




BOARD OF TRUSTEES
SPECIAL MEETING NOTICE & AGENDA
JOINT MEETING WITH THE ESSEX JUNCTION PLANNING COMMISSION
Tuesday, February 26, 2019 at 6:30 PM
2 Lincoln St., Essex Junction, VT 05452

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. **JOINT MEETING WITH THE ESSEX JUNCTION PLANNING COMMISSION**
 - a. Dubois & King presentation of Design Five Corners update and follow-up discussion
6. **BUSINESS ITEMS**
 - a. Adopt Warning for Village Annual Meeting
 - b. Consider conditional adoption of road, sidewalk and utility infrastructure on Taft Street—Robin Pierce, Jim Jutras, and Rick Jones
 - c. Approval to apply for Biosolids Land Application Permit transfer—Jim Jutras
 - d. Approval of Chittenden Solid Waste District Sludge Management participation agreement—Jim Jutras
 - e. Approval of Green Mountain Power Flexible Load Management Innovative Pilot Program agreement—Jim Jutras
 - f. Approve Annual Financial Plan for Town Highways—Sarah Macy
 - g. Approve Certification of Compliance for Town Road and Bridge Standards and Network Inventory—Sarah Macy
7. **CONSENT ITEMS**
 - a. Approval of minutes: February 12, 2019
 - b. Check Warrants #17134—02/11/19; #17136—02/22/19
8. **READING FILE**
 - a. Board Member Comments
 - b. Summary of Information—Voices for Education Summit
 - c. Brownell Library Staff and Director's Report December 2018
 - d. Spring Selectboard Training
 - e. Seven Days NEMRC Article
 - f. *Memo from Greg Duggan re: update on security measures associated with NEMRC and memo from Rob Paluba
 - g. Local Option Tax from Department of Taxes
 - h. Joint Safety Committee Policy

- i. Upcoming Meeting Schedule
- 9. **EXECUTIVE SESSION**
 - a. An executive session is anticipated for evaluation of personnel
 - b. *An executive session may be requested to discuss security
- 10. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.

Certification: 02/22/2019 
Date Posted Initials



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MEMORANDUM

TO: Village Trustees and Evan Teich, Village Manager.
FROM : Robin Pierce, Community Development Director
DATE : 26th February 2019
SUBJECT: Design Five Corners Study

Discussion. Following on from the very successful design Five Corners Trustee sponsored charrette, and the presentation by Julie Campoli at a Village meeting the Village applied for a grant to study how to integrate the results of Design Five Corners into the Municipal Plan. The benefits of Design Five Corners are; more efficient movement of vehicles through the Village core while reducing wait time at traffic lights, more pedestrian friendly road crossings by narrowing crossing widths, the development of open space in an area that has very little currently, an increase in green space and the potential to develop community events close to our growing Village Center. This study is the core information needed for inclusion in the new Municipal Plan which will be completed this year.

Cost: There is no cost at this time to the Village.

Recommendation: Village Staff recommend that the Trustees approve the Design Five Corners Study and ask Staff and the Planning Commission to have it included in the new Municipal Plan of 2019.

WARNING
VILLAGE OF ESSEX JUNCTION ANNUAL MEETING
APRIL 3 & 9, 2019

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 3, 2019 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 9, 2019 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

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

ARTICLE 2. Shall the voters approve an annual General Fund Budget in the amount of \$5,164,913 for fiscal year July 1, 2019 to June 30, 2020, \$3,556,422 of which is to be levied in taxes against the Village Grand List?

ARTICLE 3. Shall the voters approve holding the 2020 Annual Meeting on Wednesday, April 1, 2020 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 14, 2020 to vote for the Village officers and transact any business involving voting by Australian ballot?

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

BALLOT QUESTIONS

ARTICLE 5. To elect Village officers required by law including: Moderator (one year term); one Village Trustees (three year term); three Library Trustee (1 five year term, 1 four year term and 1 two year term)?

Dated this 26th day of February, 2019

By:

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

George A. Tyler, President

Andrew P. Brown, Vice President

Lori A. Houghton, Trustee

Daniel S. Kerin, Trustee

ATTEST:

Susan McNamara-Hill, Village Clerk

Elaine Haney, Trustee



Community Development Department

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

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

MEMORANDUM

TO: Evan Teich, Village Manager, Trustees
FROM: Rick Jones, James Jutras, Robin Pierce.
DATE: February 15, 2019
SUBJECT: Conditional Adoption of road, sidewalk and utility infrastructure on Taft Street.

Issue

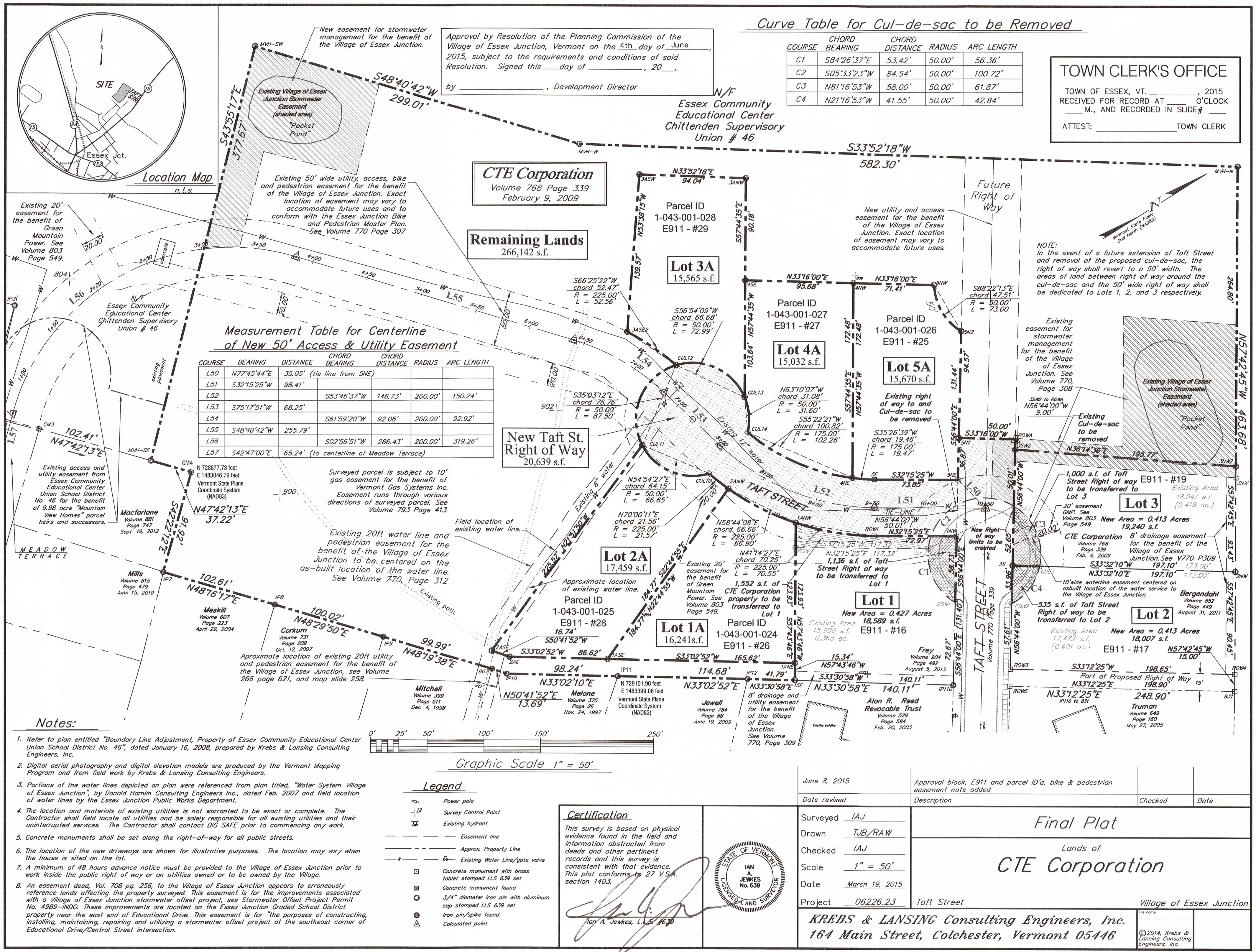
The issue is whether or not the Trustees wish to adopt a portion of the road, sidewalk, utility infrastructure and stormwater pond on Taft Street as outlined in the attached Plan and with conditions.

Discussion

1. CTE build houses on Taft Street as part of their curriculum. This averages around one home every two years. They would like to turn over infrastructure to the Village but the time of year makes final inspection difficult. Staff supports accepting the infrastructure now to simplify the MS4 permit and permit renewal process. CTE indicates that the infrastructure ownership is creating financing issues for them and have asked consideration for the Village to accept the infrastructure. Whereas this is a community school rather than a developer, staff has considered their request.
2. The Village Engineer inspected the construction during development and we have letters of compliance from the CTE engineering consultants confirming that the infrastructure conforms with the Villages Land Development Code. Village Staff recommend that the Trustees issue a conditional acceptance noting that there may be work that must be addressed by CTE that could include but is not limited to removal of sediment from the pond, removal of sediment from catch basins, pond and outfall slope stabilization sidewalk slab replacement. We cannot currently identify all specific items with the snow and ice cover. If the infrastructure is accepted and CTE does not address items as agreed by June 30, 2019 the Village will complete the work and file a lien on the house parcels. Essex Westford School District will continue to plow the road and sidewalks for the balance of this winter season.

Cost: The cost to the Village would be ongoing maintenance for adopted portion of the road, sidewalk and utilities.

Recommendation: It is recommended by Staff that the Trustees conditionally approve adoption of the road, sidewalk and utility infrastructure for the portion of Taft Street shown in the attached Map subject to the requirements outlined in 2 above.



Curve Table for Cul-de-sac to be Removed

COURSE	CHORD BEARING	CHORD DISTANCE	RADIUS	ARC LENGTH
C1	S84°26'37"E	53.42'	50.00'	56.36'
C2	S05°33'23"W	84.54'	50.00'	100.72'
C3	N81°16'53"W	58.00'	50.00'	61.87'
C4	N21°16'53"W	41.55'	50.00'	42.84'

TOWN CLERK'S OFFICE

TOWN OF ESSEX, VT. _____, 2015
RECEIVED FOR RECORD AT _____ O'CLOCK
_____, AND RECORDED IN SLIDE# _____
ATTEST: _____ TOWN CLERK

Measurement Table for Centerline of New 50' Access & Utility Easement

COURSE	BEARING	DISTANCE	CHORD BEARING	CHORD DISTANCE	RADIUS	ARC LENGTH
L50	N77°45'44"E	35.05' (tie line from SNE)				
L51	S32°15'25"W	98.41'				
L52			S53°46'37"W	146.73'	200.00'	150.24'
L53	S75°17'51"W	68.25'				
L54			S61°59'20"W	92.08'	200.00'	92.92'
L55	S48°40'42"W	255.79'				
L56			S02°56'51"W	286.43'	200.00'	319.26'
L57	S42°47'00"E	65.24' (to centerline of Meadow Terrace)				

Notes:

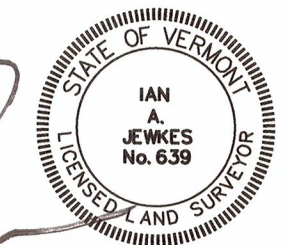
- Refer to plan entitled "Boundary Line Adjustment, Property of Essex Community Educational Center Union School District No. 46", dated January 16, 2008, prepared by Krebs & Lansing Consulting Engineers, Inc.
- Digital aerial photography and digital elevation models are produced by the Vermont Mapping Program and from field work by Krebs & Lansing Consulting Engineers.
- Portions of the water lines depicted on plan were referenced from plan titled, "Water System Village of Essex Junction", by Donald Hamlin Consulting Engineers Inc., dated Feb. 2007 and field location of water lines by the Essex Junction Public Works Department.
- The location and materials of existing utilities is not warranted to be exact or complete. The Contractor shall field locate all utilities and be solely responsible for all existing utilities and their uninterrupted services. The Contractor shall contact DIG SAFE prior to commencing any work.
- Concrete monuments shall be set along the right-of-way for all public streets.
- The location of the new driveways are shown for illustrative purposes. The location may vary when the house is sited on the lot.
- A minimum of 48 hours advance notice must be provided to the Village of Essex Junction prior to work inside the public right of way or on utilities owned or to be owned by the Village.
- An easement deed, Vol. 708 pg. 256, to the Village of Essex Junction appears to erroneously reference lands affecting the property surveyed. This easement is for the improvements associated with a Village of Essex Junction stormwater offset project, see Stormwater Offset Project Permit No. 4989-INDO. These improvements are located on the Essex Junction Graded School District property near the east end of Educational Drive. This easement is for "the purposes of constructing, installing, maintaining, repairing and utilizing a stormwater offset project at the southeast corner of Educational Drive/Central Street intersection."

Legend

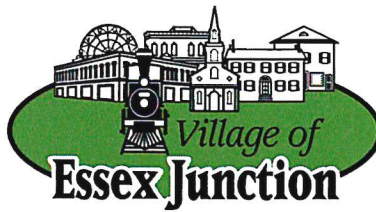
- Power pole
- Survey Control Point
- Existing hydrant
- Easement line
- Approx. Property Line
- Existing Water Line/gate valve
- Concrete monument with brass tablet stamped LLS 639 set
- Concrete monument found
- 3/4" diameter iron pin with aluminum cap stamped LLS 639 set
- Iron pin/spike found
- Calculated point

Certification

This survey is based on physical evidence found in the field and information abstracted from deeds and other pertinent records and this survey is consistent with that evidence. This plat conforms to 27 V.S.A. section 1403.



June 8, 2015	Approval block, E911 and parcel ID'd, bike & pedestrian easement note added	Checked	Date
Date revised	Description	Checked	Date
Surveyed	IAJ	Final Plat Lands of CTE Corporation	
Drawn	TJB/RAW		
Checked	IAJ		
Scale	1" = 50'		
Date	March 19, 2015		
Project	06226.23 Taft Street	Village of Essex Junction	
KREBS & LANSING Consulting Engineers, Inc. 164 Main Street, Colchester, Vermont 05446		File name © 2014, Krebs & Lansing Consulting Engineers, Inc.	



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Sarah Macy, Asst. Manager, Finance Director
DATE: February 19, 2019
SUBJECT: Biosolids Land Application Permit transfer

A handwritten signature in blue ink, appearing to read "James Jutras", written over the "FROM:" line of the memorandum.

Issue: Whether to apply as the permittee for our Biosolids land application program.

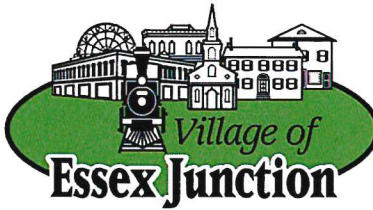
Discussion: The wastewater facility generates over 600 dry tons of sludge. The sludge is the byproduct of the pollution removal process we use. Sludge is processed by our anaerobic digester to create a highly treated Biosolids fertilizer which is then managed in three ways: 1) land application at the Whitcomb Farm in Essex Jct and Farr Farm in Richmond, 2) dewatered and transported to Chateaugay NY for added processing as an agricultural fertilizer and 3) landfilled in Coventry VT.

All Essex Jct. Biosolids have all been managed under a contract between Casella Organics and the Chittenden Solid Waste District (CSWD) via a participation agreement signed 8/6/2008. Last year, CSWD rebid sludge management with the successful bidder being Casella. The final contract is currently being renegotiated and will be discussed elsewhere on this agenda. The new contract will not include the land application of Biosolids.

Our land application program is an essential part of the Essex Jct and the Whitcomb (north Williston Cattle Co.) farm operation. The program is our least cost management alternative and most environmentally beneficial as the material is handled once and transport distance is less than a mile. Collectively, we would like to continue the biosolids land application program by applying to the Agency of Natural Resources transfer the current permit in Casella's name to that of the Village of Essex Jct. Upon completion of the permit transfer, we would then need to renegotiate and renew our agreement with the Whitcomb and the Farr farms.

Costs: Neutral more or less. The land application programs costs are generally 30% less than our other management options. Our total FYE 2019 sludge budget is \$290,000. Final contract negotiations for the land application program will impact the price differential slightly.

Recommendation: Staff recommends the Trustees support the application to the Agency of Natural Resources to transfer the biosolids land application permit from Casella Organics to the Village of Essex Junction. Then staff is then authorized to renegotiate the relevant land application agreements with the participating farm partners.



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Sarah Macy, Asst. Manager, Finance Director
DATE: February 19, 2019
SUBJECT: CSWD Biosolids Contract and Essex Junction Participation Agreement.

Issue: Whether to sign the Chittenden Solid Waste District (CSWD) - Essex Junction Participation Agreement for sludge and Biosolids management.

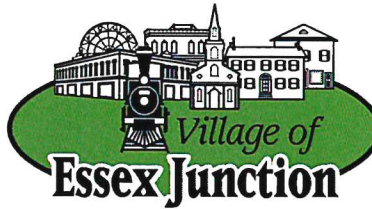
Discussion: Essex Junction produces over 600 Dry tons of treatment process residuals from the wastewater treatment facility. This byproduct is managed regionally by CSWD under solid waste and residuals management rules. The CSWD contract allows flexibility, reliability and multiple options for management of wastewater treatment process residuals in the county. We have been a CSWD program participant for approximately 25 years.

In 2018, CSWD rebid the contract for sludge management services. Casella organics was again the successful bidder. Staff has had input to the final contract which was negotiated by CSWD for all Chittenden County participants. The CSWD Board has already authorized the contract implementation. The Essex Junction land application program is NOT included in the proposed contract for services commencing 2019. This change is addressed in a separate package to the Trustees.

The WWTF signed up for the Chateaugay, NY Grasslands management option as opposed to landfilling this beneficial fertilizer resource (biosolids) in the Coventry VT landfill. NY is a slightly more expensive recycling option. More importantly, NY processing will preserve landfill space and, in small part, extend the life of the Coventry VT landfill. Put another way, short term savings with landfilling would likely lead to costly increases over time as the Coventry landfill is nearing capacity.

