efforts of consolidation. They reminded the board members that St. Albans officials encouraged this idea when they shared insights with Essex into what worked well for their Downtown Revitalization efforts.

The board members discussed the strategy and all were in agreement with the column strategy. Mr. Levy, Ms. Cooper and Mr. Murray discussed their trust in the Selectboard Chair and President of the Board of Trustees to speak about the unification process in this way. Mr. Murray expressed his concern that the Essex Reporter is not delivered to his house, along with many others in the upper quarter, and he would appreciate if the paper could be received by a wider audience. Mr. Brown pointed out that some local condominium complexes also do not receive the paper, but all of the articles could also be shared on Front Porch Forum, Facebook and elsewhere to reach a greater audience. Ms. Thibeault noted that it could go on the new unification website as well. Mr. Tyler gave some writing suggestions, from his experience writing a column for the Essex Reporter from 2001-2007, such as using an active vs. passive voice. Mr. Chawla suggested defining some words like "Charter" for people.

Ms. Haney opened the discussion to community members:

- **Ms. Wrenner** pointed out the importance of not confusing people by making writings sound like Essex Town does not include the Village of Essex Junction. She pointed out

multiple references to the “Town and Village,” in the proposed column included in the packet, that should instead just say “Essex Town” because otherwise it is redundant.

- **John Sheppard** requested clarification of how the topics presented in the columns, on the subject of unification, will receive feedback from the community so that there is fair and equal reporting. He expressed concern that this strategy could become one-sided. Ms. Haney pointed out that sending letters to the editor via news@essexreporter.com to be published would be a way for the public to respond to the column. Mr. Sheppard questioned the ethical responsibilities of impartial journalism on the part of the Essex Reporter by running the column. Ms. Haney, Mr. Kerin, Mr. Teich and Ms. Cooper discussed that the column would focus on factual information of the issues. They discussed the precedence set by the relationship that St. Albans had with the St. Albans Messenger during their Downtown Revitalization efforts.
- **Mr. Bates** suggested that the column focus on the process of Unification, such as the work beginning with KSV, including a schematic about the process, in order to avoid perceptions that the boards are pushing an agenda or a certain direction. Ms. Haney noted that a graphic is being developed by the project manager about the timeline.

The boards agreed that the President and Chair should proceed with the column. Ms. Haney welcomed board members to submit ideas or articles to her or Mr. Brown as well. They gave direction that all articles should be written and/ or vetted by the Chair and President, then submitted to staff for review and fact-checking prior to forwarding the column writings to the Essex Reporter. Mr. Watts reminded everyone to review the communications policy in this process.

6. CONSENT ITEMS

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the Consent agenda:

a. **Approval of minutes: May 28, 2019**

The motion passed 5-0.

7. READING FILE

a. **Board Member Comments**

- Mr. Tyler suggested, based on further research, that the Governance Subcommittee discuss and reconsider a Mayoral model of Governance. The Trustees and Selectboard discussed and agreed with this suggestion.
- Ms. Haney shared that Channel 17 expressed interest in helping encourage discussions and document the consolidation process by hosting a regular television segment. They suggested doing a “man on the street” segment. The Trustees and Selectboard members delegated further discussion of this to the Governance Subcommittee.
- Mr. Teich said that staff appreciates how the Trustee meetings, Selectboard meetings and Joint meetings have been coming together under the new meeting model. He suggested placing an agenda item on a future meeting to discuss the model and consider suggestions for improving it.

b. **Memo from Annie Costandi and Chelsea Mandigo re: Awarded Projects under the CCRPC FY20 Unified Planning Work Program**

c. **Email from Liz Gamache re: thoughts on questions posed by George Tyler**

d. **Letter from Adam Basford re: Update Concerning Announcement of Planned Action**

304
305 **8. EXECUTIVE SESSION**

306 No Executive Session was required or held
307

308 **9. ADJOURN**
309

310 **AMBER THIBEAULT made a motion, seconded by DAN KERIN, for the Trustees to adjourn**
311 **the meeting. The motion passed 5-0 at 9:19 p.m.**
312

313 **MAX LEVY made a motion, seconded by ANNIE COOPER, for the Selectboard to adjourn**
314 **the meeting. The motion passed 5-0 at 9:19 p.m.**
315

316
317
318 Respectfully Submitted,
319 Cathy Ainsworth
320 Recording Secretary

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 25, 2019**

TRUSTEES PRESENT: Andrew Brown; George Tyler; Dan Kerin; Amber Thibeault; Raj Chawla
ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Greg Duggan, Deputy Manager; Rob Paluba, IT Director
OTHERS PRESENT: Robert Bates; Colin Flanders; Nathan Fiske; Mary Lou Hurley; Dustin Nolifer; John Sheppard, MD; Annie Dunn Watson; Irene Wrenner

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Mr. Brown called the meeting to order at 6:30 p.m. and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/ CHANGES

Mr. Teich added a document to be included in item 7a. Mr. Brown suggested moving item 7b out of the consent agenda, to be included as Business Item 6b, so he could recuse himself from this vote.

3. APPROVE AGENDA

ANDREW BROWN made a motion, and GEORGE TYLER seconded, to approve the meeting agenda, as amended. VOTING: 5-0; motion carried.

4. PUBLIC TO BE HEARD

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

There were no comments from the public.

5. PUBLIC HEARING

a. Public Hearing on FY20 Utility Rates

Ms. Macy provided an overview of the FY20 Utility Rates. She explained the cost to the Village resident using 120 gallons per day will increase by 8.2%, or \$38.61 per year, the large user rate is decreasing by 3.85% and the Wastewater Treatment wholesale rate is increasing by 5.73%. She compared rates with surrounding communities, presented a historical view of utility rate changes and annual average costs from FY14-FY20. She talked about reasons for the FY20 increases as well as historical fluctuations. Pages provided in the meeting packet include charts and details of this information.

Mr. Tyler asked for clarification on why the Village of Essex Junction's water rates are less expensive than the Essex Town rates. Ms. Macy explained that the water wholesale rate is the same for both municipalities but factors such as capital savings, depreciation rates and revenue received from the Village's large water user, Global Foundries, differ between the two districts, resulting in different water rate calculations.

Mr. Chawla wondered if the FY18, 19 and 20 rate increases, which are comparatively higher in the history provided, are representative of what can be expected going forward. Ms. Macy pointed out that predicting is not possible, but the average annual rate increase from FY14-FY20 was a 2% for Wastewater rates, 3% in Sanitation and 5% in Water. She and Mr. Brown discussed that one of the contributing factors to the increase in the fixed rate charge is the increase in the Capital contributions.

Ms. Macy discussed how the calculations and adjustments to the Wastewater Treatment Wholesale rate take into consideration estimated flows and costs associated with the Town of

Williston and the Town of Essex. She also discussed how a water reconciliation process determines adjustments to the Large Water User rate.

There were no comments from the public and Mr. Brown commended Ms. Macy for her exceptional work on this presentation.

6. BUSINESS ITEMS

a. Warn Public Hearing for FY20 Water budget and rates

Ms. Macy requested that the Trustees warn a second public hearing on FY20 Water budget and rates. The Trustees have a policy for setting Large Water User Rates which states that two water rate public hearings shall be held. There was no discussion.

ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees warn a second public hearing on the FY20 Village Utilities rates for Tuesday July 9, 2019. VOTING: 5-0; motion carried.

b. Accept Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan

Mr. Brown recused himself from this agenda item, citing a conflict of interest that may arise given his employer. As Vice Chair of the Trustees, Mr. Tyler led this agenda item. He pointed out that the Trustees had reviewed the Housing Needs Assessment and Action Plan at the most recent Joint meeting with the Selectboard. He pointed out that even though the plan recommends the formation of a housing committee, this work will take place in collaboration with the Selectboard. There was no discussion.

GEORGE TYLER made a motion, and RAJ CHAWLA seconded, that the Trustees accept the Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan. VOTING: 4-0 (Mr. Brown recused); motion carried.

7. CONSENT ITEMS

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the Consent Items:

- a. Reappointment/Appointment to Boards, Committees and Commissions**
 - Approval of the Village Planning Commission's recommended reappointment of Diane Clemens and Steven Shaw to three-year terms to begin July 1, 2019.**
 - Approval of the Village Zoning Board of Adjustment's recommended reappointment of Bruce Murdough and Martin Hughes to three-year terms to begin July 1, 2019.**
 - Approval of the Village Bike-Walk Advisory Committee's recommended reappointment of Eric Bowker to a three-year term to begin July 1, 2019.**

Trustee discussion: Mr. Brown requested that if a committee seeks to appoint someone, the Trustees should be able to meet and/or interview them. Mr. Tyler, Ms. Thibeault and Mr. Chawla agreed that this should happen for future appointments. They agreed to make an exception for these consent agenda appointments.

b. Approve minutes: June 11, 2019

c. Approve Warrant#17151—06/17/19

VOTING: 5-0; motion carried.

