



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

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, March 26, 2019
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944



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. **BUSINESS ITEMS**
 - a. Grant application for Class 2 Paving Grant—Aaron Martin
 - b. Memo and attachment re: new municipal website
 - c. Transition to paperless invoicing—Sarah Macy
6. **CONSENT ITEMS**
 - a. Approval of minutes: March 12, 2019—Special Meeting; March 12, 2019—Regular Meeting
 - b. Check Warrants #17138—03/15/19; #17139—03/22/19
 - c. Approve Banner Application for 2019 Vermont Quilt Festival
 - d. Approve 2019 Champlain Valley Exposition Banner Applications
7. **READING FILE**
 - a. Board Member Comments
 - b. Email from Lawrence Sudbay re: Amtrak Plans
 - c. Joint Safety Committee Policy with edits
 - d. Email and attachment from Dennis Lutz re: FEMA Discovery Meeting and Questionnaire
 - e. Email from Kaitlin Hayes re: resignation from Planning Commission
 - f. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. An executive session is expected for discussion of a real estate issue
9. **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 Unified Manager's office at 878-6944.

Certification: 03/22/2019
Date Posted

AMitchell
Initials

Memo

To: Evan Teich, Unified Manager and the Village Trustees
From: Dennis E. Lutz, P.E., Public Works Director 
Ricky Jones, Village Highway Superintendent
Aaron K. Martin, P.E., Utilities Director / Town Engineer 
Date: March 11 2019
Subject: 2020 Class II Town Highway Paving Grant – West Street

ISSUE: The purpose of this memo is to provide information to the Trustees regarding the 2020 Town Highway Paving Grant program from VTRANS. If a grant is awarded, funding will be used to offset the construction costs associated with repair and overlay of a 5,333-foot long continuous section of West Street, (TH-5).

DISCUSSION: West Street, between the intersection with South Street and the intersection of West Street Extension, has not received any pavement treatment in over 25 years. Over the years since then, a significant amount of deterioration has occurred to the wearing surface. West Street is a major collector road in the Village and can see up to 5,855 AADT which acts to accelerate the deterioration process. This traffic only stands to increase over time as development increases within the Village core and traffic patterns change throughout the County.

The section of West Street, between the intersection with South Street and the intersection of West Street Extension has a total width of 26 feet and is approximately 5,333-feet in length. The road surface shall be repaired in the locations with the most severe pavement failure. The entire road surface within the project limits shall be cold planed to a depth of 1.5 Inches, a Type IV bituminous concrete pavement shim course will be placed along the entire length of the milled surface, and a two (2.0) inch pavement overlay of Type III bituminous concrete will be applied with new pavement markings.

The Village is requesting a grant award for 80% of the eligible project cost, which includes the work described above for the 5,333-foot length of road. The Village will cover the remaining 20% of the eligible cost of the project and the full amount of the non-eligible costs. If the Village does not obtain the Class II paving grant this year, then the scope of pavement reconditioning work described above will be downsized, and portions would be completed with budget paving funds. Staff's recommendation would be to reapply for grant funding next year. The project will be included in the Summer 2020 paving bid. This project will only be awarded as described above if a grant award is received.

COSTS: The total project cost for the West Street pavement restoration as proposed, is \$328,800.50. A cost estimate will be submitted as part of the application, and has been attached to this memo. The Village is asking for \$175,000.00 of assistance through the Class II Paving Grant program. This is the maximum award a community can receive under this grant program. The Village will be responsible for the remaining 20% of the eligible cost of the project and 100% of the non-eligible costs, (estimated Village cost = \$153,800.50). If the Village obtains the grant, the plan is to use FYE20 paving funds to make up the local share.

RECOMMENDATION: Although no Trustee signatures are required to submit the grant, it is recommended that the Trustees support the staff's application for the grant funds.

ATTACHMENT C

West Street TH - 5

Item	Item Description	Units	Unit Cost	Quantity	Total
Mill & Fill					
TOE	2.0-Inch Type III Bituminous Concrete Pavement	Ton	\$ 75.00	1,717	\$ 128,775.00
210.10	Cold Planing, Bituminous Pavement	SY	2.50	Subtotal 15,150	\$ 128,775.00
604.40	Change Elevation of Drop Inlets, Catch Basins	EA	1,325.00	59	\$ 37,875.00
604.42	Change Elevation of Sewer Manhole	EA	1,325.00	36	\$ 78,175.00
629.20	Adjust Elevation of Valve Box	EA	325.00	13	\$ 47,700.00
630.10	Uniformed Traffic Officers	HR	75.00	30	\$ 4,225.00
630.15	Flaggers	HR	26.00	120	\$ 2,250.00
646.411	Durable 4 Inch Yellow Line, Recessed Type I Tape	LF	2.75	9,702	\$ 3,120.00
				Subtotal	\$ 26,680.50
				Subtotal	\$ 200,025.50
				Total Project Cost	\$ 328,800.50

USE \$ 328,800.50 Eligible Project Costs

T PLANT RD

STATE HIGHWAY

CLASS 1

TN-1	3,633
TN-2	1,283
TN-3	1,227
TOTAL CLASS 1	5,013

CLASS 2

TN-4	3,026
TN-5	1,458
TN-6	8,430
TN-7	6,100
TOTAL CLASS 2	2,006

CLASS 3

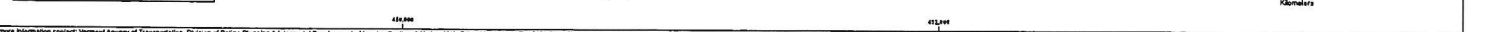
TOTAL CLASS 3	77,80
TOTAL TOWN	34,819

STATE HIGHWAY

VI-3A	8,800
TOTAL STATE HIGHWAY	8,800
TOTAL STATE	8,800

TOTAL TRAVELED HIGHWAYS, FEB. 10, 2018: 35,419

(Excludes Class 1 and Local Road mileage)



FY 2020
Class II Town Highway
Paving Grant Application

Attachment B



**Photo No. 1 (Station 00 ±00)
Intersection with South Street Project Start**



Photo No. 2 (5±00)

FY 2020
Class II Town Highway
Paving Grant Application

Attachment B



Photo No. 3 (10±00)



Photo No. 4 (15±00)

FY 2020
Class II Town Highway
Paving Grant Application

Attachment B



Photo No. 7 (30±00)



Photo No. 8 (35±00)

Memorandum

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

Cc: Communications Committee; Caitlin Corless; Emily Moulton; Hannah Tracy

From: Greg Duggan, Deputy Manager; Tammy Getchell, Assistant to the Manager; Rob Paluba, IT Director

Re: Plans for new municipal website

Date: March 22, 2019

Issue

The issue is informing the boards of potential changes to the Village and Town websites.

Discussion

The Unified Manager has signed a contract with CivicPlus to create a new community website for the Village of Essex Junction and Town of Essex. Staff has targeted an admittedly ambitious launch date of September 1, 2019.

Reasoning for new website

The primary purpose of a new website is to enhance community-wide communications and customer service, and to allow IT and communications staff to operate more efficiently.

One of the board goals for the Unified Manager in 2018 was to “develop a community strategy to increase the number of residents hearing and understanding our message. The program should focus on reaching a broad and diverse group of individuals and it should cross over multiple platforms, including internet, print-paper, and public meetings.” Revamping the Village and Town websites – as well as incorporating many of the external websites used by different departments – to create a single landing page for the community is a key component of that strategy. Residents will be able to visit one website and then find the function or information they desire, whether from the Village, the Town, or if they are unsure.

With the current web presence, the Town and Village operate 14 websites (not including facebook pages), including a Town website, Village website, separate websites for fire departments, and multiple Essex Junction Recreation and Parks pages. (Please note: Brownell will keep its current website.). By moving to a single web platform, staff will be able to post materials once and IT can provide better support by using a single platform and having a single web provider – a situation that will improve staff efficiency and progress consolidation and alignment efforts.

With less time spent on websites, IT and Communications staff will have more time for other responsibilities and projects.

CivicPlus offers Civic Ready, a mass notification system that will improve the ability of the Village and Town to communicate with residents on everything from board updates to emergency notifications.

The website redesign also offers an opportunity to create intuitive navigation that is consistent on all pages, improved functionality and features, compatibility across all device types (cell phones, tablets, laptops, etc.), and ADA compliance, while keeping the positive features of our current websites.

Control

While IT will be able to better provide support with one web platform, the proposed web platform will also give each department more control in managing their own webpages within a single overall framework. Anyone comfortable with Microsoft Word will have at least a basic ability to update the webpages.

Steps taken to date

- A contract has been signed with CivicPlus. In retrospect, staff acknowledges that we should have met with the Selectboard and Trustees before signing the contract. The decision to sign the contract was made, however, in the interest of progressing the communications plan at a time when other topics were taking up the bulk of discussion time at joint meetings. Staff will make website updates a priority moving forward.
- A team has formed to work on the website update: Communications Team (Greg Duggan, Rick Garey, Tammy Getchell, Shannon Lunderville, Darby Mayville, Rob Paluba), Hannah Tracy from Brownell Library, and a representative from Essex Free Library.
- Surveys have been sent to all board members and members-elect, and all department heads.
- Photos have been sent to CivicPlus to populate the website (departments will be able to upload new photos to their web pages).

Next steps

- At the joint board meeting on April 9, the draft agenda includes a discussion about a shared community website. Survey responses will be available for review.
- Website team will review responses and discussion from board members and department heads and begin more in-depth design discussions internally and with CivicPlus.

Draft website layout

The primary goal is to create an Essex Community Website. Neither a Town website nor a Village website, so much as one website that features each municipality within it. The early concept is to have one landing page with four primary subsections: Village of Essex Junction government; Town of Essex government; Our Story/About Us; and a fourth page, the primary purpose of which has yet to be decided (possibilities include Shared Government Functions, a high-traffic department such as Recreation, News and Events updates, etc.). Please see attached for a **very** rough draft of a homepage.

Ideally, each subsection will share a similar framework and feel. The final design will be based on the strengths and positive features of existing websites, as well as input from boards, staff, and potentially residents.

Cost

The shared website and platform will cost the Village and Town a combined \$14,650, compared to the current \$13,476 for the combined cost of all current website costs (hosting fees, service fees, SeeClickFix subscription, etc.).

Recommendation

This memo is for informational and discussion purposes.



ESSEX, VERMONT

Town of Essex and Village of Essex Junction

SEARCH _____

Our Story

About Essex

Live

Grow

Work

Play

Heart & Soul of Essex

EWSD

Etc.

Town of Essex

Selectboard

Town Departments

Boards & Committees

Etc.

Village of Essex Junction

Board of Trustees

Village Departments

Boards & Committees

Etc.

Joint Town/Village Functions

Manager's Office

Clerk's Office

Finance

Etc.

Commented [GD2]: The fourth primary subpage is not yet decided. Ideas include Joint functions, Recreation, Upcoming Events/News, Community Partners (Channel 17, CCRPC, WVPD, GMT, etc.) ...

Commented [GD1]: The Economic Development Commission is interested in building off the State's ThinkVT campaign to Live, Grow, Work, Play in Vermont, and has already worked with a resident to draft a dynamic "Play" in Essex page.

High-use, high-priority features can also be included on the home-page. Things like **Online Payments, Notify Me, Request Tracking Application** (similar to SeeClickFix), **News and Events**



BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
Tuesday, March 12, 2019 at 6:00 PM
2 Lincoln St., Essex Junction, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **EXECUTIVE SESSION**
 - a. Discussion of a real estate issue
6. **ADJOURN**

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Certification: 03/08/2019

Date Posted

JM Mitchell
Initials

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

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Elaine Haney; Dan Kerin
ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Village Manager; Robin Pierce, Community Development Director
OTHERS PRESENT: Brett Grabowski

1. CALL TO ORDER

George Tyler called the meeting to order at 6 PM.

2. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Andrew Brown to enter executive session for the negotiating or securing of real estate purchase or lease options pursuant to 1 V.S.A. § 313(a)(2), to include the Unified Manager, Assistant Village Manager, Community Development Director and Brett Grabowski. Voting: *unanimous* (4-0); *motion carried*, at 6 PM.

MOTION by Andrew Brown, SECOND by Dan Kerin to exit executive session for the negotiating or securing of real estate purchase or lease options pursuant to 1 V.S.A. § 313(a)(2), to include the Unified Manager, Assistant Village Manager, Community Development Director and Brett Grabowski. Voting: *unanimous* (4-0); *motion carried*, at 6:23 PM.

3. ADJOURN

MOTION by Dan Kerin, SECOND by George Tyler, to adjourn the special meeting. Voting: *unanimous* (4-0); *motion carried*.

The meeting Adjourned at 6:25 pm

Respectfully Submitted,
Sarah Macy



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4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **PUBLIC HEARING** [6:35 PM]
 - a. Public Hearing on VT Housing Data Community Profile Report—Leslie Black-Plumeau
6. **BUSINESS ITEMS**
 - a. Presentation of FYE18 Audit—Casey Scandore
 - b. Presentation on Parking Study—Rick Bryant from Stantec
 - c. Presentation about potential Green Mountain Transit route changes—Jon Moore
 - d. Update on school resource officer and program—Evan Teich
 - e. Annual Meeting Preparation
7. **CONSENT ITEMS**
 - a. Approval of minutes: February 26, 2019
 - b. Check Warrants #17137—03/01/19;
8. **READING FILE**
 - a. Board Member Comments
 - b. Agency of Transportation Proposed FY20 Budget
 - c. Memo re: Information about Communications Team and Website Questionnaire
 - d. Chittenden Regional Planning Commission Newsletter
 - e. Upcoming Meeting Schedule
9. **EXECUTIVE SESSION**
 - a. An executive session not anticipated
10. **ADJOURN**

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BOARD OF TRUSTEES
MINUTES OF MEETING
March 12, 2019**

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Elaine Haney; Dan Kerin
ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Village Manager ; Rick Garey, Chief of Police; Robin Pierce, Community Development Director
OTHERS PRESENT: Leslie Black-Plumeau; Rick Bryant; Diane Clemens; Peter Keating; Jon Moore; Patrick Murray; Marti Powers; Casey Scandore; Amber Thibeault; Mia Watson; Irene Wrenner

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

2. **AGENDA ADDITIONS/ CHANGES**

Mr. Tyler suggested to change the agenda so the presentation of the FYE18 audit (item 6a) would take place prior to the Public Hearing on the VT Housing Data Community Profile Report (item 5a).

3. **APPROVE AGENDA**

MOTION by George Tyler, SECOND by Andrew Brown, to move item 6a to before item 5a on the agenda. Voting: unanimous (4-0); motion carried.

4. **PUBLIC TO BE HEARD**

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

There were no comments from the public

5. **PUBLIC HEARING**

a. Public Hearing on VT Housing Data Community Profile Report—Leslie Black-Plumeau
Mia Watson and Leslie Black-Plumeau from Vermont Housing Finance Agency (VHFA) introduced the redesigned Community Profiles website, www.HousingData.org, funded by a VT Community Development Program Planning Grant that included Essex Junction as the municipal conduit. Ms. Black-Plumeau explained that the goal was for the public to better utilize the site's housing data to understand Vermont's housing trends and needs. She said the website is proving useful in Essex's Housing Needs assessment, as the Planning Commission works to determine actions on local housing issues.

Ms. Watson explained that housing data is now organized on the website by area of interest/ subject matter. She demonstrated how the site's new visuals can be used to see and filter data. She pulled up charts that compare Housing Cost Burden data, one of many subjects that can be analyzed on the site. This showed that one in five Village of Essex Junction households is paying over 50% of their income on housing. The information was compared to rates in other municipalities. Ms. Watson also pulled up information on rental housing costs that demonstrated median rent costs for different sized apartments, as compared to other area municipalities.

Mr. Kerin wondered if the site's data will remain current, and Ms. Watson explained that VHFA can easily import new data into the website's back-end Tableau software. Ms. Black- Plumeau praised Ms. Watson for being an expert in managing this software. She said VHFA is available to support the municipality as they navigate and start including information from this website in their planning.

6. **BUSINESS ITEMS**

a. Presentation of FYE18 Audit—Casey Scandore

Casey Scandore, a Manager of Kittell, Branagan & Sargent, discussed the independent audit of the Village of Essex Junction for FYE2018. She said that their opinion is an unmodified opinion, noting that this is the cleanest opinion that can be received. She said an additional single audit found no material deficiencies or weaknesses. Ms. Scandore pointed out the financials were mostly consistent to the year before, with only the addition of the Essex Junction Recreation and Parks Department acquisition and a required disclosure of tax abatements.

Mr. Tyler asked for clarification of the term “High Risk Auditee,” which is used in the audit to describe Essex Junction. Ms. Scandore explained that this is a technical term used in the single audit because the Village has not had a single audit for two consecutive years yet. Mr. Brown asked if there were any concerns with how the accounting for consolidation efforts were being handled and she pointed out that there are no concerns with this. Mr. Teich asked Ms. Scandore to discuss Essex Junction's financial controls, policies and procedures established to prevent fund comingling and fraud. She said, based on the audit's substantive testing, they found no inconsistencies with the financial controls and there are enough staff to implement them. Ms. Scandore and Mr. Teich praised staff for being very prepared for this audit.

b. Presentation on Parking Study—Rick Bryant from Stantec

Mr. Bryant presented Stantec's parking study findings for the Village of Essex Junction. He explained that the study's goal was to identify overall parking supply and suggest potential remedies for parking “hot spots”. Stantec collected and analyzed data on private and public parking around the 5 corners, within 5 parking zone “wedges”. He showed maps of these areas, with all public and private parking labeled, noting the number of spaces available and percentage used in each lot. The study focused on midweek/midday parking, midweek/ Farmer's Market time parking, and Friday evening parking. They determined that the overall parking supply is adequate, with a few “hot spots” where remedies are available. At mid-day, public spaces are more heavily used, peaking at 57% occupancy; farmers market day peaks at 40%. Parking next to the library and municipal buildings are often full during the day, but he suggested this challenge could be solved if staff used other local lots in close proximity. The Farmer's Market lot is only 5% utilized. Other neighboring lots that are underutilized but would need to be discussed with the school or a private lot owner to establish a Memorandum of Understanding (MOU), as is the practice in other municipalities. Similarly, there are “hot spots” on Friday evenings in the lots by the Lincoln Inn. The study suggests that lots down the road could be used. Mr. Bryant discussed future parking, considering future projects such as building the Crescent Connector, closing a road at Five Corners, and constructing buildings. He said that added vs. lost parking with these projects appear to balance out.

Mr. Tyler mentioned that, even with objective data, people's perceptions about parking availability may differ. Mr. Bryant said that education and communication efforts can change perceptions. Some options are to use wayfinding signs and website information about where people can park. Mr. Kerin said that McGillicuddy's already hands out a map that communicates where to park.

Patrick Murray wondered if Stantec had considered reviewing more dates to establish a bigger parking data set to analyze. Mr. Bryant said they are confident with the data accuracy because the study was conducted during busy months of the year and they cross-checked their results with anecdotal information from local residents. Mr. Teich clarified with Mr. Bryant that the high percentage of evening parking near McGuillicuddy's is only an overfill number of about 15 spaces. Mr. Kerin and Mr. Bryant discussed the likelihood of pedestrian, bike, and autonomous vehicles in the future and its potential implications on parking trends.

c. Presentation about Potential Green Mountain Transit Route Changes—Jon Moore

Mr. Moore and Marty Powers provided background on a multi-year, comprehensive service analysis conducted by Nelson Nygaard, with Green Mountain Transit (GMT), to look at ridership and services in order to maximize GMT transportation efforts in their 5-county service area. GMT hoped to increase ridership, decrease congestion and decrease greenhouse gasses. Mr. Moore discussed current ridership rates and suggested changes to the three routes serving Essex Junction, including:

- Increased the frequency of the Essex Junction route bus to every 20 minutes.
- Improved and extended evening services, with the last #2 Downtown Burlington bus leaving for Essex at 11pm.
- Decreased wait time to 45 minutes for busses on Sundays, which currently run every 75 minutes.
- Seamless routes to Shelburne on the #6 bus and to Taft Corners on the #10 bus.
- Eliminate the Global Foundries route and include this stop in the #4 and #10 busses, which would become an hourly route and include a walk and/or a transfer for Global Foundries riders
- The #2 bus will not run in the side neighborhoods but, instead, go directly to Amtrak.
- Possibly combining the Essex Center route with the #10 route as a direct line from the outlets and Taft Corners. This would terminate the Sandhill Rd. section but is still being discussed with the schools, where ridership of students to Sandhill Rd and River Rd. is up 60% this year.
- Increase base cash fare to \$1.50 per trip, up from \$1.25.

Mr. Moore said there will be a public meeting at the Village offices about the changes on April 8th from 7:00pm-8:00pm. Then, a presentation with a motion to approve the plan will be brought to the April 16th board meeting, and the schedules will be implemented and begin June 17th.

Mr. Brown and Mr. Moore discussed the possibility of, in the future, if GMT may consider free routes or express busses in relation to park and ride locations. Mr. Moore explained that if free routes were to be implemented GMT would need a strategy to make up more than \$2 million dollars in revenue, to keep current service levels. Ms. Powers asked for information about the scheduled Amtrak platform improvements and plans to improve traffic flow and the bus lane.

Ms. Haney requested that a route be established from the Amtrack station to the Richmond Park & Ride, to serve the high volume of commuters to Montpelier. Mr. Moore said this conversation was included in their analysis and it is likely to happen in the long run, but not yet.

Mr. Teich wondered how the elimination of the Sandhill Rd and River Rd sections will affect their school collaboration with the #4 bus, considering the increased school ridership and Mr. Kerin expressed concern about GMT's bussing of schoolchildren without school bus lighting for safety.

d. Update on School Resource Officer and Program—Evan Teich

Police Chief Rick Garey described the Department's strategy to station a new officer, recently hired, to serve as a School Resource Officer to Essex High School. He explained that the department has

been evaluating services and staffing for the past year, while researching and strategizing the implementation of best practices for school safety. Chief Garey said that current national and regional events have made high school security and safety a priority. Historically, in Essex, the School Resource Officer was stationed at the grade schools, delivering classroom lessons like community safety, avoiding drugs and alcohol, etc., and was solely paid for by the Police Department. The position will no longer be serving in this role. Chief Garey discussed collaborating with the school district for more than one School Resource Officer and having a portion of the additional officer's salary paid for by the schools. At the high school, the officer will be focused on positive relationship-building with the students as well as school security and safety. Chief Garey explained that the 5 year goal is to have one Resource Officer at each of the schools.

Mr. Kerin and Chief Garey talked about the current security staffing at the high school, which will continue to be a Security Guard and a Police Officer. This new position will be an additional safety precaution. Chief Gary explained that the community partnership with the Howard Street Outreach team could still be called on for support, when necessary. There will be a MOU between the Department and the schools to define privacy parameters and training requirements for the School Resource Officer. Mr. Brown clarified, with Chief Garey, that this new, full-time position is necessary.