Costs: Neutral to the existing cost structure. There are some minor savings anticipated through changed in fleet management and related CSWD management fee changes.

Recommendation: It is recommended that the Trustees authorize the Unified Manager to sign the CSWD Essex Junction participation agreement pending favorable legal review.



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Sarah Macy, Asst. Manager, Finance Director
DATE: February 19, 2019
SUBJECT: GMP Flexible Load Pilot

A handwritten signature in blue ink, which appears to read "James Jutras", is positioned to the right of the "FROM:" line in the memorandum header.

Issue: Whether to participate in the GMP Flexible Load Management Innovative Pilot program.

Discussion: The wastewater (WWTF) facility staff was recently approached by Dynamic Organics, Green Mountain Power, and Efficiency VT to participate in a pilot program designed to reduce peak demand on the electric grid. The WWTF is the largest Village account for use of electricity. The WWTF also has cogeneration, computerized control systems and other equipment identified as beneficial assets under the program. GMP et al would like to test in this innovative pilot using our system assets.

The pilot program notifies the facility of high power demand days for "voluntary curtailment" of electric use over a defined 4 hour period, approximately 15 days per year. Curtailment would result in cost reductions and payments (yet to be defined) to the facility. There is no penalty for failure to participate in a curtailment. This allows us to participate in the program, gain low cost/no cost benefits of process and energy management adjustments and modifications while assist in long term goals of GMP, the Essex Community and the WWTF.

Timing of this request is concurrent with program work required to recommission the failed cogeneration (CHP) system. The goal of the WWTF and the pilot would be to generate the maximum amount of electricity during the curtailment periods by identifying the specific hours and reserving methane gas and CHP generation capacity for the curtailment period. It is my understanding that some of the cogeneration re-programming cost may be paid for by the pilot program partners. Details are still under development as are the itemized cost benefits.

Costs: There are set up costs that are difficult to quantify. Some costs are planned as part of the replacement and modification of the CHP system. Savings would probably show as a credit on the WWTF monthly electric bill as a peak demand charge credit. Currently those charges are adjusted when new peak electrical demand is experienced with those charges 'ratcheted' or held for approximately one year.

Recommendation: It is recommended the Trustees authorize the Unified Manager to sign the GMP Flexible Load Management Innovative Pilot Program agreement.

GMP Flexible Load Management Innovative Pilot

Pilot Program Agreement

Green Mountain Power (“GMP”) is engaged in a program to increase the amount of distributed energy resources available on the electric grid (the “Grid”) by creating an opportunity for Flexible Loads to participate in demand response events that otherwise would not make economic sense for the participating customer. Participation in this program includes the terms defined below.

Customer: (printed) _____ (the “CUSTOMER”)

GMP ACCOUNT NUMBER: _____

Program Description:

1. **Term:** This Pilot agreement shall commence upon signature of this Agreement and continue until either Customer or GMP terminates this Agreement.
2. **Definitions:**
 - a. Load Curtailment – reducing load at a certain time, in response to a signal
 - b. Load Shifting – Shifting the time of consumption and demand of a Controlled Asset in response to a signal
3. **Eligibility for the Pilot Program:** Participation in the Program is open to eligible GMP Commercial Service Customers who meet the following criteria:
 - a. Is current with all payments due to GMP
 - b. The Customer takes service for the account hosting the Controlled Asset on Rate 63/65 and does not participate in any of the Company's other load management programs or riders;
 - c. Have a particular controlled electrical asset (“Controlled Asset”) that meets the following criteria:
 - i. normally creates electrical demand during Vermont and New England system peak periods
 - ii. is available for load curtailment and/or load shifting, specifically in response to curtailment notifications
 - iii. will have measurements in place to accurately account for quantity and timing of demand and consumption associated with preparing for curtailments, if the curtailment involves some form of energy storage; and the quantity, timing, and duration of load reductions during curtailment periods (Already have a **robust control system** to do this curtailment, or a low cost way to participate (e.g. moving a load to another shift, or using an alternate process with notice)
 - iv. Not currently on the **Curtable Load Rider-CLR**
 - v. willing to allow their participation, performance, and results to be shared publicly (clearly identified proprietary information will not be shared)
 - vi. **Be engaged** and interested in reducing costs, adjusting their operation and actively participating in the pilot.

4. **Load Response Service:** The Company will request voluntary curtailment of the Controlled Asset under this Agreement when it predicts a monthly peak of the Vermont Load Zone or an annual peak of the ISO-NE system load.

Requests to curtail, and revision of such requests, shall be made by e-mail, text message or any other means of communication acceptable to the Company to a designated Customer representative. Requests to curtail load shall specify the date of curtailment, number of curtailment hours and the beginning clock hour of curtailment. Advance notice of Curtailment Period shall normally be given by 3pm the day before a curtailment. On occasion, the Company shall designate Curtailment Periods with less advanced notice.

Curtailment hours can be any hour of the day beginning and ending on the hour.

At the Customer's discretion, the Customer will configure the Controlled Asset to reduce load on the Company's system during the curtailment period. It is the Customer's responsibility to determine if curtailment of load is beneficial to the Customer.

At the Customer's discretion, the Customer may exercise their Controlled Asset at times other than those designated as Curtailment Periods by the Company. If the curtailment of the Controlled Asset coincides with an actual peak event, compensation will be calculated according to the criteria and methods described in this document.

5. **Baseline Demand Levels:** Baseline Demand Levels for these Assets shall depend on the measurements specific to the Asset. Such measurements will illustrate that the activity of the Controlled Asset coincided with the curtailment period in accordance with this agreement. Baseline measurements and methods of calculation are described in Attachment A.
6. **Curtailment Level:** Initial Curtailment Level shall be indicated by the measurement of load created by the Controlled Asset during the curtailment period, compared to the Baseline Demand Level of the Controlled Asset, absent the control described in this agreement.
7. **Compensation for Control Costs:** Depending on the properties and requirements of the Controlled Asset, the Company may contribute to reimbursing the customer for some portion of the incremental off-peak demand charges incurred to prepare the Controlled Asset to deliver value during the curtailment. Any compensation for control costs associated with this Controlled Asset is included in Attachment A.
8. **Compensation for FCM and RNS Peak Curtailment Performance:** Customer shall be compensated for curtailment of demand by the Controlled Asset at [TBD specific to project]% of the monetized value of the curtailment, according to the table in Attachment A. Such compensation will be performance-based, and made after settlement of actual peaks.
9. **Evaluation of Arbitrage Value:** The Company and the Customer may work together to evaluate the potential value of Arbitrage, as a potential additional compensation mechanism.

This evaluation will seek to determine how leveraging the Controlled Asset in response to changes in LMP, might act as an additional benefit that can be realized. This evaluation will not result in additional compensation to the Customer through this Pilot.

10. Additional Service Conditions:

- a. The Customer shall provide the Company with the following contact information: name, account number, service address, contact person, telephone number, e-mail address, fax number, pager number (optional), and a designated target level of curtailable load (in kW). The Company shall provide the Customer with the name, e-mail address and telephone number of a Company contact person.
- b. The Company shall not be liable for any damages claimed as a consequence of inaccuracy in terms of forecasted peaks, inability to notify the Customer's representative or loss of interval demand data from the meter.
- c. The Company's other terms and conditions in effect from time to time, where not inconsistent with any specific provision hereof, or of the specific provisions of Rate 63/65 or the C&I Transmission Rate, where appropriate, are a part of this Pilot.

11. Miscellaneous:

- a. This Agreement shall be governed by the laws of the State of Vermont.
- b. This Agreement is the entire agreement between GMP and Customer pertaining to the Pilot and supersedes any and all prior agreements, understandings, representations, and statements between the parties, whether oral or written. Any change to the terms of this Agreement must be in a writing signed by Customer and GMP.
- c. The parties agree that any dispute arising out of this Agreement shall be brought before a State or Federal court in the State of Vermont.

12. Customer Concerns and Notice: GMP appreciates your participation in creating a greener electricity future and we are committed to providing you with a great customer experience. If you have any concerns please contact Jeffrey Monder at 802-770-3392. Any Notice required under this Agreement shall be sent to Jeff.Monder@greenmountainpower.com.

GREEN MOUNTAIN POWER
CORPORATION

CUSTOMER

Authorized Representative

Date: _____

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

TA-60

Village of Essex Junction Fiscal Year 2020 Begin 07/01/19 End 06/30/20

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 5.013	\$ 55,988.81
Class 2 2.006	\$ 8,221.95
Class 3 27.953	\$ 42,536.22
Town Tax Funds – 19 V.S.A. Section 307	\$ 1,075,629.02
Special Funds (e.g., bonds or earmarks):	
a. Capital Reserve	\$ 42,160.00
b.	\$
c.	\$
TOTAL	\$ 1,224,536.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 284,348.80
Non-Winter Maintenance	\$ 898,027.20
Major Construction Projects	
a. Lamoille St. Paving	\$ 42,160.00
b.	\$
c.	\$
TOTAL	\$ 1,224,536.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

(page 2)

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

_____ Date: _____

(Duly Authorized Representatives)

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

_____ Date: _____

District Transportation Administrator

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

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

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

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

<hr/> <hr/> <hr/> <hr/> <hr/>	Date: <hr/>
(Duly Authorized Administrator)	

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
February 12, 2019**

TRUSTEES PRESENT: George Tyler (Village President); Andrew Brown, Dan Kerin, Lori Houghton [via telephone], Elaine Haney.

ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/Assistant Village Manager [via telephone]; Brad Luck, Rec Director.

OTHERS PRESENT: Annie Cooper, Erna Deutsch, Timothy Miller, Annie Miller, Hannah Tracy, John Wermer, Irene Wrenner, Nick Meyer, Bridget Meyer, Saramichelle and Darryl Stultz, Raj Chawla, Stephen Gregg, Richard Smith.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

The Trustees discussed tabling some items on the agenda to focus the meeting on the public hearing and the budget followed by a brief Executive Session on a personnel matter.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

Nick Meyer, Pleasant Street, gave kudos to the Street Department for the work during the recent snow storms.

John Wermer, Sugar Tree Lane, echoed the positive comments on the work of the Street Department.

Irene Wrenner, Thrush Lane, announced the next Vermont Humanities event at Brownell Library on March 6, 2019 to discuss civility.

4. PUBLIC HEARING

a) Public Hearing: Fiscal Year Ending 2020 Operating Budget

The public hearing was opened at 6:35 PM. Evan Teich highlighted that the budget tries to meet the goals of the Trustees and recognizes the following:

- Aligning Village and Town highway budgets
- Hourly salary for paid on-call firefighters at \$15/hour
- Paid training for both fire departments
- Co-location of the Rec Department
- Creation of a 'Building Department' and compiling data on how budgeting is done for buildings
- Recognizing additional ways to combine services with the town
- Decrease in permit fees due to activity in construction in the community

-
- Capital budget and Rolling Stock budget and receipt of \$50,000 from the town
 - Increase in financing for capital projects to 15% plus adding \$10,000 to the rolling stock contribution to avoid going into the negative for the projects on the list
 - Continuing the combined services initiative
 - Town government paying a share of the Assistant to the Manager position
 - Communications Coordinator working together with Town and Village
 - Combining public works functions
 - Combining the Finance Department
 - Shared Town/Village Clerk
 - Shared HR Department
 - Shared grant procurement
 - Proposed FYE20 budget is \$5,164,913 for approval at the Village Annual Meeting in April. This represents a 4.2% increase over last year mainly due to increase in money to be spent on capital improvements. Impact on an average Village home assessed at \$280,000 is \$26 increase over the previous budget.

COMMENTS

Irene Wrenner mentioned the town paying for IT and finance services for nonconsolidated departments. Evan Teich said in general the Town government covers IT and HR. The Village pays half the salary and benefits of the Municipal Manager and 70% of the Assistant to the Manager and Clerk positions. The Town pays for the other two full time employees in the administration. Village residents pay into the village General Fund. Town government taxes the Village General Fund and the town outside the Village General Fund.

There was lengthy discussion on the Rec Program including the change in rec fees and access for Village residents (i.e. collocating of the rec departments and treating all community members the same). Evan Teich explained both the Village and Town have a rec program fund exclusive of staff. The programs are designed to pay for themselves.

There was comment from the public that equal taxation should occur before merging departments, and that time needs to be taken to figure out governance first. It was noted there is a governance subcommittee with members from the Trustees and Selectboard looking at models for restructuring the governance of the community. Elaine Haney noted the intention was to choose departments to consolidate with the least amount of hurt, least amount of financial impact, and least amount of complications. That has been done and now more sensitive areas are being addressed. The subcommittee is working on governance and a vision, and will offer an opinion, but ultimately the people will decide. The Village and Town would not have moved forward with co-location if it was felt someone would be left out. The truth and reality is in the numbers. The Village and Town have to do some compromising as to consolidation.

Regarding the co-location proposal, suggestion was made from the public that Village residents should have first rights to programs since the Village is paying a majority of the Village rec budget. George Tyler noted access to programs and the associated fees are

policy issues, not budget issues. Evan Teich said the impact is a loss of \$7,000. Andrew Brown pointed out the Trustees have not discussed policies for EJRP since the department has come under the Village government.

Evan Teich explained co-location is not merger, but rather parks and rec staff moving to 75 Maple Street (i.e. two entities in one building). The departments are not merged and they serve two different functions. One of the synergies will be a joint brochure outlining the village and town programs. Co-location could lead to merger, but the boards will have to decide when that will occur.

There was a question about the space used by the rec department in the Town. Evan Teich said the space will remain open at present in case the co-location does not work otherwise other Town departments will use the space. George Tyler mentioned the town is paying the Village a \$12,000 rental fee for the space at Maple Street Park. Brad Luck clarified the money is from the Town rec program fund and not tax revenue.

There was mention of the co-location being an “olive branch” from the Village to the Town to move forward together. Colocation can be supported if there is to be equal taxation, but extending the same benefits to non-Village taxpayers that are extended to Village taxpayers who pay for EJRP exclusively is not looking out for the wellbeing of the Village taxpayers. Brad Luck, EJRP Director, said the co-location proposal treats all Essex residents as residents at the rec department. Access to the EJRP childcare program is for children who attend village schools. The summer camps allow residents of the town outside the Village to be in the credit score system used for enrollment. Many programs, such as the swim program, have several sessions. The first sessions do fill up early, but people can sign up for later sessions.

There was mention of the incentive to merge if the Town outside the Village is getting access to the EJRP programs at no charge. There was question as to the amount the town pays for the Town rec program versus what the Village pays for the rec program that will serve the Village and Town. Evan Teich said the EJRP administration cost is \$657,000. Both the Village and Town use \$280,000 as the average assessed house to determine cost impact. The Town rec department in addition to offering programs manages lots of open space and parks. Both rec directors are working to maintain the quality of the programs or make them better and sustainable with a merger. A stellar job is being done.

Andrew Brown was asked to express his concerns for the co-location. Trustee Brown said waiving the non-resident fee is not appropriate. The decrease in revenue (\$7,000) should be offset with a like decrease in expenses otherwise the Village is paying for the loss of revenue while townspeople outside the Village use the resource at no cost.

There was mention of the Village being part of the Town, but having to pay for the Village rec department and part of the Town rec department through taxes. There was also mention of the sharing of services and funding mirroring what occurred with the Public Works departments. George Tyler explained the MOU for Public Works was

unique. Public Works was moved into the Town General Fund. The Village and Town should not be operated by MOUs.

There were no further comments.

5. BUSINESS ITEMS

a) Adoption of FYE2020 Operating Budget and Capital Program

The Trustees further discussed consolidating departments to have simplification, save money, and have equity. There was recognition of the continuous hard work on consolidation that is taking place by staff every day along with running the community. Lori Houghton stressed the need to continue to get the word out to the public so citizens stay engaged. Consolidation should be suspended until governance is figured out. There is great faith in the rec directors to do right by the community and pulling the departments together will be a gain for moving forward. Equitable tax sharing regardless of the governance structure is paramount. Clarification is needed on whether charging a co-location fee is legal. Questions on the co-location/consolidation of the rec departments should be answered before proceeding to confirm this is the direction to take. Consolidating essential services like Public Works and Police because costs are shared makes sense. Recreation is not an essential service so there is a choice. Staff is acting on efficiencies and what makes sense. There has been no pressure from the political bodies to co-locate the rec departments.

It was noted the budget can be approved with no impact to the recreation policy. More discussion can take place on rec policies. The tax impact of adding \$7,000 back into the FYE20 budget is a reduction of the tax increase from \$26 to \$24 for a house assessed at \$280,000. Elaine Haney stressed it must be made clear that the Trustees are approving the budget, but will have subsequent policy discussion on the differential between the Village and Town. People should know it is fine to approve the budget because there is a solution outside the vote on the budget. Andrew Brown spoke against voting on the budget unless a statement is made that non-resident rec fees will be addressed by internal transfer.

Brad Luck suggested offsetting the \$7,000 in revenue with the same expenditure amount for cleaning services for EJRP so there is no change to the proposed budget. Finance Director, Sarah Macy, suggested increasing the EJRP non-resident fee revenue line item by \$7,000 (to \$20,000) and not changing the expenditure side of the budget. The tax rate would decrease from 3.0% to 2.8% and the impact on a house assessed at \$280,000 would be an increase of \$24 rather than \$26.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, that the Board of Trustees increase the EJRP non-resident revenues by \$7,000 to \$20,000 and adopt the FYE2020 Operating Budget and Capital Program as follows:

- | | |
|--------------------|-------------|
| • General Fund | \$5,164,913 |
| • Water Fund | \$4,036,164 |
| • Waste Water Fund | \$2,074,046 |
| • Sanitation Fund | \$ 543,654 |

• Rec Program Fund	\$1,912,034
• General Fund Capital Reserve	\$ 42,160
• Rolling Stock	\$ 33,600
• Water Fund Capital Reserve	\$ 103,942
• WWTF Capital Reserve	\$ 77,457
• Sanitation Fund Capital Reserve	\$ 278,508
• Rec Capital Reserve	\$ 111,616

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

An individual in the audience asked about rectifying the tax inequity between the Village and Town. Evan Teich assured this will be addressed as part of the merger plan. George Tyler added the goal is to maintain service levels in the Village and Town, distribute costs, and have a positive relationship with town and Village departments. There is now a Unified Manager for the entire community and the Trustees and Selectboard have met more in the last year than the previous 100 years to discuss issues. Elaine Haney noted without the consolidation of departments that has occurred to date there would have been a significant tax increase. Consolidation will take time. The work continues.

b) Adoption of Road, Sidewalk, and Utility Infrastructure on Taft Street
Postponed.

c) Discussion on Village Mural
Postponed.

d) Evaluation of Personnel
To be discussed in Executive Session.

