

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

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, June 25, 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. **PUBLIC HEARING**
 - a. Public Hearing on FY20 Utility Rates
6. **BUSINESS ITEMS**
 - a. Warn Public Hearing for FY20 Water budget and rates
7. **CONSENT ITEMS**
 - a. Reappointment/Appointment to Boards, Committees and Commissions
 - b. Accept Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan
 - c. Approve minutes: June 11, 2019
 - d. Approve Warrant#17151—06/17/19
8. **READING FILE**
 - a. Board Member Comments
 - b. Email from Kristin Humbargar re: steAmfest 2019
 - c. Brownell Staff and Directors Reports April & May 2019
 - d. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
10. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6944.


Certification: 06/21/2019

Date Posted

MMitchell
Initials

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: June 25, 2019
SUBJECT: FY20 Utility Rates



Issue

The issue is to present the proposed FY20 Utility Rates for the first of two public hearings.

Discussion

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

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

Please see attached pages for community comparison and historical information on budgetary changes, rate changes, and average annual bill changes.

Cost

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

Recommendation

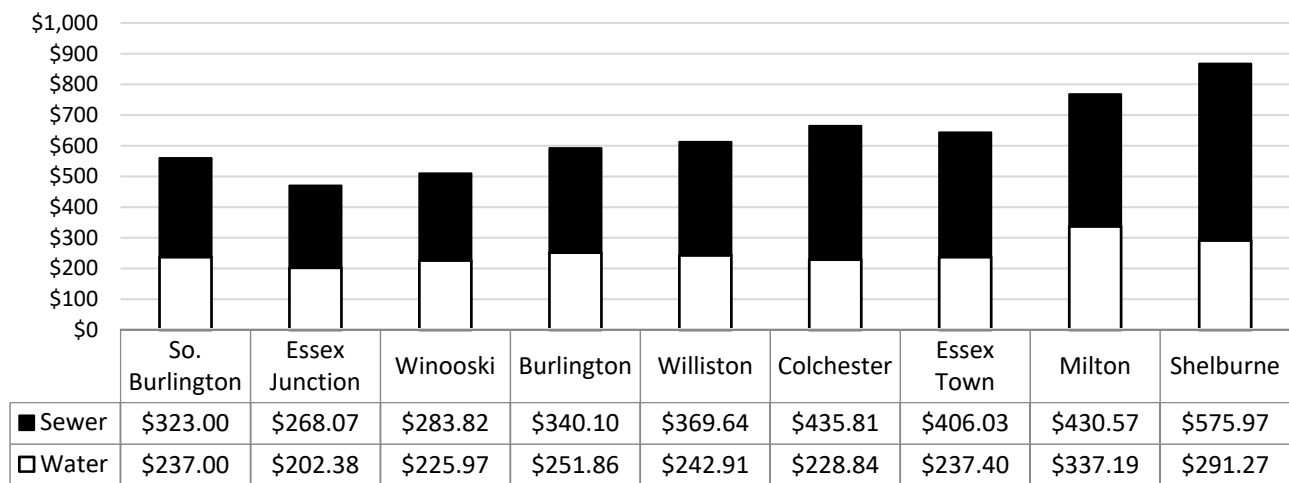
No action required at this time. Per the Village Policy for Large Volume Water User Rate Setting Process, two public hearings on the water rates will be held. After the second hearing scheduled for July 9, 2019 the rates will be set.

Comparison of FY19 rates to surrounding communities

Annual water and sewer costs for surrounding communities based on usage of 120 gallons per day.

	Water	Sewer	Total
Shelburne	\$ 291.27	\$ 575.97	\$ 867.24
Milton	\$ 337.19	\$ 430.57	\$ 767.76
Colchester	\$ 228.84	\$ 435.81	\$ 664.65
Essex Town	\$ 237.40	\$ 406.03	\$ 643.42
Williston	\$ 242.91	\$ 369.64	\$ 612.55
Burlington	\$ 251.86	\$ 340.10	\$ 591.95
So. Burlington	\$ 237.00	\$ 323.00	\$ 560.00
Winooski	\$ 225.97	\$ 283.82	\$ 509.79
Essex Jct.	\$ 202.38	\$ 268.07	\$ 470.46
<i>AVERAGE</i>	\$ 250.54	\$ 381.45	\$ 631.98
<i>MEDIAN</i>	\$ 237.40	\$ 369.64	\$ 612.55

FY19 Water/Sewer Yearly Costs for
Chittenden County Residents



Costs based on consumption of 120 gallons of water/day

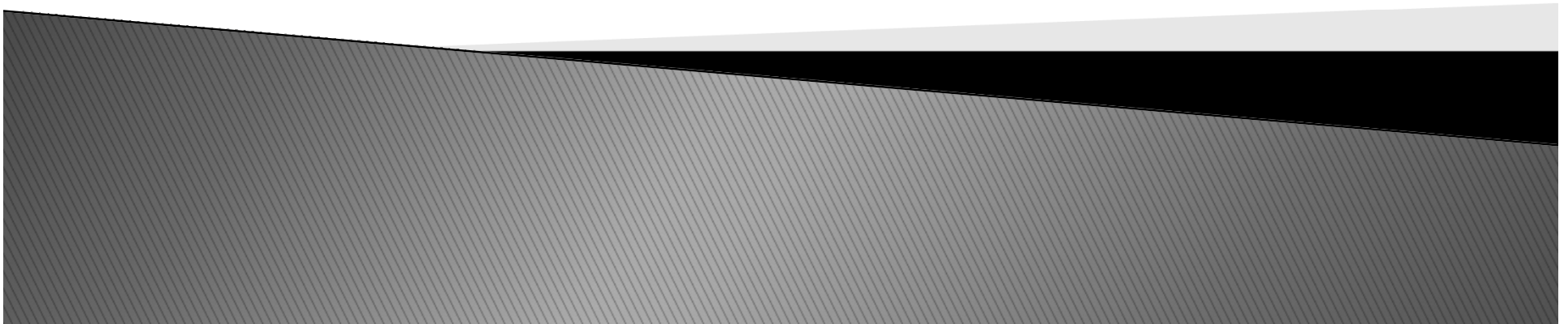
History of Village Utility Rate Changes – FY14 through FY20 (proposed)

Utility Charges Comparison							
<i>Rates</i>							
	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Water							
Fixed Charge	21.05	22.01	22.35	22.66	23.56	25.03	26.86
\$ Change		\$ 0.96	\$ 0.34	\$ 0.31	\$ 0.90	\$ 1.47	\$ 1.83
% Change		4.56%	1.54%	1.39%	3.97%	6.24%	7.31%
Usage, per Cubic Foot	0.014	0.0147	0.0155	0.0157	0.0166	0.0175	0.0188
\$ Change		\$ 0.0007	\$ 0.0008	\$ 0.0002	\$ 0.0009	\$ 0.0009	\$ 0.0013
% Change		5.00%	5.44%	1.29%	5.73%	5.42%	7.43%
WWTF							
Fixed Charge	24.42	25.67	26.44	24.53	22.08	23.56	25.82
\$ Change		\$ 1.25	\$ 0.77	\$ (1.91)	\$ (2.45)	\$ 1.48	\$ 2.26
% Change		5.12%	3.00%	-7.22%	-9.99%	6.70%	9.59%
Usage, per Cubic Foot	0.0089	0.0094	0.0098	0.0092	0.0084	0.0088	0.0098
\$ Change		\$ 0.0005	\$ 0.0004	\$ (0.0006)	\$ (0.0008)	\$ 0.0004	\$ 0.0010
% Change		5.62%	4.26%	-6.12%	-8.70%	4.76%	11.36%
Sanitation							
Fixed Charge	21.00	22.26	22.04	22.97	22.41	22.86	24.48
\$ Change		\$ 1.26	\$ (0.22)	\$ 0.93	\$ (0.56)	\$ 0.45	\$ 1.62
% Change		6.00%	-0.99%	4.22%	-2.44%	2.01%	7.09%
Usage, per Cubic Foot	0.0047	0.0051	0.0051	0.0054	0.0053	0.0053	0.0057
\$ Change		\$ 0.0004	\$ -	\$ 0.0003	\$ (0.0001)	\$ -	\$ 0.0004
% Change		8.51%	0.00%	5.88%	-1.85%	0.00%	7.55%

Utility Charges Comparison							
<i>Property using 120 gallons/Day</i>							
	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Water							
Fixed Charge	\$ 84.20	\$ 88.04	\$ 89.40	\$ 90.64	\$ 94.24	\$ 100.12	\$ 107.44
Usage (120 Gal/day, 5840 c.f./yr)	\$ 81.76	\$ 85.85	\$ 90.52	\$ 91.69	\$ 96.94	\$ 102.20	\$ 109.79
Total	\$ 165.96	\$ 173.89	\$ 179.92	\$ 182.33	\$ 191.18	\$ 202.32	\$ 217.23
\$ Change		\$ 7.93	\$ 6.03	\$ 2.41	\$ 8.86	\$ 11.14	\$ 14.91
% Change		4.78%	3.47%	1.34%	4.86%	5.82%	7.37%
WWTF							
Fixed Charge	\$ 97.68	\$ 102.68	\$ 105.76	\$ 98.12	\$ 88.32	\$ 94.24	\$ 103.28
Usage (120 Gal/day, 5840 c.f./yr)	\$ 51.98	\$ 54.90	\$ 57.23	\$ 53.73	\$ 49.06	\$ 51.39	\$ 57.23
Total	\$ 149.66	\$ 157.58	\$ 162.99	\$ 151.85	\$ 137.38	\$ 145.63	\$ 160.51
\$ Change		\$ 7.92	\$ 5.42	\$ (11.14)	\$ (14.47)	\$ 8.26	\$ 14.88
% Change		5.29%	3.44%	-6.84%	-9.53%	6.01%	10.22%
Sanitation							
Fixed Charge	\$ 84.00	\$ 89.04	\$ 88.16	\$ 91.88	\$ 89.64	\$ 91.44	\$ 97.92
Usage (120 Gal/day, 5840 c.f./yr)	\$ 27.45	\$ 29.78	\$ 29.78	\$ 31.54	\$ 30.95	\$ 30.95	\$ 33.29
Total	\$ 111.45	\$ 118.82	\$ 117.94	\$ 123.42	\$ 120.59	\$ 122.39	\$ 131.21
\$ Change		\$ 7.38	\$ (0.88)	\$ 5.47	\$ (2.82)	\$ 1.80	\$ 8.82
% Change		6.62%	-0.74%	4.64%	-2.29%	1.49%	7.20%
Total All Utility Rates							
\$ Change		\$ 23.22	\$ 10.57	\$ (3.26)	\$ (8.44)	\$ 21.19	\$ 38.61
% Change		5.44%	2.35%	-0.71%	-1.84%	4.72%	8.21%