The Trustees complemented the Police Department for their support at traffic stops and their use of the Facebook page to build community trust and engagement. Chief Garey explained how the use of social media can help solve crimes.

e. Annual Meeting Preparation

The Trustees discussed the upcoming Annual Meeting. Mr. Tyler pointed out that the schedule will be similar to previous years and he will work with Ms. Macy to create a brief presentation of the budget. The Trustees discussed how to present merger details, deciding to focus on cost savings associated with the consolidation to date. Ms. Haney requested that the Annual Report have a glossary of terms in the back. Mr. Teich asked for any revisions to the materials for the Report to be submitted to staff by Thursday 3/14/19. Mr. Brown wondered why no bake sales run on the meeting day, as is done in many other municipalities. Mr. Teich pointed out that, with so many groups in the Village of Essex Junction, narrowing down to just one to do a bake sale would be a challenge. For future years, Mr. Tyler suggested that the Trustees may want to consider making the report be a combination of Town, Village and the schools' reports and Ms. Haney suggested utilizing dyslexic-friendly font.

Diane Clemens requested that the "Vote Today" signs be out on Annual Meeting day so there is no oversight on behalf of residents. She pointed out that she does not believe this was done in the day of most recent voting.

7. CONSENT ITEMS

MOTION by Andrew Brown, SECOND by Elaine Haney, to approve the consent agenda:

- a. Approval of minutes: February 26, 2019
- b. Check Warrants #17137—03/01/19;

Voting: unanimous (4-0); motion carried.

8. READING FILE

- a. Board Member Comments
- b. Agency of Transportation Proposed FY20 Budget

c. Memo re: Information about Communications Team and Website Questionnaire

Ms. Haney expressed her gratitude to the Information and Communications team for this memo. She noted the Essex Governance Group had made a recommendation a few years ago to create and implement a communications plan. She proposed that the Trustees consider developing a public engagement protocol in support of the Information and Communications team's work. She plans to share a public involvement toolkit, created by the City of Portland, with the Trustees in order to help guide the conversation.

d. Chittenden Regional Planning Commission Newsletter

e. Upcoming Meeting Schedule

Mr. Tyler pointed out that the Joint Meeting Schedule was updated to be 7pm on April 9th at 2 Lincoln St. and the Trustees' April regular meeting – Organizational Meeting schedule was updated to be on April 23rd at 6:30pm.

9. **EXECUTIVE SESSION**

No Executive Session took place

10. **ADJOURN**

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

The meeting Adjourned at 8:28 pm

Respectfully Submitted,
Cathy Ainsworth

03/15/19

02:38 pm

Town of Essex / Village of EJ Accounts Payable

Page 1 of 8

Check Warrant Report # 17138 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 03/15/19 To 03/15/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24475	BOND O'REILLY AUTO-ESSEX	03/10/19 VF car wash 5677186438	210-42220.432 VEHICLE MAINTENANCE	13.77	21807	03/15/19
00530	BRODART CO	02/28/19 BL books B5559315	210-45551.641 JUVEN COLLECTION-PRNT & E	29.03	21808	03/15/19
00530	BRODART CO	02/28/19 BL books B5559315	210-45551.610 SUPPLIES	2.40	21808	03/15/19
13800	BROWN DANIELLE M	03/01/19 BF youth program 450003119	210-49345.000 LIBRARY DONATION EXPENDIT	50.00	21809	03/15/19
16030	BROWN ELECTRIC	02/27/19 ST light pole work 33534	210-43160.622 STREET LIGHTS - ELECTRICI	386.20	21810	03/15/19
25120	CLICKTIME.COM	03/06/19 EJRP Online Timesheets 278828	210-45110.330 OTHER PROFESSIONAL SVCS	560.00	21820	03/15/19
04940	COMCAST	02/27/19 VF internet 3/4-4/3 0179210 2/19	210-42220.535 TELEPHONE SERVICES	126.90	21827	03/15/19
31545	COSTCO #314	03/06/19 VF supplies 0030619D	210-42220.610 SUPPLIES	535.34	21830	03/15/19
38280	CRYSTAL ROCK BOTTLED WATE	02/05/19 EJRP Water 020519D1	210-45110.610 SUPPLIES	54.00	21832	03/15/19
38280	CRYSTAL ROCK BOTTLED WATE	03/05/19 LH bottled water 03519	210-41940.610 SUPPLIES	17.48	21833	03/15/19
25715	DONALD L. HAMLIN CONSULT	02/26/19 CD misc assistance 02261919810	210-43110.576 ENGINEERING SERVICES	160.49	21835	03/15/19
25715	DONALD L. HAMLIN CONSULT	02/26/19 CD misc assistance 02261919810	210-41970.330 OTHER PROFESSIONAL SVCS	148.00	21835	03/15/19
V0797	FALCON PLUMBING SERVICE,	03/04/19 LH boiler repair 030419D	210-41940.434 MAINT. BUILDINGS/GROUNDS	381.00	21844	03/15/19
04640	FASTENAL INDUSTRIAL & CON	02/25/19 ST parts VTBUR256819	210-43110.610 SUPPLIES	36.70	21845	03/15/19
24075	FIRE ENGINEERING	02/01/19 VF magazine subscription 338472	210-42220.500 TRAINING, CONFERENCES, DU	24.00	21846	03/15/19
25390	FIRST NATIONAL BANK OMAHA	02/15/19 EJRP Credit Card 5750 021519D	210-45110.330 OTHER PROFESSIONAL SVCS	15.00	21847	03/15/19
25390	FIRST NATIONAL BANK OMAHA	02/15/19 EJRP Credit Card 5750 021519D	210-45110.340 COMPUTER EXPENSES	104.94	21847	03/15/19
25390	FIRST NATIONAL BANK OMAHA	02/15/19 EJRP Credit Card 5750 021519D	210-45110.550 PRINTING & ADVERTISING	18.51	21847	03/15/19
25390	FIRST NATIONAL BANK OMAHA	02/15/19 EJRP Credit Card 5750 021519D	210-45110.550 PRINTING & ADVERTISING	31.80	21847	03/15/19
25390	FIRST NATIONAL BANK OMAHA	02/15/19 EJRP Credit Card 5750 021519D	210-45110.340 COMPUTER EXPENSES	135.00	21847	03/15/19
25390	FIRST NATIONAL BANK OMAHA	02/15/19 EJRP Credit Card 5750 021519D	210-45110.340 COMPUTER EXPENSES	160.00	21847	03/15/19
19005	FIRSTLIGHT FIBER	03/01/19 VA phone, internet 4978656	210-41320.535 TELEPHONE SERVICES	139.66	21852	03/15/19
19005	FIRSTLIGHT FIBER	03/01/19 VA phone, internet 4978656	210-41940.535 TELEPHONE SERVICES	41.14	21852	03/15/19
19005	FIRSTLIGHT FIBER	03/01/19 VA phone, internet 4978656	210-41970.535 TELEPHONE SERVICES	30.75	21852	03/15/19
19005	FIRSTLIGHT FIBER	03/01/19 VA phone, internet 4978656	210-41320.530 COMMUNICATIONS	34.96	21852	03/15/19

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34895	GAUTHIER TRUCKING, INC.	02/01/19 Trash Removal 1369376	210-45220.330 OTHER PROFESSIONAL SVCS	296.76	21857	03/15/19
34895	GAUTHIER TRUCKING, INC.	03/01/19 ST rubbish removal Jackso 1375232	210-43110.565 RUBBISH REMOVAL	93.73	21857	03/15/19
34895	GAUTHIER TRUCKING, INC.	03/01/19 ST rubbish removal variou 1375234	210-43110.565 RUBBISH REMOVAL	428.03	21857	03/15/19
34895	GAUTHIER TRUCKING, INC.	03/01/19 ST rubbish removal Beech 1375365	210-43110.565 RUBBISH REMOVAL	58.36	21857	03/15/19
34895	GAUTHIER TRUCKING, INC.	03/01/19 Trash Removal 1375958	210-45220.330 OTHER PROFESSIONAL SVCS	296.76	21857	03/15/19
20470	GLOBAL MONTELLO GROUP	01/31/19 VA vehicle fuel January CL237199	210-45220.626 GAS, GREASE & OIL	133.02	21858	03/15/19
20470	GLOBAL MONTELLO GROUP	01/31/19 VA vehicle fuel January CL237199	210-42220.626 GAS,GREASE AND OIL	553.68	21858	03/15/19
20470	GLOBAL MONTELLO GROUP	01/31/19 VA vehicle fuel January CL237199	210-43110.626 GAS,GREASE AND OIL	7669.39	21858	03/15/19
14910	GROTEN RAPHAEL	03/06/19 BF youth program 4500022219	210-49345.000 LIBRARY DONATION EXPENDIT	150.00	21864	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-41320.210 HEALTH INS & OTHER BENEFI	142.81	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-43110.210 HEALTH INS & OTHER BENEFI	157.00	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-43151.210 HEALTH INS & OTHER BENEFI	25.39	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-45551.210 HEALTH INS & OTHER BENEFI	285.60	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-41970.210 HEALTH INS & OTHER BENEFI	95.20	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-41335.210 HEALTH INS & OTHER BENEFI	43.42	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-45110.210 HEALTH INS & OTHER BENEFI	190.40	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	210-45220.210 HEALTH INS & OTHER BENEFI	92.34	21879	03/15/19
38540	NATIONAL RECREATION & PAR	02/26/19 CPRP CPRE 33207 3320702 MS	210-45110.500 TRAINING, CONF, DUES	620.00	21885	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-41320.210 HEALTH INS & OTHER BENEFI	327.34	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-43110.210 HEALTH INS & OTHER BENEFI	346.53	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-43151.210 HEALTH INS & OTHER BENEFI	50.33	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-45551.210 HEALTH INS & OTHER BENEFI	467.80	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-41970.210 HEALTH INS & OTHER BENEFI	71.94	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-41335.210 HEALTH INS & OTHER BENEFI	129.40	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-45110.210 HEALTH INS & OTHER BENEFI	456.73	21887	03/15/19

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24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-45220.210 HEALTH INS & OTHER BENEFIT	68.53	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	210-15109.000 EXCHANGE - COBRA	35.96	21887	03/15/19
07635	O'ROURKE MEDIA GROUP	02/07/19 CD-PLANNING COMMISS AD 127201	210-41970.550 PRINTING AND ADVERTISING	108.00	21889	03/15/19
24100	PERMA-LINE CORP.OF NEW EN	02/26/19 ST signs 127754	210-43110.617 SIGNS AND POSTS	77.40	21892	03/15/19
24100	PERMA-LINE CORP.OF NEW EN	02/28/19 ST traffic signs 172788	210-43110.617 SIGNS AND POSTS	159.10	21892	03/15/19
16020	POSTMASTER	03/14/19 AD permit # 675 renewal PI6752019	210-41320.536 POSTAGE	235.00	21897	03/15/19
23855	SOUTHWORTH-MILTON, INC.	03/07/19 VF credit 8E5 repair CR293635	210-42220.432 VEHICLE MAINTENANCE	-979.84	21906	03/15/19
23855	SOUTHWORTH-MILTON, INC.	01/07/19 VF 8E5 repair SCINV367789	210-42220.432 VEHICLE MAINTENANCE	5390.69	21906	03/15/19
21000	UNIFIRST CORPORATION	03/06/19 LH mat svc 0361930037	210-41940.434 MAINT. BUILDINGS/GROUNDS	78.04	21920	03/15/19
21000	UNIFIRST CORPORATION	03/06/19 BL mats 0361930090	210-45551.423 CONTRACT SERVICES	66.94	21920	03/15/19
36130	VERIZON WIRELESS	02/18/19 VA cell phone 1/19-2/18/1 9824405272	210-42220.535 TELEPHONE SERVICES	120.03	21925	03/15/19
36130	VERIZON WIRELESS	02/18/19 VA cell phone 1/19-2/18/1 9824405272	210-41970.535 TELEPHONE SERVICES	40.02	21925	03/15/19
11935	VIKING-CIVES USA	02/27/19 ST bearing 4488797	210-43110.432 VEHICLE MAINTENANCE	128.76	21927	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-41320.210 HEALTH INS & OTHER BENEFIT	62.42	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-43110.210 HEALTH INS & OTHER BENEFIT	67.94	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-43151.210 HEALTH INS & OTHER BENEFIT	10.01	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-45551.210 HEALTH INS & OTHER BENEFIT	94.78	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-41970.210 HEALTH INS & OTHER BENEFIT	18.76	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-41335.210 HEALTH INS & OTHER BENEFIT	24.40	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-45110.210 HEALTH INS & OTHER BENEFIT	86.81	21928	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	210-45220.210 HEALTH INS & OTHER BENEFIT	13.61	21928	03/15/19
29825	VT GAS SYSTEMS	02/21/19 MSP Gas Maint Garage 022119D	210-45220.623 HEATING/NATURAL GAS	511.88	21931	03/15/19
29825	VT GAS SYSTEMS	02/21/19 MSP Gas Main Bldg 022119D1	210-45220.623 HEATING/NATURAL GAS	550.37	21931	03/15/19
07565	W B MASON CO INC	02/20/19 VF white board 63753569	210-42220.610 SUPPLIES	53.79	21938	03/15/19
07565	W B MASON CO INC	02/01/19 Office Supplies I63189495	210-45110.610 SUPPLIES	140.08	21938	03/15/19