6. CONSENT ITEMS

- a) Approve Street Closing for Little League Parade, 5/4/19
- b) Approve Minutes: January 22, 2019
- c) Approve Annual Report Dedication 2018
- d) Check Warrants #17132 – 01/25/19; #17132 – 01/31/19

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent items as presented. VOTING: unanimous (5-0); motion carried.

7. READING FILE

- a) Board Member Comments
- b) Village Land Acquisition Fund
- c) Essex Rescue Report 2018
- d) Strengthening Communities for the Future Forum
- e) Local Government Day in the Legislature Event
- f) Upcoming Meeting Schedule

There was no discussion of the items in the reading file.

8. EXECUTIVE SESSION

Personnel

MOTION by George Tyler, SECOND by Andrew Brown, pursuant to 1VSA313 to go into Executive Session to discuss evaluation of a public official where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage and to invite the Unified Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 9:17 PM.

MOTION by Elaine Haney , SECOND by Dan Kerin, to adjourn Executive Session. VOTING: unanimous (5-0); motion carried.

Executive Session was adjourned at 9:52 PM.

9. ADJOURNMENT

MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:53 PM.

RScty: M.E.Riordan

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09:06 am

Check Warrant Report # 17134 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 02/08/19 To 02/08/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/20/19	Truck Snow Brush 455290203417	210-45220.610 SUPPLIES	15.99	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/03/19	ST Auvecopak 552900347406	210-43110.610 SUPPLIES	3.58	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/04/19	ST semi gls 552900422543	210-43110.610 SUPPLIES	12.30	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/07/19	ST bulb 552900751474	210-43110.432 VEHICLE MAINTENANCE	6.28	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/14/19	ST grease 552901433832	210-43110.626 GAS,GREASE AND OIL	33.06	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/14/19	ST Hi Suds 552901433840	210-43110.610 SUPPLIES	41.14	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/15/19	ST connectors 552901533905	210-43110.610 SUPPLIES	8.38	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/15/19	ST washer fluid, additive 552901533920	210-43110.610 SUPPLIES	95.56	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/15/19	ST washer fluid, additive 552901533920	210-43110.626 GAS,GREASE AND OIL	55.10	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/17/19	ST flint 552901751881	210-43110.610 SUPPLIES	11.18	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/18/19	ST brush 552901822802	210-43110.610 SUPPLIES	11.95	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/18/19	ST air filters credit 552901847624	210-43110.610 SUPPLIES	-98.37	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/18/19	ST reflector 552901851945	210-43110.610 SUPPLIES	10.68	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/20/19	ST wiper blades 552902034171	210-43110.432 VEHICLE MAINTENANCE	66.96	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/21/19	ST blades 552902134214	210-43110.432 VEHICLE MAINTENANCE	42.86	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/28/19	ST-VEHICLE MAINTENANCE 902834571	210-43110.432 VEHICLE MAINTENANCE	4.92	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/29/19	ST-ADDITIVE 902934595	210-43110.610 SUPPLIES	130.81	21212	02/08/19
07305	AIRGAS USA LLC	01/16/19	ST cart cyl 9084490724	210-43110.610 SUPPLIES	179.10	21214	02/08/19
07155	AMERICAN ROCK SALT CO LLC	01/15/19	ST salt 0583458	210-43125.610 WINTER MAINTENANCE	3679.84	21218	02/08/19
07155	AMERICAN ROCK SALT CO LLC	01/23/19	ST salt 0587195	210-43125.610 WINTER MAINTENANCE	1945.01	21218	02/08/19
02420	AUTOZONE	01/27/19	VF-DEF FLUID 3236416662	210-42220.432 VEHICLE MAINTENANCE	12.99	21219	02/08/19
V9976	AVONDA AIR SYSTEMS, INC	01/28/19	BL building maint 6374	210-45551.434 MAINT. BUILDINGS/GROUNDS	226.00	21221	02/08/19
09345	BASIC	02/05/19	Feb 2019 cobra inv 40107721	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	21225	02/08/19
00530	BRODART CO	01/24/19	BL books B5527828	210-45551.640 ADULT COLLECTION-PRINT &	13.31	21230	02/08/19
00530	BRODART CO	01/24/19	BL books B5527828	210-45551.610 SUPPLIES	0.80	21230	02/08/19

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09:06 am

Check Warrant Report # 17134 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 02/08/19 To 02/08/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	01/09/19	ST salt 2904527386	210-43125.610 WINTER MAINTENANCE	3519.55	21231	02/08/19
03000	CARGILL SALT EASTERN INC	01/11/19	ST salt 2904532435	210-43125.610 WINTER MAINTENANCE	1764.90	21231	02/08/19
03000	CARGILL SALT EASTERN INC	01/14/19	ST salt 2904535355	210-43125.610 WINTER MAINTENANCE	5088.26	21231	02/08/19
03000	CARGILL SALT EASTERN INC	01/15/19	ST salt 2904538468	210-43125.610 WINTER MAINTENANCE	1747.56	21231	02/08/19
03000	CARGILL SALT EASTERN INC	01/22/19	ST salt 2904553433	210-43125.610 WINTER MAINTENANCE	2380.25	21231	02/08/19
07710	CCR SALES AND SERVICE LLC	01/28/19	ST walk behind spreader 38834	210-43110.610 SUPPLIES	200.00	21232	02/08/19
33850	CENTRAL VERMONT PROPRTIE	01/03/19	ST row West St Ext 9500195189	210-43110.441 RIGHT OF WAY AGREEMENTS	16.67	21235	02/08/19
33850	CENTRAL VERMONT PROPRTIE	01/03/19	ST row West St Ext 9500195189	210-14301.000 PREPAID EXPENSES	33.33	21235	02/08/19
33850	CENTRAL VERMONT PROPRTIE	01/30/19	ST Row Maple St pole 9500195197	210-43110.441 RIGHT OF WAY AGREEMENTS	16.67	21235	02/08/19
33850	CENTRAL VERMONT PROPRTIE	01/30/19	ST Row Maple St pole 9500195197	210-14301.000 PREPAID EXPENSES	33.33	21235	02/08/19
21210	CINTAS LOC # 68M 71 M	01/25/19	ST-SHOP TOWEL 4015565330	210-43110.610 SUPPLIES	82.81	21237	02/08/19
23525	CLARK'S TRUCK CENTER INC	01/23/19	ST-AIR HOSE 414429D	210-43110.432 VEHICLE MAINTENANCE	367.56	21238	02/08/19
04940	COMCAST	01/12/19	ST-TV-INTERNET 1/19-2/18/ 01122019D	210-43110.610 SUPPLIES	172.93	21240	02/08/19
04940	COMCAST	01/12/19	ST-TV-INTERNET 1/19-2/18/ 01122019D	210-43125.610 WINTER MAINTENANCE	28.68	21240	02/08/19
38280	CRYSTAL ROCK BOTTLED WATE	01/20/19	Water Cooler 010819D2	210-45220.610 SUPPLIES	15.00	21243	02/08/19
19410	EAST COAST SIGNALS	12/31/18	ST-TRAFFIC LIGHT SERVICE 5971201808	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	1100.00	21247	02/08/19
V10576	ECOPIXEL LLC	02/01/19	AD-JAN WEB HOST SUPPORT 2580	210-41320.530 COMMUNICATIONS	129.00	21248	02/08/19
05020	ESSEX JCT VILLAGE OF	01/31/19	AD PSS water bill 0119PKSTSCH	210-41940.411 PARK ST SCHL WATER/SEWER	135.75	21251	02/08/19
21845	FIRST NATIONAL BANK OMAHA	01/15/19	BL-YOUTH PROGRAMS 043653D	210-45551.837 CHILDRENS PROGRAMS	21.65	21256	02/08/19
21845	FIRST NATIONAL BANK OMAHA	12/31/18	BL=YOUTH PROGRAMS 045489	210-45551.837 CHILDRENS PROGRAMS	28.99	21256	02/08/19
21845	FIRST NATIONAL BANK OMAHA	01/03/19	BL-ADULT PROGRAMS 40353B	210-45551.836 ADULT PROGRAMS	228.40	21256	02/08/19
21845	FIRST NATIONAL BANK OMAHA	01/15/19	BL-YOUTH PROGRAMS 5183711519E	210-45551.837 CHILDRENS PROGRAMS	24.44	21256	02/08/19
21845	FIRST NATIONAL BANK OMAHA	01/15/19	BL-YOUTH PROGRAMS 9823C	210-45551.837 CHILDRENS PROGRAMS	11.85	21256	02/08/19
21840	FIRST NATIONAL BANK OMAHA	01/17/19	ST-GRILL 121918D	210-43110.610 SUPPLIES	328.38	21260	02/08/19
45400	FIRST NATIONAL BANK OMAHA	02/15/19	DV-MCGILLICUDDY'S 011119C	210-41970.610 SUPPLIES	54.00	21261	02/08/19

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Vendor		Invoice	Invoice Description	Account	Amount	Check	Check
		Date	Invoice Number		Paid	Number	Date
45400	FIRST NATIONAL BANK OMAHA	02/15/19	CD-PLANNING MEMBERSHIP 121918A	210-41970.500 TRAINING,CONF,DUES	295.97	21261	02/08/19
45400	FIRST NATIONAL BANK OMAHA	02/15/19	CD-STATE LANDSCAPE LICNSE 123118B	210-41970.500 TRAINING,CONF,DUES	200.00	21261	02/08/19
19005	FIRSTLIGHT FIBER	01/15/19	ST-TELEPHONE SERVICE 4802896	210-43110.535 TELEPHONE SERVICES	35.93	21262	02/08/19
34895	GAUTHIER TRUCKING, INC.	02/01/19	LH Jan rubbish removal 1368643	210-41940.565 RUBBISH REMOVAL	198.45	21265	02/08/19
21055	GREEN MOUNTAIN MESSENGER,	01/31/19	BL courier 70671	210-45551.536 POSTAGE/DELIVERY	135.00	21266	02/08/19
07010	GREEN MOUNTAIN POWER CORP	01/08/19	MSP & Maint Bldg Power 010819D1	210-45220.622 ELECTRICAL SERVICE	217.57	21267	02/08/19
07010	GREEN MOUNTAIN POWER CORP	01/08/19	MSP Admin Bldg Power 010819D2	210-45220.622 ELECTRICAL SERVICE	1530.60	21268	02/08/19
07010	GREEN MOUNTAIN POWER CORP	01/18/19	LH-12/19/18-1/18/19 011819D	210-41940.624 PARK ST. ELECTRICITY	272.29	21269	02/08/19
37715	INTEGRITY COMMUNICATIONS	01/29/19	BL building maintenance 36234	210-45551.434 MAINT. BUILDINGS/GROUNDS	180.00	21275	02/08/19
25725	J&L HARDWARE INC	01/27/19	ST-SNOW PUSHER 392759	210-43110.610 SUPPLIES	49.84	21277	02/08/19
33195	LIMOGE & SONS GARAGE DOOR	01/30/19	Door Repair Maint Bldg 62863TE	210-45220.434 MAINTENANCE-BUILDINGS/GRO	200.00	21280	02/08/19
05010	LYNN PUBLICATIONS	01/03/19	AD ad event 126723	210-41320.560 TRUSTEES EXPENDITURES	50.00	21282	02/08/19
05010	LYNN PUBLICATIONS	01/10/19	CD-PLANNING COMM. AD 1/17 126938	210-41970.550 PRINTING AND ADVERTISING	74.25	21282	02/08/19
05010	LYNN PUBLICATIONS	01/31/19	CD-PLANNING COMM. AD 1/19 127029	210-41970.550 PRINTING AND ADVERTISING	94.50	21282	02/08/19
V10462	MONAGHAN SAFER DUCHAM PL	02/05/19	AD Jan legal fees 1261112616	210-41320.320 LEGAL SERVICES	346.50	21285	02/08/19
V20401	SCHOLASTIC LIBRARY PUBLIS	01/26/19	BL books 18658341	210-45551.641 JUVEN COLLECTION-PRNT & E	152.10	21299	02/08/19
23855	SOUTHWORTH-MILTON, INC.	01/21/19	ST-SERVICE 370590	210-43110.432 VEHICLE MAINTENANCE	1365.75	21303	02/08/19
23855	SOUTHWORTH-MILTON, INC.	01/21/19	ST-SERVICE 370591	210-43110.432 VEHICLE MAINTENANCE	771.23	21303	02/08/19
36130	VERIZON WIRELESS	01/18/19	VA phones,data 12/19-1/19 9822455311	210-42220.535 TELEPHONE SERVICES	120.03	21311	02/08/19
36130	VERIZON WIRELESS	01/18/19	VA phones,data 12/19-1/19 9822455311	210-41970.535 TELEPHONE SERVICES	40.01	21311	02/08/19
36130	VERIZON WIRELESS	01/19/19	ST/VW-VAR 12/20/18-01/20/ 9822533547	210-43110.535 TELEPHONE SERVICES	235.14	21313	02/08/19
11935	VIKING-CIVES USA	01/18/19	ST-WIRE ETC. 4487086	210-43110.432 VEHICLE MAINTENANCE	170.02	21314	02/08/19
11935	VIKING-CIVES USA	01/25/19	ST-BOLTS ETC. 4487538	210-43110.610 SUPPLIES	3398.43	21314	02/08/19
29825	VT GAS SYSTEMS	01/28/19	Admin & Bathhouse Gas 012219D	210-45220.623 HEATING/NATURAL GAS	462.71	21315	02/08/19
29825	VT GAS SYSTEMS	01/22/19	Aspire & Maint Bldg Gas 012219D1	210-45220.623 HEATING/NATURAL GAS	434.26	21315	02/08/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34580	VT GOVERNMENT FINANCE OFF	02/05/19	2019 winte workshop x3 2019WW	210-41320.500 TRAINING, CONFERENCES, DU	38.00	21316	02/08/19
03875	VT LIBRARY ASSOC ATTN: ME	02/01/19	BL membership 515002119	210-45551.500 TRAINING, CONFERENCES, DU	475.00	21319	02/08/19
V1165	INTERNAL REVENUE SERVICE	02/05/19	FN-ER MATCH FICA-ST T DIS 0205190144	210-45551.110 SALARIES REGULAR	52.45	19020806	02/08/19
44980	FACE MANIA	02/03/19	Winter Carnival 2019 654	226-45115.330 OTHER PROFESSIONAL SVCS	380.00	21253	02/08/19
24830	REINHART FOODSERVICE	01/29/19	MSP VK Snack 103676	226-45120.610 SUPPLIES	134.92	21296	02/08/19
24830	REINHART FOODSERVICE	01/28/19	Summit VK Snack 103805	226-45120.610 SUPPLIES	60.57	21296	02/08/19
24830	REINHART FOODSERVICE	01/28/19	Fleming VK Snack 104034	226-45120.610 SUPPLIES	127.36	21296	02/08/19
24830	REINHART FOODSERVICE	01/28/19	Hiawatha VK Snack 104043	226-45120.610 SUPPLIES	36.16	21296	02/08/19
10435	SCREENMYLOGO.COM	12/21/18	Rec Bball Re-orders 17035	226-45115.610 SUPPLIES	170.00	21300	02/08/19
45825	SPARE TIME	01/28/19	K-5 Enrichment 006144	226-45120.330 OTHER PROFESSIONAL SVCS	117.00	21304	02/08/19
V10462	MONAGHAN SAFER DUCHAM PL	02/05/19	AD Jan legal fees 1261112616	230-46801.008 CRESCENT CONNECTOR	1498.50	21285	02/08/19
V10462	MONAGHAN SAFER DUCHAM PL	02/05/19	AD Jan legal fees 1261112616	230-46801.710 BRICK/MANSF STRM CA0462	36.00	21285	02/08/19
38955	F W WEBB COMPANY	01/18/19	VW-PART 61707647	254-43200.610 SUPPLIES	15.40	21252	02/08/19
18000	FERGUSON WATERWORKS #590	01/23/19	VW-PLUG 08520321	254-43200.610 SUPPLIES	372.36	21254	02/08/19
43010	NORTRAX INC	01/29/19	VW-OIL 1923659	254-43200.570 MAINTENANCE OTHER	199.08	21290	02/08/19
36130	VERIZON WIRELESS	01/19/19	ST/VW-VAR 12/20/18-01/20/ 9822533547	254-43200.535 TELEPHONE SERVICES	140.02	21313	02/08/19
05290	ADVANCE AUTO PARTS	01/17/19	WW battery charger 552901734058	255-43200.432 VEHICLE MAINTENANCE	100.49	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/21/19	WW windshield wipers 552902134219	255-43200.432 VEHICLE MAINTENANCE	33.48	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/23/19	WW fuses 552902334338	255-43200.570 MAINTENANCE OTHER	37.09	21212	02/08/19
05290	ADVANCE AUTO PARTS	01/23/19	WW fuses 552902334339	255-43200.570 MAINTENANCE OTHER	5.58	21212	02/08/19
01875	BIBENS ACE HARDWARE	01/09/19	WW-HD CORDS 33084	255-43200.570 MAINTENANCE OTHER	95.94	21226	02/08/19
01875	BIBENS ACE HARDWARE	01/11/19	WW-SHOP NEEDS 33101	255-43200.570 MAINTENANCE OTHER	100.94	21226	02/08/19
01875	BIBENS ACE HARDWARE	01/04/19	WW-TOOLS SERVICE TRUCK 813723	255-43200.570 MAINTENANCE OTHER	36.94	21226	02/08/19
01875	BIBENS ACE HARDWARE	01/15/19	WW-PLUG, LUBE, PAILS 813997D	255-43200.570 MAINTENANCE OTHER	57.51	21226	02/08/19
06870	ENDYNE INC	01/31/19	WW-ZN TWINCRAFT 288703	255-43200.577 CONTRACT LABORATORY SERVI	27.00	21249	02/08/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21740	FIRST NATIONAL BANK OMAHA	12/27/18	WW-HIGH SPEED TRANSCEIVER	255-43200.570	80.00	21257	02/08/19
			011719C	MAINTENANCE OTHER			
21740	FIRST NATIONAL BANK OMAHA	12/28/18	WW-FREE PRESS	255-43200.610	25.00	21257	02/08/19
			011719D	SUPPLIES			
21740	FIRST NATIONAL BANK OMAHA	12/26/18	WW-NETWORK SWITCHES-DEWAT	255-43200.570	328.81	21257	02/08/19
			011719E	MAINTENANCE OTHER			
21740	FIRST NATIONAL BANK OMAHA	01/04/19	WW-CONF REGISTR-FLEURY	255-43200.500	295.00	21257	02/08/19
			011719F	TRAINING, CONFERENCES, DU			
21740	FIRST NATIONAL BANK OMAHA	01/08/19	WW-LEG BREAKFAST SERIES	255-43200.500	33.00	21257	02/08/19
			011719G	TRAINING, CONFERENCES, DU			
01830	HYDROFLOW USA LLC	12/20/18	WW-HYDRO FLOW UNIT & PILT	255-43330.014	26006.75	21274	02/08/19
			00003024	VPIC HydroFlow Unit			
V9769	KEMIRA WATER SOLUTIONS	01/24/19	WW-BULK SOD ALUMINATE	255-43200.619	1330.00	21278	02/08/19
			9017620996	CHEMICALS			
36130	VERIZON WIRELESS	01/18/19	VA phones,data 12/19-1/19	255-43200.535	143.44	21311	02/08/19
			9822455311	TELEPHONE SERVICES			
21740	FIRST NATIONAL BANK OMAHA	12/26/18	SA-AIR SOLENOID	256-43200.434	179.95	21257	02/08/19
			011719A	PUMP STATION MAINTENANCE			
21740	FIRST NATIONAL BANK OMAHA	12/26/18	SA-AIRCONTROL MAPLE RIVER	256-43200.434	233.98	21257	02/08/19
			011719B	PUMP STATION MAINTENANCE			
11555	RUSSELL RESOURCES INC	02/04/19	SA-CHECK VALVE FLAPPER	256-43220.002	170.51	21297	02/08/19
			193618	WEST ST PS COSTS			
11555	RUSSELL RESOURCES INC	02/04/19	SA-WEST ST. VALVE FLAPPER	256-43220.002	215.44	21297	02/08/19
			193622	WEST ST PS COSTS			
Report Total					68502.14		