Budgetary Comparisons							
<i>Enterprise Fund Expense and Ratepayer Revenue</i>							
	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Water							
Total Expenses				\$ 972,750	\$ 1,040,543	\$ 1,108,610	\$ 1,199,017
\$ Change					\$ 67,793	\$ 68,067	\$ 90,407
% Change					6.97%	6.54%	8.15%
Revenue raised by Village rate payers	\$ 787,839	\$ 826,553	\$ 834,766	\$ 846,258	\$ 930,063	\$ 993,251	\$ 1,086,788
\$ Change		\$ 38,714	\$ 8,213	\$ 11,492	\$ 83,805	\$ 63,188	\$ 93,537
% Change		4.91%	0.99%	1.38%	9.90%	6.79%	9.42%
WWTF							
Total Expenses	1729910	\$ 1,797,996	\$ 1,834,060	\$ 1,783,204	\$ 1,860,148	\$ 1,949,836	\$ 2,074,246
\$ Change		\$ 68,086	\$ 36,064	\$ (50,856)	\$ 76,944	\$ 89,688	\$ 124,410
% Change		3.94%	2.01%	-2.77%	4.31%	4.82%	6.38%
Revenue raised by Village rate payers	692009	\$ 726,876	\$ 740,293	\$ 681,161	\$ 645,063	\$ 694,916	\$ 773,856
\$ Change		\$ 34,867	\$ 13,417	\$ (59,132)	\$ (36,098)	\$ 49,853	\$ 78,940
% Change		5.04%	1.85%	-7.99%	-5.30%	7.73%	11.36%
Sanitation							
Total Expenses	567545.00	\$ 593,990	\$ 597,147	\$ 623,184	\$ 638,750	\$ 660,925	\$ 719,554
\$ Change		\$ 26,445	\$ 3,157	\$ 26,037	\$ 15,566	\$ 22,175	\$ 58,629
% Change		4.66%	0.53%	4.36%	2.50%	3.47%	8.87%
Revenue raised by Village rate payers	505670	\$ 534,915	\$ 528,322	\$ 552,556	\$ 567,372	\$ 586,985	\$ 636,064
\$ Change		\$ 29,245	\$ (6,593)	\$ 24,234	\$ 14,816	\$ 19,613	\$ 49,079
% Change		5.78%	-1.23%	4.59%	2.68%	3.46%	8.36%
Total Raised by Rate Payers	\$ 1,985,518	\$ 2,088,344	\$ 2,103,381	\$ 2,079,975	\$ 2,142,498	\$ 2,275,152	\$ 2,496,708
\$ Change		\$ 102,826	\$ 15,037	\$ (23,406)	\$ 62,523	\$ 132,654	\$ 221,556
% Change		5.18%	0.72%	-1.11%	3.01%	6.19%	9.74%

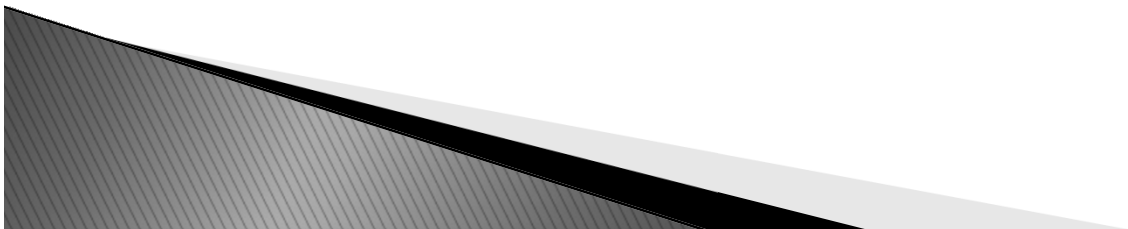
FY20 Water~WWTF~Sanitation Rate Setting



Village Combined Utility Rates

FY20 Proposed Rates

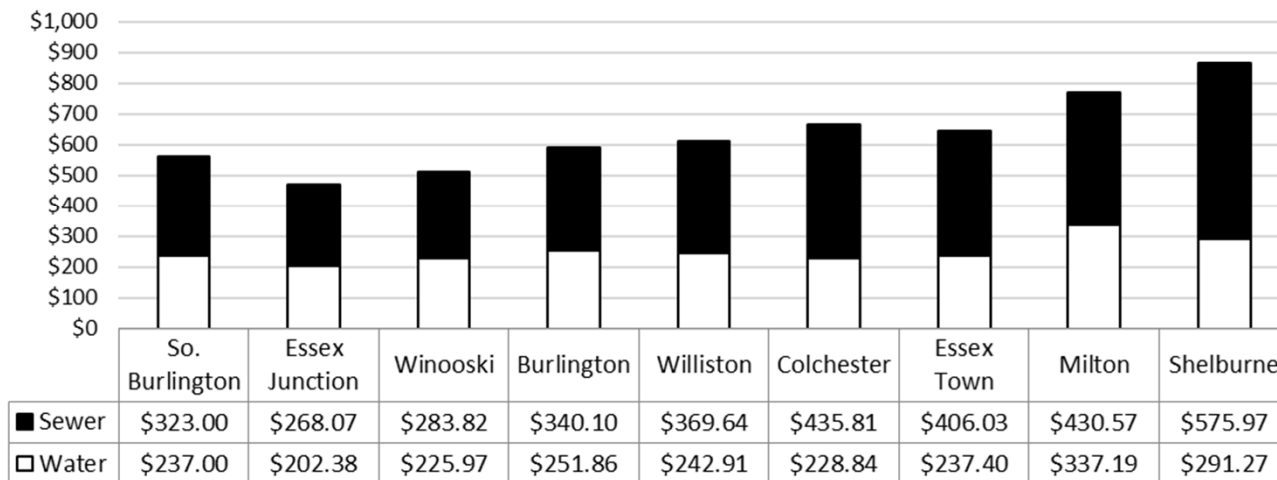
Usage	.0343/cubic foot
Fixed Charge	\$77.16/quarter or \$308.64/year
Increase over FY19	8.2%
Cost to average user	\$508.95/year or \$42.41/month



Combined Utility Rates – community comparison

	Water	Sewer	Total
Shelburne	\$ 291.27	\$ 575.97	\$ 867.24
Milton	\$ 337.19	\$ 430.57	\$ 767.76
Colchester	\$ 228.84	\$ 435.81	\$ 664.65
Essex Town	\$ 237.40	\$ 406.03	\$ 643.42
Williston	\$ 242.91	\$ 369.64	\$ 612.55
Burlington	\$ 251.86	\$ 340.10	\$ 591.95
So. Burlington	\$ 237.00	\$ 323.00	\$ 560.00
Winooski	\$ 225.97	\$ 283.82	\$ 509.79
Essex Jct.	\$ 202.38	\$ 268.07	\$ 470.46
<i>AVERAGE</i>	\$ 250.54	\$ 381.45	\$ 631.98
<i>MEDIAN</i>	\$ 237.40	\$ 369.64	\$ 612.55

FY19 Water/Sewer Yearly Costs for
Chittenden County Residents



Costs based on consumption of 120 gallons of water/day

History – Annual Average Cost

Utility Charges Comparison							
<i>Property using 120 gallons/Day</i>							
	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Water							
Fixed Charge	\$ 84.20	\$ 88.04	\$ 89.40	\$ 90.64	\$ 94.24	\$ 100.12	\$ 107.44
Usage (120 Gal/day, 5840 c.f./yr)	\$ 81.76	\$ 85.85	\$ 90.52	\$ 91.69	\$ 96.94	\$ 102.20	\$ 109.79
Total	\$ 165.96	\$ 173.89	\$ 179.92	\$ 182.33	\$ 191.18	\$ 202.32	\$ 217.23
\$ Change		\$ 7.93	\$ 6.03	\$ 2.41	\$ 8.86	\$ 11.14	\$ 14.91
% Change		4.78%	3.47%	1.34%	4.86%	5.82%	7.37%
WWTF							
Fixed Charge	\$ 97.68	\$ 102.68	\$ 105.76	\$ 98.12	\$ 88.32	\$ 94.24	\$ 103.28
Usage (120 Gal/day, 5840 c.f./yr)	\$ 51.98	\$ 54.90	\$ 57.23	\$ 53.73	\$ 49.06	\$ 51.39	\$ 57.23
Total	\$ 149.66	\$ 157.58	\$ 162.99	\$ 151.85	\$ 137.38	\$ 145.63	\$ 160.51
\$ Change		\$ 7.92	\$ 5.42	\$ (11.14)	\$ (14.47)	\$ 8.26	\$ 14.88
% Change		5.29%	3.44%	-6.84%	-9.53%	6.01%	10.22%
Sanitation							
Fixed Charge	\$ 84.00	\$ 89.04	\$ 88.16	\$ 91.88	\$ 89.64	\$ 91.44	\$ 97.92
Usage (120 Gal/day, 5840 c.f./yr)	\$ 27.45	\$ 29.78	\$ 29.78	\$ 31.54	\$ 30.95	\$ 30.95	\$ 33.29
Total	\$ 111.45	\$ 118.82	\$ 117.94	\$ 123.42	\$ 120.59	\$ 122.39	\$ 131.21
\$ Change		\$ 7.38	\$ (0.88)	\$ 5.47	\$ (2.82)	\$ 1.80	\$ 8.82
% Change		6.62%	-0.74%	4.64%	-2.29%	1.49%	7.20%
Total All Utility Rates							
	\$ 427.06	\$ 450.29	\$ 460.86	\$ 457.59	\$ 449.15	\$ 470.34	\$ 508.95
\$ Change		\$ 23.22	\$ 10.57	\$ (3.26)	\$ (8.44)	\$ 21.19	\$ 38.61
% Change		5.44%	2.35%	-0.71%	-1.84%	4.72%	8.21%

History – Annual Rates

Utility Charges Comparison							
Rates							
	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Water							
Fixed Charge	21.05	22.01	22.35	22.66	23.56	25.03	26.86
\$ Change		\$ 0.96	\$ 0.34	\$ 0.31	\$ 0.90	\$ 1.47	\$ 1.83
% Change		4.56%	1.54%	1.39%	3.97%	6.24%	7.31%
Usage, per Cubic Foot	0.014	0.0147	0.0155	0.0157	0.0166	0.0175	0.0188
\$ Change		\$ 0.0007	\$ 0.0008	\$ 0.0002	\$ 0.0009	\$ 0.0009	\$ 0.0013
% Change		5.00%	5.44%	1.29%	5.73%	5.42%	7.43%
WWTF							
Fixed Charge	24.42	25.67	26.44	24.53	22.08	23.56	25.82
\$ Change		\$ 1.25	\$ 0.77	\$ (1.91)	\$ (2.45)	\$ 1.48	\$ 2.26
% Change		5.12%	3.00%	-7.22%	-9.99%	6.70%	9.59%
Usage, per Cubic Foot	0.0089	0.0094	0.0098	0.0092	0.0084	0.0088	0.0098
\$ Change		\$ 0.0005	\$ 0.0004	\$ (0.0006)	\$ (0.0008)	\$ 0.0004	\$ 0.0010
% Change		5.62%	4.26%	-6.12%	-8.70%	4.76%	11.36%
Sanitation							
Fixed Charge	21.00	22.26	22.04	22.97	22.41	22.86	24.48
\$ Change		\$ 1.26	\$ (0.22)	\$ 0.93	\$ (0.56)	\$ 0.45	\$ 1.62
% Change		6.00%	-0.99%	4.22%	-2.44%	2.01%	7.09%
Usage, per Cubic Foot	0.0047	0.0051	0.0051	0.0054	0.0053	0.0053	0.0057
\$ Change		\$ 0.0004	\$ -	\$ 0.0003	\$ (0.0001)	\$ -	\$ 0.0004
% Change		8.51%	0.00%	5.88%	-1.85%	0.00%	7.55%