8. READING FILE**a. Board Member Comments**

- Mr. Tyler discussed the email from Ms. Humbarger notifying the Trustees that the steAmfest event will not be held this year. He pointed out that similar reasons, the challenges of volunteer engagement and the amount of time and work that goes into a successful event, are also why the Farmers Market will no longer take place. Mr. Tyler suggested that a discussion of the decreasing number of community events should be included as an agenda item on a future meeting, to determine strategies that could help turn this trend around. The Trustees agreed and Mr. Chawla suggested that a member of the Economic Development Committee be present for this conversation.

b. Email from Kristin Humbargar re: steAmfest 2019**c. Brownell Staff and Directors Reports April & May 2019****d. Upcoming meeting schedule****9. EXECUTIVE SESSION****a. An executive session is not anticipated**

No executive session took place

ADJOURN

ANDREW BROWN entered the Trustees into Recess 6:56 p.m., followed by the beginning Town of Essex Selectboard and Village of Essex Junction Trustees Special meeting at 7:00 p.m.

Respectfully Submitted,
Cathy Ainsworth

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
July 2, 2019**

Minutes from the Village of Essex Junction Trustees meeting on July 2, 2019 were not available at the time of posting the meeting packet. When available, the minutes will be posted to the website here: <https://www.essexjunction.org/boards/board-of-trustees/#c702> .

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Check Warrant Report # 17152 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 06/21/19 To 06/21/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	06/13/19	2-CYCLE OIL 2.6 OZ CQOIL 455291644963	210-43110.626 GAS, GREASE AND OIL	13.40	23491	06/21/19
05290	ADVANCE AUTO PARTS	06/12/19	Silicone spray 552916357595	210-42220.610 SUPPLIES	10.19	23491	06/21/19
20440	AINSWORTH CATHY L	06/14/19	Village Trustees meeting #30	210-41320.530 COMMUNICATIONS	220.50	23492	06/21/19
02420	AUTOZONE	06/04/19	Diesel exhaust fluid 3236512695	210-42220.610 SUPPLIES	25.00	23495	06/21/19
07465	BIBENS ACE HARDWARE INC	06/14/19	LED ACE A19 40W EQ SW 34488/5	210-41940.610 SUPPLIES	11.98	23498	06/21/19
00530	BRODART CO	05/29/19	Books B5643136	210-49345.000 LIBRARY DONATION EXPENDIT	31.84	23501	06/21/19
00530	BRODART CO	05/29/19	Books B5643245	210-49345.000 LIBRARY DONATION EXPENDIT	6.79	23501	06/21/19
00530	BRODART CO	06/04/19	Book B5647884	210-45551.640 ADULT COLLECTION-PRINT &	13.77	23501	06/21/19
00530	BRODART CO	06/04/19	Book B5647884	210-45551.610 SUPPLIES	0.80	23501	06/21/19
16030	BROWN ELECTRIC	06/15/19	Miscellaneous/ staples/sc 33936	210-43161.002 MEMORIAL PARK	285.20	23502	06/21/19
16030	BROWN ELECTRIC	06/15/19	fix ped light at 81 main 33955	210-43160.610 STREET LIGHTS SUPPLIES/MA	349.00	23502	06/21/19
V04609	CENTER POINT LARGE PRINT	06/01/19	Books 1695114	210-45551.640 ADULT COLLECTION-PRINT &	93.48	23508	06/21/19
21210	CINTAS LOC # 68M 71 M	06/13/19	shop towels 4023803162	210-43110.610 SUPPLIES	87.71	23510	06/21/19
04940	COMCAST	06/03/19	Cable TV 0207722 6/19	210-42220.535 TELEPHONE SERVICES	21.28	23513	06/21/19
17025	COONRADT AMY	06/12/19	Planning Commission Meeti #0010	210-41970.530 COMMUNICATIONS	105.00	23514	06/21/19
17025	COONRADT AMY	06/15/19	Meeting minutes Joint Gov #0011	210-41320.530 COMMUNICATIONS	43.89	23514	06/21/19
24305	DEMCO INC	06/10/19	Supplies 6629309	210-45551.610 SUPPLIES	63.75	23515	06/21/19
25715	DONALD L. HAMLIN CONSULT	06/14/19	Greenwood storm drainage 06141917808	210-43110.576 ENGINEERING SERVICES	217.48	23516	06/21/19
27075	DOUG COLLINS CONSTRUCTION	06/09/19	Removal of Nuisance Beave 100A	210-43125.570 CONTRACT SERVICES	125.00	23517	06/21/19
35260	EAST COAST PRINTERS INC	06/18/19	T-SHIRTS STRATEGIC ADVANC 06051934	210-41320.560 TRUSTEES EXPENDITURES	98.34	23518	06/21/19
01010	ESSEX AGWAY	06/12/19	MSP Flowers 328654	210-45220.610 SUPPLIES	39.98	23522	06/21/19
01010	ESSEX AGWAY	06/12/19	MSP Flowers 328655	210-45220.610 SUPPLIES	79.96	23522	06/21/19
18000	FERGUSON WATERWORKS #590	06/18/19	36X100 SILT FENCE for jun 0893262	210-43151.430 STORM SEWER MAINTENANCE	20.72	23525	06/21/19
18000	FERGUSON WATERWORKS #590	06/18/19	fabric for juniper ridge 0893293	210-43151.430 STORM SEWER MAINTENANCE	337.20	23525	06/21/19
00820	GLOBAL EQUIPMENT COMPANY	06/12/19	Dog Park Bags 114458905	210-45220.610 SUPPLIES	184.66	23534	06/21/19