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	01/10/19 EJRP Supplies	210-45110.610	3.64	21463	02/22/19
		011019D	SUPPLIES			
07155	AMERICAN ROCK SALT CO LLC	01/29/19 ST-SALT	210-43125.610	3797.64	21464	02/22/19
		0590431	WINTER MAINTENANCE			
20220	BARNOIRE FURNITURE & CABI	02/18/19 BF-DOORS 50% DEPOSIT	210-49345.000	575.00	21467	02/22/19
		4934521819	LIBRARY DONATION EXPENDIT			
00530	BRODART CO	02/07/19 BL-BOOKS	210-49346.001	14.14	21469	02/22/19
		B5540364	ADULT COLLECTION-PRINT &			
00530	BRODART CO	02/07/19 BL-BOOKS	210-45551.640	42.11	21469	02/22/19
		B5540761	ADULT COLLECTION-PRINT &			
00530	BRODART CO	02/07/19 BL-BOOKS	210-45551.610	2.40	21469	02/22/19
		B5540761	SUPPLIES			
16030	BROWN ELECTRIC	02/14/19 BL-BUILDING MAINTENANCE	210-45551.434	271.37	21470	02/22/19
		33638	MAINT. BUILDINGS/GROUNDS			
V9941	BUSINESSCARD SERVICES	02/07/19 VF-MEDICAL SUPPLIES-GLV H	210-42220.889	64.53	21472	02/22/19
		010819A	ROUTINE EQUIPMENT PURCHAS			
V9941	BUSINESSCARD SERVICES	01/13/19 BL-NEWSPAPER	210-45551.640	30.80	21472	02/22/19
		011119D	ADULT COLLECTION-PRINT &			
V9941	BUSINESSCARD SERVICES	01/15/19 LH-SUPPLIES	210-41940.610	6.49	21472	02/22/19
		011619F	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/16/19 ST-PAPER TOWELS	210-43110.610	19.18	21472	02/22/19
		011619J	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/16/19 AD/CD-PENS	210-41320.610	20.42	21472	02/22/19
		011719G	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/16/19 AD/CD-PENS	210-41970.610	10.52	21472	02/22/19
		011719G	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/22/19 AD-FOOD TRUSTEE MEETING	210-41320.560	6.34	21472	02/22/19
		012219H	TRUSTEES EXPENDITURES			
V9941	BUSINESSCARD SERVICES	01/22/19 AD-NOTARY PUBLIC TAMMY AP	210-41320.500	15.00	21472	02/22/19
		012219I	TRAINING, CONFERENCES, DU			
V9941	BUSINESSCARD SERVICES	01/25/19 AD-PRIME MEMBERSHIP FEE	210-41320.610	13.77	21472	02/22/19
		012519K	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/24/19 AD-COFFFEE CUPS-MTG ROOM	210-41320.560	16.00	21472	02/22/19
		01252019L	TRUSTEES EXPENDITURES			
V9941	BUSINESSCARD SERVICES	01/31/19 LH-TOWELS FOR RESTROOMS	210-41940.610	30.55	21472	02/22/19
		013119M	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/31/19 AD/CD-SUPPLIES	210-41320.610	8.69	21472	02/22/19
		013119N	SUPPLIES			
V9941	BUSINESSCARD SERVICES	01/31/19 AD/CD-SUPPLIES	210-41970.610	4.28	21472	02/22/19
		013119N	SUPPLIES			
V9941	BUSINESSCARD SERVICES	02/05/19 ST-SNOWBLOWER PARTS	210-43110.432	528.72	21472	02/22/19
		020419O	VEHICLE MAINTENANCE			
V9941	BUSINESSCARD SERVICES	02/04/19 AD-CREDIT CARD HOLDER	210-41320.610	9.59	21472	02/22/19
		020419P	SUPPLIES			
V9941	BUSINESSCARD SERVICES	02/06/19 AD-TRUSTEES & JOINT MANGR	210-41320.560	24.23	21472	02/22/19
		020619Q	TRUSTEES EXPENDITURES			
V9941	BUSINESSCARD SERVICES	01/08/19 AD-TRUSTEE MEETING FRUIT	210-41320.560	13.97	21472	02/22/19
		051404808LYJ	TRUSTEES EXPENDITURES			
V9941	BUSINESSCARD SERVICES	01/22/19 CD-NOTARY FEE APPLICATION	210-41970.500	15.00	21472	02/22/19
		L39914	TRAINING,CONF,DUES			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	01/24/19 ST-SALT	210-43125.610	2556.74	21474	02/22/19
		2904559879	WINTER MAINTENANCE			
03000	CARGILL SALT EASTERN INC	01/31/19 ST-SALT	210-43125.610	2541.77	21474	02/22/19
		2904575305	WINTER MAINTENANCE			
31545	COSTCO #314	02/11/19 AD telephones	210-41320.610	50.74	21482	02/22/19
		021119D	SUPPLIES			
31545	COSTCO #314	02/11/19 AD telephone returns	210-41320.610	-49.99	21482	02/22/19
		021519D	SUPPLIES			
24305	DEMCO INC	02/12/19 BL-YOUTH FURNITURE	210-45551.891	3256.40	21483	02/22/19
		6548524	CAPITAL OUTLAY			
05020	ESSEX JCT VILLAGE OF	01/31/19 Water 77 Maple St	210-45220.410	621.61	21486	02/22/19
		200738411	WATER & SEWER CHARGES			
05020	ESSEX JCT VILLAGE OF	01/31/19 Water MSP Pool	210-45220.410	433.02	21486	02/22/19
		200738421	WATER & SEWER CHARGES			
05020	ESSEX JCT VILLAGE OF	01/31/19 Water Maint Bldg	210-45220.410	25.03	21486	02/22/19
		200738431	WATER & SEWER CHARGES			
05020	ESSEX JCT VILLAGE OF	01/31/19 Cascade Park Water	210-45220.410	25.03	21486	02/22/19
		200757821	WATER & SEWER CHARGES			
V0795	ESSEX TOWN OF	02/11/19 EJRP Sewer/Water	210-45220.410	33.91	21487	02/22/19
		021119D	WATER & SEWER CHARGES			
19005	FIRSTLIGHT FIBER	02/01/19 VA-PHONE & INTERNET	210-41320.535	139.69	21493	02/22/19
		4850656	TELEPHONE SERVICES			
19005	FIRSTLIGHT FIBER	02/01/19 VA-PHONE & INTERNET	210-41940.535	41.40	21493	02/22/19
		4850656	TELEPHONE SERVICES			
19005	FIRSTLIGHT FIBER	02/01/19 VA-PHONE & INTERNET	210-41970.535	30.59	21493	02/22/19
		4850656	TELEPHONE SERVICES			
19005	FIRSTLIGHT FIBER	02/01/19 VA-PHONE & INTERNET	210-41320.530	34.95	21493	02/22/19
		4850656	COMMUNICATIONS			
34895	GAUTHIER TRUCKING, INC.	02/01/19 FN-PARK ST SCHOOL RUBBISH	210-41940.566	74.19	21503	02/22/19
		1369375	PRK ST SCHL-RUBBISH REM			
07010	GREEN MOUNTAIN POWER CORP	02/07/19 Aspire & Maint MSP Power	210-45220.622	238.24	21508	02/22/19
		020719D1	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	02/07/19 MSP Power	210-45220.622	1551.69	21508	02/22/19
		020719D2	ELECTRICAL SERVICE			
14910	GROTEN RAPHAEL	11/30/18 BF youth program	210-49345.000	150.00	21510	02/22/19
		3450001118	LIBRARY DONATION EXPENDIT			
14910	GROTEN RAPHAEL	01/25/19 BF/BL-YOUTH PROG & MATRIL	210-49345.000	150.00	21510	02/22/19
		9999069	LIBRARY DONATION EXPENDIT			
14910	GROTEN RAPHAEL	01/25/19 BF/BL-YOUTH PROG & MATRIL	210-45551.641	15.00	21510	02/22/19
		9999069	JUVEN COLLECTION-PRNT & E			
27150	HINESBURG SAND & GRAVEL C	01/28/19 ST-WIN SAND	210-43125.610	314.25	21512	02/22/19
		01282019D	WINTER MAINTENANCE			
04545	KNOWLEDGE WAVE INC	02/15/19 FN-TRAINING DM, SM, CD, S	210-41320.500	615.75	21517	02/22/19
		16659	TRAINING, CONFERENCES, DU			
V9454	LENNY'S SHOE & APP	02/08/19 ST-DUNGAREES	210-43110.612	219.96	21519	02/22/19
		3239238	UNIFORMS,BOOTS,ETC			
24620	MILTON RENTAL AND SALES	02/05/19 ST-WACKER	210-43110.432	9.45	21524	02/22/19
		1574210	VEHICLE MAINTENANCE			
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	210-45551.423	80.72	21526	02/22/19
		62226862	CONTRACT SERVICES			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	210-45551.423	80.74	21526	02/22/19
		62226862	CONTRACT SERVICES			
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	210-43110.442	72.59	21526	02/22/19
		62226862	EQUIPMENT RENTALS			
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	210-41320.442	138.97	21526	02/22/19
		62226862	LEASED SERVICES			
25140	PIKE INDUSTRIES INC	02/08/19 ST-COLD PATCH	210-43120.610	1060.30	21530	02/22/19
		1015369	PAVEMENT MAINTENANCE			
42970	ROUSE TIRE SALES INC	01/02/19 ST-BALLASTER	210-43110.432	217.00	21533	02/22/19
		30090160	VEHICLE MAINTENANCE			
42970	ROUSE TIRE SALES INC	01/18/19 ST-ORING	210-43110.432	933.80	21533	02/22/19
		30090350	VEHICLE MAINTENANCE			
23855	SOUTHWORTH-MILTON, INC.	01/28/19 ST-BLADES	210-43110.432	88.68	21539	02/22/19
		INV1522709	VEHICLE MAINTENANCE			
11935	VIKING-CIVES USA	01/30/19 ST-PARTS & SERVICE	210-43110.432	96.40	21549	02/22/19
		4487770	VEHICLE MAINTENANCE			
11935	VIKING-CIVES USA	01/30/19 ST-BLADE SERVICE	210-43110.573	4514.00	21549	02/22/19
		4487796	ACCIDENT CLAIMS			
11935	VIKING-CIVES USA	02/05/19 ST-TRUCK 2014	210-43110.432	364.40	21549	02/22/19
		4487836	VEHICLE MAINTENANCE			
11935	VIKING-CIVES USA	02/12/19 ST-LIGHT	210-43110.432	59.94	21549	02/22/19
		4488213	VEHICLE MAINTENANCE			
11935	VIKING-CIVES USA	02/12/19 ST-CAMERA	210-43110.432	278.55	21549	02/22/19
		4488214	VEHICLE MAINTENANCE			
11935	VIKING-CIVES USA	02/12/19 ST-SPRING	210-43110.432	22.70	21549	02/22/19
		4488215	VEHICLE MAINTENANCE			
30210	VT LEAGUE OF CITIES & TOW	02/12/19 VA training	210-41320.560	27.50	21554	02/22/19
		201920369	TRUSTEES EXPENDITURES			
30210	VT LEAGUE OF CITIES & TOW	02/12/19 VA training	210-41970.500	45.00	21554	02/22/19
		201920369	TRAINING, CONF, DUES			
07565	W B MASON CO INC	02/11/19 LH-SUPPLIES	210-41940.610	15.78	21557	02/22/19
		163451255	SUPPLIES			
07565	W B MASON CO INC	02/13/19 AD-SUPPLIES	210-41320.610	63.59	21557	02/22/19
		163542437	SUPPLIES			
16030	BROWN ELECTRIC	02/14/19 AD-2 LINCOLN RENOVATION	222-46802.001	555.06	21470	02/22/19
		33639	LINCOLN HALL MAINT			
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	225-45122.610	94.15	21526	02/22/19
		62226862	OPERATIONAL SUPP/EXP			
24985	ABSOLUTELY MAGIC	03/02/19 Winter Carnival Show	226-45115.330	536.96	21461	02/22/19
		030219D	OTHER PROFESSIONAL SVCS			
42665	AMAZON/SYNCE	01/10/19 EJRP Supplies	226-45120.610	17.89	21463	02/22/19
		011019D	SUPPLIES			
42665	AMAZON/SYNCE	01/10/19 EJRP Supplies	226-45115.610	275.92	21463	02/22/19
		011019D	SUPPLIES			
42665	AMAZON/SYNCE	01/10/19 EJRP Supplies	226-45115.610	5.28	21463	02/22/19
		011019D	SUPPLIES			
42665	AMAZON/SYNCE	01/10/19 EJRP Supplies	226-45115.610	34.56	21463	02/22/19
		011019D	SUPPLIES			
42665	AMAZON/SYNCE	01/10/19 EJRP Supplies	226-45120.610	5.96	21463	02/22/19
		011019D	SUPPLIES			