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07565	02/06/19	EJRP Supplies I63324711	210-45110.610 SUPPLIES	10.99	21938	03/15/19
07565	02/21/19	EJRP Supplies I63795244	210-45110.610 SUPPLIES	39.31	21938	03/15/19
03180	02/12/19	Sec System Maint Garage 18461	210-45220.434 MAINTENANCE-BUILDINGS/GRO	2630.17	21945	03/15/19
21000	02/06/19	EASC-MAT CLEANING SERVICE 0361924904	225-45122.330 OTHER PROF SERVICES	37.23	21918	03/15/19
21000	02/20/19	EASC-MAT CLEANING SERVICE 0361927526	225-45122.330 OTHER PROF SERVICES	37.23	21918	03/15/19
21000	03/06/19	EASC-MAT CLEANING SERVICE 0361930124	225-45122.330 OTHER PROF SERVICES	37.23	21920	03/15/19
13800	03/08/19	Enrichment Yoga Session 3 030819D	226-45120.330 OTHER PROFESSIONAL SVCS	225.00	21809	03/15/19
17005	03/12/19	Youth Bball Referee 031219D	226-45115.330 OTHER PROFESSIONAL SVCS	120.00	21812	03/15/19
04940	03/12/19	MSP Internet 0176315 219	226-45110.530 COMMUNICATIONS	444.50	21826	03/15/19
04940	03/12/19	Park St Internet 0210908 219	226-45121.530 COMMUNICATIONS	213.15	21828	03/15/19
16095	03/12/19	Youth Bball Referee 031219D	226-45115.330 OTHER PROFESSIONAL SVCS	460.00	21829	03/15/19
19285	03/12/19	EJLL Registrations 031219D	226-45115.330 OTHER PROFESSIONAL SVCS	7435.00	21839	03/15/19
25390	02/15/19	EJRP Credit Card 5750 021519D	226-45120.580 TRAVEL	208.64	21847	03/15/19
25390	02/15/19	EJRP Credit Card 5750 021519D	226-45115.330 OTHER PROFESSIONAL SVCS	55.00	21847	03/15/19
25390	02/15/19	EJRP Credit Card 5750 021519D	226-45115.330 OTHER PROFESSIONAL SVCS	35.00	21847	03/15/19
25390	02/15/19	EJRP Credit Card 5750 021519D	226-45120.610 SUPPLIES	26.13	21847	03/15/19
25390	02/15/19	EJRP Credit Card 5750 021519D	226-45120.610 SUPPLIES	11.34	21847	03/15/19
25390	02/15/19	EJRP Credit Card 5750 021519D	226-45120.610 SUPPLIES	1.86	21847	03/15/19
34895	02/13/19	EJRP Clean-Up 1370083	226-45115.330 OTHER PROFESSIONAL SVCS	861.20	21857	03/15/19
17000	03/05/19	Bball Referee 030519D	226-45115.330 OTHER PROFESSIONAL SVCS	500.00	21860	03/15/19
04005	03/08/19	Enrichment Dance Sess-3 002	226-45120.330 OTHER PROFESSIONAL SVCS	330.00	21863	03/15/19
08795	02/22/19	Ukulele Program 021919EJRP	226-45115.330 OTHER PROFESSIONAL SVCS	312.00	21871	03/15/19
25585	02/25/19	4 5 VC Field Trip 577908801	226-45120.580 TRAVEL	512.18	21874	03/15/19
25585	02/26/19	MS Vac Camp Trip 5787088001	226-45120.330 OTHER PROFESSIONAL SVCS	173.56	21874	03/15/19
19385	11/13/18	DC Trip 4/23/19 23140220	226-45115.330 OTHER PROFESSIONAL SVCS	3434.40	21876	03/15/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	226-45120.210 HEALTH INS & OTHER BENEFI	237.12	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	226-45121.210 HEALTH INS & OTHER BENEFI	184.46	21879	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	226-45110.210 HEALTH INS & OTHER BENEFI	47.59	21879	03/15/19
25035	LIQUID STUDIO	03/04/19 Spring/Summer Brochure 19021	226-45110.330 OTHER PROFESSIONAL SVCS	1650.00	21880	03/15/19
25620	MONTSHIRE MUSEUM OF SCIEN	02/28/19 K3 Vac Camp Field Trip 1782	226-45120.580 TRAVEL	648.00	21883	03/15/19
38540	NATIONAL RECREATION & PAR	02/26/19 CPRP CPRE 33207 3320702 MS	226-45110.500 TRAINING, CONF, DUES	220.00	21885	03/15/19
38540	NATIONAL RECREATION & PAR	02/26/19 CPRP CPRE 33207 3320702 MS	226-45120.500 TRAINING, CONF, DUES	616.78	21885	03/15/19
11885	NEW ENGLAND RUNNER	02/05/19 Essex Half Listing 19AC35	226-45115.610 SUPPLIES	90.00	21886	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	226-45120.210 HEALTH INS & OTHER BENEFI	212.41	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	226-45121.210 HEALTH INS & OTHER BENEFI	330.74	21887	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	226-45110.210 HEALTH INS & OTHER BENEFI	35.97	21887	03/15/19
19155	OLD TOWN TROLLEY TOURS OF	03/13/19 DC Trolley Final Pymt 10810 2	226-45115.330 OTHER PROFESSIONAL SVCS	1550.00	21890	03/15/19
24855	PETTY CASH - CAITLIN FAY	03/12/19 EJRP Petty Cash Reimburse 031219D	226-45115.330 OTHER PROFESSIONAL SVCS	50.00	21893	03/15/19
24855	PETTY CASH - CAITLIN FAY	03/12/19 EJRP Petty Cash Reimburse 031219D	226-45115.330 OTHER PROFESSIONAL SVCS	50.00	21893	03/15/19
24855	PETTY CASH - CAITLIN FAY	03/12/19 EJRP Petty Cash Reimburse 031219D	226-45115.330 OTHER PROFESSIONAL SVCS	25.00	21893	03/15/19
24855	PETTY CASH - CAITLIN FAY	03/12/19 EJRP Petty Cash Reimburse 031219D	226-45120.610 SUPPLIES	32.41	21893	03/15/19
14230	PREMIER COACH CO INC	03/13/19 DC Trip Final Bus Payment 031318D	226-45115.330 OTHER PROFESSIONAL SVCS	18443.00	21898	03/15/19
20620	RASCO LAURA	03/07/19 PS Playgroup Coordinator 030719D	226-45121.330 OTHER PROFESSIONAL SVCS	180.00	21899	03/15/19
16090	REGAL GYMNASTICS ACADEMY	03/12/19 K3 Vac Camp Field Trip 031219D	226-45120.580 TRAVEL	385.00	21900	03/15/19
24830	REINHART FOODSERVICE	03/11/19 Enrichment Snack 123034	226-45120.610 SUPPLIES	66.14	21901	03/15/19
24830	REINHART FOODSERVICE	03/11/19 Hiawatha VK Snack 124346	226-45120.610 SUPPLIES	39.35	21901	03/15/19
24830	REINHART FOODSERVICE	03/11/19 Summit VK Snack 124838	226-45120.610 SUPPLIES	56.34	21901	03/15/19
24830	REINHART FOODSERVICE	03/11/19 Fleming VK Snack 125176	226-45120.610 SUPPLIES	129.47	21901	03/15/19
25845	SWIM WITH ANNIE	03/08/19 Enrichment Swim Session 3 030819D	226-45120.330 OTHER PROFESSIONAL SVCS	1620.00	21909	03/15/19
25845	SWIM WITH ANNIE	03/11/19 SWA Session D Reg 031119D	226-45126.330 OTHER PROFESSIONAL SVCS	45588.44	21909	03/15/19