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Check Warrant Report # 17152 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 06/21/19 To 06/21/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04035	GOT THAT RENTAL & SALES I	06/12/19 Mower repair parts 61890	210-45220.610 SUPPLIES	299.44	23535	06/21/19
04035	GOT THAT RENTAL & SALES I	06/13/19 Mower repair. parts 61922	210-45220.610 SUPPLIES	56.65	23535	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 electricity Railroad Ave 08962650258	210-43160.622 STREET LIGHTS - ELECTRICI	22.26	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 power 1 Pearl St 31980596865	210-42220.622 ELECTRICAL SERVICE	78.52	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 power 1 Pearl St 31980596865	210-41940.622 ELECTRICAL SERVICE	78.51	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 power 11 Jackson St SL-PW 32028490103	210-43110.622 ELECTRICAL SERVICE	28.75	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 electricity Pearl St 5 cr 32163416095	210-43160.622 STREET LIGHTS - ELECTRICI	11.65	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 electricity Pearl St 5 cr 32163416095	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	11.66	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 power 21 Park St School 34280668640	210-41940.624 PARK ST. ELECTRICITY	35.60	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 MSP Power 50853241748	210-45220.622 ELECTRICAL SERVICE	429.34	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 electricity 56226744615	210-43160.622 STREET LIGHTS - ELECTRICI	24.36	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 MSP Power 90443107223	210-45220.622 ELECTRICAL SERVICE	38.48	23536	06/21/19
45410	J B SIMONS INC	06/10/19 Uniform 100259	210-43110.612 UNIFORMS,BOOTS,ETC	520.20	23540	06/21/19
V9454	LENNY'S SHOE & APP	06/07/19 sale exchange boots art 3254927	210-43110.612 UNIFORMS,BOOTS,ETC	30.00	23543	06/21/19
V9454	LENNY'S SHOE & APP	06/11/19 uniforms Mike 3255552	210-43110.612 UNIFORMS,BOOTS,ETC	258.98	23543	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19 Copier usages 5/18-6/17/1 1N310322	210-41320.442 LEASED SERVICES	210.25	23548	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19 Copier usages 5/18-6/17/1 1N310322	210-45551.423 CONTRACT SERVICES	50.11	23548	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19 Copier usages 5/18-6/17/1 1N310322	210-45551.423 CONTRACT SERVICES	6.87	23548	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19 Copier usages 5/18-6/17/1 1N310322	210-43110.442 EQUIPMENT RENTALS	0.49	23548	06/21/19
17440	OLD SPOKES HOME	06/06/19 MRU labor 6011	210-43110.570 MAINTENANCE OTHER	390.00	23551	06/21/19
25140	PIKE INDUSTRIES INC	06/11/19 asphalt 1029100	210-43120.610 PAVEMENT MAINTENANCE	444.80	23554	06/21/19
25140	PIKE INDUSTRIES INC	06/14/19 Asphalt - 1030501	210-43120.610 PAVEMENT MAINTENANCE	1084.80	23554	06/21/19
02050	RON BUSHEY'S SUNOCO	06/06/19 Fuel for mowers 060619D	210-45220.626 GAS, GREASE & OIL	30.51	23556	06/21/19
28785	SHEARER CHEVROLET CO. INC	06/11/19 tail lights for pickup 509133P	210-43110.432 VEHICLE MAINTENANCE	415.00	23560	06/21/19
28785	SHEARER CHEVROLET CO. INC	06/11/19 lamp core exchange CM509133P	210-43110.432 VEHICLE MAINTENANCE	-100.00	23560	06/21/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V2124	STAPLES ADVANTAGE	06/08/19	office supplies 3416183566	210-45551.610 SUPPLIES	33.61	23563	06/21/19
19420	TAPCO	05/28/19	Rapid Reflector Ped Light I637932	210-49340.008 STATE GRANT EXPENDITURES	8600.00	23564	06/21/19
19420	TAPCO	05/28/19	Rapid Reflector Ped Light I637932	210-41335.813 MATCHING GRANT FUNDS	8610.10	23564	06/21/19
36825	THE SMALL ENGINE CO INC	06/17/19	lawn mower blades 082501	210-43110.570 MAINTENANCE OTHER	81.24	23566	06/21/19
36130	VERIZON WIRELESS	05/18/19	cell phones 9830355987	210-42220.535 TELEPHONE SERVICES	125.67	23571	06/21/19
36130	VERIZON WIRELESS	05/18/19	cell phones 9830355987	210-41970.535 TELEPHONE SERVICES	40.01	23571	06/21/19
11935	VIKING-CIVES USA	06/11/19	brooms for sweeper 4490811	210-43110.610 SUPPLIES	311.10	23572	06/21/19
07565	W B MASON CO INC	06/13/19	Maint Cleaning Supplies 167192588	210-45220.610 SUPPLIES	219.02	23579	06/21/19
07565	W B MASON CO INC	06/13/19	Maint Cleaning Supplies 167192590	210-45220.610 SUPPLIES	436.38	23579	06/21/19
23000	WHITCOMB	06/05/19	Stone Fill Juniper Ridge 00698426	210-43151.430 STORM SEWER MAINTENANCE	705.44	23581	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19	Copier usages 5/18-6/17/1 1N310322	225-45122.610 OPERATIONAL SUPP/EXP	33.20	23548	06/21/19
07305	AIRGAS USA LLC	05/31/19	Pool Chemicals 9961984005	226-45115.434 MAINTENANCE-BLDGS/GROUNDS	73.24	23493	06/21/19
25595	AMERICAN RED CROSS	06/12/19	CPR First Aid Training 22198269	226-45124.330 OTHER PROFESSIONAL SVCS	686.00	23494	06/21/19
25275	BMI	06/02/19	BMI Music Fees 35052346	226-14301.000 PREPAID EXPENSE	329.48	23500	06/21/19
25275	BMI	06/02/19	BMI Music Fees 35052346	226-45115.330 OTHER PROFESSIONAL SVCS	28.52	23500	06/21/19
20680	EPIC DRIVING LLC	06/18/19	Drivers Education 7	226-45115.330 OTHER PROFESSIONAL SVCS	9135.00	23521	06/21/19
34710	FUNNY BUSINESS ENTERTAINM	06/01/19	July 4th Event Entertainm 070419D	226-14301.000 PREPAID EXPENSE	1475.00	23531	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19	Copier usages 5/18-6/17/1 1N310322	226-45110.442 Equipment Rentals	215.11	23548	06/21/19
10435	SCREENMYLOGO.COM	06/10/19	Fathers Day Fun Run Shirt 17354	226-45115.610 SUPPLIES	286.00	23558	06/21/19
10435	SCREENMYLOGO.COM	06/13/19	Pool Guard Shirts 17371	226-45124.610 SUPPLIES	436.00	23558	06/21/19
19295	SOLO	06/10/19	Program Wilderness First 0610195	226-45115.330 OTHER PROFESSIONAL SVCS	475.87	23561	06/21/19
25280	THE LIFEGUARD STORE	06/12/19	Pool Swim Suits INV857698	226-45124.610 SUPPLIES	753.58	23565	06/21/19
25715	DONALD L. HAMLIN CONSULT	06/14/19	Crescent Connector 06141912833	230-46801.008 CRESCENT CONNECTOR	4785.00	23516	06/21/19
25715	DONALD L. HAMLIN CONSULT	06/14/19	Pearl Street Link 06141917820	230-46801.007 PEARL ST. LINKING SIDEWAL	4589.06	23516	06/21/19
23435	CHAMPLAIN WATER DISTRICT	05/31/19	water consumption period 053119D	254-43210.411 CWD WATER PURC - GF	260516.61	23509	06/21/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	CHAMPLAIN WATER DISTRICT	05/31/19	water consumption period 053119D	254-43200.411 CWD WATER PURCHASE	43222.63	23509	06/21/19
23435	CHAMPLAIN WATER DISTRICT	05/31/19	water consumption period 053119D	254-43200.412 STATE WATER TAX	998.21	23509	06/21/19
23435	CHAMPLAIN WATER DISTRICT	05/31/19	water consumption period 053119D	254-43210.412 STATE WATER TAX - GF	6016.55	23509	06/21/19
06870	ENDYNE INC	06/12/19	Weekly TKN 299937	255-43200.577 CONTRACT LABORATORY SERVI	25.00	23520	06/21/19
06870	ENDYNE INC	06/14/19	eff metals Qtrly 300286	255-43200.577 CONTRACT LABORATORY SERVI	63.00	23520	06/21/19
38955	F W WEBB COMPANY	06/13/19	SOLV CEM MED 63411083	255-43200.570 MAINTENANCE OTHER	35.17	23524	06/21/19
38955	F W WEBB COMPANY	06/13/19	PVC 63413266	255-43200.570 MAINTENANCE OTHER	34.54	23524	06/21/19
06675	NATIONAL BUSINESS TECHNOL	06/18/19	Copier usages 5/18-6/17/1 1N310322	255-43200.610 SUPPLIES	35.29	23548	06/21/19
03160	P & H SENESAC INC	06/10/19	POLYMER FOR DEWATERING 20111	255-43200.619 CHEMICALS	6900.00	23552	06/21/19
36130	VERIZON WIRELESS	05/18/19	cell phones 9830355987	255-43200.535 TELEPHONE SERVICES	137.46	23571	06/21/19
38680	VT RURAL WATER ASSOC	06/13/19	Seminar J JUTRAS 06132019D	255-43200.500 TRAINING, CONFERENCES, DU	24.00	23578	06/21/19
07565	W B MASON CO INC	06/07/19	labels I67025782	255-43200.610 SUPPLIES	34.99	23579	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19	electricity West St Ext P 28189071674	256-43220.002 WEST ST PS COSTS	52.80	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19	electricity Roscoe Ct pum 33924429989	256-43200.622 ELECTRICAL SERVICE	25.20	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19	electricity 9 Old Colches 35846661649	256-43200.622 ELECTRICAL SERVICE	55.09	23536	06/21/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19	power Susie Wilson Rd Pum 97095980195	256-43220.001 SUSIE WILSON PS COSTS	39.30	23536	06/21/19

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Town of Essex / Village of EJ Accounts Payable

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For Check Acct 01(GENERAL FUND) All check #s 06/21/19 To 06/21/19 & Fund 2

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date

		Report Total		367623.62		
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02:20 pm