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42665	AMAZON/SYNCB	01/10/19 EJRP Supplies	226-45115.610	17.99	21463	02/22/19
		011019D	SUPPLIES			
42665	AMAZON/SYNCB	01/10/19 EJRP Supplies	226-45115.610	5.99	21463	02/22/19
		011019D	SUPPLIES			
42665	AMAZON/SYNCB	01/10/19 EJRP Supplies	226-45115.610	560.35	21463	02/22/19
		011019D	SUPPLIES			
19790	BURLINGTON CITY ARTS	02/18/19 MSP VK Field Trip	226-45120.580	175.00	21471	02/22/19
		021819D	TRAVEL			
05020	ESSEX JCT VILLAGE OF	01/31/19 Community Gardens Water	226-45115.330	95.11	21486	02/22/19
		200749301	OTHER PROFESSIONAL SVCS			
44980	FACE MANIA	02/03/19 PREPAY July 4th Deposit	226-45115.330	200.00	21488	02/22/19
		2019 655	OTHER PROFESSIONAL SVCS			
19215	GENGRAS CASSANDRA	02/18/19 Enrichment Session 3	226-45120.330	1080.00	21504	02/22/19
		021819D	OTHER PROFESSIONAL SVCS			
05595	LEVENTRY AMBER DAWN	02/15/19 Program 2/5	226-45115.330	94.00	21520	02/22/19
		021519D	OTHER PROFESSIONAL SVCS			
05595	LEVENTRY AMBER DAWN	02/18/19 Program 2/12	226-45115.330	82.00	21520	02/22/19
		021819D	OTHER PROFESSIONAL SVCS			
05595	LEVENTRY AMBER DAWN	02/20/19 Program 2/19	226-45115.330	422.00	21520	02/22/19
		022019D	OTHER PROFESSIONAL SVCS			
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	226-45110.442	177.89	21526	02/22/19
		62226862	Equipment Rentals			
24855	PETTY CASH - CAITLIN FAY	02/20/19 EJRP Reimbursement	226-45110.536	55.00	21529	02/22/19
		022019D	POSTAGE			
24855	PETTY CASH - CAITLIN FAY	02/20/19 EJRP Reimbursement	226-45120.610	23.12	21529	02/22/19
		022019D	SUPPLIES			
24855	PETTY CASH - CAITLIN FAY	02/20/19 EJRP Reimbursement	226-45120.610	31.35	21529	02/22/19
		022019D	SUPPLIES			
16020	POSTMASTER	02/19/19 EJRP Summer Brochure	226-45110.536	2000.00	21532	02/22/19
		021919D	POSTAGE			
45825	SPARE TIME	02/18/19 Enrichment Bowling	226-45120.330	84.00	21540	02/22/19
		6173	OTHER PROFESSIONAL SVCS			
25715	DONALD L. HAMLIN CONSULT	02/06/19 CD-CRESCENT CONN STP5300	230-46801.008	1413.75	21484	02/22/19
		02061912833	CRESCENT CONNECTOR			
25715	DONALD L. HAMLIN CONSULT	02/06/19 CD-PEARL ST. LINKS	230-46801.007	936.50	21484	02/22/19
		02061917820	PEARL ST. LINKING SIDEWAL			
05590	STONE ENVIRONMENTAL INC	02/11/19 ST-PCP DEV-GRANT STP MM18	230-46801.725	2441.49	21543	02/22/19
		12390	CA0530 Phosphorus Control			
23435	CHAMPLAIN WATER DISTRICT	01/31/19 Jan Village water usage	254-43200.412	723.06	21476	02/22/19
		013119D	STATE WATER TAX			
23435	CHAMPLAIN WATER DISTRICT	01/31/19 Jan Village water usage	254-43210.412	4681.90	21476	02/22/19
		013119D	STATE WATER TAX - GF			
23435	CHAMPLAIN WATER DISTRICT	01/31/19 Jan Village water usage	254-43200.411	31308.41	21476	02/22/19
		013119D	CWD WATER PURCHASE			
23435	CHAMPLAIN WATER DISTRICT	01/31/19 Jan Village water usage	254-43210.411	202726.27	21476	02/22/19
		013119D	CWD WATER PURC - GF			
32035	GMWEA	02/14/19 ST-2019 RENEWAL MEMBR RVJ	254-43200.500	40.00	21506	02/22/19
		RVJ021419	TRAINING, CONFERENCES, DU			
21210	CINTAS LOC # 68M 71 M	02/15/19 WW-CABINET SERVICE/RESTOC	255-43200.612	338.07	21477	02/22/19
		5013007444	UNIFORMS,BOOTS,ETC			

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Town of Essex / Village of EJ Accounts Payable

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11:18 am

Check Warrant Report # 17136 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 02/22/19 To 02/22/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10411	CLEAN WATERS, INC.	02/11/19 WW-POLYMER GBT	255-43200.619	3870.10	21479	02/22/19
		10028	CHEMICALS			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	255-43200.410	71.45	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	255-43200.410	328.68	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	255-43200.410	71.45	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	255-43200.410	71.45	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	255-43200.410	71.45	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	255-43200.410	71.45	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
01830	HYDROFLOW USA LLC	02/16/19 WW-RENTAL UNIT	255-43330.014	450.00	21513	02/22/19
		00003052	VPIC HydroFlow Unit			
23980	INTERSTATE ALL BATTERY CE	02/14/19 WW-EMERGENCY LIGHTS	255-43200.570	61.20	21515	02/22/19
		190320101096	MAINTENANCE OTHER			
05485	NATIONAL BUSINESS LEASING	01/20/19 FN-MONTHLY COPIER ALLOCTN	255-43200.610	80.74	21526	02/22/19
		62226862	SUPPLIES			
V2093	SLACK CHEMICAL COMPANY IN	02/05/19 WW-SOD BISULFITE BULK	255-43200.619	4027.07	21538	02/22/19
		379214	CHEMICALS			
V2159	SURPASS CHEMICAL CO INC	02/11/19 WW-SODIUM HYDROXIDE BULK	255-43200.619	10434.56	21544	02/22/19
		331651	CHEMICALS			
05020	ESSEX JCT VILLAGE OF	01/31/19 VA-WATER BILLS	256-43200.410	71.45	21486	02/22/19
		190131	WATER AND SEWER CHARGE			
28005	RUSSELL SUPPLY	02/14/19 SA-CHECK VALVE FLAPPER	256-43220.002	170.51	21535	02/22/19
		193629	WEST ST PS COSTS			
25480	SAC FASTENER COMPANY	02/15/19 SA-JAM NUTS ETC.	256-43220.002	15.94	21536	02/22/19
		45546	WEST ST PS COSTS			
Report Total				297890.99		

Recommendations

1. Organize the community's efforts around four key areas of work.

- Hold Community Conversations & Workshops
- Establish EWSD (Essex Westford School District) Equity Advisory Group
- Curate Community Equity Resources
- Diversify Community Leadership and Civic Participation

2. Establish an Equity Commission

- Led by an existing community organization, or by a new collaborative which brings together people from across organizations.
- Provide support and accountability for the areas of work identified above (see #1)

Individual Action Ideas - Themes

- Participate in community events and stay connected through ongoing conversation, use of social media...
- Continue to educate ourselves and our young people about assumptions, different perspectives/biases, and empathy
- Make connections, volunteer, and expand our network...
- Speak out for people when you witness injustice, advocate for organizational change

Community Action Ideas - Themes

- Equity audit in schools
- Create a mechanism for ongoing communication and engagement
- Diversify participation and community leadership in the community
- Offer free meals to ALL students
- Hire more diverse staff (including people of color) in school and community organizations
- Remove barriers and increase equitable access to students and other community members

Individual Action Ideas

- Reach out/reconnect with the EHS Diversity Club
- Be willing to have conversations
- I'd like to keep to keep alive the connection we formed today in this group.
- Tell others, speak up, [?] my voice that reflects my beliefs and core values.
- Get involved on more social/community action appointments.
- Engage parent voice of marginalized youth in their student's education.
- Help promote more conversations.
- Continue to actively participate in these events.
- Attend more meetings.
- Attend further discussions (and pull in others) that happen in the future about inclusiveness.
- Go to more community meetings and talks.
- Make an effort to engage more with the community, not just when things go wrong.
- Pushing forward the idea of "living room conversations" to talk about race, inclusion, belonging etc
- I want to continue having conversations with community members - individually or various organizations in the community-it's helpful to hear what's important to others
- Enrich/build community gathering places
- Have a public event encouraging participation from all
- More things like this
- Positive community events/gatherings
- I would like to see people engaged in regular, intergenerational conversations
- A communication mechanism to allow participants to continue the conversations after December (facebook? Google group?)
- Parent voice of marginalized youth
- Research more [?]
- I would love to attend more summits and seminars!
- Attendance in community/educ. groups (PTO, Voices for Ed., etc.)
- Get a business card from Amber
- Working with my school to bring some knowledge and awareness regarding GLBQA.
- Engage my kids actively in discussions of privilege, race and gender and sexuality
- To learn more about the needs of queer adolescents in order to better supervise social work intern.
- Educate ourselves and others
- Continue to raise my own awareness, seek and listen to other people's stories and experiences.
- Research a way to incorporate the ideas we've talked about today into student's curriculum
- Dig deeper; don't assume you're not racist, not homophobic. Check your internal assumptions as they will influence your actions.
- Provide workshops about race, power and privilege.
- Sign up for the LGBTQ class we just heard about.
- Attend the 4 session LGBTQ EJRP class
- Learn more about how to engage in conversations that may be uncomfortable.
- Continue to educate myself about bias and prejudice within myself and society.
- Don't make assumptions
- Educate people on different perspectives for greater empathy and understanding

- We could all commit to getting to know a person before passing any judgement on them
- Work less so I have more time to be involved and read.
- What resources do people need to do this? Possible Action: Identify resources, form support group/study circle of parents to learn together
- about this? Community Advocacy members as well
- Hold workshops on topics of privilege, assumptions and biases and share resources
- Living room conversations
- Go back on Facebook and join select groups
- Do a better job reaching out to voices who are not at the table. Don't just keep accepting it.
- Meet with Maggie and Ashel to learn about their experiences with VFE
- Invite friends, colleagues to next workshop
- Reach out to new people at ADL to get involved in parent groups and increase diversity
- Facilitate conversations. Show up.
- Go to more meetings/groups/events whether or not agree with/identify with the issues being discussed (topic)
- Volunteer. ECJC Refugee Reset
- Volunteer with the Essex Community Justice Center and other community groups.
- explore starting a newcomers welcome group
- Don't make assumptions; Be open. e.g., say hello to someone, reach out in some personal way; even if you think they may not be open to you.
- Join the Essex Resists Facebook page
- Volunteer with VRRP
- Follow Essex Resists online. Show up sometime.
- Neighbor to neighbor. My neighborhood

- I will make space for others to share their stories.
- I can get involved in one of the existing groups/organizations mentioned today.
- I will ask other friends, family, colleagues to join me at the next event.
- I would like to have more diversity in my group of friends.
- Visit with GIRIJA (and others?)
- Get at least one person to attend events like this.
- 1) Join Groups, Club orgs. 2) Attend open meeting with points to highlight and share, etc.
- Visit more groups to hear more points of view
- Work on individual acts of bias by highlighting and involving community. ie., engagement and connection.
- Attend School Board meetings.
- Invite classmate who is from Nepali family over to play on weekend
- Welcome new residents personally.
- Expand my circle of friends
- Actively seek out more non-white personal friends.
- Reach out to volunteer at the food shelf.
- Identify leaders of new American community and begin to build relationships
- Join a school program
- Participate in school board (attend meetings)
- Include collaboration w/ municipal partners as part of EWSD Board agenda
- Personally reach out and be a friend or mentor to younger students
- To listen
- When a volunteer opportunity is presented be one of the people that engages
- Join a school related group

- Share resources with others.
- Collaborate with municipal partners/EWSD
- Ask other friends, families to attend next event
- Community Book/movie group (e.g. reading to end racism)
- Speak with my supervisor at school to bring workshops about LGBTQ community info to the school.
- Try to put more pressure on admin to put greater resources (mostly financial) to ensuring everybody has equal access to opportunities
- Champion these issues in the workplace.
- Run for office
- Put a Black Lives Matter and Ally stickers prominently on something I bring around regularly
- Speak up when I witness injustice.
- Look into Anti-Defamation League: Attend School Board Meetings.
- Don't be silent when you see inequality or bullying happening.
- Implement a system where unbiased training is the norm for our district
- I will believe others stories and help find productive solutions to their problems.
- Encourage the school district to hire a more diverse group of teachers and staff and administrators.
- Ask my kid's teacher to read the same book Amber's kid's class read.
- Ask Questions
- Amplify voices that tell uncomfortable or vulnerable stories we may not want to hear.
- Speak up when I notice something that should be identified.
- Talking to my child about today's topics.
- I would like to learn how to more effectively support and stand up for people I see being treated poorly.
- Advocate for more action in A.W.O.D
- Talk to a World of Difference kids about having school wide conversations.
- Contact local libraries to be sure X number of books celebrating LGBTQ community are available.
- Talk to my school's principal about diversity in classroom learning.
- Talk with people about this.
- Always be the ally.
- Ask my kid what they feel about their community.
- Be willing to talk about it.
- Engage more within the community to bring equity issues to the forefront.
- Use my role at work to make a difference for marginalized groups.
- Positive Comments
- Look for additional opportunity for equity conversations
- Engage folks who are not impacted by biases and stereotypes
- Try to encourage more friendly bi-partisan discourse
- When I see something I will say something (if possible in that moment and to that person)
- I want to just stand with and support anyone singled out for their differences
- Try to prevent homophobic bullying in the halls
- Have difficult conversations
- Try to stop racism in my school and community
- Commitment to treat everyone that I interact with in the community with respect, kindness and understanding
- Teachers should make time for AWOD presentations in their classes
- Ask for municipal boards to speak to engagement in policy, agendas, and actions

- Commitment or resolution of selectboard and trustees to be fair and welcoming community
- Talk with the town about some of the challenges people are facing in our community
- EWSD Board policy on engagement
- Be intentional about hiring! More diversity in school faculty and staff
- Free lunch for all kids so stigma is not a factor for households that need free/reduced lunch
- EWSD Board Policy on equity of outcomes
- I would like to see these conversation skills be part of the school curriculum (if not already)
- Look into SPLC's "teaching tolerance" Teaching materials in the schools (lots of great resources there)
- Increase awareness of adverse actions by individuals to the community via FB group, FPF, schools, community, policing
- As an elected official, I can work to prevent policies being implemented that marginalize others, and promote policies that foster
- inclusiveness.
- Discuss more in depth that advantages my sons have with them.
- EWSD Board policy on equity
- Standing up for people - becoming an upstander

Community Action Ideas

- Have an outside agency do an [equity?] audit of all schools and school [?]
- Get a diverse group to do an audit of the schools and take action to change.
- "Climate" survey building - possibly student led
- Is data about race being collected and shared with the community?
- Formation of a community based advocacy/activist group to apply pressure
- School board can request that outcomes are reported regularly through an equity lens
- Monitor progress on vision/equity policy
- Define equity and have measurable outcomes/benchmarks
- Outside group to do the survey but not "too" outside (VT group)
- Hold more workshops
- Encourage these topics on selectboard/BN agenda
- To become more active --or active at all-- in community groups attempting to make change I believe in.
- More community meetings
- Community conversations (with Jud...)
- Raise diversity up in EWSD as a critical conversation in more environments.
- Have more existing community events that include opportunities for facilitated discussion. Go where people already are
- Create more opportunities for different groups to meet face-to-face.
- Community: Provide opportunities for folks who wouldn't normally interact to get together and learn about each other.
- Continue to support forums like today and find different venues to encourage other participants.
- Discuss issues and or general topics more openly with the acknowledgement of moving towards action/change.
- Never underestimate the opp. for people to share food together
- Have more community gatherings and talks.
- More community conversations about diversity.
- Interactive TV forums (24/7 access)
- 1) Continue these forums! 2) Community safe places 3) Celebrate differences 4) Be aware of trends and know they will only continue to grow.
- More ethnic and cultural events open to the community
- Provide info and educate
- More conversation, forums, education, presentations, etc. on all our topics
- More reporting out and listening opportunities.
- Facilitate additional public conversations
- More voices for education meetings / opportunities.
- Have a regular schedule of sharing stories.
- Support more work like this.
- Continuing to engage the community with equity discussion.
- Engage all students and educators in these conversations
- If disaster happened we could do a walk
- Rename Hiawatha School
- Know my neighbors.
- Community sponsored person/position to be available as an equity/diversity expert for any institutions (town leadership, schools, businesses) to help identify and evaluate practices
- More equity/diversity covered in schools from an early age as part of the curriculum

- A digital platform for ongoing conversations, sharing
- A method to report (w/o shaming) community institutions to identify where help may be needed "anonymous tip line"
- "Click-fix" for injustices (like exists for potholes etc.)
- Our current work on governance and consolidation allows us to focus on voices being heard - reaching out to as many groups as possible
- during the process to ensure people are given opportunities to share their thoughts.
- Easier access to join leadership (stipends, childcare, time of meetings, transportation, food, location)
- Encourage all community representation when talking about equity and community leadership positions (boards, committees, etc.)
- What are the stepping stones (in addition to supports above?) Pair existing and interested leaders to how things work and what's happening in the community
- Mentor each other
- Highlight employers who hire new Americans. [?] Revision, etc.
- Ensure that formal and informal community leadership positions include a diversity of gender, race etc.
- Discuss/research how we get the "right" people at the table
- Ask friends, neighbors or others to go to town meetings school board meetings, gun ordinance meeting to meet all of your community members including Vermonters who have lived here for many generations.
- Reach out to someone you normally wouldn't.
- Elect people of color to local boards and committees.
- Easier access to join leadership structures.
- Encourage all community representation when talking equity
- Hear from more EHS students. Get more people to attend.
- Formally welcome new families to Essex/Westford

- Stick with transition town initiatives.
- Free lunch and free after school and before school care for all (extended school day)
- Free lunch for all kids.
- Free school lunch for all students
- Open up free breakfast at our title 1 schools
- Free lunch and free after school and before school care for all (extended school day)
- "Free lunch and free after school and before school care for all (extended school day)"
- Reconsider how we define the "school day" to offer extended hours and care opportunities
- Consider how we can get kids to eat nutritious meals with price in mind
- Engage students through curriculum and farm to school
- Consult with Hunger Free Vermont
- Hire more people of color
- Encourage the HR Group to focus more on ensuring hiring practices are inclusive. Provide studies mentioned.
- Hire more people of color.
- Diversity in hiring/electing leaders, teachers, police, reps.
- Have hiring committees include diverse members (parents, students, etc.)
- Teachers and admin. of color, different religions and sexual orientation.
- What needs to happen for this to be successful? 1. Inclusive, equitable culture 2. Pressure from community 3. knowledge of community assets that are attractive to people of color, etc 4. Stories of successful efforts (VT state police) 5. A strategic plan (perhaps in collaboration with municipalities)
- Continue to address equity in schools.
- Require community service hours for EHS graduation

- Having transportation. Digital equity. Tracking in schools. Athletic opportunities
- Collaborate and join with our religious communities.
- "reaction" teams
- RJ in to schools - school staff/students in to community justice
- Service project as part of personalized learning plans
- Community service would be great
- This main idea need to be worded differently based on the statements from people (tangibility)
- See students out in the community rather than the community in the school (service, internships, useful field trips, "free" time to visit community places
- Have community institutions (school admin, select board, post office, parks and rec) look at their written docs, policies and procedures to assess places where language is outdated or not inclusive of all gender identity, race, ethnicity etc.
- Community: Provide cultural intelligence thinking for municipal staff and leaders.
- More offerings through EJRP and EPR
- Create a system (community/schools) where there are no barriers for opportunities.
- Make learning and education in our schools equitable for ALL!
- Make it possible for people to overcome challenges to being involved - transportation, time, childcare.
- Monthly causes for local families. Support a family in need.
- We should bring together community members through channels other than childcare.
- Educate parents/caregivers on student educational rights. EST, IEP programs
- Set up reaction teams to address events that suggest bias. For example use SWATT. sign to educate school on implications.
- Change school curriculums to represent more diverse (cut off)

- Have the school create an equity leader/coordinator position.
- Provide transportation to any family in the district that needs it. Do the work to find them.
- More before and after school options for parents
- Bring restorative practice into schools.
- Build and welcome and plan for more affordable housing so that we can become more diverse sooner.
- Introduce the Q YD project to the community.
- High expectations in all that we do.
- Schools collaborate actively with social justice organizations.
- Community service
- More anti-bullying workshops
- Increase community awareness of and access/use of Essex Community Justice Center.
- We should train students and teachers on how to be respectful of LGBTQ allies.
- Continue to develop AWOD and Diversity Club at middle and high school level.
- Sessions modeled around the "White Men as Allies" conferences. To bring in people who are unaware.
- Non citizen voting. - Diverse social gatherings. - RJ Groups
- Explore/discuss voting on local issues by non citizens.
- Pursue non citizen voting initiatives
- Non-citizen voting
- Support efforts to get non-citizen voting in Essex.
- Non-citizen voting
- Establish non-citizen voting
- Encourage community to allow non-citizens to vote by writing to people in power.
- Non citizen voting

Staff and Director's Report December 2018

Report from the Director

Building

We had a surprise building issue reported by our cleaners on Dec. 3, when they couldn't get into the building with our passcode lock. The lock is supposed to warn us with different lights and beeps, but that didn't happen for some reason - Wendy H had added a new passcode on 2 days before with no special warning, so something didn't work correctly! Due to the lack of warning lights and noises and lacking the special tool to get access to the battery compartment of the lock, the locksmith was called. The locksmith found the lock very loose due to the main door being so busy, so he tightened up the lock, changed the batteries and left the correct odd sized not quite Allen wrench required to access the battery compartment in the future.