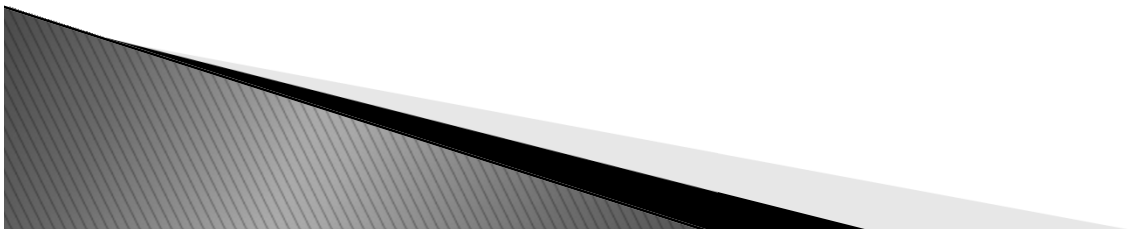
Village Water User Rate

FY20 Proposed Rates

Usage	.0188/cubic foot
Fixed Charge	\$26.86/quarter or \$107.44/year
Increase over FY19	7.4%
Cost to average user	\$217.23/year or \$18.10/month
(Fixed charges represent 50% of budget)	

Reasons for Increase

- 1) 17.73% increase in Operating budget primarily due to \$50,000 increase in transfer to Capital Reserve, increases to employee benefit costs and an increase in contractual services
- 2) 3.0% increase in CWD Wholesale rate



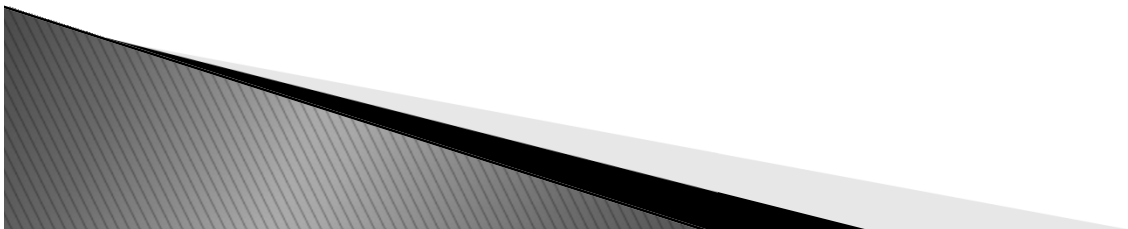
Village Wastewater Treatment User Rates

FY20 Proposed Rates

Usage	.0098/cubic foot
Fixed Charge	\$25.82/quarter or \$103.28/year
Increase over FY19	10.2%
Cost to average user	\$160.51/year or \$13.38/month
(Fixed Charges are 65% of the budget)	

Reasons for Increase

- 1) 6.4% increase in Operating Budget
- 2) 1.5% increase in Village percentage of flow
- 2) 10% decrease in Village anticipated septage revenue



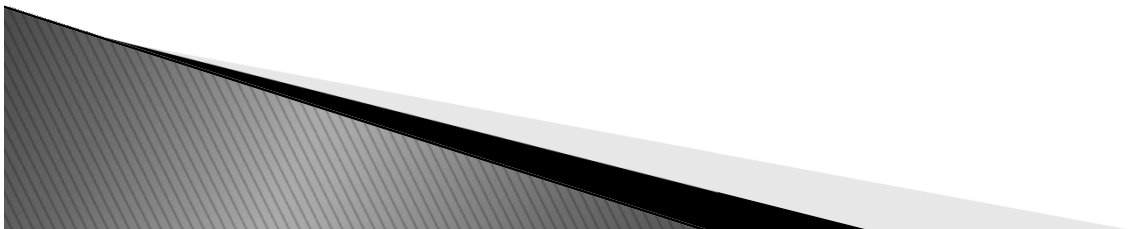
Village Sanitation User Rates

FY20 Proposed Rates

Usage	.0057/cubic foot
Fixed Charge	\$24.48/quarter or \$97.92/year
Increase from FYE18	7.2%
Cost to average user	\$131.21/year or \$10.94/month
(Fixed charges are 75% of budget)	

Reasons for Increase

- 1) 10.8% Increase in Operating Budget Driven by an increase in personnel and benefit costs, and contractual services
- 2) \$7,750 increase in amount toward WWTF Upgrade Debt



Large Water User Rate

FY20 Proposed Rate

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

Reasons for Decrease

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

Other pertinent information

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

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

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



Wastewater Treatment Wholesale Rate

FY20 Proposed Rate

Usage \$3.154 / 1,000 gallons

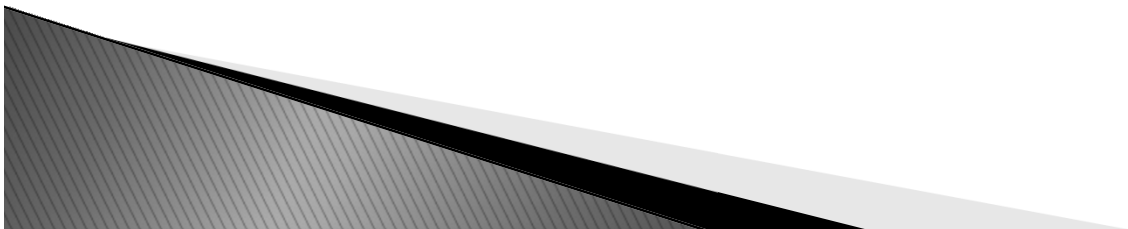
Increase over FY19 5.7%

Reasons for Increase

- 1) 6.4% increase in the operating budget

The Wastewater Treatment Wholesale rate is the rate paid by the Town of Essex and the Town of Williston for the treatment of sewage from these communities. The rate is based upon estimated flows and budgeted costs. At the end of the fiscal year the actual flows and costs are analyzed and adjustments are made.

The Wastewater Treatment Wholesale rate is also used for charging septic haulers that discharge at the Treatment Facility.



MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: June 25, 2019
SUBJECT: FY20 Utility Rates – warn second public hearing



Issue

The issue is to request the Trustees warn a second public hearing on the FY20 Village Utilities Rates as per the Village Trustee's Policy for Large Volume Water User Rate Setting Process.

Discussion

The Trustees have a policy for Large Volume Water User Rate Setting Process which states two water rate public hearings shall be held by the Village Trustees.

As has previously been discussed, in order to fund the FY20 Water, WWTF, and Sanitation Fund budgets staff recommends the Village rates be set as follows:

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


Cost

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

Recommendation

It is recommended that the Trustees warn a second public hearing on the FY20 Village Utilities rates for Tuesday July 9, 2019.

MEMORANDUM

To: Village Trustees
From: Tammy Getchell, Assistant to the Manager 
Re: Appointment of volunteers to boards and committees
Date: June 21, 2019

Issue

The issue is to appoint or reappoint volunteers to seats expiring June 30, 2019.

Discussion

For reference, the following are seats that require appointments to begin July 1, 2019:

<i>Committee</i>	<i>Openings</i>	<i>Term(s) ending</i>	<i>Status</i>
Village Planning Commission	2	June 30, 2022	Reappointments requested for Diane Clemens and Steven Shaw
Village Zoning Board of Adjustment	2	June 30, 2022	Reappointments requested for Bruce Murdough and Martin Hughes
Village Bike-Walk Advisory Committee	2	June 30, 2022	1 reappointment requested for Eric Bowker. Raj Chawla resigned.

Cost

None.

Recommendation

The Village Planning Commission has recommended reappointment of Diane Clemens and Steven Shaw to three-year terms to begin July 1, 2019.

The Village Zoning Board of Adjustment has recommended reappointment of Bruce Murdough and Martin Hughes to three-year terms to begin July 1, 2019.

The Village Bike-Walk Advisory Committee has recommended reappointment of Eric Bowker to a three-year term to begin July 1, 2019.

MEMORANDUM

To: Village Trustees

From: Tammy Getchell, Assistant to the Manager



Re: Accepting Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan

Date: June 21, 2019

Issue

The issue is whether the Village Trustees will consent to the Town of Essex and Village of Essex Junction Housing Needs Assessment and Action Plan.

Discussion

On the June 3, 2019 Joint Meeting of the Village Trustees and the Town Selectboard, a Housing Needs Assessment and Action Plan was presented. Board members who were not present at the joint meeting are asked to review the materials from the June 3rd Joint Meeting packet and the video of the presentation, which is available at: <https://www.cctv.org/watch-tv/programs/essex-junction-trustees-and-essex-selectboard-joint-meeting-9>.

Cost

None.

Recommendation

It is recommended that the Village Trustees review the packet materials from the June 3 Joint Meeting and the video link above and accept the Town and Village Housing Needs Assessment and Action Plan.

Memorandum

To: Essex Selectboard; Village Trustees; Evan Teich, Unified Manager
From: Dana Hanley, Community Development Director
Cc: Greg Duggan, Sharon Kelley, Darren Schibler, Robin Pierce, Greg Morgan
Re: Town and Village Housing Needs Assessment and Action Plan
Date: May 15, 2019

Issue

Review and accept the “Town of Essex and Village of Essex Junction’s Housing Needs Assessment and Action Plan”.

Discussion

The need for affordable housing in the Town and Village has been a top concern in both Community Development Departments. Action 4.1 in the Town’s 2016 Town Plan directs us to do a “Comprehensive Housing Study”, otherwise known as a Housing Needs Assessment. Objective 1.9 in the Village’s draft 2019 Comprehensive Plan, currently under review, directs the Village to “work towards implementation of the issues identified in the “Housing Needs Analysis and Action Plan”. Both departments are on the same page with regard to what needs to be tackled.

The joint “Housing Needs Assessment and Action Plan” was a unique collaboration between the Town and Village Community Development Departments, Regina Mahony at the Chittenden County Regional Planning Commission, and Maura Collins at the Vermont Housing Finance Agency. Because of this collaboration, we were able to do this “in-house” without the need to spend \$20,000- \$30,000 on expensive outside consultants.

Cost

N/A

Recommendation

Staff recommends that the boards ‘accept’ the “Town and Village Housing Needs Assessment and Action Plan”. At the ‘adoption’ stage we recommend that the boards take the necessary action to create a joint Affordable Housing Committee.