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70855	03/08/19	THE ESSEX Enrichment Swim Session 3 030819D	226-45120.330 OTHER PROFESSIONAL SVCS	1000.00	21910	03/15/19
05370	03/13/19	THUNDER GRILL DC Meal Final Pymt 4/26 031319D	226-45115.330 OTHER PROFESSIONAL SVCS	1436.40	21912	03/15/19
42345	02/22/19	U S TOY CO Preschool Supplies 5164830300	226-45121.610 SUPPLIES	202.31	21917	03/15/19
04205	03/13/19	UNO PIZZERIA & GRILL DC Meal Final Pymt 4/24 031319D	226-45115.330 OTHER PROFESSIONAL SVCS	798.75	21921	03/15/19
25375	02/21/19	VISION SERVICE PLAN (CT) VA Village March vision 022119D	226-45120.210 HEALTH INS & OTHER BENEFIT	51.13	21928	03/15/19
25375	02/21/19	VISION SERVICE PLAN (CT) VA Village March vision 022119D	226-45121.210 HEALTH INS & OTHER BENEFIT	67.56	21928	03/15/19
25375	02/21/19	VISION SERVICE PLAN (CT) VA Village March vision 022119D	226-45110.210 HEALTH INS & OTHER BENEFIT	9.36	21928	03/15/19
07565	02/06/19	W B MASON CO INC EJRP Supplies I63324711	226-45115.610 SUPPLIES	19.99	21938	03/15/19
07565	02/21/19	W B MASON CO INC EJRP Supplies I63795244	226-45121.610 SUPPLIES	120.87	21938	03/15/19
10435	02/20/19	SCREENMYLOGO.COM VK T Shirts 17131	226-45120.610 SUPPLIES	125.00	21947	03/15/19
42565	02/20/19	SEVEN DAYS Job Ad 192693	226-45110.330 OTHER PROFESSIONAL SVCS	144.50	21949	03/15/19
42565	02/27/19	SEVEN DAYS Job Ad 192861	226-45110.330 OTHER PROFESSIONAL SVCS	144.50	21949	03/15/19
12420	03/01/19	SHARP PRK 4 5 Vac Camp Field Trip 030119D	226-45120.580 TRAVEL	200.00	21950	03/15/19
36240	02/22/19	DUBOIS & KING INC CD Crescent conn EJ STP 219216	230-46801.008 CRESCENT CONNECTOR	13717.47	21836	03/15/19
12000	02/28/19	LAMOUREUX & DICKINSON INC CD-PEARL ST./EJ STP 5300 54048	230-46801.007 PEARL ST. LINKING SIDEWALK	164.66	21877	03/15/19
20790	12/31/18	CLEAR CHOICE MD URGENT CA VW hep b vaccine 2702	254-43200.210 HEALTH INS & OTHER BENEFIT	75.00	21818	03/15/19
25715	02/26/19	DONALD L. HAMLIN CONSULT VW Fairview Dr water sys 02261918808	254-43200.330 OTHER PROFESSIONAL SERVICE	142.00	21835	03/15/19
20470	01/31/19	GLOBAL MONTELO GROUP VA vehicle fuel January CL237199	254-43200.626 GAS, GREASE AND OIL	61.05	21858	03/15/19
14025	03/01/19	LINCOLN NATIONAL LIFE INS VA March disab, long, short 1532732 2/19	254-43200.210 HEALTH INS & OTHER BENEFIT	118.34	21879	03/15/19
24960	02/21/19	NORTHEAST DELTA DENTAL VA March dental ins 9256197 3/19	254-43200.210 HEALTH INS & OTHER BENEFIT	253.29	21887	03/15/19
25375	02/21/19	VISION SERVICE PLAN (CT) VA Village March vision 022119D	254-43200.210 HEALTH INS & OTHER BENEFIT	48.71	21928	03/15/19
V10616	02/25/19	EVOQUA WATER TECH LLC WW-3525 GAI BIOXIDE 903900883	255-43200.619 CHEMICALS	8988.75	21842	03/15/19
38955	02/21/19	F W WEBB COMPANY WW pilot digester stock 62123274	255-43200.570 MAINTENANCE OTHER	724.33	21843	03/15/19
38955	02/22/19	F W WEBB COMPANY WW stock pilot 62151120	255-43200.570 MAINTENANCE OTHER	274.22	21843	03/15/19
38955	03/01/19	F W WEBB COMPANY WW boiler circulator 62151322	255-43200.570 MAINTENANCE OTHER	549.19	21843	03/15/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
38955	F W WEBB COMPANY	02/27/19 WW-4" PLUG-PILOT 62197624	255-43200.570 MAINTENANCE OTHER	20.90	21843	03/15/19
04640	FASTENAL INDUSTRIAL & CON	02/25/19 WW hardware stock VTBUR256801	255-43200.570 MAINTENANCE OTHER	369.79	21845	03/15/19
20470	GLOBAL MONTELLO GROUP	01/31/19 VA vehicle fuel January CL237199	255-43200.626 GAS,GREASE AND OIL	337.09	21858	03/15/19
09050	HACH COMPANY	02/22/19 WW CL17, reagents 11352711	255-43200.570 MAINTENANCE OTHER	3629.00	21866	03/15/19
09050	HACH COMPANY	02/22/19 WW CL17, reagents 11352711	255-43200.618 SUPPLIES - LABORATORY	1992.12	21866	03/15/19
09050	HACH COMPANY	02/25/19 WW-NITRITE REAGENT 11354402	255-43200.618 SUPPLIES - LABORATORY	243.60	21866	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	255-43200.210 HEALTH INS & OTHER BENEFIT	245.27	21879	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	255-43200.210 HEALTH INS & OTHER BENEFIT	500.11	21887	03/15/19
11695	PIONEER MOTORS & DRIVES,	02/26/19 WW-SLUDGE BLEND MOTOR M3564	255-43200.570 MAINTENANCE OTHER	688.27	21895	03/15/19
V2124	STAPLES ADVANTAGE	02/23/19 WW-GENERAL OFFICE 8053361783	255-43200.610 SUPPLIES	94.51	21908	03/15/19
00710	UPS STORE	03/07/19 WW amazon return 030719D	255-43200.570 MAINTENANCE OTHER	14.19	21922	03/15/19
02970	USA BLUE BOOK INC	02/22/19 WW-DEEHLOR ROTOMETER WND 820600	255-43200.570 MAINTENANCE OTHER	326.21	21923	03/15/19
36130	VERIZON WIRELESS	02/18/19 VA cell phone 1/19-2/18/1 9824405272	255-43200.535 TELEPHONE SERVICES	143.43	21925	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	255-43200.210 HEALTH INS & OTHER BENEFIT	96.98	21928	03/15/19
25715	DONALD L. HAMLIN CONSULT	02/26/19 SA Pleasant St sewer proj 02261918811	256-43200.330 OTHER PROFESSIONAL SERVIC	400.32	21835	03/15/19
20470	GLOBAL MONTELLO GROUP	01/31/19 VA vehicle fuel January CL237199	256-43200.626 GAS,GREASE AND OIL	501.64	21858	03/15/19
14025	LINCOLN NATIONAL LIFE INS	03/01/19 VA March disab,long,short 1532732 2/19	256-43200.210 HEALTH INS & OTHER BENEFIT	111.60	21879	03/15/19
24960	NORTHEAST DELTA DENTAL	02/21/19 VA March dental ins 9256197 3/19	256-43200.210 HEALTH INS & OTHER BENEFIT	170.13	21887	03/15/19
36130	VERIZON WIRELESS	02/23/19 SA-1/24-2/23/2019 9824863167	256-43200.430 SANITATION LINES MAINTENA	143.64	21926	03/15/19
36130	VERIZON WIRELESS	02/23/19 SA-1/24-2/23/2019 9824863167	256-43220.001 SUSIE WILSON PS COSTS	36.48	21926	03/15/19
36130	VERIZON WIRELESS	02/23/19 SA-1/24-2/23/2019 9824863167	256-43220.002 WEST ST PS COSTS	36.48	21926	03/15/19
25375	VISION SERVICE PLAN (CT)	02/21/19 VA Village March vision 022119D	256-43200.210 HEALTH INS & OTHER BENEFIT	33.98	21928	03/15/19

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Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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		Report Total		153794.97		
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42665	AMAZON/SYNCB	03/10/19 BL-BOOKS/SUPPLIES 69852031019D	210-45551.640 ADULT COLLECTION-PRINT &	32.95	21957	03/22/19
42665	AMAZON/SYNCB	03/10/19 BL-BOOKS/SUPPLIES 69852031019D	210-45551.641 JUVEN COLLECTION-PRNT & E	17.99	21957	03/22/19
42665	AMAZON/SYNCB	03/10/19 BL-BOOKS/SUPPLIES 69852031019D	210-45551.340 COMPUTER EXPENSES	187.00	21957	03/22/19
42665	AMAZON/SYNCB	03/10/19 BL-BOOKS/SUPPLIES 69852031019D	210-49346.002 JUVEN COLLECTION-PRNT & E	6.86	21957	03/22/19
42665	AMAZON/SYNCB	03/10/19 BL-BOOKS/SUPPLIES 69852031019D	210-45551.641 JUVEN COLLECTION-PRNT & E	125.25	21957	03/22/19
07155	AMERICAN ROCK SALT CO LLC	03/01/19 ST-SALT 0603851	210-43125.610 WINTER MAINTENANCE	1842.46	21958	03/22/19
25955	AT&T MOBILITY	02/23/19 Cell Phones 022319D	210-45110.535 TELEPHONE SERVICES	271.60	21960	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-41320.210 HEALTH INS & OTHER BENEFIT	3515.97	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-43110.210 HEALTH INS & OTHER BENEFIT	4219.18	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-43151.210 HEALTH INS & OTHER BENEFIT	711.12	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-45551.210 HEALTH INS & OTHER BENEFIT	6018.46	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-41970.210 HEALTH INS & OTHER BENEFIT	1251.24	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-41335.210 HEALTH INS & OTHER BENEFIT	1757.99	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-45110.210 HEALTH INS & OTHER BENEFIT	6525.21	21963	03/22/19
02005	BCBSVT	03/01/19 VA-APRIL 2019 04012019	210-45220.210 HEALTH INS & OTHER BENEFIT	1207.45	21963	03/22/19
00530	BRODART CO	02/27/19 BF-BOOKS B5558248	210-49345.000 LIBRARY DONATION EXPENDIT	15.92	21965	03/22/19
00530	BRODART CO	03/04/19 BF-BOOKS B5562029	210-49345.000 LIBRARY DONATION EXPENDIT	15.92	21965	03/22/19
00530	BRODART CO	03/05/19 BF-BOOKS B5563036	210-49345.000 LIBRARY DONATION EXPENDIT	16.46	21965	03/22/19
00530	BRODART CO	03/06/19 BL-BOOKS B5564298	210-45551.640 ADULT COLLECTION-PRINT &	352.91	21965	03/22/19
00530	BRODART CO	03/06/19 BL-BOOKS B5564298	210-45551.610 SUPPLIES	16.00	21965	03/22/19
00530	BRODART CO	03/06/19 BL-BOOKS B5564735	210-45551.640 ADULT COLLECTION-PRINT &	17.76	21965	03/22/19
00530	BRODART CO	03/06/19 BL-BOOKS B5564735	210-45551.610 SUPPLIES	0.80	21965	03/22/19
00530	BRODART CO	03/06/19 BL-BOOKS B5564736	210-45551.640 ADULT COLLECTION-PRINT &	22.95	21965	03/22/19
00530	BRODART CO	03/06/19 BL-BOOKS B5564736	210-45551.610 SUPPLIES	0.80	21965	03/22/19
00530	BRODART CO	03/07/19 BL-BOOKS B5565854	210-45551.641 JUVEN COLLECTION-PRNT & E	14.24	21965	03/22/19

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00530	BRODART CO	03/07/19	BL-BOOKS	210-45551.610	0.80	21965	03/22/19
			B5565854	SUPPLIES			
00530	BRODART CO	03/07/19	BF-BOOKS	210-49345.000	16.46	21965	03/22/19
			B5565905	LIBRARY DONATION EXPENDIT			
00530	BRODART CO	03/08/19	BL-BOOKS	210-45551.640	601.76	21965	03/22/19
			B5566455	ADULT COLLECTION-PRINT &			
00530	BRODART CO	03/08/19	BL-BOOKS	210-45551.610	31.20	21965	03/22/19
			B5566455	SUPPLIES			
00530	BRODART CO	03/08/19	BL-BOOKS	210-49345.000	45.26	21965	03/22/19
			B5566482	LIBRARY DONATION EXPENDIT			
00530	BRODART CO	03/08/19	BL-BOOKS	210-45551.641	410.57	21965	03/22/19
			B5566572	JUVEN COLLECTION-PRNT & E			
00530	BRODART CO	03/08/19	BL-BOOKS	210-45551.610	27.20	21965	03/22/19
			B5566572	SUPPLIES			
16030	BROWN ELECTRIC	03/14/19	SC-2 LINCOLN EXITS/LIGHTN	210-41940.434	574.97	21967	03/22/19
			33727	MAINT. BUILDINGS/GROUNDS			
26395	CCRPC	01/31/19	CD-MUNICIPAL PLAN UPDATES	210-41970.330	400.00	21973	03/22/19
			1901255	OTHER PROFESSIONAL SVCS			
V04609	CENTER POINT LARGE PRINT	03/01/19	BL-BOOKS	210-45551.640	93.48	21975	03/22/19
			1668300	ADULT COLLECTION-PRINT &			
21210	CINTAS LOC # 68M 71 M	03/06/19	ST-WATER COOLER	210-43110.610	32.96	21977	03/22/19
			5013173812	SUPPLIES			
21210	CINTAS LOC # 68M 71 M	03/01/19	ST-COOLER	210-43110.610	50.00	21977	03/22/19
			9045161722	SUPPLIES			
23525	CLARK'S TRUCK CENTER INC	02/08/19	ST credit double pymnt	210-43110.432	-367.56	21978	03/22/19
			414429D CR	VEHICLE MAINTENANCE			
23525	CLARK'S TRUCK CENTER INC	02/26/19	ST DEF	210-43110.626	24.45	21978	03/22/19
			416148	GAS,GREASE AND OIL			
23525	CLARK'S TRUCK CENTER INC	03/08/19	ST-TUBE	210-43110.432	154.10	21978	03/22/19
			416675	VEHICLE MAINTENANCE			
23525	CLARK'S TRUCK CENTER INC	03/08/19	ST-PIPE REBALANCE	210-43110.432	408.77	21978	03/22/19
			416708	VEHICLE MAINTENANCE			
23525	CLARK'S TRUCK CENTER INC	03/08/19	ST-PIPE REBALANCE	210-43110.626	180.58	21978	03/22/19
			416708	GAS,GREASE AND OIL			
38280	CRYSTAL ROCK BOTTLED WATE	03/13/19	Water	210-45110.610	87.00	21983	03/22/19
			030519D	SUPPLIES			
23215	ESSEX EQUIPMENT INC	03/07/19	ST-SNGL	210-43110.432	1.79	21987	03/22/19
			107039120001	VEHICLE MAINTENANCE			
19005	FIRSTLIGHT FIBER	03/01/19	BL-TECH ACCESS PHONE ACCS	210-45551.530	39.95	21994	03/22/19
			4978788	TECHNOLOGY ACCESS			
19005	FIRSTLIGHT FIBER	03/01/19	BL-TECH ACCESS PHONE ACCS	210-45551.535	94.68	21994	03/22/19
			4978788	TELEPHONE SERVICES			
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL	210-41940.622	611.28	22000	03/22/19
			03190206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL	210-42220.622	611.28	22000	03/22/19
			03190206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL	210-43110.622	356.96	22000	03/22/19
			03190206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL	210-45551.622	1066.58	22000	03/22/19
			03190206201	ELECTRICAL SERVICE			