Check Warrant Report # 17153 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 06/28/19 To 06/28/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	06/17/19	JUNE 2 - JULY 6 CLEANING 4137	210-41940.423 CONTRACT SERVICES	750.00	23585	06/28/19
14400	ABOVE AND BEYOND	06/17/19	JUNE 2 - JULY 6 CLEANING 4137	210-45551.423 CONTRACT SERVICES	2212.75	23585	06/28/19
14400	ABOVE AND BEYOND	06/17/19	JUNE 2 - JULY 6 CLEANING 4137	210-45551.610 SUPPLIES	72.00	23585	06/28/19
05290	ADVANCE AUTO PARTS	06/18/19	BIT SOCKET SET 23 PC T, 455291695794	210-43110.610 SUPPLIES	23.98	23586	06/28/19
05290	ADVANCE AUTO PARTS	06/18/19	HOSE CLAMP - do not block 45529169579A	210-43110.617 SIGNS AND POSTS	5.96	23586	06/28/19
05290	ADVANCE AUTO PARTS	06/20/19	MARK/ CLEAR LIGHT 1 EA OF 455291714980	210-43110.432 VEHICLE MAINTENANCE	7.59	23586	06/28/19
05290	ADVANCE AUTO PARTS	06/24/19	CABLE TIE 8"-RED 1 EA AT 455291752639	210-43110.610 SUPPLIES	4.88	23586	06/28/19
05290	ADVANCE AUTO PARTS	06/24/19	PB LUBE SPRAY PB Blast 455291753124	210-43110.610 SUPPLIES	15.42	23586	06/28/19
02005	BCBSVT	06/04/19	Health Insurance July 19 090949507	210-14302.000 PREPAID INSURANCE	25832.25	23599	06/28/19
07465	BIBENS ACE HARDWARE INC	06/20/19	POOL/ SPA 5WAY STRIP 34558	210-43161.002 MEMORIAL PARK	19.99	23602	06/28/19
00530	BRODART CO	06/10/19	BOOKS B5652769	210-49345.000 LIBRARY DONATION EXPENDIT	49.37	23605	06/28/19
00530	BRODART CO	06/13/19	BOOKS B5656127	210-45551.640 ADULT COLLECTION-PRINT &	57.76	23605	06/28/19
00530	BRODART CO	06/15/19	BOOKS B5658246	210-49346.002 JUVEN COLLECTION-PRNT & E	21.79	23605	06/28/19
00530	BRODART CO	06/17/19	Books B5659233	210-45551.610 SUPPLIES	2.35	23605	06/28/19
00530	BRODART CO	06/17/19	Books B5659233	210-49345.000 LIBRARY DONATION EXPENDIT	48.85	23605	06/28/19
00530	BRODART CO	06/18/19	BOOKS B5660834	210-45551.641 JUVEN COLLECTION-PRNT & E	3.59	23605	06/28/19
00530	BRODART CO	06/18/19	BOOKS B5660834	210-45551.610 SUPPLIES	0.80	23605	06/28/19
00530	BRODART CO	06/19/19	Books B5661990	210-49345.000 LIBRARY DONATION EXPENDIT	52.06	23605	06/28/19
00530	BRODART CO	06/19/19	BOOKS B5662268	210-45551.640 ADULT COLLECTION-PRINT &	1261.41	23605	06/28/19
00530	BRODART CO	06/19/19	BOOKS B5662268	210-45551.610 SUPPLIES	40.80	23605	06/28/19
00530	BRODART CO	06/19/19	Books B5662272	210-45551.640 ADULT COLLECTION-PRINT &	14.97	23605	06/28/19
00530	BRODART CO	06/19/19	Books B5662272	210-45551.610 SUPPLIES	0.80	23605	06/28/19
02035	BURLINGTON FREE PRESS	04/01/19	PC Ad for Comp Hearing 0002466852	210-41320.530 COMMUNICATIONS	183.00	23607	06/28/19
02035	BURLINGTON FREE PRESS	05/01/19	PC Ad May June Meeting 2 0002546831	210-41320.530 COMMUNICATIONS	285.00	23607	06/28/19
V9941	BUSINESSCARD SERVICES	05/17/19	Standing Desk converters 05/17/19D	210-45551.340 COMPUTER EXPENSES	1349.89	23608	06/28/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	05/07/19	Getchell Notary Stamp 050719D	210-41320.610 SUPPLIES	30.90	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/07/19	Faucets Mirrors 050719DA	210-45551.434 MAINT. BUILDINGS/GROUNDS	1271.93	23608	06/28/19
V9941	BUSINESSCARD SERVICES	06/07/19	newspapers 050719DB	210-45551.640 ADULT COLLECTION-PRINT &	46.00	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/08/19	Youth Prog Module Blocks 050819D	210-45551.837 CHILDRENS PROGRAMS	1161.54	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/08/19	Sink 050819DA	210-45551.434 MAINT. BUILDINGS/GROUNDS	129.78	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/14/19	Refun tax 051419D	210-41940.610 SUPPLIES	-2.46	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/14/19	Trustees Mtg 051519D	210-41320.560 TRUSTEES EXPENDITURES	11.07	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/16/19	Batteries for Microphones 051619D	210-41320.610 SUPPLIES	42.87	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/17/19	Sink 052119D	210-45551.434 MAINT. BUILDINGS/GROUNDS	64.89	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/28/19	Joint Mtg Trustees 052819D	210-41320.560 TRUSTEES EXPENDITURES	5.07	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/29/19	Supplies 052919D	210-41320.610 SUPPLIES	1.00	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/29/19	Supplies 052919D	210-41940.610 SUPPLIES	1.00	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/31/19	Return Sink 053119D	210-45551.434 MAINT. BUILDINGS/GROUNDS	-64.89	23608	06/28/19
V9941	BUSINESSCARD SERVICES	06/05/19	Strategic Advance Supplie 060519D	210-41320.560 TRUSTEES EXPENDITURES	3.39	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/13/19	Name plates 170576 51919	210-41320.560 TRUSTEES EXPENDITURES	279.36	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/13/19	Name plates 170576 51919	210-41970.610 SUPPLIES	139.68	23608	06/28/19
V9941	BUSINESSCARD SERVICES	06/19/19	CCRPC 2019 Annual Meeting CCRPC052219	210-41320.500 TRAINING, CONFERENCES, DU	15.00	23608	06/28/19
V9941	BUSINESSCARD SERVICES	05/07/19	VT Notary Embosser NotaryStamp	210-41320.610 SUPPLIES	43.41	23608	06/28/19
25120	CLICKTIME.COM	06/06/19	Online Timesheets 286692	210-41320.500 TRAINING, CONFERENCES, DU	80.00	23616	06/28/19
04940	COMCAST	06/12/19	TV and internet 06/12/19D	210-43110.610 SUPPLIES	172.94	23617	06/28/19
04940	COMCAST	06/12/19	TV and internet 06/12/19D	210-43125.610 WINTER MAINTENANCE	28.68	23617	06/28/19
25580	CONTROL TECHNOLOGIES	04/10/19	HVAC Service Repair Park 115389	210-41940.434 MAINT. BUILDINGS/GROUNDS	222.00	23622	06/28/19
25715	DONALD L. HAMLIN CONSULT	06/14/19	Engineering Fees for 9 1 061419 19-80	210-15102.000 EXCHANGE - ENGI/LEGAL	966.50	23628	06/28/19
25715	DONALD L. HAMLIN CONSULT	06/14/19	Capital Projects estimate 06141919823	210-43110.576 ENGINEERING SERVICES	84.75	23628	06/28/19
17490	ELLIS SARAH	06/05/19	Youth Program Supplies 060419D	210-45551.837 CHILDRENS PROGRAMS	17.97	23633	06/28/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03280	ENGINEERS CONSTRUCTION IN	06/18/19 Juniper Ridge Stormwater 683	210-43110.616 GRAVEL, TOPSOIL	1680.00	23636	06/28/19
17445	ESSEX JCT FIREFIGHTERS AS	06/05/19 DONATION IN MEMORY OF CHU DONATION IN	210-41320.560 TRUSTEES EXPENDITURES	100.00	23638	06/28/19
21845	FIRST NATIONAL BANK OMAHA	06/18/19 Various 441822922321	210-45551.340 COMPUTER EXPENSES	201.34	23643	06/28/19
21845	FIRST NATIONAL BANK OMAHA	06/18/19 Various 441822922321	210-45551.837 CHILDRENS PROGRAMS	113.42	23643	06/28/19
21845	FIRST NATIONAL BANK OMAHA	06/18/19 Various 441822922321	210-45551.891 CAPITAL OUTLAY	296.96	23643	06/28/19
21845	FIRST NATIONAL BANK OMAHA	06/18/19 Various 441822922321	210-45551.574 VOLUNTEER EXPENSES	25.00	23643	06/28/19
19005	FIRSTLIGHT FIBER	06/01/19 Tech and phone access 5390782	210-45551.535 TELEPHONE SERVICES	92.12	23644	06/28/19
19005	FIRSTLIGHT FIBER	06/01/19 Tech and phone access 5390782	210-45551.530 TECHNOLOGY ACCESS	39.95	23644	06/28/19
19005	FIRSTLIGHT FIBER	06/15/19 telephone services 5500876	210-43110.535 TELEPHONE SERVICES	35.40	23644	06/28/19
19005	FIRSTLIGHT FIBER	06/15/19 Phone svc Village fire 5/ 5500892	210-42220.535 TELEPHONE SERVICES	50.29	23644	06/28/19
28095	FLAG SHOP OF VERMONT	05/24/19 Flags for Memorial Park 22648	210-43161.002 MEMORIAL PARK	814.50	23645	06/28/19
10705	GARDENERS SUPPLY CO INC	06/21/19 Trees CENTREAL ST MULTI U 656441	210-43161.003 Tree Advisory Committee	289.00	23648	06/28/19
07010	GREEN MOUNTAIN POWER CORP	06/10/19 power 50780798604	210-45551.622 ELECTRICAL SERVICE	153.34	23657	06/28/19
33495	INGRAM LIBRARY SERVICES I	05/29/19 BOOKS 40331533	210-45551.640 ADULT COLLECTION-PRINT &	133.89	23665	06/28/19
17525	LAWRENCE CORINA	06/17/19 YOUTH PROGRAMS 8376192019	210-45551.837 CHILDRENS PROGRAMS	23.56	23671	06/28/19
14025	LINCOLN NATIONAL LIFE INS	06/10/19 Life Insurance 070119D	210-14302.000 PREPAID INSURANCE	1032.15	23673	06/28/19
V10130	LOWE'S BUSINESS ACCOUNT	06/20/19 supplies 02837	210-43110.610 SUPPLIES	21.61	23676	06/28/19
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1 64112696	210-45551.423 CONTRACT SERVICES	84.76	23680	06/28/19
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1 64112696	210-45551.423 CONTRACT SERVICES	84.78	23680	06/28/19
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1 64112696	210-43110.442 EQUIPMENT RENTALS	76.22	23680	06/28/19
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1 64112696	210-41320.442 LEASED SERVICES	145.92	23680	06/28/19
24960	NORTHEAST DELTA DENTAL	06/17/19 Dental Insurance Village 925 6197 000	210-14302.000 PREPAID INSURANCE	2020.88	23682	06/28/19
24100	PERMA-LINE CORP.OF NEW EN	06/21/19 Crosswalk Markers 174697	210-43120.444 STREET MARKINGS	2619.75	23684	06/28/19
25140	PIKE INDUSTRIES INC	06/21/19 Asphalt 1031717	210-43120.610 PAVEMENT MAINTENANCE	387.20	23688	06/28/19
25330	QUEEN CITY STEEL CO.	06/17/19 steel 249511	210-43110.617 SIGNS AND POSTS	77.86	23689	06/28/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37430	R R CHARLEBOIS INC	06/19/19 Vehicle AAR485 repair tru	210-43110.432	201.40	23690	06/28/19
		RC69185	VEHICLE MAINTENANCE			
26250	SCOTT'S LINE STRIPING, IN	06/16/19 paint	210-43120.444	1765.00	23697	06/28/19
		19028	STREET MARKINGS			
26250	SCOTT'S LINE STRIPING, IN	06/21/19 100 Gallons of paint	210-43120.444	1550.00	23697	06/28/19
		19029	STREET MARKINGS			
29835	SHERWIN-WILLIAMS	06/24/19 ACETONE- for road paintin	210-43120.444	302.55	23698	06/28/19
		6299-1	STREET MARKINGS			
V25261	SWING PEEPERS	06/17/19 YOUTH PROGRAMS	210-45551.837	322.00	23707	06/28/19
		061719D	CHILDRENS PROGRAMS			
02970	USA BLUE BOOK INC	06/17/19 blue rubber gloves	210-43110.612	238.42	23712	06/28/19
		925887	UNIFORMS,BOOTS,ETC			
25375	VISION SERVICE PLAN (CT)	06/20/19 Vision Premium Village	210-14302.000	378.71	23716	06/28/19
		070119V	PREPAID INSURANCE			
36520	VT AGENCY OF NATURAL RESO	06/17/19 Hazardous Waste Generatio	210-42220.570	75.00	23718	06/28/19
		46372	MAINTENANCE OTHER			
V2368	VT HISTORICAL SOCIETY	06/15/19 BOOKS	210-45551.640	212.57	23724	06/28/19
		61520190421	ADULT COLLECTION-PRINT &			
07565	W B MASON CO INC	06/10/19 PAPER,8.5X11	210-41320.610	146.48	23729	06/28/19
		I67071394	SUPPLIES			
07565	W B MASON CO INC	06/10/19 PAPER,8.5X11	210-41970.610	75.46	23729	06/28/19
		I67071394	SUPPLIES			
09335	WALLACEBURG BOOKBINDING &	05/29/19 Newspaper binding	210-45551.610	184.98	23730	06/28/19
		122356	SUPPLIES			
23000	WHITCOMB	06/06/19 STONE FILL Juniper Ridge	210-43110.616	164.80	23731	06/28/19
		00698473	GRAVEL,TOPSOIL			
23000	WHITCOMB	06/11/19 STONE FILL Juniper Ridge	210-43110.616	1226.08	23731	06/28/19
		00698612	GRAVEL,TOPSOIL			
23000	WHITCOMB	06/14/19 STONE FILL Juniper Ridge	210-43110.616	1029.60	23731	06/28/19
		00698751	GRAVEL,TOPSOIL			
V9941	BUSINESSCARD SERVICES	05/10/19 Mail Desk	222-46802.001	615.98	23608	06/28/19
		051019D	LINCOLN HALL MAINT			
21850	BOUCHER CLEANING SERVICES	06/04/19 Senior Center May Cleanin	225-45122.610	200.00	23604	06/28/19
		515	OPERATIONAL SUPP/EXP			
31545	COSTCO #314	06/11/19 Senior Center Potluck	225-45122.812	39.15	23624	06/28/19
		061119D	MEAL SITE EXPENSES			
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1	225-45122.610	98.86	23680	06/28/19
		64112696	OPERATIONAL SUPP/EXP			
17430	SPIRIT OF ETHAN ALLEN	05/31/19 Senior Center Lunch 6/26	225-45122.813	200.00	23702	06/28/19
		C784819	Meal Site Outing Exp			
42665	AMAZON/SYNCB	05/10/19 EJRP Amazon	226-45115.610	47.34	23590	06/28/19
		043226 5/10/	SUPPLIES			
42665	AMAZON/SYNCB	05/10/19 EJRP Amazon	226-45120.610	26.81	23590	06/28/19
		043226 5/10/	SUPPLIES			
42665	AMAZON/SYNCB	05/10/19 EJRP Amazon	226-45115.610	30.00	23590	06/28/19
		043226 5/10/	SUPPLIES			
42665	AMAZON/SYNCB	05/10/19 EJRP Amazon	226-45115.610	18.98	23590	06/28/19
		043226 5/10/	SUPPLIES			
25595	AMERICAN RED CROSS	06/19/19 Training CPR and First Ai	226-45122.330	420.00	23592	06/28/19
		22201755	OTHER PROFESSIONAL SVCS			