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

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, June 11, 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. Presentation of proposed amendments to the Village of Essex Junction's Comprehensive Plan
 - b. Warn Public Hearing to hear comments on proposed amendments to and re-adoption of the Village of Essex Junction's Comprehensive Plan and the proposed Essex Community Enhanced Energy Plan
 - c. Warn Public Hearing for FYE 2020 Water/Sewer budget and rates
6. **CONSENT ITEMS**
 - a. Reappointment/Appointment to Boards, Committees and Commissions
 - b. Authorize Chittenden County Regional Planning Commission to serve as the submitting entity for Essex Junction to participate in the New Construction Program
 - c. Approve minutes: May 28, 2019
 - d. Check Warrants #17148—05/28/19; #17149—05/31/19; #17150—06/07/19
7. **READING FILE**
 - a. Board Member Comments
 - b. Email from Raj Chawla re: BWAC
 - c. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
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: 06/07/2019

Date Posted

J Mitchell
Initials

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 11, 2019**

TRUSTEES PRESENT: George Tyler; Dan Kerin; Amber Thibeault; Raj Chawla (Andrew Brown not in attendance)
ADMINISTRATION: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Robin Pierce, Community Development Director
OTHERS PRESENT: Irene Wrenner

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

George Tyler, who chaired the meeting in place Andrew Brown, called the meeting to order at 6:34 p.m. and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/ CHANGES

Mr. Teich added, as item 5d, a Fireworks Display Permit from the Department of Recreation and Parks for the Village's Fourth of July Fireworks Display. To the reading file, he added a map and image of Firebird Café's planned landscaping next to the community path.

3. APPROVE AGENDA

DAN KERIN made a motion, and AMBER THIBEAULT seconded, to approve the meeting agenda, as amended. VOTING: 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. BUSINESS ITEMS

a. Presentation of proposed amendments to the Village of Essex Junction's Comprehensive Plan

Mr. Pierce introduced proposed amendments to the Village of Essex Junction's Comprehensive Plan. He said most of the changes were mandated by the State of Vermont or Chittenden County Regional Planning Commission and acknowledged that more substantive changes may occur during the unification process with the Town of Essex. Mr. Pierce pointed out that the 2019 Village of Essex Junction Comprehensive Plan includes the Essex Community Enhanced Energy Plan and most of the amendments to the plan are found in Section 4, Comprehensive Plan Elements. These include:

- 4.1, The Essex Community Enhanced Energy Plan cited
- 4.4, Modification to Open Spaces and Public Health
- 4.5, Natural Environmental Resources aligned with Vermont State Forestry requirements
- 4.6, Flood Resilience compliance with State of Vermont requirements
- 4.7, Essex Westford School District newly included
- 4.8, Stormwater management, wastewater collection system and zoning regulations aligned with the Winooski River and Lake Champlain Tactical Basin Plan
- 4.9, Alignment with the Housing Needs Assessment and Action Plan

Mr. Pierce also noted that the Comprehensive Plan includes elements of the DuBois and King's Design 5 Corners Project, the Essex Bicycle and Pedestrian Plan, the Draft 2019 Parking Study and the Green Mountain Transit's Next Generation Plan.

Mr. Pierce requested that the Trustees accept the plan and send any questions by July 12, in preparation for the Planning Commission's August 1 meeting and the first of two public hearings. The Village of Essex Junction's Comprehensive Plan will be warned to be adopted by the Trustees on August 13. Mr. Tyler pointed out that the two public hearings for the Comprehensive Plan are the best opportunity for input for those who want to help shape the development of Essex Junction.

Mr. Tyler invited Mr. Pierce to display aerial views and architectural renderings from Black Rock Construction and talk about some of the projects approved by the Planning Commission. Mr. Pierce, Mr. Chawla and Mr. Kerin discussed phases of some of these projects, building designs, streets involved, the new connector road, public spaces, parking garage plans and the balance of commercial, retail and residential growth.

b. Warn Public Hearing to hear comments on proposed amendments to and re-adoption of the Village of Essex Junction's Comprehensive Plan and the proposed Essex Community Enhanced Energy Plan

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Village Trustees warn a public hearing for Tuesday, July 23, 2019 at 6:30 PM at 2 Lincoln Street, Essex Junction to hear comments on the proposed amendments to, and re-adoption of, the Village of Essex Junction's Comprehensive Plan and the proposed Essex Community Enhanced Energy Plan.

VOTING: 4-0; motion carried.

Ms. Thibeault wondered if she should provide comment to the Comprehensive Plan because she participated in developing it in her prior role on the Planning Commission. Mr. Kerin commented that, because there would be no financial gain, this may not be a conflict of interest. Mr. Tyler suggested she seek council from Claudine Safar, Esq., the Village of Essex Junction's Attorney.

c. Warn Public Hearing for FYE 2020 Water/Sewer budget and rates

Ms. Macy provided an overview of how the Water/Sewer budget and rates were calculated. She discussed usage, fixed charges, increases over the previous year and costs to the average user in the areas of combined utility rates; Village water user rates; Village wastewater treatment user rates; and Village sanitation user rates. She also discussed large water user rates usage and as well as the wastewater treatment wholesale rates usage and increase. For each area she discussed reasons for increased or decreased rates. She pointed out that one shared factor for rate increases was increased salaries and health benefits.

Regarding the 7.4% Village Water rate increase, Ms. Macy said the \$50,000 transfer to capital played a role as did the 3.0% increase in the Champlain Water District (CWD) wholesale rate. She noted that the amount of water used by large user GLOBAL FOUNDRIES was less than expected. Mr. Tyler pointed out that the GLOBAL FOUNDRIES uses more water than all of Chittenden County and explained that the Village of Essex Junction serves as a pass-through organization for their water. He talked about the relationship between the formation of the Champlain Water District and IBM's high use, which now applies to GLOBAL FOUNDRIES. Ms. Macy and Mr. Teich explained that GLOBAL FOUNDRIES's high-water use allows for more economical rates, but when their water use goes down, this revenue source goes down so then fixed rates increase to make up the difference in revenue. Ms. Thibeault clarified with Ms. Macy that GLOBAL FOUNDRIES is the only entity considered as a "large user" in the municipality, as defined as using over 2.5 million gallons per day. Mr. Tyler added that they also are the only industrial entity that owns and maintains their own Wastewater Treatment Facility in the state of Vermont.

Regarding the 7.2% Village sanitation user rate increase, Ms. Macy said most of the increase was due to personnel costs and a slight increase in the payment amount toward upgrade debt.

Regarding the 10.2% Village wastewater treatment user rate increase, Ms. Macy pointed out an increase in maintenance fees and the increased costs of chemicals. She explained that the estimated wastewater flow is used to calculate the amount of sewage treatment the municipality buys and is a determinant for residential rates. She discussed how fixed versus variable rates, determined by a water study, play a role in this calculation. Mr. Teich talked about the definition of fixed versus variable rates and pointed out some of the fixed rates are determined by regulated practices, such as sludge for land application.

Ms. Macy discussed the overall rate increase to utility rates at 8.8%, or a cost of \$41.41 per year, per Village resident using 120 gallons per day. Mr. Chawla requested comparable rate increase information for the past ten years. Mr. Teich talked about how Village rates compare to those in the Town of Essex, where fixed rates are greater in part because they operate lift stations to move water to some neighborhoods. Mr. Chawla, Mr. Teich and Ms. Macy discussed how average user consumption helps determine accurate rates. Mr. Chawla asked Mr. Teich about the possibility of selling wastewater treatment capacity to other towns as an option for managing rate increases. Mr. Teich pointed out that this strategy may not effectively plan for future growth in Essex Junction. Ms. Macy agreed to provide a comparison of rates and usage from area municipalities.

Regarding the large water user rate, Ms. Macy explained that the 3.85% decrease was from a decreased proportionate share from GLOBAL FOUNDRIES and a lower amount of unaccounted for water. She also said that once estimated budgeted costs were reconciled, for FYE19, with actual flows and costs, a 5.7% increase was applied to the wastewater treatment wholesale rate.

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees warn a public hearing on the FY20 Village Utility rates for Tuesday June 25, 2019.

VOTING: 4-0; motion carried.

***d. Permit approval for the Village of Essex Junction's Fourth of July Fireworks Display.**

This agenda item was addressed after the Consent Items on the agenda.

6. CONSENT ITEMS

- a. Reappointment/Appointment to Boards, Committees and Commissions**

DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Village Trustees reappoint Rich Boyers and Tim Kemerer to three-year terms, to begin July 1, 2019, as recommended by the Village Tree Advisory Committee. VOTING: 4-0; motion carried.

- b. Authorize Chittenden County Regional Planning Commission to serve as the submitting entity for Essex Junction to participate in the New Construction Program**
- Mr. Teich explained that in order for the US Census Bureau to achieve an accurate count, they request a complete account of occupiable apartments by the 2020 census date. He said that having an accurate count of residents in the census benefits Essex Junction by creating the potential to generate \$14 million dollars in additional federal funding to the area.

RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, that the Village of Essex Junction participate in the 2020 Census New Construction Program and designate the Chittenden County Regional Planning Commission as Essex Junction's 2020 Census New Construction Program Liaison. VOTING: 4-0; motion carried.

c. Approve minutes: May 28, 2019

- Mr. Kerin suggested an amendment to the minutes to remove his name, as he was not in attendance, at the meeting. Mr. Tyler commented, but did not request an amendment to the minutes, that during the May 28, 2019 meeting he had asked the question of why the Community Development Office is in charge of Firework monitoring.

GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to amend the minutes to reflect that Dan Kerin was not present at the meeting. VOTING: 4-0; motion carried.

GEORGE TYLER made a motion, and DAN KERIN seconded, to approve the minutes as amended. VOTING: 4-0; motion carried.

d. Check Warrants #17148—05/28/19; #17149—05/31/19; #17150—06/07/19

GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, to approve the Check Warrants as presented. VOTING: 4-0; motion carried.

***5d. Permit approval for the Village of Essex Junction's Fourth of July Fireworks Display.**

Mr. Teich requested approval from the Trustees of the permit for fourth of July Fireworks, to take place after dark at about 9:30 at Maple Street Park. He said approval was secured from required department heads and staff are planning for the safety of the site and crowds.

DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees approve the Fireworks Display Permit. VOTING: 4-0; motion carried.

7. READING FILE

a. Board Member Comments

- Mr. Tyler commented that the Governance Subcommittee has been struggling to get the full committee together at the same time. He explained that with the upcoming timeline for public engagement and the pace required to move the governance change efforts forward, he will propose that three alternate Trustee members join the committee. He said he will bring this up at the next Joint meeting with the Selectboard.
- Mr. Chawla requested information, which Mr. Teich agreed to look into, on when crosswalk striping will begin.
- Mr. Teich reminded the Trustees that the first public hearing on the Crescent Connector is coming up. He also shared that one of the two property owners who Village of Essex Junction has not obtained easements from for this project, sent a letter of objection with questions and comments. Their attorney is working through this process with the Village's attorney.

b. Email from Raj Chawla re: BWAC

- Mr. Chawla talked about changes to the Bike/Walk Advisory Committee. Micah Hagan is the new Chair, with Cathy Shearer as Vice-Chair, and Mr. Chawla stepped down from the committee to make time for the Trustee and Governance Subcommittee commitments. He said the committee is working toward establishing some mid-road crosswalk markers for seasonal use and is preparing a rapid reflector beacon plan. They are also looking at working more closely with the Essex Conservation and Trails Committee.

c. Upcoming meeting schedule

- Mr. Teich pointed out that the new schedule is organized by color for ease of identifying what meeting is listed and where it will take place.