Staffing

Circulation Librarian Alison went on medical leave on Dec. 13, we look forward to her return in 2-4 weeks!

Meetings and Trainings

Wendy H and Hannah met with Unified Managed Evan to discuss concerns on future technology management as both staff efficiency, access to information, and our service to the public. Evan was very receptive to learning more about managing technology, and digital information for the public having distinct differences from managing office technology. Brownell strives for excellent customer service to our public, and technology is the backbone to our operations. There is a fine balance involved in library's mission to connect information to the public, while protecting their privacy, and also incorporating safety measures for our equipment to prevent damage and save staff time.

On Dec. 13, the Library was closed for the morning for staff development. Wendy H had found an excellent resource (homelesslibrary.com) that has training and tips on libraries serving patrons experiencing homelessness. Circulation Librarian Alison previewed a free trial multi-segment webinar produced by this resource to determine if it could be of value to our staff and found there were a lot of parallels with the needs and behavior of some of our more difficult patrons, who may or may not be experiencing homelessness. Wendy acquired staff access to the webinar series and staff watched video together followed by discussion connecting different topics to different situations and people Brownell staff faces on a regular basis. It was valuable time spent adding some new tools to our toolbox dealing with difficult and dangerous behaviors. Prior to the training, Wendy H extended an invitation to Essex Free staff to join Brownell staff as they have safety concerns as well, and she also provided them access to the yearlong subscription to these webinars.

Wendy H attended a Green Mountain Library Consortium online Board meeting on Dec. 14.
On Dec. 19, Wendy H, Megan and Susan attended the Brownell budget hearing before the Village Trustees.

Programming

The Dec. 5 First Wednesday program on Pre-War Nazi Germany brought in a large crowd of 125 people, who were very pleased with the presentation.

Staff worked together quickly to contact the EJRP staff coordinator of the Train Hop requesting details after realizing a week before we didn't have any updated Train Stop site information. Thank you to

staff on duty that night, as well as many Library Trustees staffing tables in the Kolvoord Room and everyone's general participation in Brownell being a host site for this popular community event!

Wendy H and Hannah worked with a new community volunteer Erik who was interested in leading a Great Decisions discussion group as he enjoyed the experience in his previous community. Great Decisions is an 8-part discussion series on world affairs, produced by the Foreign Policy Association. Each session covers a different topic and a briefing paper is provided to participants, as well as access to a related video on DVD that is being circulated by the Library.

Other

On Dec. 5, Wendy H received an email from a community resident who was overwhelmed with the disruptive youth activity on the previous day, which was an early school release Tuesday. Wendy connected with youth staff to learn what actions they were taking to manage the problem youth behavior, and a plan was devised to tighten up disciplinary procedures for youth who were regularly disruptive, as these particular youth were regularly pushing boundaries and taking a lot of staff energy. Wendy H responded to the concerned citizen expressing the effort to achieve a balance so everyone can enjoy Brownell and received an appreciative response back for acknowledging their concern and experience.

Staff had noticed an ongoing phenomenon of the downstairs restroom smelling strongly of cigarette smoke, and then observing it seemed to be occurring when a certain youth visited the restroom as he took breaks from his daytime tutoring sessions at Brownell. After the visits started to include ash in the sink, as well as a smoke smell, the youth was identified. On Dec. 12, Wendy H and Erna approached the youth and tutor to explain the observed correlation of this youth using the restroom and the smoke and ash left behind, and that they wanted to share the Library had a no smoking policy. The youth denied any wrongdoing, and the tutor was very understanding and said if this was something that her student needed to do, he could certainly go outside. The student blamed his dirty hands on the ash, and his family environment for the smoke aroma. Wendy reiterated that they weren't looking to have him confirm or deny the action, just explain that the Library did have a no smoking policy. After leaving the student and tutor, the student stormed out of the building knocking furniture over in the process. Wendy and Erna checked in with the tutor to make sure she was ok, and she calmly explained this was the first outburst she had experienced from this student, but knew he was prone to angry outbursts, and they would only be having one more tutoring session before he started a new school. This tutor uses the library with different students regularly, and while it was an unfortunate way to connect with her, it is wonderful to know we have incredibly patient people serving troubled youth in this community.

Some staff were looking forward to attending the Town/Village Holiday party on Dec. 19 organized by the Village Communications Assistant Darby. Unfortunately, this coincided with the first available training time for our new staff and public copier/printer machines. Wendy connected with Darby and created a plan for staff to attend the party after the training. The reps scheduled to train staff ran quite late for the scheduled time, forcing staff to miss the party. Darby saved the day bringing leftovers from the party so staff could still participate in some form. We love how well Village staff looks after each other!

We have experienced frequent visits from a new library patron who appears to be struggling with mental health issues. As this person has taken significant staff time to manage and keep their behavior within Library guidelines. The community outreach team was contacted in early Dec. to connect with this person, and the responding outreach worker encouraged library staff to let them know if this person was visiting the Library during their regular weekday daytime hours so they could build more of a

relationship with her. Wendy H was strongly wishing for outreach worker hours on Saturday, Dec. 22 when this patron visited the Library for several hours, and needed near constant behavior reminders, which is difficult when we have a limited Saturday staff. Wendy did log a need for an outreach worker with police dispatch (per the request of the Police Chief who needs data to support more funding) and was encouraged this person did respond to direction about her behavior. We do our best to serve all who visit Brownell and have really found the presence of the outreach workers an incredible asset to our community. We hope the outreach team will be able to expand hours of this valuable service to support those in need in our communities.

YOUTH EVENTS DECEMBER 2018

EXHIBITS

- **Picture Book Room:** Delicious Books
- **Youth Nonfiction:** Wild Weather!
- **YA Room:** Winter Reads and Snowflake Making
- **Exploration Station:** Shapes/Tangram

UPDATES

- This program year, the Youth Department has a group of tweens who require a lot of time and attention from staff due to negative behavior. Typically, after repeated interactions about behavior, staff review behavior guidelines with youth and ask them sign an acknowledgement form. All of these tweens have been asked to sign forms as of November 2018. In addition, in November, staff set the expectation that after signing the form, these particular youth patrons would get one warning for breaking behavior guidelines and then be asked to leave the library for the day. Staff agreed that after three requests to leave for the day, a longer break was needed, and they would be asked to leave for a month. On their return, these patrons would be required to have a conversation with youth staff. So far, two of the tweens have been asked to leave for a month. On December 17th, Megan and Erna met with Karen Dolan from the Restorative Justice Center about this approach to behavior management and how to have a return conversation which welcomed the patrons back and built relationships, while also reinforcing behavior expectations. Karen was very helpful and offered to facilitate a circle with patrons on their return. She will also provide an outline of the circle conversation for times when a meeting cannot be scheduled in advance. Megan also invited community social workers to do walkthroughs in the Library, especially on early release afternoons, when the library gets very busy.
- Youth staff spent some time in December thinking about how we can better support English language learners in our community. According to the Essex Westford School District there are over 40 languages spoken in EWSD Schools. The most common non-English languages include Nepali, Arabic, Vietnamese, Bosnian, French, and Spanish. After reviewing articles and reports about what libraries across the nation are doing to support English language learners and New Americans, the team brainstormed. The resulting list is more than we can do in a year, but we will be tackling a few ideas before the end of the fiscal year and the rest will provide inspiration going into next year's strategic planning. This year we will be making sure all youth staff know how to search for materials in other languages, improving our collection of picture books which feature foreign languages (we currently have some Spanish and French, but we will look into what's available in other languages), planning an African Story Time, and posting welcome posters which feature some of the languages we might hear nearby.
- Volunteers from local Boy Scout Troop 624 and Crew 6689 helped the Youth Department shift

the entire Young Adult Collection and half of the Non-Fiction Collection on December 26th. Reilly Kilpatrick, Craig Bouffard, Benjamin Lewis, Liam Haggerty, Newt Bowker, Kayley Haggerty, and Katherine Lewis worked for five hours! This shift completes our teen and juvenile graphic novel move, which helps us: Create a distinct Graphic Novel Collection which is separate from Non-Fiction, highlight new graphic novels, and provides room for these popular collections to grow. This shift also creates more space for YA Fiction, and thanks to some rearranging of shelving, more space for Youth Non-Fiction. It was a win-win for everyone involved.

- Landon Gokey won 1 pair of tickets to the Flynn Center's upcoming performance of *The Magic School Bus: Lost in the Solar System* on January 10th. 86 kids entered this drawing.

PROGRAMS

- **Story Times**
 - Toddler Story Time was offered on December 4th, 11th & 18th. 9 toddlers and 9 adults attended a toddler story time in December.
 - Preschool Story Time was offered on December 4th, 5th, 11th, 12th, 18th, & 19th. 46 preschoolers and 24 adults attended a preschool story time in December.
 - Themes and extension activities for story times this month included: Fairy Tales (Narrative Skills), which featured a song cube print out for caregivers to take home; Snow Stories (Making connections between stories and real life), which incorporated lots of movement and finger plays; and Dinosaurs (Vocabulary), during which children got to dig up, measure and weigh dinosaur bones.
- 3 teens attended **TAB** on December 4th. The teens are discussing painting the windows in the young adult room in January.
- 15 kids **Read to Daisy** on December 12th and 19th.
- 11 children and 3 adults joined Erna for **Knitting Club** on December 6th, 13th, & 20th. This cozy program offered an opportunity to chat and listen to music. During one session, one of our tween patrons (who has signed the behavior acknowledgement form) was the only attendee. She brought her own knitting needles from home and sat and chatted with Erna for the entire hour. This was a great opportunity to visit one on one and build relationship with this patron. Erna found she could be quite charming.
- 9 kids and 6 adults came in their comfy clothes and played with Danielle during **Preschool Yoga** on December 7th.
- 23 children, 9 teens and 5 adults participated in **STEAM** in December. Participants conducted a pinecone experiment and decorated pinecones on December 7th, created candy can playdough and bubble bath on December 14th, and explored circuits with circuit greeting cards on December 21st.
- 850 people came through the library for **Train Hop** on December 7th. Train Hoppers were able to get out of the cold, view three different trains, make book marks with the Essex Players, write a Letter to Santa with the Essex Reporter, or partake in apple juice and cookies provided by the Board of Trustees. Kayley Haggerty's Lego Train has been a part of the event for years, and even though she could not participate this year due to college finals, her family felt it was important to continue the tradition, so Kayley's brother Liam took over. It was a hit with the youngsters, as usual! Altogether, this was a festive evening and another great opportunity for Brownell to participate in this community wide event.
- 9 children and 6 adults joined us for **Winter Stories and Craft** on December 8th. Megan read winter stories to a room full of active children. It was nice to see some faces we don't typically see at story time, and families really seemed to enjoy working together to make sequined snowflakes.

- 8 kids and 7 teens participated in **LEEP** on December 11th. LEEPers planned and led a Winter Scavenger Hunt in the library. They did an excellent job guiding children through this adventure.
- 6 teens participated in LARP in December. Sessions were offered on the 12th and 26th.
- **Homeschool Book Groups** met on December 12th.
 - **Red Clover:** Erna read *After the Fall, How Humpty Dumpty Got Back Up Again* by Dan Santat and *The Book of Mistakes* by Corinne Luyken; the kids were drawn up close by the intricate pictures. The 18 attendees also designed cereal boxes.
 - **Dorothy's List:** Mary K. booktalked *Refugee*, *Restart*, *Epic Fail of Arturo Zamora*, *The Vanderbeekers of 141st street*, and *I'm Just No Good at Rhyming and Other Nonsense for Mischievous Kids and Immature Grown-Ups*. The latter led to the sharing of favorite poems from this hilarious book. 8 kids attended.
 - **GMBA:** 2 teens joined Megan for a lively discussion of *Invictus* by Ryan Gaudin, science fiction tropes, and when they would travel to, if given a time machine.
- **Music with Raph** was offered on December 14th and 28th. Raph brought his sister and parents for a sing-along on the 28th, to the great delight of all who attended. Altogether, Raph entertained 44 patrons in December.
- 12 teens and 3 adults attended **Dungeons & Dragons** on December 14th and 28th.
- 8 children and 2 adults built creatively during **Lego Fun** on December 17th.
- Mary K worked with Essex High School's National Honors Society to offer a cookie decorating program on December 18th. 32 kids, 4 teens, and 5 adults participated in **Create a Cookie**. Participants had a blast.
- Megan encouraged after school kids to contribute to a collaborative zine about New Year's traditions and celebrations for **Zine Club** on December 19th. 5 kids and 1 teen participated; copies of the final zine were offered at the circulation desk.
- 4 children, ages 1 ½ - 4 and their families listened to stories and learned sign language from Julie during **Baby Time** on December 21st. Participants also took an imaginary dog for a walk and talked about feelings. Erna loved blowing bubbles for the kids at the end.
- 1 adult attended the **Friday Night Movie** on December 21st: *Percy Jackson and the Sea of Monsters*.
- 5 children and 3 adults attended **Winter Stories with Linda Costello** on December 27th.
- 3 children and 2 adults listened to music and made collages for the **Collage Art** program on December 28th. One mother of two young girls exclaimed that they had to get out of the house that day, and she was thankful they came to the library and stumbled upon the program
- 4 children and 5 adults attended the **Vacation Movie** on December 31st. Attendees watched *Ice Age*, and enjoyed apple juice and popcorn.

DECEMBER BY THE NUMBERS

- New Youth Patrons: 7
- Attendance at 31 Kids Programs: 313 Kids, 16 Teens, 107 Adults
- Attendance at 9 Teen Programs: 38 Teens, 13 Kids, 5 Adult
- Kolvoord Room: 18 Youth Programs, 185 People attending
- Youth Program Support: 10.5 Adult Hours, 36 Teen Hours
- Passive Programming: 16 Games Played, 40 Visits to Exploration Station, 4 Express Books
- Kids enjoyed the Puppet Theater and Kitchen in the picture book room on a daily basis
- 11 New Baby Welcome Letters sent

INTERLIBRARY LOAN STATISTICS

DEC	FY 18		FY 19
ILL Sent	147	-19%	119
ILL Requested	47	36%	64
Holds	330	12%	368
Avg days to receive	8.4	-6%	7.9

COURIER STATISTICS

DEC	FY 18		FY 19
GMM SENT	100	36%	136
GMM REC'D	83	33%	110
USPS SENT	22	32%	29
USPS REC'D	25	20%	30
Est. SAVINGS	\$ 166.00	64%	\$ 271.72

News from Tech Services

We got our new copier and printers. One is the new public copier and the other is a new copier/printer/scanner for the staff. We were informed on Dec. 10 that the new machines would be installed the week of Dec. 17. We had to give our staff copier/printer support company 30 days notice to cancel the contract, and they graciously cancelled the contract with short notice, and also shared their disappointment for not being able to provide a competitive bid to the municipality to possibly be able to continue providing service to us. Susan, who was charged with contacting them, was relieved they were so kind in their response to losing our business.

Our new copers and copier/printer were scheduled 2 days in advance to be installed, and we were informed at that time by the company installing the machines we should have the old public copier removed as soon as possible. Susan was also charged with contacting the owning company of the public copier and was initially told it would take several days to have the machine removed, and then she received a follow up call they would be able to remove it the same day the other machines were installed. The new public copier was substantially larger and some immediate rearranging was necessary to accommodate the new machine. The technicians for the installing company were also unfamiliar with how the coin operating component worked on the copy machine and made many calls to sort out how this could happen. Finance Dept staff arrived during the installation to learn how to add funds to the machine so people could get change, and Courtney, the new Assistant Finance Director returned a few days later to fill the machine, coin by coin, as that was how it was designed to be filled. We appreciate the promptness and investment our Finance Dept made to make our new public copier offer change as our patrons expected!

The company now is servicing the new machines did come in and do some training with staff 2 days after installation, and tried to address a number of concerns staff had in the operations of these machines, particularly the public machine, and promised answers for the concerns they couldn't address. New equipment is always an adjustment and we are working out the kinks as we find them.

Wendy J and Hannah are very excited for their new standing desks that were offered by the Village Office as they were rearranging their staff work spaces.