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDATED BILL 03190206201	210-43160.622 STREET LIGHTS - ELECTRICI	9230.50	22000	03/22/19
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDATED BILL 03190206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	641.48	22000	03/22/19
27150	HINESBURG SAND & GRAVEL C	02/28/19	ST-WASHED STONE 548461	210-43125.610 WINTER MAINTENANCE	352.34	22003	03/22/19
33495	INGRAM LIBRARY SERVICES I	03/06/19	BL-BOOKS 39136530	210-45551.640 ADULT COLLECTION-PRINT &	15.08	22006	03/22/19
37715	INTEGRITY COMMUNICATIONS	03/13/19	Phone Voicemail 36454	210-45110.530 COMMUNICATIONS	45.00	22007	03/22/19
25625	LOWE'S - 1080	02/02/19	EJRP Supplies 020219D	210-45220.610 SUPPLIES	5.86	22011	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/04/19	ST-METAL SCREWS 01058	210-43110.610 SUPPLIES	15.11	22012	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/04/19	ST-RETURN 02589 01058D	210-43110.610 SUPPLIES	-15.11	22012	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/21/19	ST-DRILL 01408H	210-43110.610 SUPPLIES	31.84	22012	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/01/19	ST-CLEANERS 01907	210-43110.610 SUPPLIES	31.56	22012	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/25/19	ST-DRILL 02622I	210-43110.610 SUPPLIES	25.49	22012	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/11/19	ST-SOLDORING GUN 23496F	210-43110.610 SUPPLIES	80.22	22012	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEB 2019 LEGAL FEES 12765	210-41320.320 LEGAL SERVICES	33.00	22016	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEB 2019 LEGAL FEES 12766	210-41320.320 LEGAL SERVICES	346.50	22016	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEB 2019 LEGAL FEES 12768	210-41320.320 LEGAL SERVICES	49.50	22016	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEB 2019 LEGAL FEES 12769	210-41320.320 LEGAL SERVICES	1234.50	22016	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEB 2019 LEGAL FEES 12770	210-41320.320 LEGAL SERVICES	330.00	22016	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEB 2019 LEGAL FEES 12771	210-41320.320 LEGAL SERVICES	511.50	22016	03/22/19
07635	O'ROURKE MEDIA GROUP	02/21/19	Ad 127296	210-45110.550 PRINTING & ADVERTISING	90.00	22019	03/22/19
07635	O'ROURKE MEDIA GROUP	02/21/19	Ad 127297	210-45110.550 PRINTING & ADVERTISING	90.00	22019	03/22/19
07635	O'ROURKE MEDIA GROUP	02/21/19	Ad 56158	210-45110.550 PRINTING & ADVERTISING	90.00	22019	03/22/19
25140	PIKE INDUSTRIES INC	02/25/19	ST-COLD PATCH 1016088	210-43120.610 PAVEMENT MAINTENANCE	930.35	22024	03/22/19
36130	VERIZON WIRELESS	02/19/19	ST/VW-VARIOUS 1/20-2/19/1 9824483619	210-43110.535 TELEPHONE SERVICES	195.12	22036	03/22/19
V10488	VT DEPARTMENT OF LIBRARIE	03/13/19	BL-BOOK 20190109	210-49346.001 ADULT COLLECTION-PRINT &	20.00	22038	03/22/19
07565	W B MASON CO INC	03/07/19	Office Supplies I64248576	210-45110.610 SUPPLIES	50.79	22044	03/22/19

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10130	02/27/19	LOWE'S BUSINESS ACCOUNT	SUPPLIES-CONSTRUCTN WORK	222-46802.001	187.71	22012	03/22/19
			02132J	LINCOLN HALL MAINT			
16030	03/14/19	BROWN ELECTRIC	SC-2 LINCOLN EXITS/LIGHTN	225-45122.430	167.96	21967	03/22/19
			33727	REPAIRS & MAINTENANCE			
31545	01/30/19	COSTCO #314	SC-SUPPLIES	225-45122.614	85.37	21982	03/22/19
			013019	PROGRAM EXPENSES			
21760	02/25/19	FIRST NATIONAL BANK OMAHA	FEB 2019 CREDIT CARD BILL	225-45122.614	70.00	21993	03/22/19
			2252019	PROGRAM EXPENSES			
21760	02/25/19	FIRST NATIONAL BANK OMAHA	FEB 2019 CREDIT CARD BILL	225-45122.812	7.98	21993	03/22/19
			2252019	MEAL SITE EXPENSES			
V10130	02/04/19	LOWE'S BUSINESS ACCOUNT	SS-METAL SCREWS	225-45122.430	14.25	22012	03/22/19
			01059	REPAIRS & MAINTENANCE			
08645	03/08/19	LOWES BUSINESS ACCT/SYNCB	SC-LUMBER FOR STRGE SHLVs	225-45122.430	24.96	22013	03/22/19
			2051742	REPAIRS & MAINTENANCE			
25190	03/13/19	A C MOORE ARTS & CRAFTS A	Summit VK Supplies	226-45120.610	49.43	21951	03/22/19
			054851	SUPPLIES			
02005	03/01/19	BCBSVT	VA-APRIL 2019	226-45120.210	3634.85	21963	03/22/19
			04012019	HEALTH INS & OTHER BENEFIT			
02005	03/01/19	BCBSVT	VA-APRIL 2019	226-45121.210	4767.22	21963	03/22/19
			04012019	HEALTH INS & OTHER BENEFIT			
02005	03/01/19	BCBSVT	VA-APRIL 2019	226-45110.210	625.62	21963	03/22/19
			04012019	HEALTH INS & OTHER BENEFIT			
27590	03/13/19	CATAMOUNT COLOR (OFFSET H	Spring/Summer Brochure	226-45110.550	6526.00	21972	03/22/19
			59793	PRINTING & ADVERTISING			
20680	03/14/19	EPIC DRIVING LLC	Drivers Ed Spring	226-45115.330	6525.00	21985	03/22/19
			3	OTHER PROFESSIONAL SVCS			
25625	02/02/19	LOWE'S - 1080	EJRP Supplies	226-45120.610	75.09	22011	03/22/19
			020219D	SUPPLIES			
25625	02/02/19	LOWE'S - 1080	EJRP Supplies	226-45120.610	127.95	22011	03/22/19
			020219D	SUPPLIES			
25625	03/02/19	LOWE'S - 1080	EJRP Supplies	226-45121.610	71.24	22011	03/22/19
			030219D	SUPPLIES			
25625	03/02/19	LOWE'S - 1080	EJRP Supplies	226-45115.330	266.85	22011	03/22/19
			030219D	OTHER PROFESSIONAL SVCS			
38540	01/07/19	NATIONAL RECREATION & PAR	Job Ad	226-45110.330	124.00	22017	03/22/19
			3328357	OTHER PROFESSIONAL SVCS			
24855	02/21/19	PETTY CASH - CAITLIN FAY	EJRP Petty Cash Reimburse	226-45120.610	35.00	22022	03/22/19
			031919D	SUPPLIES			
24855	02/21/19	PETTY CASH - CAITLIN FAY	EJRP Petty Cash Reimburse	226-45120.610	69.80	22022	03/22/19
			031919D	SUPPLIES			
24855	02/21/19	PETTY CASH - CAITLIN FAY	EJRP Petty Cash Reimburse	226-45120.580	100.00	22022	03/22/19
			031919D	TRAVEL			
24830	03/12/19	REINHART FOODSERVICE	MSP VK Snack	226-45120.610	99.09	22027	03/22/19
			125163	SUPPLIES			
24830	03/18/19	REINHART FOODSERVICE	Hiawatha VK Snack	226-45120.610	40.53	22027	03/22/19
			127546	SUPPLIES			
24830	03/18/19	REINHART FOODSERVICE	Summit VK Snack	226-45120.610	133.19	22027	03/22/19
			128125	SUPPLIES			
24830	03/18/19	REINHART FOODSERVICE	Fleming VK Snack	226-45120.610	181.63	22027	03/22/19
			128686	SUPPLIES			

03/22/19

12:44 pm

Town of Essex / Village of EJ Accounts Payable

Page 5 of 6

Check Warrant Report # 17139 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 03/22/19 To 03/22/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	03/19/19	MSP VK Snack 129092	226-45120.610 SUPPLIES	88.49	22027	03/22/19
23495	STUDENT TRANSPORTATION OF	03/18/19	MSP VK Field Trip 70038796	226-45120.580 TRAVEL	137.40	22030	03/22/19
17020	YANKEE CANDLE FUNDRAISING	03/07/19	Cust 999979549 Fundraiser 030719D	226-45115.330 OTHER PROFESSIONAL SVCS	303.20	22047	03/22/19
42625	ALDRICH & ELLIOTT PC	02/26/19	ST-1/27-2/23/2019 78287	230-46801.715 Fairview Main St ERP	335.08	21954	03/22/19
V10462	MONAGHAN SAFER DUCHAM PL	03/07/19	AD-FEBRUARY 2019 LEGAL FE 12767	230-46801.710 BRICK/MANSE STRM CA0462	43.20	22016	03/22/19
02005	BCBSVT	03/01/19	VA-APRIL 2019 04012019	254-43200.210 HEALTH INS & OTHER BENEFIT	3774.99	21963	03/22/19
01010	ESSEX AGWAY	03/07/19	VW-PROPANE REFILL 327677	254-43200.610 SUPPLIES	14.39	21986	03/22/19
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDATED BILL 03190206201	254-43200.622 ELECTRICAL SERVICE	75.55	22000	03/22/19
36130	VERIZON WIRELESS	02/19/19	ST/VW-VARIOUS 1/20-2/19/1 9824483619	254-43200.535 TELEPHONE SERVICES	180.02	22036	03/22/19
14685	ALLIANCE MECHANICAL INC	02/28/19	WW-FILTER A.H.U. 034080	255-43200.570 MAINTENANCE OTHER	837.44	21955	03/22/19
02005	BCBSVT	03/01/19	VA-APRIL 2019 04012019	255-43200.210 HEALTH INS & OTHER BENEFIT	6952.73	21963	03/22/19
11375	CASELLA WASTE MANAGEMENT	03/01/19	WW-MARCH 2019 SERVICE 2881708	255-43200.565 GRIT DISPOSAL	948.52	21970	03/22/19
06870	ENDYNE INC	03/14/19	WW-2N - AUTUMN HARP 292181	255-43200.577 CONTRACT LABORATORY SERVI	27.00	21984	03/22/19
38955	F W WEBB COMPANY	03/11/19	WW-PVC PARTS 62327589	255-43200.570 MAINTENANCE OTHER	125.48	21989	03/22/19
38955	F W WEBB COMPANY	03/12/19	WW-PVC SUPPLIES 62331186	255-43200.570 MAINTENANCE OTHER	31.31	21989	03/22/19
38955	F W WEBB COMPANY	03/12/19	WW-PVC PARTS 62343450	255-43200.570 MAINTENANCE OTHER	56.68	21989	03/22/19
38955	F W WEBB COMPANY	03/14/19	WW-THREAD ADAPTERS 62364233	255-43200.570 MAINTENANCE OTHER	7.55	21989	03/22/19
V0812	FASTENAL COMPANY	03/04/19	WW-HARDWARE VTBUR257146	255-43200.570 MAINTENANCE OTHER	1.78	21990	03/22/19
19005	FIRSTLIGHT FIBER	03/01/19	WW-FEB 2019 PHONE/INTERNT 4978655	255-43200.535 TELEPHONE SERVICES	180.06	21994	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/21/19	WW-DIGEST PILOT 02950G	255-43200.570 MAINTENANCE OTHER	60.68	22012	03/22/19
V10130	LOWE'S BUSINESS ACCOUNT	02/06/19	WW-TOOLS TEST EQUIPMENT 10683E	255-43200.570 MAINTENANCE OTHER	263.39	22012	03/22/19
07565	W B MASON CO INC	03/04/19	WW-PAPER 164105652	255-43200.610 SUPPLIES	39.99	22042	03/22/19
V10409	WATER INDUSTRIES INC	03/14/19	WW-BEARINGS & SEALS 128486	255-43200.570 MAINTENANCE OTHER	565.62	22046	03/22/19
02005	BCBSVT	03/01/19	VA-APRIL 2019 04012019	256-43200.210 HEALTH INS & OTHER BENEFIT	2979.20	21963	03/22/19
19205	GREEN MOUNTAIN PIPELINE S	02/28/19	SA-PLEASANT ST. PIPELINE 377	256-43330.010 Pleasant St Pipeline	16862.40	21999	03/22/19