- d. Firebird Café community path landscaping documents
 - Mr. Tyler noted that, because the Firebird Café is planning to landscape next to the community path, the Village of Essex Junction may not need to landscape the area, as was suggested in a previous meeting of the Trustees.

8. **EXECUTIVE SESSION**

- a. An executive session is not anticipated
No executive session took place.

ADJOURN

DAN KERIN made a motion, seconded by AMBER THIBEAULT, to adjourn the meeting.

VOTING: 4-0; motion carried at 7:38 p.m.

Respectfully Submitted,
Cathy Ainsworth

06/17/19

Town of Essex / Village of EJ Accounts Payable

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11:19 am

Check Warrant Report # 17151 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 06/17/19 To 06/17/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9976	AVONDA AIR SYSTEMS, INC	06/07/19	Building maintenance 7132	210-45551.434 MAINT. BUILDINGS/GROUNDS	583.90	23353	06/17/19
07465	BIBENS ACE HARDWARE INC	06/05/19	nuts and bolts 34396	210-43110.610 SUPPLIES	51.61	23356	06/17/19
07465	BIBENS ACE HARDWARE INC	06/05/19	painting supplies 34397	210-43110.610 SUPPLIES	11.97	23356	06/17/19
07465	BIBENS ACE HARDWARE INC	06/05/19	nuts and bolts 34399	210-43110.610 SUPPLIES	13.93	23356	06/17/19
07465	BIBENS ACE HARDWARE INC	06/10/19	chlorine tabs for Memoria 34440	210-43161.002 MEMORIAL PARK	69.99	23356	06/17/19
00530	BRODART CO	05/14/19	Books B5629766	210-45551.641 JUVEN COLLECTION-PRNT & E	104.12	23359	06/17/19
00530	BRODART CO	05/14/19	Books B5629766	210-45551.610 SUPPLIES	8.00	23359	06/17/19
00530	BRODART CO	05/14/19	Book B5629767	210-49346.002 JUVEN COLLECTION-PRNT & E	21.59	23359	06/17/19
00530	BRODART CO	05/14/19	Book B5629767	210-45551.610 SUPPLIES	0.80	23359	06/17/19
00530	BRODART CO	05/23/19	Books B5638538	210-49345.000 LIBRARY DONATION EXPENDIT	32.35	23359	06/17/19
00530	BRODART CO	05/23/19	Books B5638651	210-49345.000 LIBRARY DONATION EXPENDIT	16.04	23359	06/17/19
00530	BRODART CO	05/28/19	Books B5641638	210-45551.640 ADULT COLLECTION-PRINT &	23.09	23359	06/17/19
00530	BRODART CO	05/28/19	Books B5641638	210-45551.610 SUPPLIES	1.60	23359	06/17/19
00530	BRODART CO	05/28/19	Books B5641709	210-49346.002 JUVEN COLLECTION-PRNT & E	22.99	23359	06/17/19
00530	BRODART CO	05/28/19	Books B5641709	210-45551.610 SUPPLIES	1.60	23359	06/17/19
00530	BRODART CO	05/29/19	Books B5642931	210-45551.610 SUPPLIES	27.20	23359	06/17/19
00530	BRODART CO	05/29/19	Books B5642931	210-45551.641 JUVEN COLLECTION-PRNT & E	383.96	23359	06/17/19
00530	BRODART CO	05/29/19	books B5642942	210-45551.610 SUPPLIES	13.60	23359	06/17/19
00530	BRODART CO	05/29/19	books B5642942	210-45551.641 JUVEN COLLECTION-PRNT & E	124.77	23359	06/17/19
00530	BRODART CO	05/29/19	Books B5642943	210-45551.610 SUPPLIES	2.40	23359	06/17/19
00530	BRODART CO	05/29/19	Books B5642943	210-45551.641 JUVEN COLLECTION-PRNT & E	25.89	23359	06/17/19
00530	BRODART CO	05/29/19	BOOKS B5642944	210-45551.641 JUVEN COLLECTION-PRNT & E	103.43	23359	06/17/19
00530	BRODART CO	05/29/19	BOOKS B5642944	210-45551.610 SUPPLIES	6.40	23359	06/17/19
00530	BRODART CO	05/30/19	BOOK B5643014	210-45551.641 JUVEN COLLECTION-PRNT & E	9.15	23359	06/17/19
00530	BRODART CO	05/30/19	BOOK B5643014	210-45551.610 SUPPLIES	0.80	23359	06/17/19

06/17/19

Town of Essex / Village of EJ Accounts Payable

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11:19 am

Check Warrant Report # 17151 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 06/17/19 To 06/17/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	05/29/19	DVD B5643113	210-45551.610 SUPPLIES	0.80	23359	06/17/19
00530	BRODART CO	05/29/19	DVD B5643113	210-45551.641 JUVEN COLLECTION-PRNT & E	25.79	23359	06/17/19
00530	BRODART CO	05/29/19	Book B5643166	210-49346.001 ADULT COLLECTION-PRINT &	14.58	23359	06/17/19
00530	BRODART CO	05/29/19	Book B5643166	210-45551.610 SUPPLIES	0.80	23359	06/17/19
00530	BRODART CO	05/30/19	Book B5643910	210-45551.610 SUPPLIES	0.80	23359	06/17/19
00530	BRODART CO	05/30/19	Book B5643910	210-45551.641 JUVEN COLLECTION-PRNT & E	14.99	23359	06/17/19
00530	BRODART CO	05/31/19	Books B5645009	210-45551.641 JUVEN COLLECTION-PRNT & E	1676.51	23359	06/17/19
00530	BRODART CO	05/31/19	Books B5645009	210-45551.610 SUPPLIES	92.00	23359	06/17/19
00530	BRODART CO	06/04/19	BOOK B5647670	210-45551.641 JUVEN COLLECTION-PRNT & E	6.59	23359	06/17/19
00530	BRODART CO	06/04/19	BOOK B5647670	210-45551.610 SUPPLIES	0.80	23359	06/17/19
00530	BRODART CO	06/05/19	BOOKS B5649019	210-45551.610 SUPPLIES	24.19	23359	06/17/19
00530	BRODART CO	06/05/19	BOOKS B5649019	210-45551.641 JUVEN COLLECTION-PRNT & E	219.25	23359	06/17/19
00530	BRODART CO	06/06/19	Books B5649179	210-45551.641 JUVEN COLLECTION-PRNT & E	18.38	23359	06/17/19
00530	BRODART CO	06/06/19	Books B5649179	210-45551.610 SUPPLIES	0.80	23359	06/17/19
00530	BRODART CO	06/07/19	BOOKS B5651349	210-45551.641 JUVEN COLLECTION-PRNT & E	69.05	23359	06/17/19
00530	BRODART CO	06/07/19	BOOKS B5651349	210-45551.610 SUPPLIES	5.60	23359	06/17/19
00530	BRODART CO	06/07/19	BOOK B5651474	210-49346.002 JUVEN COLLECTION-PRNT & E	3.59	23359	06/17/19
00530	BRODART CO	06/07/19	BOOK B5651474	210-45551.610 SUPPLIES	0.80	23359	06/17/19
11375	CASELLA WASTE MANAGEMENT	05/20/19	rubbish removal 700199	210-43110.565 RUBBISH REMOVAL	559.26	23363	06/17/19
26395	CCRPC	04/30/19	Essex Jct parking study 1904112	210-41335.813 MATCHING GRANT FUNDS	235.80	23364	06/17/19
21210	CINTAS LOC # 68M 71 M	06/01/19	WATERBREAK COOLER AGRMENT 9053040386	210-43110.610 SUPPLIES	50.00	23370	06/17/19
25120	CLICKTIME.COM	06/06/19	Online Timesheets May EJR 286581	210-45110.330 OTHER PROFESSIONAL SVCS	637.00	23373	06/17/19
17025	COONRADT AMY	06/10/19	Capital Program Minutes 6 #0009	210-41320.530 COMMUNICATIONS	105.00	23378	06/17/19
38280	CRYSTAL ROCK BOTTLED WATE	05/28/19	Maint Water Cooler 17771391 052	210-45110.610 SUPPLIES	15.00	23380	06/17/19
V10576	ECOPIXEL LLC	06/10/19	Web hosting 2626	210-41320.530 COMMUNICATIONS	129.00	23384	06/17/19

06/17/19

11:19 am

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17151 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 06/17/19 To 06/17/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03280	ENGINEERS CONSTRUCTION IN	05/31/19 TOPSOIL	210-43110.616	280.00	23387	06/17/19
		~~565	GRAVEL, TOPSOIL			
V0708	ESSEX HIGH SCHOOL YEARBO	06/11/19 Books	210-45551.640	195.00	23388	06/17/19
		061119D	ADULT COLLECTION-PRINT &			
04640	FASTENAL INDUSTRIAL & CON	05/20/19 Maint First Aid Supplies	210-45110.610	59.11	23392	06/17/19
		VTBUR261192	SUPPLIES			
21150	FINDAWAY LLC	06/06/19 Books	210-45551.640	952.34	23394	06/17/19
		288286	ADULT COLLECTION-PRINT &			
37985	A T & T MOBILITY	05/23/19 Cell Phones EJRP	210-45110.535	271.05	23399	06/17/19
		060119D	TELEPHONE SERVICES			
05290	ADVANCE AUTO PARTS	06/05/19 BREAK CLEANER	210-43110.432	33.56	23400	06/17/19
		455291563039	VEHICLE MAINTENANCE			
20440	AINSWORTH CATHY L	06/10/19 SB Joint meeting 6/3/19	210-41320.530	85.47	23401	06/17/19
		#29	COMMUNICATIONS			
07305	AIRGAS USA LLC	06/01/19 CYLINDER LEASE RENEWAL	210-43110.610	177.55	23404	06/17/19
		9962651035	SUPPLIES			
19005	FIRSTLIGHT FIBER	06/01/19 Phone Internet	210-41940.535	42.40	23413	06/17/19
		5390656	TELEPHONE SERVICES			
19005	FIRSTLIGHT FIBER	06/01/19 Phone Internet	210-41320.535	138.71	23413	06/17/19
		5390656	TELEPHONE SERVICES			
19005	FIRSTLIGHT FIBER	06/01/19 Phone Internet	210-41970.535	30.65	23413	06/17/19
		5390656	TELEPHONE SERVICES			
19005	FIRSTLIGHT FIBER	06/01/19 Phone Internet	210-41320.530	34.95	23413	06/17/19
		5390656	COMMUNICATIONS			
12685	FRONT PORCH FORUM INC	06/01/19 7/1-6/30/20	210-14301.000	2448.00	23418	06/17/19
		11429	PREPAID EXPENSES			
34895	GAUTHIER TRUCKING, INC.	06/01/19 May Lincoln Hall trash	210-41940.565	203.18	23419	06/17/19
		1389600	RUBBISH REMOVAL			
08475	GREEN MOUNTAIN ELECTRIC S	05/23/19 Supplies	210-45551.610	99.75	23423	06/17/19
		S3325645.001	SUPPLIES			
08475	GREEN MOUNTAIN ELECTRIC S	05/29/19 MSP Lighted Field Repair	210-45220.610	32.63	23423	06/17/19
		S3325784 001	SUPPLIES			
21055	GREEN MOUNTAIN MESSENGER,	05/31/19 Courier	210-45551.536	105.00	23425	06/17/19
		73815	POSTAGE/DELIVERY			
06095	LEISURE WORLD	05/20/19 PUMP 3/4 HP,	210-43161.002	394.99	23434	06/17/19
		97222	MEMORIAL PARK			
V9454	LENNY'S SHOE & APP	05/29/19 UNIFORM ART	210-43110.612	165.00	23435	06/17/19
		3253749	UNIFORMS, BOOTS, ETC			
V9454	LENNY'S SHOE & APP	06/05/19 uniforms	210-43110.612	118.00	23435	06/17/19
		3254881	UNIFORMS, BOOTS, ETC			
17470	LEWIS SABLE	06/03/19 Youth Programs	210-45551.837	35.24	23436	06/17/19
		6319SL	CHILDRENS PROGRAMS			
V10130	LOWE'S BUSINESS ACCOUNT	05/29/19 door handle front door sh	210-43110.434	34.58	23437	06/17/19
		01707	MAINT. BUILDINGS/GROUNDS			
V10130	LOWE'S BUSINESS ACCOUNT	05/24/19 rope	210-43110.610	36.54	23437	06/17/19
		02017A	SUPPLIES			
V10130	LOWE'S BUSINESS ACCOUNT	05/22/19 HARDWARE	210-42220.610	4.00	23437	06/17/19
		02500	SUPPLIES			
V10130	LOWE'S BUSINESS ACCOUNT	05/16/19 BRUSH	210-43110.610	15.17	23437	06/17/19
		02778	SUPPLIES			