Materials Added in the Adult and Juvenile collections this month:

Adult materials added, December: 192

Youth materials added, December: 93

Magazine issues added, December: 103

Total catalogued collection size December: 69706

Wi-Fi Statistics December

Daily Average visits time-

6+ hrs 15

1-6 hrs 29

20-60 mins 35

5-20 mins 74

Daily Average return rate-

Occasional 26

Weekly 59

Daily 33

First time 36

Total Unique Clients (users connected devices) for the month 580

Twitter

Number of Twitter followers- 45

Instagram

Number of Instagram followers-143

Facebook Monthly Reach and Engagement

December 2018

Number of engagements with our posts (likes, shares etc.) – 357

Total number of post views – 5179

Number of Page Likes- 1056

November 2018

Number of engagements with our posts (likes, shares etc.) – 297

Total number of post views – 4306

Number of Page Likes- 1047

October 2018

Number of engagements with our posts (likes, shares etc.) – 505

Total number of post views – 6310

Number of Page Likes- 1046

September 2018

Number of engagements with our posts (likes, shares etc.) – 360

Total number of post views – 5990

Number of Page Likes- 1045

August 2018

Number of engagements with our posts (likes, shares etc.) – 551

Total number of post views – 7752

Number of Page Likes- 1039

July 2018

Number of engagements with our posts (likes, shares etc.) – 456

Total number of post views – 6086

Number of Page Likes- 1032

June 2018

Number of engagements with our posts (likes, shares etc.) – 350

Total number of post views – 5737

Number of Page Likes- 1025

May 2018

Number of engagements with our posts (likes, shares etc.) – 304

Total number of post views – 6313

Number of Page Likes- 1016

April 2018

Number of engagements with our posts (likes, shares etc.) – 512

Total number of post views – 6967

Number of Page Likes- 1008

March 2018

Number of engagements with our posts (likes, shares etc.) – 261

Total number of post views – 5251

Number of Page Likes- 1007

February 2018

Number of engagements with our posts (likes, shares etc.) – 353

Total number of post views – 5303

Number of Page Likes- 1000 (We hit 1000 page likes!)

January 2018

Number of engagements with our posts (likes, shares etc.) – 357

Total number of post views – 5837

Number of Page Likes- 994

Brownell Library Website monthly visitors:

Dec-2017	Visits 1,986	Page Views 2,930
Jan-2018	Visits 2,647	Page Views 4,155
Feb-2018	Visits 2,223	Page Views 3,789
Mar-2018	Visits 2,425	Page Views 3,902
Apr-2018	Visits 2,126	Page Views 3,363
May-2018	Visits 2,303	Page Views 3,679
Jun-2018	Visits 2,645	Page Views 4,415
Jul-2018	Visits 2,337	Page Views 4,044 (new website started July 10th)
Aug-2018	Visits 2,215	Page Views 3,660
Sep-2018	Visits 1,866	Page Views 3,295
Oct-2018	Visits 2,151	Page Views 3,397
Nov-2018	Visits 1867	Page Views 2867
Dec-2018	Visits 1784	Page Views 2716



Vermont League of Cities and Towns

Selectboard Members Training & Resources

The Spring Selectboard Institute training provides selectboard members, city councilors and village trustees with the skills they need to manage the affairs of their town by focusing on the fundamentals of municipal governance, legal requirements and current issues they will face. Held shortly after Town Meeting Day, the Selectboard Institute is an essential primer for newly elected members and a “tune up” for returning members.

Learn more about these important topics on our website.

[Open Meeting Law](#)

[Public Records Act](#)

[Ethics and Conflicts of Interest](#)

Spring Selectboard Institute

Saturday, March 30, 2019 ~ Holiday Inn, Rutland

[Register](#)

Topics covered:

- **Selectboard Roles and Responsibilities**
- **Legal Requirements – Open Meeting Law, Public Records Act, and Conflicts of Interest**
- **Legislative Update**
- **Human Resources 101**
- **Municipal Road General Permit**
- **Local Law Enforcement**

Registration Deadline:

Friday, March 22, 2019

Cost to Attend:

\$60.00 (PACIF
Member)*

\$90.00 (VLCT Member)

**Add \$10 to the
registration rates after
the deadline*

VERMONT'S INDEPENDENT VOICE

SEVEN DAYS

sevendaysvt.com

NEWS + OPINION » TECH

FEBRUARY 05, 2019

Software Left Vermont Towns' Data Vulnerable for Years

By



DAVID JUNKIN

Ernie Saunders was visiting Salem, Mass., in January 2018 when he learned that the software he's long supplied to nearly every Vermont town government was bewitched.

An email from a Vermont technology consultant delivered the bad news: Flaws in Saunders' accounting software had left taxpayers' bank information and municipal employees' Social Security numbers improperly exposed — and vulnerable to theft — for more than a decade.

Saunders, founder of the Vermont software company **New England Municipal Resource Center**, or NE RC, agreed that the concerns were "legitimate" and later patched his product. But he didn't inform his clients about the specific vulnerabilities, which dated back to 2006. Why not? Concerns about data security, he believes, tend to be overblown. Besides, the bank routing and account numbers involved were "no more than what's on the bottom of a check."

"I went to the witch museum and realized what the whole definition of a witch hunt is," he recalled, comparing the public fixation on cybersecurity to the mass hysteria that led colonists to execute supposed witches in Salem. "And I don't put this in that category totally, but I think that it is, a little bit."

Then, last Thursday, a South Burlington-based company called **simpleroute** — the IT firm that first reported the bugs to Saunders — decided to disclose them itself on its website. The vulnerabilities raise questions about whether Vermont towns are equipped to safeguard sensitive data.

"I feel like people really deserve to know that this is an issue with this software," simpleroute president Brett Johnson said.

City and town officials contacted for this story were not aware of simpleroute's findings and had not seen its report. Even the **Vermont League of Cities & Towns**, which regularly hosts cybersecurity trainings and provides insurance coverage for members, did not know about the NE RC vulnerabilities until contacted by a reporter last week, executive director Laura Carroll said.

While no data breaches have been reported to VCLT or the state attorney general, experts say they would be difficult or impossible for many towns to detect. What's more alarming, they say, is that until NE RC's recent fixes, unencrypted personal data held by local governments was as little as three mouse-clicks away for anyone with access to a town's network.

"It's actually shocking to see that systems are handled this way," said Ali Hadi, an assistant professor in computer and digital forensics at Champlain College. Hadi worked in cybersecurity in Jordan before joining the college last year.

"I didn't think I would see this in the U.S., to be honest with you," he said.

NE RC is nearly synonymous with municipal accounting in Vermont. Saunders started the company in 1986, two years after he wrote the state's first grand list program for the Town of Castleton. Since then, NE RC has essentially cornered the software market for municipal bookkeeping, dog licensing, utility billing and more. All 255 municipalities in Vermont use at least one NE RC module, according to Saunders, and about 190 use the payroll and tax administration software in which simpleroute found long-standing bugs.

NE RC's software gained wide use in part because of its low cost. Saunders said one town saved more than \$100,000 annually by ditching a Fortune 500 company's offerings in favor of his locally made software.

"I don't think you're going to find anyone in Vermont more concerned about the health of local government," Saunders said. "I've been able to save Vermont taxpayers a lot of money by not charging what these big companies charge."

The affordable systems run on older database software called Visual FoxPro 7, which was released in 2001. Microsoft discontinued technical support for the software years ago. Simpleroute's Johnson started looking into NE RC once his firm picked up a couple of Vermont towns as IT clients. He said he reasoned that the advanced age of Visual FoxPro could be a sign of security problems and that it was worth investigating.

In December 2017, simpleroute programmers identified three vulnerabilities in the software.

Two of the problems potentially allowed users with access to a town's server to obtain unencrypted files containing Social Security and bank account numbers. Every time a town accountant ran a Form 990 report for municipal employees, a second copy containing their Social Security numbers was created on the network's shared drive. While towns typically restrict access to the payroll application itself, they frequently extend shared drive access to many or all municipal employees, and sometimes to visitors and contractors, Johnson said.

Saunders had been aware of that problem, but rather than update the software, he'd made a point to remind attendees at NE RC seminars to manually delete the file each time they ran a report.

"From a security standpoint, it's really not acceptable," Johnson said of NE RC's previous reliance on manual deletion.

In the second case, simplerroute engineers were able to locate taxpayer bank routing and personal account numbers stored without encryption in a file that was also accessible through the shared drive. The earliest such file they located on one of their client servers was created in December 2006.

Only people with access to a town's local network — those with passwords — could have exploited these vulnerabilities. But another flaw could have enabled any third party to intercept data as towns uploaded it to an NE RC backup system in the cloud.

"It's something that cities and towns need to take very seriously and make sure the data they're trying to protect is secure," said Jon Rajewski, director of Champlain College's Senator Leahy Center for Digital Investigation. The data contain personal information about Vermonters "that someone could use for a lot of evil," he added.

The security of all software relies, in part, on third parties who identify and report flaws. Apple, for example, credits those who report bugs in its products. A 14-year-old Arizona high schooler, Grant Thompson, discovered this month that a glitch in Apple's FaceTime app allowed users to remotely turn on people's microphones and eavesdrop on them. Apple, chagrined, publicly thanked him.

Reporting parties are expected to follow ethical rules for disclosing security holes, said Greg Schoppe, lead developer for Burlington web services company **Bytes.co**. They should notify the software creator first, then try to negotiate a time period for the problem to be fixed before it's publicly disclosed.

Schoppe has some experience with the process. In 2015, as a private citizen, he uncovered a security problem with an online bill-paying portal used by the Burlington Electric Department. Schoppe was able to hack his own password and deduced that the software was storing customer passwords without encrypting them.

He tried contacting the department but struggled to get the message to the right person. So he posted his findings on Reddit, and Burlington Electric addressed them. (Schoppe acknowledged that his disclosure process was not ideal.)

Johnson said he "had a hell of a time getting Ernie to talk to me" about the issues he discovered with NE RC's software, and that Saunders seemed "skeptical" of the problems during their only phone call, in 2018. Months later, Johnson noticed that NE RC had released software patches to clients noting "security enhancements" in the product. A patch last July fixed the two local server issues, and another in December resolved the cloud backup vulnerability, simplerroute determined.

In its report, simplerroute states that the company decided to publicize the since-fixed issues to provide towns with "critical" cybersecurity information and to spur public debate about the security of the towns' systems.

Vermont requires companies to notify the Attorney General's Office whenever they discover data breaches, but the law does not extend notification requirements to the discovery of security vulnerabilities.

The state does, however, require businesses to take reasonable steps to protect customer data. In 2016, the Attorney General's Office entered into a legal agreement with software provider Entrinsik to put vendors on notice that they can be held responsible for vulnerabilities that their software introduces to its clients.

Assistant attorney general Ryan Kriger said the agency's consumer protection division is aware of the security problems identified in NE RC software, but he would not say whether it's investigating them.

Carroll, of the Vermont League of Cities and Towns, declined to comment on NE RC but said her organization hasn't received complaints from members about the newly disclosed software vulnerabilities.

inooski City manager Jessie Baker, whose municipality uses NE RC for processing property tax payments, was not aware of the vulnerabilities when contacted Monday. Simplerroute's findings also came as a surprise to Tom Leitz, director of administration for the City of Saint Albans, which uses NE RC for all of its business functions. After *Seven*

Days provided Leitz a copy of the report, Leitz said his office would "need a little time to digest it with our consultant team and to assess if we have been breached."

It's unlikely, though, that they'll ever know for sure. Leitz noted that the city doesn't have the ability to discover or track potential breaches.

Experts say such limitations aren't unusual. Municipal governments, like small businesses, often lack the resources or expertise to monitor the security of their data systems. But they say it's important.

Simpleroute is one of a growing number of IT consultants that offer security audits to help protect sensitive data, though its current footprint in the municipal sector is small. That's not for lack of trying. Small-town administrators with modest budgets often have a hard time justifying the thousands of dollars it costs for the services, Johnson said.

He acknowledged that his company stood to gain new clientele if publicity surrounding its disclosure about NE RC's software persuaded towns to purchase data security services or switch consultants.

Champlain College's Senator Leahy Center for Digital Investigation is hoping to remove financial barriers to data security by building an open-source monitoring system that could give nonprofit organizations "amazing security visibility into their networks," Rajewski said. The center's faculty and student employees are working with two local nonprofits, he said.

Saunders said he's been emphasizing general security practices with his clients since being alerted to the NE RC bugs.

"A lot of the bigger issues lie with our clients themselves," he said. "I'm not trying to criticize our clients, but I'll go into some of our client offices, and the clerk will have the password taped to the computer.

"In Vermont we used to leave our doors unlocked at night. Now we can't anymore," he continued.

Despite his witch-hunt comparisons, Saunders said the flaws were still a wake-up call for his company and that simpleroute didn't overstate them in its report. "I would say that simpleroute did a good job exposing these to us, and we did a good job improving the software," he said.

The experience also convinced Saunders to start recommending that his hundreds of municipal clients hire consultants to provide security services for their networks.

His preferred partner? A simpleroute competitor, Williston-based DominionTech Computer Services.

"I wanted to rely on a company that understands our software," he said.



by John Walters



by Ken Picard

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

Cc: Rob Paluba, IT Director

From: Greg Duggan, Deputy Town Manager GSD

Re: Update on security measures associated with NEMRC/Executive Session for security

Date: February 11, 2019

Issue

The issue is whether or not the Selectboard/Trustees enter into executive session to discuss security measures associated with NEMRC.

Discussion

IT Director Rob Paluba is providing a confidential memo to the Reading File with an update on the security measures the Town and Village have in place for the use of the New England Municipal Resource Center (NEMRC) computer program and modules.

In order to have a complete and thorough discussion about the security measures, it would appear that an executive session may be necessary. Matters of security can be a protected discussion.

Cost

N/A

Recommendation

If the Selectboard/Board of Trustees wishes to enter executive session, the following motion is recommended:

“I move that the Selectboard/Trustees enter into executive session to discuss security in accordance with 1 V.S.A. Section 313(a)(10) and to include the Unified Manager, Deputy Town Manager, and IT Director.”

Local Option Tax: What Is It and When Does It Apply?

Any vendor authorized to collect sales, meals, rooms, and alcohol taxes in Vermont is required to collect applicable local option tax. No additional registration with the Vermont Department of Taxes is necessary.

What is local option tax?

Local option tax is a way for municipalities in Vermont to raise revenue. A municipality may vote to levy any combination of the following 1% local option taxes in addition to state business taxes:

Local Option Sales Tax

6% sales tax + 1% = 7% total tax

Local Option Meals Tax

9% meals tax + 1% = 10% total tax

Local Option Alcoholic Beverages Tax

10% alcohol tax + 1% = 11% total tax

Local Option Rooms Tax

9% rooms tax + 1% = 10% total tax

A transaction is subject to local option tax if it is subject to Vermont sales, meals, rooms, or alcoholic beverage tax. Local option tax is "destination-based." In other words, the tax is based on the location where the buyer takes possession of the item or where it is delivered.

Although the local option tax is levied by the municipality, the vendor who collects this tax remits it to the Vermont Department of Taxes along with any state taxes. Any vendor who is located out of state and is registered to collect Vermont state business taxes must also collect local option tax where applicable.

Please note these exceptions:

- Local option tax does not apply to transactions that are subject to use tax or to motor vehicle purchase and use tax.
- The City of Burlington, City of Rutland, and City of St. Albans have their own local taxes on meals, entertainment, lodging, or alcohol. They administer and collect these taxes.

Calculating local option tax

Please note that you should always calculate local option tax as 1% of the taxable (net) sales for each town. Do **not** make the mistake of calculating use tax as 1% of 6%, the sales tax rate, which will result in collecting too little local option tax. See page 2 for examples.

Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

Iss. 07/2014 • Rev. 06/2018 • Pub. FS-1012

Which municipalities levy local option tax?

Be sure to charge, collect, and remit local option tax for applicable purchases in the municipality where the buyer is consuming or taking possession of the item or where the item is being delivered.

Local Option Sales Tax

The local option sales tax applies in the following municipalities:

Brandon	Rutland Town
Burlington	St. Albans Town
Colchester	South Burlington
Dover	Stratton
Killington (<i>rescinded— eff. 07/01/2018</i>)	Williston
Manchester	Wilmington
Middlebury	Winhall

Local Option Meals, Alcoholic Beverages, and Rooms Taxes

The local option meals, alcoholic beverages, and rooms taxes apply in the following municipalities:

Barre City (<i>eff. 10/01/2018</i>)	Rutland Town
Brandon	St. Albans Town
Brattleboro	South Burlington
Colchester	Stowe
Dover	Stratton
Killington	Williston
Hartford	Wilmington
Manchester	Winhall
Middlebury	Woodstock
Montpelier	

How should vendors show local option tax on invoices and receipts?

Vermont business taxes and local option tax may be shown combined or separately on invoices and receipts. The two options are illustrated by the examples shown here.

Example 1

Business and local option tax combined:

Item 1	\$10.00
Item 2	<u>\$15.00</u>
Subtotal	\$25.00
7% Sales & Local Option Tax	\$ 1.75
Total	\$26.75

Example 2

Business and local option tax listed separately:

Item 1	\$10.00
Item 2	<u>\$15.00</u>
Subtotal	\$25.00
6% Sales Tax	\$ 1.50
1% Local Option Tax	\$ 0.25
Total	\$26.75

Always calculate the local option tax as 1% of the taxable (net) sales for each town.

How can I be sure the address of the sale or rental is in a local option municipality?

Some ZIP codes represent properties that fall within, and others outside of, a local option municipality. In these cases, the ZIP code +4 digits is needed to determine if a given business location is in a local option municipality and therefore if the local option tax applies. If the full ZIP code isn't known, find it on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>

Need more information?

Department of Taxes Website

There is more information available on the Vermont Department of Taxes website at <http://tax.vermont.gov/business-and-corp/sales-and-use-tax/local-option-tax>

Avalara SalesTax Website

Another handy resource for finding sales tax rates, including municipalities that levy a local option tax, is using the free sales tax rate map at the online site Avalara Sales Tax.