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02005	BCBSVT	06/04/19 Health Insurance July 19 090949507	226-14302.000 PREPAID INSURANCE	9027.69	23599	06/28/19
25585	JAY PEAK RESORT	06/19/19 Summer Kick Off Field Tri 6892005001	226-45122.580 TRAVEL	2063.80	23668	06/28/19
14025	LINCOLN NATIONAL LIFE INS	06/10/19 Life Insurance 070119D	226-14302.000 PREPAID INSURANCE	469.18	23673	06/28/19
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1 64112696	226-45110.442 Equipment Rentals	186.78	23680	06/28/19
24960	NORTHEAST DELTA DENTAL	06/17/19 Dental Insurance Village 925 6197 000	226-14302.000 PREPAID INSURANCE	598.77	23682	06/28/19
24855	PETTY CASH - CAITLIN FAY	06/26/19 EJRP Checking Reimburseme 062619D	226-45122.610 Supplies	127.76	23685	06/28/19
24855	PETTY CASH - CAITLIN FAY	06/26/19 EJRP Checking Reimburseme 062619D	226-45115.850 Memorial Day Parade	81.58	23685	06/28/19
24855	PETTY CASH - CAITLIN FAY	06/26/19 EJRP Checking Reimburseme 062619D	226-45120.610 SUPPLIES	19.65	23685	06/28/19
24855	PETTY CASH - CAITLIN FAY	06/26/19 EJRP Checking Reimburseme 062619D	226-45121.610 SUPPLIES	25.98	23685	06/28/19
24855	PETTY CASH - CAITLIN FAY	06/26/19 EJRP Checking Reimburseme 062619D	226-45122.610 Supplies	177.38	23685	06/28/19
24855	PETTY CASH - CAITLIN FAY	06/26/19 EJRP Checking Reimburseme 062619D	226-45122.580 TRAVEL	155.75	23685	06/28/19
20620	RASCO LAURA	06/13/19 Preschool Playgroup Coord 061319D	226-45121.330 OTHER PROFESSIONAL SVCS	210.00	23691	06/28/19
24830	REINHART FOODSERVICE	06/12/19 VK Summit Snack 174117	226-45120.610 SUPPLIES	24.90	23692	06/28/19
24830	REINHART FOODSERVICE	06/17/19 Summer Kick Off Camp Snac 175515	226-45122.610 Supplies	79.56	23692	06/28/19
24830	REINHART FOODSERVICE	06/19/19 REACH Snack 176891	226-45122.610 Supplies	392.86	23692	06/28/19
24830	REINHART FOODSERVICE	06/19/19 REACH Snack 177521	226-45122.610 Supplies	63.67	23692	06/28/19
24830	REINHART FOODSERVICE	06/24/19 CMS Snack 179430	226-45122.610 Supplies	337.89	23692	06/28/19
24830	REINHART FOODSERVICE	06/25/19 Reach Snack 179432	226-45122.610 Supplies	65.78	23692	06/28/19
45825	SPARE TIME	06/17/19 Summer Kick Off Field Tri 006324	226-45122.580 TRAVEL	840.00	23701	06/28/19
23495	STUDENT TRANSPORTATION OF	06/20/19 Summer Kick Off Bus 70060264	226-45122.580 TRAVEL	966.70	23706	06/28/19
25315	VESPA'S PIZZA PASTA & DEL	06/12/19 VK Swim Field Trip 061219D	226-45120.610 SUPPLIES	55.00	23714	06/28/19
25315	VESPA'S PIZZA PASTA & DEL	06/13/19 VK Pool Party 061319D	226-45120.610 SUPPLIES	66.00	23714	06/28/19
25315	VESPA'S PIZZA PASTA & DEL	06/17/19 Summer Camp Training 061719D	226-45122.610 Supplies	44.00	23714	06/28/19
25315	VESPA'S PIZZA PASTA & DEL	06/17/19 STAR Staff Meeting 061719DA	226-45122.610 Supplies	22.00	23714	06/28/19
25375	VISION SERVICE PLAN (CT)	06/20/19 Vision Premium Village 070119V	226-14302.000 PREPAID INSURANCE	128.07	23716	06/28/19