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10130	LOWE'S BUSINESS ACCOUNT	05/20/19	LUMBER 02930	210-43110.610 SUPPLIES	103.68	23437	06/17/19
V10130	LOWE'S BUSINESS ACCOUNT	05/17/19	CAR BRUSH 10623	210-42220.610 SUPPLIES	31.44	23437	06/17/19
08645	LOWES BUSINESS ACCT/SYNCB	06/11/19	lumber for ac unit instal 01410	210-43110.610 SUPPLIES	33.26	23438	06/17/19
27295	MAPLEHURST FLORIST	05/30/19	Card 63374	210-41320.610 SUPPLIES	2.79	23441	06/17/19
27295	MAPLEHURST FLORIST	06/10/19	Currier Memorial 63573	210-41940.610 SUPPLIES	60.00	23441	06/17/19
08565	MCCORMICK SUE	05/14/19	Co Location Meeting Servi 1019	210-45110.530 COMMUNICATIONS	1000.00	23442	06/17/19
05485	NATIONAL BUSINESS LEASING	05/25/19	Copier leases 63733653	210-41320.442 LEASED SERVICES	138.97	23446	06/17/19
05485	NATIONAL BUSINESS LEASING	05/25/19	Copier leases 63733653	210-43110.442 EQUIPMENT RENTALS	72.59	23446	06/17/19
05485	NATIONAL BUSINESS LEASING	05/25/19	Copier leases 63733653	210-45551.423 CONTRACT SERVICES	80.72	23446	06/17/19
05485	NATIONAL BUSINESS LEASING	05/25/19	Copier leases 63733653	210-45551.423 CONTRACT SERVICES	80.74	23446	06/17/19
21390	OLIVER PAINTING LLC	05/30/19	Building maintenance 053019D	210-45551.434 MAINT. BUILDINGS/GROUNDS	1200.00	23448	06/17/19
V10729	OVERDRIVE INC	05/30/19	Books 01459DA19102	210-45551.641 JUVEN COLLECTION-PRNT & E	26.61	23449	06/17/19
V9862	PERCY RENTALS, SALES & SE	06/05/19	filters and battery ZERO 36133	210-43110.570 MAINTENANCE OTHER	510.03	23450	06/17/19
25140	PIKE INDUSTRIES INC	06/07/19	Asphalt 1027841	210-43120.610 PAVEMENT MAINTENANCE	1268.96	23453	06/17/19
02050	RON BUSHEY'S SUNOCO	06/04/19	Gas Maintenance Vehicles 1016991	210-45220.626 GAS, GREASE & OIL	67.54	23461	06/17/19
03330	SAPUPPO-STULTZ SARA MICHE	06/10/19	Gov Subcommittee Minutes Invoice 002	210-41320.530 COMMUNICATIONS	26.94	23464	06/17/19
29835	SHERWIN-WILLIAMS	06/10/19	road painting supplies 5623-3	210-43120.444 STREET MARKINGS	219.15	23467	06/17/19
V2124	STAPLES ADVANTAGE	05/18/19	Supplies 3414158440	210-45551.610 SUPPLIES	30.16	23470	06/17/19
V2124	STAPLES ADVANTAGE	06/01/19	office supplies 3415447742	210-45551.610 SUPPLIES	41.08	23470	06/17/19
36825	THE SMALL ENGINE CO INC	06/06/19	idler pulley 082283	210-43110.570 MAINTENANCE OTHER	40.38	23474	06/17/19
30210	VT LEAGUE OF CITIES & TOW	05/23/19	FD WC Audit and CY Adj 19ARADJ1843	210-42220.226 WORKERS COMP INSURANCE	3133.00	23485	06/17/19
30210	VT LEAGUE OF CITIES & TOW	05/23/19	FD WC Audit and CY Adj 19ARADJ1843	210-42220.226 WORKERS COMP INSURANCE	5116.00	23485	06/17/19
30210	VT LEAGUE OF CITIES & TOW	05/23/19	FD WC Audit and CY Adj 19ARADJ1843	210-14301.000 PREPAID EXPENSES	3133.00	23485	06/17/19
07565	W B MASON CO INC	01/18/19	Credit duplicate payment 011819D	210-41940.610 SUPPLIES	-16.97	23488	06/17/19
07565	W B MASON CO INC	01/18/19	Credit duplicate payment 011819D	210-41320.610 SUPPLIES	-2.29	23488	06/17/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	W B MASON CO INC	05/20/19	Cleaning Supplies 166463619	210-45220.610 SUPPLIES	137.62	23488	06/17/19
07565	W B MASON CO INC	04/22/19	Supplies, coffee I65623595	210-42220.610 SUPPLIES	166.89	23488	06/17/19
07565	W B MASON CO INC	05/29/19	MSP Office Supplies I66726380	210-45110.610 SUPPLIES	167.46	23488	06/17/19
05485	NATIONAL BUSINESS LEASING	05/25/19	Copier leases 63733653	225-45122.610 OPERATIONAL SUPP/EXP	94.15	23446	06/17/19
04940	COMCAST	05/23/19	MSP Internet 0176315 5/19	226-45110.530 COMMUNICATIONS	460.22	23376	06/17/19
04940	COMCAST	05/23/19	Park St Internet 0210908 5/19	226-45121.530 COMMUNICATIONS	248.99	23377	06/17/19
38280	CRYSTAL ROCK BOTTLED WATE	05/28/19	MSP Water 17752734 052	226-45115.610 SUPPLIES	93.00	23379	06/17/19
44980	FACE MANIA	02/03/19	July 4th Entertainment Ba 2018 020	226-14301.000 PREPAID EXPENSE	700.00	23391	06/17/19
25190	A C MOORE ARTS & CRAFTS A	06/08/19	VK Fleming Art Supplies 070756	226-45120.610 SUPPLIES	185.71	23398	06/17/19
07305	AIRGAS USA LLC	05/23/19	Pool Chemicals 9089085179	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	173.47	23402	06/17/19
07305	AIRGAS USA LLC	05/24/19	Carbon Dioxide Ind 160LTR 9089134375	226-45115.434 MAINTENANCE-BLDGS/GROUNDS	204.87	23402	06/17/19
25595	AMERICAN RED CROSS	05/22/19	CPR Certs 22193123	226-45115.330 OTHER PROFESSIONAL SVCS	150.00	23409	06/17/19
19215	GENGRAS CASSANDRA	06/07/19	AEP Session 5 Art 7	226-45120.330 OTHER PROFESSIONAL SVCS	372.00	23420	06/17/19
05485	NATIONAL BUSINESS LEASING	05/25/19	Copier leases 63733653	226-45110.442 Equipment Rentals	177.89	23446	06/17/19
24855	PETTY CASH - CAITLIN FAY	06/12/19	EJRP Petty Cash Reimburse 061219D	226-45120.610 SUPPLIES	47.73	23451	06/17/19
24855	PETTY CASH - CAITLIN FAY	06/12/19	EJRP Petty Cash Reimburse 061219D	226-45121.610 SUPPLIES	22.55	23451	06/17/19
24855	PETTY CASH - CAITLIN FAY	06/12/19	EJRP Petty Cash Reimburse 061219D	226-45120.610 SUPPLIES	16.56	23451	06/17/19
25395	POOL WORLD INC	05/24/19	Pool Chemicals 211962	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	62.36	23455	06/17/19
24830	REINHART FOODSERVICE	05/28/19	VK Hiawatha Snack 163655	226-45120.610 SUPPLIES	22.16	23459	06/17/19
24830	REINHART FOODSERVICE	06/10/19	VK Hiawatha Snack 171239	226-45120.610 SUPPLIES	35.75	23459	06/17/19
24830	REINHART FOODSERVICE	06/10/19	VK Summit Snack 172561	226-45120.610 SUPPLIES	80.26	23459	06/17/19
24830	REINHART FOODSERVICE	06/08/19	VK Fleming Snack CREDIT 172696	226-45120.610 SUPPLIES	-3.00	23459	06/17/19
24830	REINHART FOODSERVICE	06/11/19	VK MSP Snack 173114	226-45120.610 SUPPLIES	68.03	23459	06/17/19
24830	REINHART FOODSERVICE	06/11/19	VK Hiawatha Snack 173115	226-45120.610 SUPPLIES	24.90	23459	06/17/19
00275	SB SIGNS INC	05/24/19	Parade Signage 22640	226-45115.850 Memorial Day Parade	400.00	23465	06/17/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29835	05/25/19	SHERWIN-WILLIAMS Parade Supplies 4871 9	226-45115.850 Memorial Day Parade	49.74	23467	06/17/19
14695	02/21/19	THE BIG BLUE TRUNK July 4th Event Entertainm 1403A	226-14301.000 PREPAID EXPENSE	375.00	23473	06/17/19
25840	05/24/19	UPPER VALLEY AQUATICS CEN REACH Field Trip 8/6/19 45120	226-14301.000 PREPAID EXPENSE	411.00	23479	06/17/19
25315	04/06/19	VESPA'S PIZZA PASTA & DEL VK Fleming Field Trip 040619D	226-45120.610 SUPPLIES	80.00	23483	06/17/19
25315	06/07/19	VESPA'S PIZZA PASTA & DEL VK MSP Field Trip 060719D	226-45120.610 SUPPLIES	77.00	23483	06/17/19
36240	05/20/19	DUBOIS & KING INC Crescent Connector Projec 519144	230-46801.008 CRESCENT CONNECTOR	18135.58	23381	06/17/19
23435	05/31/19	CHAMPLAIN WATER DISTRICT 2019 Consumer Confidence EJ.CCR-2019	254-43200.550 PRINTING AND ADVERTISING	1248.32	23366	06/17/19
V9454	05/15/19	LENNY'S SHOE & APP UNIFORM 3251893	254-43200.612 UNIFORMS,BOOTS,ETC	179.00	23435	06/17/19
V2227	05/28/19	TI-SALES, INC. water meters INV0105514	254-43330.002 METER REPLACEMENT PROGRAM	21.67	23475	06/17/19
V2227	05/24/19	TI-SALES, INC. water meters INV0105438	254-43330.002 METER REPLACEMENT PROGRAM	119.57	23475	06/17/19
11375	06/01/19	CASELLA WASTE MANAGEMENT June service 2913406	255-43200.565 GRIT DISPOSAL	948.52	23361	06/17/19
40205	05/16/19	CDW-G WWTF Office 2019 Licenses SHX1672	255-43200.570 MAINTENANCE OTHER	964.02	23365	06/17/19
23455	05/29/19	CHITTENDEN SOLID WASTE DI 90.49 Wet Tons Grasslands 20194-ESS	255-43200.568 SLUDGE MANAGEMENT	8188.44	23367	06/17/19
21210	06/12/19	CINTAS LOC # 68M 71 M Safety Supplies 5013851124	255-43200.570 MAINTENANCE OTHER	248.29	23369	06/17/19
V10734	05/20/19	ENCORE ESSEX JUNCTION SOL Jet - WWTP - Fixed Monthl 1905WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	23386	06/17/19
38955	05/31/19	F W WEBB COMPANY pipe clip and brushes 63255213	255-43200.570 MAINTENANCE OTHER	50.49	23390	06/17/19
23215	05/30/19	ESSEX EQUIPMENT INC LADDER, 10713060-000	255-43200.570 MAINTENANCE OTHER	44.80	23411	06/17/19
19005	06/01/19	FIRSTLIGHT FIBER internet and telephone Ma 5390655	255-43200.535 TELEPHONE SERVICES	174.86	23412	06/17/19
V10130	05/06/19	LOWE'S BUSINESS ACCOUNT HITCH PINS TOOLS 23311	255-43200.570 MAINTENANCE OTHER	25.08	23437	06/17/19
05485	05/25/19	NATIONAL BUSINESS LEASING Copier leases 63733653	255-43200.610 SUPPLIES	80.74	23446	06/17/19
17460	06/03/19	PROCESS DISTRIBUTORS INC Nuts Bolts 5139	255-43200.570 MAINTENANCE OTHER	2664.00	23456	06/17/19
V2227	05/28/19	TI-SALES, INC. water meters INV0105514	256-43330.002 METER REPLACEMENT PROGRAM	43.33	23475	06/17/19
V2227	05/24/19	TI-SALES, INC. water meters INV0105438	256-43330.002 METER REPLACEMENT PROGRAM	239.13	23475	06/17/19