Avalara SalesTax

Tax charts provide a quick reference

For easy reference, use the charts for each tax type plus local option tax found at <http://tax.vermont.gov/research-and-reports/tax-rates-and-charts>

Know tax law and regulations

Business owners are expected to be familiar with state tax laws and regulations applicable to their businesses. For more information, please see the following:

32 V.S.A. Chapter 233

legislature.vermont.gov/statutes/chapter/32/233

Regulations on Sales and Use Tax & Meals and Rooms Tax

tax.vermont.gov/vttaxregs

Technical Bulletins

tax.vermont.gov/techbulls

Fact Sheets

tax.vermont.gov/factsheets

To learn more about Vermont business taxes, visit tax.vermont.gov or contact the Department's Business Tax Section at tax.business@vermont.gov or (802) 828-2551.



General Guidelines on Sales Tax: What Is Taxable and Exempt?

All tangible personal property is taxable as specified in Vermont statute 32 V.S.A. § 9701 and Vermont Sales and Use Tax Regulations § 1.9741(2), except for items specifically exempted by statute and regulation. The information provided on this fact sheet is meant as a general guideline only. It provides examples of property, either taxable or exempt, which are included in the broader definitions given in statute and regulation. For specific questions about particular items, please contact the Vermont Department of Taxes for guidance.

Clothing — Exempt

- | | | | |
|----------------------------|--|---------------------|------------------------------------|
| • Aprons, household & shop | • Diapers, child & adult, incl. disposable diapers | • Hosiery | • Shoes & shoelaces |
| • Athletic supporters | • Earmuffs | • Insoles for shoes | • Slippers |
| • Baby receiving blankets | • Footlets | • Lab coats | • Sneakers |
| • Bathing suits & caps | • Formal wear | • Neckties | • Socks & stocking |
| • Beach capes & coats | • Garters & garter belts | • Overshoes | • Steel-toed shoes |
| • Belts & suspenders | • Girdles | • Pantyhose | • Underwear |
| • Boots | • Gloves & mittens for general use | • Rainwear | • Uniforms, athletic & nonathletic |
| • Coats & jackets | • Hats & caps | • Rubber pants | • Wedding apparel |
| • Costumes | | • Sandals | |
| | | • Scarves | |

Clothing Accessories or Equipment — Taxable

- | | | |
|--|--|-------------------------------|
| • Belt buckles sold separately | part of "clothing," including, but not limited to, buttons, fabric, lace, thread, yarn & zippers | • Handkerchiefs |
| • Costume masks sold separately | | • Jewelry |
| • Patches & emblems sold separately | | • Sunglasses, nonprescription |
| • Sewing equipment & supplies including, but not limited to, knitting needles, patterns, pins, scissors, sewing machines, sewing needles, tape measures & thimbles | • Briefcases | • Umbrellas |
| • Sewing materials that become | • Cosmetics | • Wallets |
| | • Hair notions, including, but not limited to, barrettes, hair bows & hair nets | • Watches |
| | • Handbags | • Wigs & hairpieces |

Protective Equipment — Taxable

- | | | |
|----------------------------------|-----------------------------|----------------------------|
| • Breathing masks | • Hardhats | • Safety belts |
| • Clean room apparel & equipment | • Helmets | • Safety glasses & goggles |
| • Ear & hearing protectors | • Paint or dust respirators | • Tool belts |
| • Face shields | • Protective gloves | • Welders' gloves & masks |

Sport or Recreational Equipment — Taxable

- | | | |
|---|---------------------------|-------------------|
| • Ballet & tap shoes | • Goggles | • Shin guards |
| • Cleated or spiked athletic shoes | • Hand & elbow guards | • Shoulder pads |
| • Gloves, including, but not limited to, baseball, bowling, boxing, hockey & golf | • Life preservers & vests | • Ski boots |
| | • Mouth guards | • Waders |
| | • Roller & ice skates | • Wetsuits & fins |

Over-the-Counter Drugs — Exempt

- Aspirin, Ibuprofen & similar pain-relief medications & analgesics
- Analgesic salves & liniments
- Antacids
- Acne medications
- Antiseptics & soaps used for the treatment of infection & skin diseases
- Medicated burn remedies
- Cough & cold medications, such as throat lozenges, cough drops & syrups
- Decongestants & antihistamines
- Analgesic toothache preparations & dental repair kits
- Eye preparations for the healing or treatment of the eyes, such as contact lens solutions, eye drops, ointments & washes
- Laxatives, cathartics & suppositories

Grooming and Hygiene Products — Taxable

- Soaps & cleaning solutions
- Shampoo
- Toothpaste
- Mouthwash
- Antiperspirants
- Suntan lotions & sunscreens

Medical Equipment & Supplies — Exempt

- | Durable Medical Equipment | Mobility Enhancing Equipment | Prosthetic devices | Medical supplies |
|---|---|--|---|
| <ul style="list-style-type: none">• Bath & shower chairs• Commode chairs• Dialysis treatment equipment• Drug infusion devices• Feeding pumps• Hospital beds• MRIs• Oxygen equipment• Resuscitators• X-ray machines | <ul style="list-style-type: none">• Wheelchairs• Stairlifts• Canes• Crutches• Motorized carts• Walkers | <ul style="list-style-type: none">• Artificial limbs• Artificial eyes• Prescription eyeglasses & contact lenses• Hearing aids• Dentures & dental appliances• Electronic voice producing machines• Cranial hair prosthesis• Cervical collars• Heart valves• Pacemakers• Orthotic devices• Trusses• Fabric & elastic supports• Braces | <ul style="list-style-type: none">• Bandages & surgical dressings• Hypodermic syringes & needles• Disposable heating pads• Colostomy devices |

Supplies — Taxable

- Body massage appliances
- Therapeutic foot baths
- Room humidifiers & air conditioners
- Household baby & bathroom scales
- Medic alert bracelets
- Hot tubs

Food, Food Products, and Beverages — Exempt

Food, food products, and beverages are exempt from Vermont Sales and Use Tax under Vermont law 32 V.S.A. § 9741(13) *with the exception of soft drinks*. Effective July 1, 2015, soft drinks are subject to Vermont tax under 32 V.S.A. § 9701(31) and (54).

For further guidance on beverages that qualify as soft drink subject to tax, see the fact sheet “Vermont Sales and Use Tax on Soft Drinks” on the page, tax.vermont.gov/fact-sheets.



To learn more about Vermont business taxes, see our list of fact sheets at tax.vermont.gov/fact-sheets or contact the Department's Business Tax Section at tax.business@vermont.gov or (802) 828-2551.

Taxation of Fuels

Vermont Sales and Use Tax and Fuel Tax apply differently to fuel in Vermont, depending on the type and use of fuel. A person buying at retail will pay 6% sales and use tax for natural gas to fuel a motor vehicle, propane in a free-standing container, and dyed diesel for limited specific uses. Heating oil, gas, and other fuels used for commercial purposes are also subject to 6% sales and use tax, but not when used in the home. Where a municipality has voted to impose a local option sales tax, an additional 1% tax will apply to taxable sales made in that municipality. The \$0.02 per gallon fuel tax applies to heating oil, propane, kerosene, or other dyed diesel fuel delivered to a residence or business. The charts on this fact sheet explain the types of fuels taxed and exempted under each of these two taxes.

Dyed Diesel

Starting July 1, 2017, two new uses of dyed diesel became exempt from sales and use tax. Dyed diesel is now exempt when purchased for any of the following uses:

- to power the types of forestry machinery and equipment listed below;
- to propel a vehicle off road;
- for farming, if used directly and exclusively for farming purposes; and
- to manufacture tangible personal property for sale, whether used directly or indirectly.

The types of exempt forestry machinery and equipment are: skidders with grapple and cable, feller bunchers, cut-to-length processors, forwarders, delimbers, loader slashers, log loaders, whole-tree chippers, stationary screening systems, and firewood processors, elevators, and screens. The exemption can be claimed by completing Form S-3F, Vermont Sales Tax Exemption Certificate For Fuel Or Electricity. Dyed diesel used off road in stationary equipment (i.e., generators) when used for commercial purposes remains taxable.

Exemption Certificates

Exemption certificates are available on the Vermont Department of Taxes website:

Form S-3F, Vermont Sales and Use Tax Exemption Certificate for Fuel or Electricity

Form S-3, Vermont Sales and Use Exemption Certificate for Purchases for Resale and by Exempt Organizations

Fuel Tax

On July 1, 2016, the Fuel Gross Receipts Tax was renamed the Fuel Tax. The Fuel Tax is imposed on the retail sale of heating oil, propane, kerosene, and other dyed diesel fuel delivered to a residence or business at a rate of \$0.02 per gallon.

A new gross receipts tax on retail sales of coal and natural gas is also imposed at a rate of 0.75%. Additionally, a gross receipts tax on the retail sale of electricity is now imposed at a rate of 0.5%.

Before Jan. 1, 2017, the Department required quarterly filing of Fuel Tax. The Fuel Tax must now be filed and paid monthly. Returns and payments for the Fuel Tax must be made to the Department of Taxes using Form FGR-615, Fuel Tax and Petroleum Distributor Licensing Fee Return.

Fuel dealers who choose to itemize an invoice or bill in order to show the amount of the Fuel Tax must include the following statement:

**The purpose of the Fuel Tax is to support
Vermont's Low Income Home
Weatherization Program**

Please see the charts on the next page
for specific information about the recent changes

Sales and Use Tax (32 V.S.A. ch. 233)

Tax rate	6% of the retail sales price, plus 1% of the retail sales price in municipalities that have voted to impose a local option sales tax
Taxpayer	Any purchaser, unless exempt
Types of fuels taxed	<ul style="list-style-type: none"> • Heating oil, gas, and other fuels used for commercial purposes in mixed-use buildings (both residential and commercial) are subject to sales tax, but the portion of fuel used for residential purposes is exempt. 32 V.S.A. § 9741(26) • Propane sold at retail in free-standing containers, or sold as part of a transaction where a free-standing container is exchanged without a separate charge 32 V.S.A. § 9741(26) <ul style="list-style-type: none"> ▪ No sales tax on propane refills using the purchaser's own container • Natural gas used to propel a motor vehicle 32 V.S.A. § 9741(7)(B) • Dyed diesel used off road in stationary equipment (e.g., generators) for commercial purposes 32 V.S.A. § 9741(7)(A)(iii); <ul style="list-style-type: none"> ▪ If equipment is capable of both propulsion and non-propulsion use, only the non-propulsion use of dyed diesel is taxable.
Types of fuels exempt from sales tax, based on use	<ul style="list-style-type: none"> • Heating oil, gas, and other fuels used in a residence for all domestic use, including heating 32 V.S.A. § 9741(26) <ul style="list-style-type: none"> ▪ In mixed-use buildings (both residential and commercial), the portion of fuel used for residential purposes is exempt, but the portion for commercial purposes is subject to sales tax. • Dyed diesel used to: <ul style="list-style-type: none"> ▪ power forestry machinery; for a full list of exempt machinery and equipment that dyed diesel is bought to power, see 32 V.S.A. § 9741(51) ▪ propel a vehicle on or off road, including specifically for agricultural or manufacturing purposes, 32 V.S.A. § 9741(7)(A)(iii), (27), (34) <ul style="list-style-type: none"> • If equipment is capable of both propulsion and non-propulsion use, only the propulsion use of dyed diesel is exempt. • Sales of electricity, oil, gas, and other fuels used: <ul style="list-style-type: none"> ▪ directly and exclusively for farming purposes 32 V.S.A. § 9741(27) ▪ directly or indirectly in manufacturing tangible personal property for sale 32 V.S.A. § 9741(34)
Types of exempt purchasers	<p>Organizations that are exempt from sales and use tax under 32 V.S.A. § 9743:</p> <ul style="list-style-type: none"> • Federal and State of Vermont (including municipal) government entities • Nonprofit organizations that qualify for exempt status under 26 U.S.C. § 501(c)(3), agricultural organizations, qualified for exempt status under 26 U.S.C. § 501(c)(5), when presenting agricultural fairs, field days or festivals • Schools as defined in 16 V.S.A. § 11(7) and (8); and municipalities, which include any city, town, unorganized town, village, grant, or gore

Fuel Tax (33 V.S.A. § 2503)

Tax rate	\$0.02 per gallon of fuel sold at retail
Taxpayer	Any seller who makes a retail sale of fuel delivered to a residence or business
Types of fuels taxed	Heating oil, propane, kerosene, and other dyed diesel fuel delivered to a residence or business are subject to fuel tax. There are also two percentage-based gross receipts taxes imposed on the retail sale of natural gas and coal (0.75%), and on electricity (0.5%).
Types of exempt purchasers	Retail sales of fuel to organizations that are neither residences nor businesses are not subject to the fuel tax. This includes federal and State of Vermont (including municipal) government entities and nonprofit organizations.



Memorandum**To:** Village of Essex Junction Trustees**From:** Travis Sabatase, HR Director *TS***Re:** Joint Safety Committee Policy**Date:** February 22, 2019

Issue

The issue is providing the Trustees with the draft Safety Committee Policy.

Discussion

The Town of Essex and Village of Essex Junction held their first joint safety committee meeting on January 2, 2019. At this meeting a draft Safety Committee Policy was presented and members were given an opportunity for input. A revised Safety Committee Policy was then adopted by the Joint Safety Committee at the meeting on February 1, 2019. This policy is being provided to the Trustees for review and will be on a subsequent agenda for adoption.

Cost

None.

Recommendation

This memo is for informational purposes.

Safety Committee Policy	
Revision Number: 2.0	Town of Essex Selectboard Adopted on: TBD
Revision Date: 2/1/2019	Village of Essex Junction Trustees Adopted on: TBD
Effective Date: TBD(once adopted)	

Mission: The Town of Essex and the Village of Essex Junction Joint Safety Committee will work to assess, monitor and improve safe working conditions at the two municipalities. Their work will be performed with support of the Town of Essex Selectboard and the Village of Essex Junction Trustees who recognize the valuable role that employees can play in safety program management. Furthermore leadership commits to implement those safety committee recommendations that are both economically feasible, departmentally feasible, and will truly have an impact on injury frequency and severity. The Town and the Village are committed to providing services in a manner that minimizes workplace hazards and enhances workplace safety to the maximum extent possible with the need to serve the public and provide needed municipal services, and in doing so comply with all applicable laws, rules and regulations of the state and federal government relating to occupational safety and health.

Membership: The safety committee shall be composed of a minimum of one representative from each of the following:

1. Either Essex Parks and Recreation or Essex Junction Recreation and Parks
2. Either Brownell Library or Essex Free Library
3. 2 Lincoln Street
4. 81 Main Street
5. Town Public Works
6. Village Public Works
7. Police
8. Either Town Fire or Village Fire
9. Wastewater Treatment Facility

Department heads shall be responsible for appointing the committee's representatives. The chosen representatives shall appoint one alternate who will attend meetings in their absence. The committee shall appoint its own chair, minute's taker, and time-keeper and meet at least once every three months.

Responsibility/Tasks:

1. Bring to the appropriate department head and/or the Unified Manager any safety related concerns and recommendations for improvement.
2. Conduct periodic safety inspections of Town and Village facilities and report any safety violations to the department head and/or Unified Manager.

3. Recommend, review, and help draft departmental and organization-wide safety policies, practices and procedures for consideration by department heads and/or the Unified Manager. For departmental policy and procedure changes the safety committee rep from the respective department shall work with the department head on changes.
4. Keep up to date the Town and Village Safety Manuals.
5. Organize departmental and/or organization-wide safety trainings with the approval of the department head and/or Unified Manager.
6. Set an example for workplace safety. Advise other employees when they are violating safety policies and procedures. Report the unsafe activities to the department head and/or Unified Manager.
7. Manage the Town and Village wide safety data sheet program.
8. Other duties may be assigned or approved by the Unified Manager.

Communication/Planning: Meeting minutes (from the previous meeting) will be approved at each meeting and disseminated to employees in a manner accessible by all staff.

Hazards, recommendations, etc., will be tracked or otherwise incorporated into the monthly minutes to ensure that items are corrected in a timely manner. Safety committee members are encouraged to solicit suggestions for preventing injuries from their co-workers and to raise these issues in committee meetings to enhance employee involvement. Committee members will also serve as safety ambassadors bringing employee safety concerns to the committee.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Essex, Vermont, this ____ day of _____ and is effective as of this date until amended or repealed.

Max G. Levy, Chair

Irene A. Wrenner

R. Michael Plageman, Vice Chair

Andrew J. Watts

Elaine H. Sopchak, Clerk

The foregoing Policy is hereby adopted by the Trustees of the Village of Essex Junction, Vermont, this ____ day of _____ and is effective as of this date until amended or repealed.

George A. Tyler, President

Daniel S. Kerin

Andrew P. Brown, Vice President

Elaine H. Sopchak

Lori A. Houghton



MEMORANDUM

TO: Village Trustees
 FROM: Tammy Getchell, Assistant to the Manager
 DATE: February 20, 2019
 SUBJECT: Trustees Meeting Schedule

A handwritten signature in black ink, appearing to read "Tmg", is placed to the right of the "FROM:" line.

TRUSTEES MEETING SCHEDULE/EVENTS

February 22-March 4	Warning to be posted in two public places, plus in or near the Clerk's office, between these dates. <i>(No earlier than 40, nor later than 30 days before Annual Meeting)</i>
March 4	5:00 PM –Deadline for nominating petitions to be filed with Village Clerk <i>(6th Monday before Election)</i>
March 12 6:30 PM	Regular Meeting
March 21	Publish budget in Village Newsletter. <i>(Budget must be distributed at least 10 days before annual meeting).</i>
March 21	Publish Warning in Essex Reporter. <i>(Warning must be published at least 5 days before meeting).</i>
March 26 6:30 PM	Regular Meeting
April 3 7:00 PM	Annual Meeting at Essex Community Educational Center—Community Dinner to precede Meeting at 6:00 PM
April 9	Annual Election—Polls open 7:00 AM to 7:00 PM—Essex High School. Note: The vote will be with the school election.
April 9 7:00 PM UPDATED	Joint Meeting at 2 Lincoln
April 23 6:30 PM UPDATED	Regular Meeting <ul style="list-style-type: none"> • Organizational Meeting
May 14 6:30 PM	Regular Meeting