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07565	W B MASON CO INC	06/12/19 Preschool Supplies 167163121	226-45121.610 SUPPLIES	164.36	23729	06/28/19
07565	W B MASON CO INC	06/18/19 Camp Supplies 200114578	226-45122.610 Supplies	307.49	23729	06/28/19
36240	DUBOIS & KING INC	06/11/19 Crescent Connector STP 53 619016	230-46801.008 CRESCENT CONNECTOR	23938.55	23629	06/28/19
05590	STONE ENVIRONMENTAL INC	06/10/19 PCP April-June 12686	230-46801.725 CA0530 Phosphorus Control	1886.42	23705	06/28/19
17555	LAND-MARK ARCHITECTURALS	06/28/19 17 Maple St row 062819D	230-46801.008 CRESCENT CONNECTOR	129500.00	23734	06/28/19
02005	BCBSVT	06/04/19 Health Insurance July 19 090949507	254-14302.000 PREPAID INSURANCE	4281.74	23599	06/28/19
14025	LINCOLN NATIONAL LIFE INS	06/10/19 Life Insurance 070119D	254-14302.000 PREPAID INSURANCE	118.34	23673	06/28/19
24960	NORTHEAST DELTA DENTAL	06/17/19 Dental Insurance Village 925 6197 000	254-14302.000 PREPAID INSURANCE	261.89	23682	06/28/19
25375	VISION SERVICE PLAN (CT)	06/20/19 Vision Premium Village 070119V	254-14302.000 PREPAID INSURANCE	48.71	23716	06/28/19
02005	BCBSVT	06/04/19 Health Insurance July 19 090949507	255-14302.000 PREPAID INSURANCE	6952.72	23599	06/28/19
33075	DELL MARKETING LP	06/12/19 Laptops for WWTF 10322909733	255-43200.570 MAINTENANCE OTHER	3413.97	23627	06/28/19
V10734	ENCORE ESSEX JUNCTION SOL	06/19/19 Fixed Monthly Payment (5/ 1906WWTP	255-43200.622 ELECTRICAL SERVICE	1638.55	23634	06/28/19
06870	ENDYNE INC	06/21/19 Weekly TKN 300910	255-43200.577 CONTRACT LABORATORY SERVI	25.00	23635	06/28/19
38955	F W WEBB COMPANY	06/10/19 EXTENSION ROD 63268007	255-43200.570 MAINTENANCE OTHER	160.51	23640	06/28/19
38955	F W WEBB COMPANY	06/19/19 TWISTED STEEL EXTENSION R 63371369	255-43200.570 MAINTENANCE OTHER	64.93	23640	06/28/19
38955	F W WEBB COMPANY	06/12/19 EXTENSION ROD 63395673	255-43200.570 MAINTENANCE OTHER	-40.91	23640	06/28/19
07010	GREEN MOUNTAIN POWER CORP	06/19/19 39 Cascade 01324000007	255-43200.622 ELECTRICAL SERVICE	13296.67	23655	06/28/19
V10347	J.C. EHRLICH	06/14/19 PEST GENERAL MAINTENANCE 3229151	255-43200.570 MAINTENANCE OTHER	74.00	23667	06/28/19
14025	LINCOLN NATIONAL LIFE INS	06/10/19 Life Insurance 070119D	255-14302.000 PREPAID INSURANCE	245.27	23673	06/28/19
05485	NATIONAL BUSINESS LEASING	06/22/19 COPIER LEASES 6/15-7/14/1 64112696	255-43200.610 SUPPLIES	84.78	23680	06/28/19
24960	NORTHEAST DELTA DENTAL	06/17/19 Dental Insurance Village 925 6197 000	255-14302.000 PREPAID INSURANCE	517.09	23682	06/28/19
19325	OPEN APPROACH INC	06/24/19 IT Network Flattening Ser 9339	255-43200.570 MAINTENANCE OTHER	2531.25	23683	06/28/19
25375	VISION SERVICE PLAN (CT)	06/20/19 Vision Premium Village 070119V	255-14302.000 PREPAID INSURANCE	96.98	23716	06/28/19
07565	W B MASON CO INC	06/14/19 WATER.DISTILLED.6/1GAL/ C Z00026433	255-43200.618 SUPPLIES - LABORATORY	89.94	23729	06/28/19
02005	BCBSVT	06/04/19 Health Insurance July 19 090949507	256-14302.000 PREPAID INSURANCE	2979.20	23599	06/28/19