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		Report Total		69405.47		
				=====		

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I wanted to share this e-mail with all of you as it is too late to put it in the reading file and to all the other persons listed who helped support this event.

From: kristin humbargar <essexhub.vt@gmail.com>
Sent: Monday, June 10, 2019 4:14 PM
To: Evan Teich <eteich@essex.org>; George Tyler <gtyler@essexjunction.org>
Subject: steAmfest 2109

Hello Evan and George.

After a lot of thought and consideration Elissa Koop and I have decided to put Steamfest on hiatus this year due to growing professional demands and shifting personal priorities. This was a tough decision and one not made without serious evaluation.

SteAmfest is quite an endeavor and requires a larger paid team of dedicated people than we currently have, and while we know the Essex community greatly appreciates the events we have constructed over the last 2 years we also realize that it is likely time for the Village to do a community assessment about the needs and desires for Arts and Culture for its Master Plan. This may be an opportune year to begin to think about that process of evaluation with a few smaller arts events that also serve as community research and asset mapping. I am currently sitting on a review board for the East Hampton Futures Project (<https://easthamptonfutures.org>) which is doing some similar and very engaged work in East Hampton MA and I think that this framework may be of interest to you and the Village.

I know that we at Essex Hub requested monies to be earmarked for steAmfest this year in an amount of \$6000 and hope that you might consider reallocating it to do some community engagement around Art making and Creative Place making for Arts and Culture in the Village. I would be happy to come and talk with you about these possibilities if they are of interest to you.

Please let me know your thoughts

Kristin Humbargar

Staff and Director's Report April 2019

Report from the Director

Building

Wendy H is working on lining up some bathroom updates with new sinks, faucets and mirrors (with parcels shelves like the KCR bathroom) in the adult area, along with fresh paint to cover up the different holes and marks from dryer installations in all bathrooms.

Staffing

Our semester long intern Marissa is finishing up her time at Brownell and will be receiving her BA in Library Science from the University of Maine in May. We will miss her!

Meetings and Trainings

Wendy H was invited to join the Municipal Alignment Committee and attended her first meeting on April 11.

Wendy H attended a Green Mountain Library Consortium Board meeting in Montpelier on April 12.

Wendy H, Hannah and Christine met with Essex Free Board Chair Bonnie Doble and Director Caitlin Corless to discuss library technology and municipal alignment.

Because of her inclusion on a panel at the American Rural and Small Libraries (ARSL) conference being held in September in Burlington, Wendy H got advanced warning that the conference was expected to sell out and plans were expedited to have staff sign up the first hour it was open for registration. Full time staff will rotate to attend as much of the 3 day conference as possible, and some part-time staff have opted into pre-conference programs. All Vermont libraries fall into the category of small in the national library landscape and we look forward to having this conference in Vermont in September!

Programming

Village resident Bridget Meyer asked if a documentary about the Mount Philo Commune could be shown at Brownell because the earlier event showing the film at the Shelburne Museum had to turn people away. Wendy H was happy to work with Bridget on details to be able to share this history with our community. The film and Q&A is planned for May 8, and the film can be viewed at <https://vimeo.com/326447397>

Other

Wendy H organized a panel of Library Directors from Burlington, Stowe, Montpelier and herself to follow the opening of the film The Public at the Savoy Theater in Montpelier. The film sold out opening night with almost half the audience from area libraries. The panel following the film was a lively discussion that went on for an hour - each librarian provided a brief introduction and then there was a

Q&A about public libraries and the challenges we face serving struggling populations. It was a fun night with colleagues, a great audience with excellent questions and a fantastic film!

YOUTH DEPARTMENT

UPDATES

- Summer planning is falling into place: We met Fatima Kahn, a 9th grader, at the EHS volunteer fair this month. She wanted to provide a science summer camp for kids at the library, and scheduled a meeting with Megan and Erna to present a detailed plan, including learning goals, field trips, plans to find funding, and more. She did an amazing job! Megan and Erna are working with her to see how her plans might fit into a “Maker” program this summer. It’s a lot of fun to collaborate with teens on programs! We received a summer performer grant from the Department of Libraries, which will be applied towards our Alien Earth program from the Southern Vermont Natural History Museum. We also received a rotary grant to cover the cost of the VINS planetarium, a program we are offering in collaboration with Essex Free Library.
- With the end of the budget year looming, the youth department is looking at ways to spend the remaining materials and programs budget. For materials, we will be doing a big graphic novel and audio book purchase. Some of our program money will go towards summer programs, and we are looking at future programming needs and supplies for the rest of the money. So far, we’d like to get a Bluetooth speaker and some gross motor toys for winter activities in the KCR.
- We posted the ad for the Youth Library Assistant, and have received almost thirty applications so far. We will start reviewing applications on May 17th. Megan, Hannah, and Erna will interview applicants. They will also be asked to provide an afterschool program.
- Megan has been investigating the possibility of performing background checks on performers. An ALSC blog (Association for Library Service to Children) recently discussed this debate: Libraries that are against the practice argue that they never leave performers alone with children (neither does Brownell), and that this would add a layer of protocol to the already complicated process of hiring performers. Libraries in support of the practice argue that in a busy program, it is difficult to be aware of everything that is happening in the room, and background checks could head off potential issues and demonstrate a good faith effort to protect young patrons. For Brownell, these checks would be free because they involve people who would be working with minors, and we already collect much of the necessary information for payment purposes. We were concerned about how performers may feel about a request to do a background check, so Erna asked youth program musician Raph for input. He was very supportive of the idea, noting that preschools already do this, and he wouldn’t think anyone would have an issue with it. Megan is looking for example policies/procedures from other libraries.
- Mary K and Megan attended the Volunteer Ceremony and Community Service Fair at EHS. The Volunteer ceremony was a great opportunity to see the many ways that EHS seniors are engaging in the community. This is a population that we see less at the library, and this event is a good preview as to why... They are busy giving back! Brownell also honored a few seniors:
 - Jacob Jones, who has taken on a leadership role with D&D and LARP, and helps the Foundation with book recycling
 - Katherine Lewis, who led a group of boy scouts in our Graphic Novel shift this winter and has been active with TAB
 - Shawn Baker, who co-directed the winning Summer Reading Video for Vermont in 2018

- And Isaac Olson who has presented programs, participated in TAB and LARP as well as co-directed the winning 2018 teen video.

The Community Service Fair was a good opportunity to meet future teen volunteers and TAB members, promote the summer reading program, and to meet other agencies in the community who are providing service opportunities for teens.

- Megan attended another Voices for Equity and Inclusion meeting. At this point, Voices for Education is trying to encourage a separate group to take on the more community focused goals which arose out of the diversity summit and follow up community conversations. EWSD is also developing a structure to address diversity and inclusion within the schools. A group of about 20 community members gathered in April to discuss how the community work might go forward, how a committee would be structured, and what its charge would be.