03/22/19
12:44 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17139 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 03/22/19 To 03/22/19 & Fund 2

Page 6 of 6
HPackard

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL 256-43200.622 03190206201	ELECTRICAL SERVICE	1117.24	22000	03/22/19
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL 256-43220.001 03190206201	SUSIE WILSON PS COSTS	550.67	22000	03/22/19
07010	GREEN MOUNTAIN POWER CORP	03/14/19	VA-MARCH CONSOLIDTED BILL 256-43220.002 03190206201	WEST ST PS COSTS	685.96	22000	03/22/19
12775	PRATT & SMITH ELECTRICAL	02/28/19	SA-MULTIPLE ELECTRIC 256-43220.001 7700	SUSIE WILSON PS COSTS	1077.38	22026	03/22/19
Report Total					110483.76		

...

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

Please Print

Applicant's Name: Kaitlin Delano

Organization: Vermont Quilt Festival

Tax Exempt #: 22-2506055 Non-Profit: ☒ Yes ☐ No

Address: 11 Pearl Street, Suite 205, Essex Jct., VT 05452

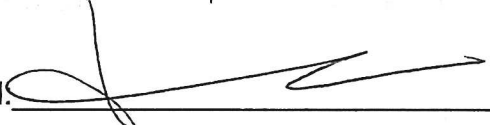
Phone: 802-872-0034 Email: info@vqf.org

Application for: Street Banner ☒ Gas Lamp Banners ☐ Event Flags ☐

Message and dimensions: We will supply our own banner.

Locations you would like the event flags displayed: _____

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

Signed:  Date: 3/8/19

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

OFFICE USE ONLY

Insurance Certificate received: ☐ Yes ☐ No

Liability Waiver received: ☐ Yes ☐ No

\$250 fee received: ☒ Yes ☐ No

Application complete: ☐ Yes ☐ No

Policy/banners

Waiver signed: Yes ☐ No ☐

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Vermont Quilt Festival, hereinafter known as "Owner."

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

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

Event: Vermont Quilt Festival

The banner(s)/event flags will be hung from 6/17/19 to 6/30/19
date date

OWNER'S ACKNOWLEDGMENT:

By: 

Date: 3/8/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

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

Please Print

Applicant=s Name: _____ Jeremy Spaulding _____

Organization: _____ Champlain Valley Exposition _____

Tax Exempt #:001829 _____ Non-Profit: ☒ Yes ☐ No

Address: _____ 105 Pearl Street Essex Jct. VT 05452 _____

Phone: 802-878-5545 _____ Email: jspaulding@cvexpo.org _____

Application for: Street Banner ☒ Gas Lamp Banners _____ Event Flags _____

Message and dimensions: Spring Craft and Antique Show _____

Locations you would like the event flags displayed: Rt 2A Bridge

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

Signed: _____ Date: 3/7/19

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

OFFICE USE ONLY

Insurance Certificate received: ☐ Yes ☐ No

Liability Waiver received: ☐ Yes ☐ No

\$250 fee received: ☒ Yes ☐ No

Application complete: ☐ Yes ☐ No

Waiver signed: Yes ☐ No ☐

Trustees= approval (date): _____

LIABILITY WAIVER

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


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

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

Event: Spring Craft and Antique Show _____

The banner(s)/event flags will be hung from 4/22/19_____ to 5/6/19_____,
date date

OWNER=S ACKNOWLEDGMENT:

By:  _____

Date: 3/7/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

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

Please Print

Applicant=s Name: _____ Jeremy Spaulding _____

Organization: _Champlain Valley Exposition_____

Tax Exempt #:001829_____ Non-Profit: ___X___ Yes _____ No

Address: _____ 105 Pearl Street Essex Jct. VT 05452 _____


Phone: 802-878-5545_____ Email: jspaulding@cvexpo.org_____

Application for: Street Banner___X___ Gas Lamp Banners_____ Event Flags_____

Message and dimensions: ~~Spring Craft and Antique Show~~ Circus Smirkus

Locations you would like the event flags displayed: Rt 2A Bridge

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

Signed:  _____ Date: 3/7/19 _____

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

OFFICE USE ONLY

Insurance Certificate received: _____ Yes _____ No

Liability Waiver received: _____ Yes _____ No

\$250 fee received: ☒ Yes _____ No

Application complete: _____ Yes _____ No

Waiver signed: Yes___ No___

Trustees= approval (date): _____

LIABILITY WAIVER

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

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

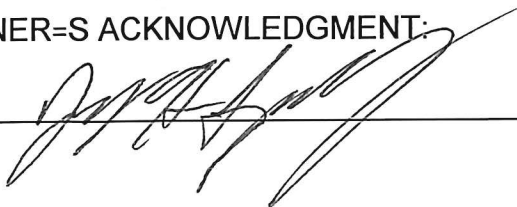
This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner=s@ policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Circus Smirkus _____

The banner(s)/event flags will be hung from 7/1/19 _____ to 7/8/19 _____
date date

OWNER=S ACKNOWLEDGMENT:

By: _____



Date: 3/7/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

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

Please Print

Applicant=s Name: _____ Jeremy Spaulding _____

Organization: _Champlain Valley Exposition_____

Tax Exempt #:001829_____ Non-Profit: ___X___ Yes _____ No

Address: _____ 105 Pearl Street Essex Jct. VT 05452 _____

Phone: 802-878-5545_____ Email: jspaulding@cvexpo.org_____


Application for: Street Banner ___X___ Gas Lamp Banners _____ Event Flags _____

Message and dimensions: ~~Spring Craft and Antique Show~~ _____

_____ Champlain Valley Fair _____

Locations you would like the event flags displayed: Rt 2A Bridge

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

Signed: _____  _____ Date: 3/7/19 _____

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

OFFICE USE ONLY

Insurance Certificate received:	_____ Yes	_____ No	
Liability Waiver received:	_____ Yes	_____ No	Waiver signed: Yes _____ No _____
\$250 fee received:	<u>✓</u> Yes	_____ No	
Application complete:	_____ Yes	_____ No	

Trustees= approval (date): _____

LIABILITY WAIVER

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

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

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

Event: Champlain Valley Fair _____

The banner(s)/event flags will be hung from 8/12/19 _____ to 9/3/19 _____
date date

OWNER=S ACKNOWLEDGMENT:

By:  _____

Date: 3/7/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

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

Please Print

Applicant=s Name: _____ Jeremy Spaulding _____

Organization: _____ Champlain Valley Exposition _____

Tax Exempt #:001829 _____ Non-Profit: ☒ X Yes ☐ No

Address: _____ 105 Pearl Street Essex Jct. VT 05452 _____

Phone: 802-878-5545 _____ Email: jspaulding@cvexpo.org _____

Application for: Street Banner ☒ X Gas Lamp Banners _____ Event Flags _____

Message and dimensions: ~~Spring Craft and Antique Show~~ _____

NSRA Street Rod Nationals

Locations you would like the event flags displayed: Rt 2A Bridge

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

Signed:  _____ Date: 3/7/19

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

OFFICE USE ONLY

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

Trustees= approval (date): _____

LIABILITY WAIVER

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

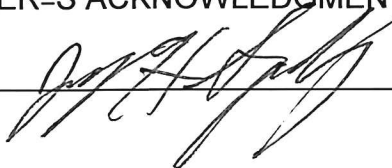
To the extent permitted by law, the "Owner@" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney=s fees, by reason of the liability imposed by law upon the Village except in cases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

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

Event: NSRA Street Rod Nationals _____

The banner(s)/event flags will be hung from 9/9/19 _____ to 9/23/19 _____
date date

OWNER=S ACKNOWLEDGMENT:

By:  _____

Date: 3/7/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

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

Please Print

Applicant=s Name: _____ Jeremy Spaulding _____

Organization: _____ Champlain Valley Exposition _____

Tax Exempt #:001829 _____ Non-Profit: ☒ Yes ☐ No

Address: _____ 105 Pearl Street Essex Jct. VT 05452 _____

Phone: 802-878-5545 _____ Email: jspaulding@cvexpo.org _____

Application for: Street Banner ☒ Gas Lamp Banners _____ Event Flags _____

Message and dimensions: ~~Spring~~ ^{Fall} Craft and Antique Show _____

Locations you would like the event flags displayed: Rt 2A Bridge

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

Signed: _____ Date: 3/7/19

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

OFFICE USE ONLY

Insurance Certificate received: ☐ Yes ☐ No

Liability Waiver received: ☐ Yes ☐ No

\$250 fee received: ☒ Yes ☐ No

Application complete: ☐ Yes ☐ No

Waiver signed: Yes ☐ No ☐

Trustees= approval (date): _____

LIABILITY WAIVER

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


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

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

Event: Fall Craft and Antique Show _____

The banner(s)/event flags will be hung from 10/14/19 _____ to 10/28/19 _____
date date

OWNER=S ACKNOWLEDGMENT:

By:  _____

Date: 3/7/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

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

Please Print

Applicant=s Name: _____ Jeremy Spaulding _____

Organization: _____ Champlain Valley Exposition _____

Tax Exempt #:001829 _____ Non-Profit: ☒ X Yes ☐ No

Address: _____ 105 Pearl Street Essex Jct. VT 05452 _____

Phone: 802-878-5545 _____ Email: jspaulding@cvexpo.org _____

Application for: Street Banner ☒ X Gas Lamp Banners _____ Event Flags _____

Message and dimensions: ~~Spring Craft and Antique Show~~ _____

_____ Wag It Forward _____

Locations you would like the event flags displayed: Rt 2A Bridge

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

Signed: _____  Date: 3/7/19

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

OFFICE USE ONLY

Insurance Certificate received: ☐ Yes ☐ No

Liability Waiver received: ☐ Yes ☐ No

\$250 fee received: ☒ Yes ☐ No

Application complete: ☐ Yes ☐ No

Waiver signed: Yes ☐ No ☐

Trustees= approval (date): _____

LIABILITY WAIVER

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

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

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

Event: Wag it Forward _____

The banner(s)/event flags will be hung from 9/23/19_____ to 10/6/19_____,
date date

OWNER=S ACKNOWLEDGMENT:

By:  _____

Date: 3/7/19

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

INFORMATIONAL:

EMAIL March 8 from Lawrence Sudbay regarding Amtrak Plans:

FYI.