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Check Warrant Report # 17154 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 07/05/19 To 07/05/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17370	A B TREE CARE LLC	05/24/19 Stump grinding 052419D	210-43161.003 Tree Advisory Committee	192.00	23736	07/05/19
42665	AMAZON/SYNCE	06/10/19 VARIOUS MATERIALS AND SUP 006985 3 6/1	210-45551.610 SUPPLIES	417.07	23738	07/05/19
42665	AMAZON/SYNCE	06/10/19 VARIOUS MATERIALS AND SUP 006985 3 6/1	210-45551.641 JUVEN COLLECTION-PRNT & E	19.96	23738	07/05/19
42665	AMAZON/SYNCE	06/10/19 VARIOUS MATERIALS AND SUP 006985 3 6/1	210-45551.640 ADULT COLLECTION-PRINT &	1607.56	23738	07/05/19
42665	AMAZON/SYNCE	06/10/19 VARIOUS MATERIALS AND SUP 006985 3 6/1	210-45551.434 MAINT. BUILDINGS/GROUNDS	360.00	23738	07/05/19
42665	AMAZON/SYNCE	06/10/19 VARIOUS MATERIALS AND SUP 006985 3 6/1	210-45551.837 CHILDRENS PROGRAMS	260.49	23738	07/05/19
42665	AMAZON/SYNCE	06/10/19 VARIOUS MATERIALS AND SUP 006985 3 6/1	210-45551.677 COMPUTER REPLACEMENT	104.88	23738	07/05/19
07465	BIBENS ACE HARDWARE INC	06/25/19 BATTERIES 34593	210-43110.610 SUPPLIES	48.97	23739	07/05/19
00530	BRODART CO	06/12/19 BOOKS B5654825	210-45551.641 JUVEN COLLECTION-PRNT & E	214.87	23742	07/05/19
00530	BRODART CO	06/12/19 BOOKS B5654825	210-45551.610 SUPPLIES	16.00	23742	07/05/19
00530	BRODART CO	06/12/19 BOOK B5654932	210-45551.641 JUVEN COLLECTION-PRNT & E	9.71	23742	07/05/19
00530	BRODART CO	06/12/19 BOOK B5654932	210-45551.610 SUPPLIES	0.80	23742	07/05/19
00530	BRODART CO	06/12/19 BOOK B5655013	210-45551.641 JUVEN COLLECTION-PRNT & E	28.20	23742	07/05/19
00530	BRODART CO	06/12/19 BOOK B5655013	210-45551.610 SUPPLIES	1.60	23742	07/05/19
00530	BRODART CO	06/12/19 BOOKS B5655160	210-45551.641 JUVEN COLLECTION-PRNT & E	56.03	23742	07/05/19
00530	BRODART CO	06/12/19 BOOKS B5655160	210-45551.610 SUPPLIES	2.40	23742	07/05/19
00530	BRODART CO	06/12/19 BOOKS B5655165	210-45551.641 JUVEN COLLECTION-PRNT & E	267.23	23742	07/05/19
00530	BRODART CO	06/12/19 BOOKS B5655165	210-45551.610 SUPPLIES	19.20	23742	07/05/19
00530	BRODART CO	06/20/19 BOOK B5663593	210-49345.000 LIBRARY DONATION EXPENDIT	16.45	23742	07/05/19
00530	BRODART CO	06/20/19 BOOK B5663636	210-49345.000 LIBRARY DONATION EXPENDIT	5.59	23742	07/05/19
00530	BRODART CO	06/24/19 BOOKS B5666352	210-45551.610 SUPPLIES	5.60	23742	07/05/19
00530	BRODART CO	06/24/19 BOOKS B5666352	210-45551.641 JUVEN COLLECTION-PRNT & E	125.07	23742	07/05/19
00530	BRODART CO	06/24/19 BOOK B5666353	210-45551.610 SUPPLIES	0.80	23742	07/05/19
00530	BRODART CO	06/24/19 BOOK B5666353	210-45551.641 JUVEN COLLECTION-PRNT & E	8.09	23742	07/05/19
00530	BRODART CO	06/24/19 BOOKS B5666386	210-45551.641 JUVEN COLLECTION-PRNT & E	16.33	23742	07/05/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	06/24/19 BOOKS B5666386	210-45551.610 SUPPLIES	1.60	23742	07/05/19
00530	BRODART CO	06/24/19 BOOK B5666535	210-45551.610 SUPPLIES	0.80	23742	07/05/19
00530	BRODART CO	06/24/19 BOOK B5666535	210-45551.641 JUVEN COLLECTION-PRNT & E	19.24	23742	07/05/19
00530	BRODART CO	06/25/19 BOOKS B5667581	210-45551.640 ADULT COLLECTION-PRINT &	265.95	23742	07/05/19
00530	BRODART CO	06/25/19 BOOKS B5667581	210-45551.610 SUPPLIES	2.40	23742	07/05/19
00530	BRODART CO	06/26/19 BOOK B5669406	210-45551.640 ADULT COLLECTION-PRINT &	14.04	23742	07/05/19
00530	BRODART CO	06/26/19 BOOK B5669406	210-45551.610 SUPPLIES	0.80	23742	07/05/19
00530	BRODART CO	06/27/19 BOOK B5670585	210-49345.000 LIBRARY DONATION EXPENDIT	16.45	23742	07/05/19
00530	BRODART CO	06/27/19 BOOK B5670644	210-49345.000 LIBRARY DONATION EXPENDIT	15.89	23742	07/05/19
16030	BROWN ELECTRIC	06/28/19 CHANGE OUTLET IN BREAKROO 33960	210-43110.434 MAINT. BUILDINGS/GROUNDS	154.50	23744	07/05/19
09040	CHANNEL 17 TOWN MEETING T	06/04/19 ANNUAL SUPPORT CHANNEL 17 060419d	210-41320.530 COMMUNICATIONS	12000.00	23746	07/05/19
17560	COMPLIANCE SIGNS.COM	06/21/19 SUPPLIES 83706	210-45551.610 SUPPLIES	36.50	23754	07/05/19
27075	DOUG COLLINS	06/09/19 Removal of Nuisance Beave 100A	210-43125.570 CONTRACT SERVICES	125.00	23761	07/05/19
38955	F W WEBB COMPANY	06/24/19 Plumbing Hardware 63524244	210-42220.434 MAINT. BUILDINGS/GROUNDS	30.68	23764	07/05/19
38955	F W WEBB COMPANY	06/24/19 Plumbing Hardware 63526165	210-42220.434 MAINT. BUILDINGS/GROUNDS	56.45	23764	07/05/19
20470	GLOBAL MONTELLO GROUP	06/30/19 Vehicle Fuel CL243612	210-42220.626 GAS, GREASE AND OIL	431.96	23770	07/05/19
20470	GLOBAL MONTELLO GROUP	06/30/19 Vehicle Fuel CL243612	210-43110.626 GAS, GREASE AND OIL	1875.58	23770	07/05/19
20470	GLOBAL MONTELLO GROUP	06/30/19 Vehicle Fuel CL243612	210-45220.626 GAS, GREASE & OIL	232.68	23770	07/05/19
07010	GREEN MOUNTAIN POWER CORP	06/13/19 various electrical accoun 06132019D	210-43160.622 STREET LIGHTS - ELECTRICI	8867.36	23774	07/05/19
07010	GREEN MOUNTAIN POWER CORP	06/13/19 various electrical accoun 06132019D	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	524.06	23774	07/05/19
20445	HD SUPPLY CONSTRUCTION &	06/20/19 CONCRETE ANCORS FOF PED 50010622676	210-43110.617 SIGNS AND POSTS	34.39	23776	07/05/19
20445	HD SUPPLY CONSTRUCTION &	06/24/19 CONCRETE TOOLS 50010643097	210-43110.610 SUPPLIES	100.58	23776	07/05/19
V10022	INFOUSA-CITY DIRECTORIES	06/25/19 BOOKS INFOUSA2019	210-45551.640 ADULT COLLECTION-PRINT &	330.00	23777	07/05/19
33495	INGRAM LIBRARY SERVICES I	06/25/19 BOOK 40688313	210-45551.640 ADULT COLLECTION-PRINT &	12.19	23779	07/05/19
45410	J B SIMONS INC	06/28/19 Uniforms 100830	210-42220.612 UNIFORMS, BOOTS, ETC	610.25	23781	07/05/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
45410	J B SIMONS INC	06/28/19 Uniforms 100835	210-42220.612 UNIFORMS,BOOTS,ETC	594.00	23781	07/05/19
21865	LAFAYETTE HIGHWAY SPECIAL	06/26/19 2" SQUARE TUBE SIGN POST 30743	210-43110.617 SIGNS AND POSTS	132.72	23785	07/05/19
22885	MAPLE LEAF CARPET & TILE	06/25/19 CARPET CLEANING 16216	210-45551.423 CONTRACT SERVICES	1090.00	23786	07/05/19
25140	PIKE INDUSTRIES INC	06/28/19 Asphalt 1033733	210-43120.610 PAVEMENT MAINTENANCE	384.64	23790	07/05/19
18010	REYNOLDS & SON, INC.	06/21/19 Firefighter Hoods 1274883	210-42220.612 UNIFORMS,BOOTS,ETC	1986.32	23792	07/05/19
18010	REYNOLDS & SON, INC.	06/05/19 Fire Boots 3351964	210-42220.612 UNIFORMS,BOOTS,ETC	-324.80	23792	07/05/19
18010	REYNOLDS & SON, INC.	06/18/19 Sensor Replacement Multim 3352816	210-42220.570 MAINTENANCE OTHER	319.00	23792	07/05/19
03180	SAFETY SYSTEMS OF VT LLC	06/14/19 Key Cards 18766	210-45110.530 COMMUNICATIONS	800.00	23793	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-45220.622 ELECTRICAL SERVICE	2332.54	23794	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-42220.622 ELECTRICAL SERVICE	421.62	23794	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-41940.622 ELECTRICAL SERVICE	421.62	23794	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-45551.622 ELECTRICAL SERVICE	902.69	23794	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-43160.622 STREET LIGHTS - ELECTRICI	1036.57	23794	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	35.19	23794	07/05/19
17505	SAND HILL SOLAR LLC	06/13/19 Village-Solar 206	210-43110.622 ELECTRICAL SERVICE	227.01	23794	07/05/19
29835	SHERWIN-WILLIAMS	06/26/19 ROLLERS FOR STREET MARKIN 6444-3A	210-43120.444 STREET MARKINGS	28.00	23795	07/05/19
36130	VERIZON WIRELESS	06/19/19 phones and Ipad 9832409154	210-43110.535 TELEPHONE SERVICES	194.95	23802	07/05/19
30210	VT LEAGUE OF CITIES & TOW	07/01/19 FY20 Vill Dues 20-AD043	210-41320.500 TRAINING, CONFERENCES, DU	882.00	23805	07/05/19
07565	W B MASON CO INC	06/24/19 PAPER TOWELS 200280876	210-43110.610 SUPPLIES	379.90	23809	07/05/19
12690	WILLIAMSON ELECTRICAL SVC	06/17/19 BUILDING MAINTENANCE 3425	210-45551.434 MAINT. BUILDINGS/GROUNDS	242.50	23811	07/05/19
V1165	INTERNAL REVENUE SERVICE	07/01/19 3rd party sick pay 062019	210-45551.110 SALARIES REGULAR	91.80	19070504	07/05/19
20470	GLOBAL MONTELLO GROUP	06/30/19 Vehicle Fuel CL243612	226-45120.626 GAS, GREASE & OIL	26.34	23770	07/05/19
31275	DON WESTON EXCAVATING INC	05/20/19 Greenwood Ave Drainage Im APP2	230-46801.017 GREENWOOD DRAINAGE	21605.70	23760	07/05/19
23215	ESSEX EQUIPMENT INC	06/28/19 Boom Lift 10716552-000	231-43131.168 Boom Lift #35	22900.00	23763	07/05/19
20470	GLOBAL MONTELLO GROUP	06/30/19 Vehicle Fuel CL243612	254-43200.626 GAS,GREASE AND OIL	69.28	23770	07/05/19