Robin Pierce
BA., MRP., MLA., C.UD., ASLA., MRTPI., RLA.

Community Development Director
Village of Essex Junction

From: edenusa@aol.com [<mailto:edenusa@aol.com>]
Sent: Friday, March 8, 2019 1:15 PM
To: Robin Pierce <robin@essexjunction.org>
Subject: Fwd: Amtrak Plans

-----Original Message-----

From: Lawrence Sudbay <lsudbay@me.com>
To: Robin Pierce <edenusa@aol.com>
Cc: Flynn, Joe <joe.flynn@vermont.gov>; Melinda Moulton <melinda@mainstreetlanding.com>
Sent: Fri, Mar 8, 2019 11:13 am
Subject: Amtrak Plans

Hi Robin,

Great seeing you last night and enjoyed our conversation on rail in Vermont and the upcoming plans for Amtrak's increased services. I was very intrigued with your advocacy for Essex Junction to be a version of the Wigan's rail station in England. Your insight into Vermont's leveraging the existing rail on the eastern side of the state versus investing in upgrading the western side {Rutland to Essex via Burlington} is provocative. Perhaps the politics of the day is outweighing what is most practical. Regardless, I wanted to share with you the recommendation from Carl Fowler that we touched on last night.

Always good to see young Robin.
Best regards,
Larry

Safety Committee Policy	
Revision Number: <u>23.0</u>	Town of Essex Selectboard Adopted on: TBD
Revision Date: <u>32/21/2019</u>	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~~The Committee's work will be performed with the 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 ~~s~~Safety ~~e~~Committee recommendations that are both economically feasible, departmentally feasible, and will truly have an impact on reducing 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 ~~s~~Safety ~~e~~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 ~~e~~Committee's representatives. The ~~chosen representatives~~department head shall appoint one alternate who will attend meetings in their absence. The ~~e~~Committee shall appoint its own chair, minute's taker, and time-keeper, and shall 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 ~~s~~Safety ~~e~~CCommittee 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 ~~manor~~-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 eCommittee meetings to enhance employee involvement. Committee members will also serve as safety ambassadors, bringing employee safety concerns to the eCommittee.

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 ~~Hancy-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 ~~Hancy-Sopchak~~

Lori A. Houghton

From: Dennis Lutz <dlutz@ESSEX.ORG>

Sent: Wednesday, March 13, 2019 1:51 PM

To: Evan Teich <eteich@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>

Cc: Max Levy <MLevy@ESSEX.ORG>; Ann Costandi <acostandi@ESSEX.ORG>; Shannon Lunderville <slunderville@ESSEX.ORG>; Sharon Kelley <skelley@ESSEX.ORG>

Subject: FEMA Discovery meeting and Questionnaire

We recently received a notice from FEMA regarding floodplain work and meetings concerning the Lamoille River Watershed.

This e-mail confirms the actions that have been taken in response:

The Questionnaire has been completed by Shannon with respect to mapping, Annie with respect to Public Works issues and Community Development with respect to others. Aaron and Annie are planning to attend the meeting on March 26th in Johnson.

No other action needs to be taken at this time.

Dennis

Anne

U.S. Department of Homeland Security
FEMA Region I
99 High Street, 6th Floor
Boston, Massachusetts 02110-2320



FEMA

March 5, 2019

Max G. Levy
Chairperson, Selectboard
Town of Essex
81 Main Street
Essex Junction, VT 05452

Subject: Discovery Meeting
Town of Essex, Chittenden County, Vermont
Community No.: 500034

Dear Mr. Levy:

I am writing to inform you of the Federal Emergency Management Agency's (FEMA's) upcoming Risk Mapping, Assessment, and Planning (Risk MAP) Discovery Meeting for the Lamoille Watershed. Risk MAP is a FEMA program that helps communities identify, assess, and reduce their flood risk. By combining quality engineering with updated flood hazard data, FEMA provides accurate and easy-to-use information to enhance local mitigation plans, improve community outreach, and increase local awareness to flood hazards.

The Discovery process commences at the beginning of a Risk MAP project and assists in identifying the scope of the watershed study. The Discovery Meeting is part of the Discovery process, and the information exchanged between FEMA and communities within the Lamoille Watershed during Discovery will improve our understanding of your watershed's flood hazard mapping and mitigation planning. A Community Information Map for your community, displaying data that we have compiled for your community, will be provided at the Discovery Meeting. As discussed when we spoke to a representative from your community, during Discovery, FEMA intends to gather information about local flood risk and flood hazards. Please see the attached questionnaire with the data we hope to gather from you.

The following Discovery Meetings have been scheduled for the Lamoille Watershed. There will be two meetings in the Lamoille Watershed and both meetings will cover the same information so please attend the one which is more convenient for you.

March 26, 2019
6:00 PM – 8:00 PM
Johnson Town Hall
293 Lower Main Street West
Johnson, VT 05656

March 27, 2019
10:00 AM – 12:00 PM
Village of Hardwick Memorial Room
20 Church St
Hardwick, VT 05843

These Discovery Meetings are being coordinated by Compass, the technical services contractor to FEMA for this project. Please RSVP to Lauren Klonsky, the Compass Project Manager for the Lamoille Watershed project, by email at Klonskyls@cdmsmith.com or by calling (617) 452-6361.

At the Discovery Meeting, we will review the flood risk data we have gathered to date by presenting a draft Lamoille Watershed Discovery Map. We will also discuss your community's flooding history, flood risk concerns and mitigation. Any data or information that you can provide will aid in this discussion.

In addition to inviting community leaders, emergency managers, GIS specialists, and local planners to the Discovery Meeting, FEMA will invite other stakeholders with a vested interest in the Lamoille Watershed's resources, floodplains, and flood risk. This may include representatives from State, Federal, regional, and local agencies and associations. Together, we will discuss the study that will be conducted in the Lamoille Watershed, any information you have to provide, and the importance of mitigation planning and community outreach.

We encourage you and/or any other relevant floodplain management staff to attend this important meeting. The partnership and exchange of data between FEMA and your community will be vital to our success in identifying flood risks and needs that may exist. In addition to the questionnaire, if there are any data related to your community's flood risk that you have not yet provided to us, but that you would like to have taken into consideration when reviewing your flood risk, please bring it to the meeting or send it to the following address:

Lauren Klonsky
Compass Project Manager
c/o CDM Smith
75 State Street, Suite 701
Boston, MA 02109

If you have any questions regarding the Discovery process, the scheduled Discovery Meeting or the data requested, please contact Lauren Klonsky by email at Klonskyls@cdmsmith.com or by calling (617) 452-6361. Also available to answer any questions is FEMA Project Manager, Christopher Markesich, by email at Christopher.Markesich@fema.dhs.gov or by phone at (617) 832-4712.

Sincerely,

**KERRY A
BOGDAN**

Digitally signed by
KERRY A BOGDAN
Date: 2019.03.01
07:10:52 -05'00'

Kerry Bogdan
Risk Analysis Branch Chief
Mitigation Division
FEMA Region I

Enclosure:
Community Questionnaire

cc: Susan McNamara-Hill, Town Clerk, Town of Essex
Evan Teich, Municipal Manager, Town of Essex
Sharon Kelley, Zoning Administrator, Town of Essex
Dennis Lutz, Public Works Director, Town of Essex
Aaron Martin, Town Engineer & Utilities Director, Town of Essex
Ann Costandi, Town Stormwater Coordinator, Town of Essex
Charlie Baker, Executive Director, Chittenden County Regional Planning Commission
Rob Evans, CFM, State Floodplain Manager, Watershed Management Division, River Corridor & Floodplain Protection Program
Chris Markesich, Sr. Program Specialist, FEMA Region I
Lauren Klonsky, Compass Project Manager

FEMA Lamoille Watershed Discovery Questionnaire

This version of the questionnaire is for community government officials.

This questionnaire covers the following topics pertaining to the upcoming Federal Emergency Management Agency's (FEMA's) Risk Mapping, Assessment, and Planning (Risk MAP) study. Each section will likely take a few minutes to complete if you have detailed information.

- Desired Study Areas
- Existing Data Studies
- Funding
- Levees
- GIS Data

If you do not have time to complete this questionnaire or if you do not know enough about any of these topics, please let us know, as this is also important information.

If you choose to fill out a hardcopy of this form, please send the completed questionnaire to Lauren Klonsky the Project Manager with Compass, a contractor to FEMA for this study, at:

Lauren Klonsky
Compass Project Manager
c/o CDM Smith
75 State Street, Suite 701
Boston, MA 02109
(617) 452-6361

You may also email the completed version of this questionnaire to KlonskyLS@cdmsmith.com. We will follow up with you to arrange to obtain any relevant data that you have, unless you would like to send the data to us along with this questionnaire. Please feel free to include data in hardcopy or digital form (such as on a CD or DVD) with this questionnaire.

Thank you!

-----Original Message-----

From: Kaitlin Hayes <kaitlin.hayes3@gmail.com>

Sent: Thursday, March 21, 2019 3:54 PM

To: Robin Pierce <robin@essexjunction.org>

Cc: Terry Hass <terry@essexjunction.org>

Subject: Re: Update on PC

Ok thank you for the information Robin, I'll miss being involved with the PC.




I understand that as a resident of South Burlington now I need to resign from the Essex Junction PC, this email serves as my notice of my resignation.

Please let me know if anything else is needed from me.

All the best,
Kaitlin

MEETING SCHEDULES

3/26/2019

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
April 1, 2019 7:00 PM	Town Selectboard Regular Meeting Organizational Meeting	
April 3, 2019 6:00 PM Dinner, 7:00 PM Meeting	Village of Essex Junction Community Dinner and Annual Meeting	
April 9, 2019 Polls open 7:00 AM to 7:00 PM	Village Annual Election Voting will be with the school election	
April 9, 2019 (UPDATED) 7:00 PM	Joint Meeting Selectboard and Trustees 2 Lincoln Street	
April 15, 2019 (tentative) 7:00 PM	Town Selectboard Regular Meeting	
April 23, 2019 6:30 PM	Village Trustees Regular Meeting Organizational Meeting	
May 6, 2019 (tentative) 7:00 PM	Town Selectboard Regular Meeting	
May 14, 2019 6:30 PM	Village Trustees Regular Meeting	
May 20, 2019 (tentative) 7:00 PM	Town Selectboard Regular Meeting	
May 28, 2019 6:30 PM	Village Trustees Regular Meeting	
June 3, 2019 (tentative)	Town Selectboard Regular Meeting	
June 5, 2019 7:00 PM	Joint Meeting Selectboard and Trustees 2 Lincoln Street	
August 7, 2019 7:00 PM	Joint Meeting Selectboard and Trustees 81 Main Street	
October 2, 2019 7:00 PM	Joint Meeting Selectboard and Trustees 2 Lincoln Street	
December 4, 2019 7:00 PM	Joint Meeting Selectboard and Trustees 81 Main St.	



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: March 26, 2019
SUBJECT: Executive Session/Real Estate

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

Issue

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

Discussion

Since the need to openly discuss this topic thoroughly may place the Village in a disadvantaged negotiation position, it would appear that an executive session would be necessary for consideration of a real estate option.

Cost

N/A

Recommendation

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

"I move that the Trustees enter into executive session for the negotiating or securing of real estate purchase or lease options pursuant to 1 V.S.A. § 313 (a)(2) and to include the Unified Manager, Assistant Manager, and Community Development Director."