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07010	06/13/19	GREEN MOUNTAIN POWER CORP various electrical accoun 06132019D	254-43200.622 ELECTRICAL SERVICE	58.88	23774	07/05/19
36130	06/19/19	VERIZON WIRELESS phones and IPad 9832409154	254-43200.535 TELEPHONE SERVICES	179.80	23802	07/05/19
07465	06/28/19	BIBENS ACE HARDWARE INC O-RING 818341	255-43200.570 MAINTENANCE OTHER	4.74	23739	07/05/19
23455	06/25/19	CHITTENDEN SOLID WASTE DI 91.67 W Tons Grasslands 20195-ESS	255-43200.568 SLUDGE MANAGEMENT	8295.22	23747	07/05/19
V10411	06/25/19	CLEAN WATERS, INC. Charge - Pack 140 (2,290 10314	255-43200.619 CHEMICALS	3870.10	23749	07/05/19
V9624	06/26/19	DEZURIK WATER CONTROLS STOCK Plugs RPI/65011213	255-43200.570 MAINTENANCE OTHER	1408.15	23758	07/05/19
06870	06/26/19	ENDYNE INC Protein Matrix Digester P 301381	255-43200.577 CONTRACT LABORATORY SERVI	294.00	23762	07/05/19
06870	06/26/19	ENDYNE INC Protein Matrix Digester P 301382	255-43200.577 CONTRACT LABORATORY SERVI	380.00	23762	07/05/19
06870	06/28/19	ENDYNE INC Weekly TKN Only 301586	255-43200.577 CONTRACT LABORATORY SERVI	25.00	23762	07/05/19
38955	06/27/19	F W WEBB COMPANY B/V 2 PVC SOC EPDM PM 63580427	255-43200.570 MAINTENANCE OTHER	36.49	23764	07/05/19
20470	06/30/19	GLOBAL MONTELLO GROUP Vehicle Fuel CL243612	255-43200.626 GAS,GREASE AND OIL	172.49	23770	07/05/19
08475	06/24/19	GREEN MOUNTAIN ELECTRIC S Blower 2 VFD S3326766.001	255-43200.570 MAINTENANCE OTHER	5095.00	23773	07/05/19
V1661	06/25/19	NORTH CENTRAL LABORATORIE Assorted Lab supplies 425050	255-43200.618 SUPPLIES - LABORATORY	558.42	23788	07/05/19
33850	06/03/19	CENTRAL VERMONT PROPERTIE ROW 10632/889760 9500199388	256-43200.441 RIGHT OF WAY AGREEMENTS	50.00	23745	07/05/19
20470	06/30/19	GLOBAL MONTELLO GROUP Vehicle Fuel CL243612	256-43200.626 GAS,GREASE AND OIL	149.11	23770	07/05/19
07010	06/13/19	GREEN MOUNTAIN POWER CORP various electrical accoun 06132019D	256-43200.622 ELECTRICAL SERVICE	352.49	23774	07/05/19
17505	06/13/19	SAND HILL SOLAR LLC Village-Solar 206	256-43200.622 ELECTRICAL SERVICE	152.65	23794	07/05/19
17505	06/13/19	SAND HILL SOLAR LLC Village-Solar 206	256-43220.002 WEST ST PS COSTS	510.75	23794	07/05/19
17505	06/13/19	SAND HILL SOLAR LLC Village-Solar 206	256-43220.001 SUSIE WILSON PS COSTS	364.81	23794	07/05/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date

Report Total				108301.94		
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MEETING SCHEDULES

7/5/2019

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
April 15, 2019—7:00 PM	SB Regular	
April 23, 2019—6:30 PM	VB Regular	
April 23, 2019—7:15 PM	JT Special, 2 Lincoln (Canceled 4/18)	
May 6, 2019—6:30 PM	SB Special (Added 5/2)	
May 6, 2019—7:00 PM	SB Regular	
May 6, 2019—7:00 PM	VB Special (Added 5/2)	
May 6, 2019—7:45 PM	JT Special, 81 Main	
May 14, 2019—6:30 PM	VB Regular	
May 20, 2019—7:00 PM	SB Regular	
May 28, 2019—6:30 PM	VB Regular	
May 28, 2019—7:15 PM	JT Special, 2 Lincoln	
June 3, 2019—7:00 PM	SB Regular	
June 3, 2019—7:45 PM	JT Special, 81 Main	
June 11, 2019—6:30 PM	VB Regular	
June 17, 2019—7:00 PM	SB Regular (Essex High School cafeteria)	
June 22, 2019—8:00 AM-3:00 PM	JT Special—Strategic Advance, Delta Burlington (1117 Williston Rd.)	
June 25, 2019—6:30 PM	VB Regular	
June 25, 2019—7:15 PM	JT Special, 2 Lincoln	
July 1, 2019—7:00 PM	SB Special (Added 6/28)	
July 2, 2019—6:00 PM	VB Special Public Hearing (Added 5/14)	
July 9, 2019—6:30 PM	VB Regular	
July 15, 2019—7:00 PM	SB Regular	
July 15, 2019—7:45 PM	JT Special, 81 Main (Canceled 6/14)	
July 23, 2019—6:30 PM	VB Regular	
July 23, 2019—7:15 PM	JT Special, 2 Lincoln	
August 5, 2019—7:00 PM	SB Regular	
August 5, 2019—7:45 PM	JT Special, 81 Main	
August 13, 2019—6:30 PM	VB Regular	
August 19, 2019—7:00 PM	SB Regular	

August 27, 2019—6:30 PM	VB Regular
August 27, 2019—7:15 PM	JT Special, 2 Lincoln
September 9, 2019—7:00 PM	SB Regular
September 9, 2019—7:45 PM	JT Special, 81 Main
September 10, 2019—6:30 PM	VB Regular
September 23, 2019—7:00 PM	SB Regular
September 24, 2019—6:30 PM	VB Regular
September 24, 2019—7:15 PM	JT Special, 2 Lincoln
October 7, 2019—7:00 PM	SB Regular
October 7, 2019—7:45 PM	JT Special, 81 Main
October 8, 2019—6:30 PM	VB Regular
October 28, 2019—7:00 PM	SB Regular
October 29, 2019—6:30 PM	VB Regular
October 29, 2019—7:15 PM	JT Special, 2 Lincoln
November 4, 2019—7:00 PM	SB Regular
November 4, 2019—7:45 PM	JT Special, 81 Main
November 12, 2019—6:30 PM	VB Regular
November 18, 2019—7:00 PM	SB Regular
November 26, 2019—6:30 PM	VB Regular
November 26, 2019—7:15 PM	JT Special, 2 Lincoln
December 2, 2019—7:00 PM	SB Regular
December 2, 2019—7:45 PM	JT Special, 81 Main
December 4, 2019—8:30 AM	VB Special, Budget Day
December 10, 2019—6:30 PM	VB Regular
December 16, 2019—7:00 PM	SB Regular
December 17, 2019—6:30 PM	VB Regular
December 17, 2019—7:15 PM	JT Special, 2 Lincoln
January 2, 2020—6:00 PM	SB Special, Budget Meeting
January 6, 2020—6:00 PM	SB Special, Budget Meeting, Regular meeting begins at 7:00 PM
January 6, 2020—7:45 PM	JT Special, 81 Main
January 8, 2020—6:00 PM	SB Special, Budget Meeting
January 13, 2020—6:00 PM	SB Special, Budget Meeting

January 14, 2020—6:30 PM	VB Regular
January 21, 2020—7:00 PM	SB Regular
January 28, 2020—6:30 PM	VB Regular
January 28, 2020—7:15 PM	JT Special, 2 Lincoln
February 3, 2020—7:00 PM	SB Regular
February 3, 2020—7:45 PM	JT Special, 81 Main
February 11, 2020—6:30 PM	VB Regular
February 18, 2020—7:00 PM	SB Regular
February 25, 2020—6:30 PM	VB Regular
February 25, 2020—7:15 PM	JT Special, 2 Lincoln
March 2, 2020—7:30 PM	Essex Community Dinner at 6:30; Annual Meeting at 7:30
March 3, 2020—7:00 AM to 7:00 PM	Essex Voting
March 10, 2020—6:30 PM	VB Regular
March 16, 2020—7:00 PM	SB Regular
March 24, 2020—6:30 PM	VB Regular
March 24, 2020—7:15 PM	JT Special, 2 Lincoln
April 1, 2020—7:00 PM	Essex Junction Community Supper at 6:00; Annual Meeting at 7:00
April 6, 2020—7:00 PM	SB Regular
April 6, 2020—7:45 PM	JT Special, 81 Main
April 14, 2020—7:00 AM to 7:00 PM	Essex Junction Voting
April 14, 2020—6:30 PM	VB Regular