EXHIBITS

- **Picture Book Room:** Bikes
- **Youth Nonfiction:** Poetry
- **YA Room:** YA Novels in Verse

EVENTS

- Mary K and Erna posted patron submitted poems around Main Street and Railroad Avenue for **Poem Village**.
- 21 people **Read with Pugsly**.
- **Story Times** this month featured stories, songs and activities about rain and mud, turtles and sorting, and opposites. Erna provided a special story time about birds and vocabulary during the April Break. This was a good chance for regular story time goers to show off their library to older siblings, and for staff to reconnect with former story time attendees. During this visit, we learned that if you do a bird story time after Easter, kids will answer “candy” if you ask them what’s in an egg. Altogether **143** people attended story times in April.
- 2 teens discussed the best tricks they’ve played for April Fool’s Day and book lust recommendations during **TAB (Teen Advisory Board)**. They also wrote painless poetry for the Junction’s Poetry Village.
- 6 kids played LIFE with Megan during **Money Smart Games**. This game prompted some financial discussions amongst the kids; it was a playful way for kids to learn about financial literacy topics for Money Smart Week.
- 7 homeschoolers attended **Minecraft Club**.
- 15 people **Read with Daisy**.
- 23 kids, teens, a special needs adult, and other adults played **Chess**.
- 21 people attended Danielle’s last **Preschool Yoga** for this program year.
- 15 people made twirling twig mobiles, 32 people explored spring bugs and made ice cream, and 9 people made their own microscopes for **STEAM** in April.
- 6 teens/tweens attended **Magic the Gathering**. Afterwards we had another report of a member of this group bullying others. This group will be meeting in the youth non-fiction area going forward. It’s been decided that while these participants are old enough to want some independence, they would benefit from an adult being more

visible. Megan will also sit down with the group to talk about behavior guidelines and what to do when you find yourself in an uncomfortable situation at the library.

- 6 middle school students helped plan the spring bug and ice cream STEAM during **LEEP**.
- Megan taught 3 homeschool students about library databases and the Dewey decimal system during **Library Basics**. The 2 younger students practiced their learning with a scavenger hunt with Erna, while the older student practiced research skills with Megan.
- 3 people attended **LARP** (Live Action Role Play). Jacob, who leads this group, is graduating this year and has suggested that LARP be a summer program going forward.
- 75 people attended **Music with Raph!**
- 9 people attended **Dungeons & Dragons**.
- 6 people made blackout and collage poems for **Poetry Remix**.
- 6 people celebrated Earth Day by sharing drawings, collages, and writing about their favorite things to do outside and their love of animals and the earth. Their contributions were incorporated into this month's **Zine**.
- 2 babies, 3 toddlers and 5 adults enjoyed rhyming, singing, playing, reading and music with Erna during **Baby Time**.
- 8 people attended the **Friday Night Movie: *The Crimes of Grindelwald***.
- 6 people attended **Starting Seeds**. For this program, Megan reached out to Joelyn Niggel and her friends from the Burlington Garden Club. The group talked about gardening, read a story, and planted their own seeds. Joelyn thought of everything, including how to keep parents' cars clean for the ride home. It was a delightful program and the kids seemed very engaged.
- For **Breakout: Deserts**, two students took 35 minutes to solve some challenges and learn about deserts. This program employed Breakout EDU, a set of locks and boxes, that allow classrooms and libraries to develop educational, escape room-like experiences, which encourage problem solving and collaboration. Tracey did the research on the riddles and puzzles and Erna hosted this event. We may bring this program back this summer.
- A Guatemalan family with 2 young girls joined Erna for a **Bike Ride**. This family recently moved here from Florida. Erna read *Curious George* while the dad translated the story into Spanish for the girls.
- 9 people attended **Lego Fun**.
- 9 people watched our **Tuesday Movie: *How to Train Your Dragon***.

APRIL BY THE NUMBERS

- 9 New Youth Patrons
- Attendance at 35 Kids Programs: 259 Kids, 5 Teens, 153 Adults
- Attendance at 8 Teen Programs: 29 Teens, 0 Kids, 5 Adults
- Kolvoord Room: 22 Youth Programs, 203 People attending
- Youth Program Support: 11 Adult Hours, 5 Teen Hours
- Passive Programming: 26 Games Played, 26 Visits to Exploration Station, 0 Express Books, 30 magnetic poems created in YA room
- Daily visits to the Puppet Theater and Doll House

- 17 Welcome Baby letters sent
- New Adult Patrons: 29
 - Cards Started for Essex Free Library: 2
- Attendance at 18 Adult Programs: 226
- Kolvoord Room: 19 Adult Events, 112 People Attending
- Adult Program Support: 58 hours

News from the Adult Department

- The Vermont Astronomical Society showed 30 people how to use a planisphere.
- Clif offered tech help 6 times assisting 10 people.
- The 1st Wednesday program on Amelia Earnhart drew in 107 audience members.
- The Must Read Monday group had 11 people for their discussion of *Manhattan Beach* by Jennifer Egan.
- AARP volunteers, the Ng's, finished up the tax season by assisting 15 people with tax preparations over 2 days of appointments.
- Hannah, Megan, Susan and Wendy hosted a genre panel to detail different formats and genre of books. 1 person listened to their presentation on April 11th.
- On April 13th a small mammals biologist came to talk to 38 people about bats.
- The 5th part of the Great Decisions discussion centered around Decoding US – China Trade and 6 attended. For the 6th part, 5 people discussed Cyber Conflict and Geopolitics.
- 1 person showed up to hear a financial advisor talk about investing.
- We had 4 people at our April 29th Spring Cleaning program.

INTERLIBRARY LOAN STATISTICS

APR	FY 18		FY 19
ILL Sent	172	-31%	119
ILL Requested	45	78%	80
Holds	334	23%	410
Avg days to receive	9	-27%	6.6

COURIER STATISTICS

APR	FY 18		FY 19
GMM SENT	152	-1%	150
GMM REC'D	139	6%	148
USPS SENT	27	-52%	13
USPS REC'D	25	16%	29
Est. SAVINGS	\$ 291.92	0%	\$ 292.50

News from Tech Services:

Hannah went to a Grow with Google workshop on April and heard about some interesting tools that google has available for the public.

8 new computers were ordered. 6 will be replacements for the adult public computers which have reached there update date. 2 will be new public internet computers for the youth side. We will be removing the two catalog computers that are by the youth computers to fit in the new internet computers. A new iPad catalog station is going in by the YA.

Wendy J worked to order new magazine covers for all of our current magazines. With the help of one of our volunteers all the old red folders where replaced with new plastic holders that look much nicer and have a smaller profile on the shelf.

Hannah attended a meeting of the website committee that is working on creating a new Town and maybe Village website. A survey is going out to the public about the current sites to get feedback from the community.

Hannah attended a Joint Department Head meeting on April 24 with Wendy H on vacation.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, April: 212
- Youth materials added, April: 127
- Magazine issues added, April: 121
- Total catalogued collection size April: 68834

Wi-Fi Statistics April

- Daily Average visits time-
- 6+ hrs 15
- 1-6 hrs 37
- 20-60 mins 34
- 5-20 mins 61
- Daily Average return rate-
- Occasional 19
- Weekly 63
- Daily 37
- First time 27
- Total Unique Clients (users connected devices) for the month 575

Twitter

- Number of Twitter followers- 50

Instagram

- Number of Instagram followers-185

Facebook Monthly Reach and Engagement

- April 2019
- Number of engagements with our posts (likes, shares etc.) – 318
- Total number of post views – 5386
- Number of Page Likes- 1068
- March 2019
- Number of engagements with our posts (likes, shares etc.) – 184
- Total number of post views – 3335
- Number of Page Likes- 1068
- February 2019
- Number of engagements with our posts (likes, shares etc.) – 689
- Total number of post views – 7999
- Number of Page Likes- 1064

January 2019

- Number of engagements with our posts (likes, shares etc.) – 488
- Total number of post views – 6567
- Number of Page Likes- 1058

December 2018

- Number of engagements with our posts (likes, shares etc.) – 357
- Total number of post views – 5179
- Number of Page Likes- 1056

November 2018

- Number of engagements with our posts (likes, shares etc.) – 297
- Total number of post views – 4306
- Number of Page Likes- 1047

October 2018

- Number of engagements with our posts (likes, shares etc.) – 505
- Total number of post views – 6310
- Number of Page Likes- 1046

September 2018

- Number of engagements with our posts (likes, shares etc.) – 360
- Total number of post views – 5990

- Number of Page Likes- 1045

August 2018

- Number of engagements with our posts (likes, shares etc.) – 551
- Total number of post views – 7752
- Number of Page Likes- 1039

July 2018

- Number of engagements with our posts (likes, shares etc.) – 456
- Total number of post views – 6086
- Number of Page Likes- 1032

June 2018

- Number of engagements with our posts (likes, shares etc.) – 350
- Total number of post views – 5737
- Number of Page Likes- 1025

May 2018

- Number of engagements with our posts (likes, shares etc.) – 304
- Total number of post views – 6313
- Number of Page Likes- 1016

April 2018

- Number of engagements with our posts (likes, shares etc.) – 512
- Total number of post views – 6967
- Number of Page Likes- 1008

Brownell Library Website monthly visitors:

- | | | |
|------------|--------------|--|
| • Apr-2018 | Visits 2,126 | Page Views 3,363 |
| • May-2018 | Visits 2,303 | Page Views 3,679 |
| • Jun-2018 | Visits 2,645 | Page Views 4,415 |
| • Jul-2018 | Visits 2,337 | Page Views 4,044 (new website started July 10th) |
| • Aug-2018 | Visits 2,215 | Page Views 3,660 |
| • Sep-2018 | Visits 1,866 | Page Views 3,295 |
| • Oct-2018 | Visits 2,151 | Page Views 3,397 |
| • Nov-2018 | Visits 1867 | Page Views 2867 |
| • Dec-2018 | Visits 1784 | Page Views 2716 |
| • Jan-2019 | Visits 2238 | Page Views 3436 |
| • Feb-2019 | Visits 1917 | Page Views 3,228 |
| • Mar-2019 | Visits 1828 | Page Views 2931 |
| • Apr-2019 | Visits 381 | Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored) |

Staff and Director's Report May 2019

Report from the Director

Building

We have had some long overdue work done at Brownell that will make the building better suited for the public as we have had funds left in our buildings line item and few building crises this year. New thermostats were installed that are passcode protected and also allow us to schedule fans to better circulate air without them running constantly saving them from wear and tear as well as saving electricity. We also had new sinks installed in the adult bathrooms with automatic faucets to replace the leaking grubby faucets that you had to touch to turn off the water after washing your hands. Also installed were wall guards under the hand dryers for easier wall cleaning – who knew so much dirt and lint could be blasted off people's hands and wrists with power air dryers on the walls below?

With new sinks installed, it was recognized the space was different in the upstairs bathroom and the question came up if the bathroom was still ADA compliant, as the signs on the outside of the bathroom indicated. Wendy H checked the government standards, most recently updated in 2010, and learned this bathroom was never ADA compliant, but the youth bathroom that isn't labeled as compliant is actually accessible. New signs are in the works to direct the public to the bathrooms, as required by federal regulations. New sinks were an excellent opportunity to review these standards for our building.

We also had a sink back up in the staff room the evening of May 29, that Hannah discovered and immediately thought was sewer related as it is on the lower level. Thankfully, the backup didn't rise on its own, and volunteer Wayne evaluated it the next day and the pump attached to the sink had stuck. It may need replacement in the future, but we are happy it wasn't another major infrastructure failure involving sewer pipes!

Staffing

We are in the midst of reviewing applications for our young adult library assistant position as Mary K's June 1 retirement approaches. We have a great pool of applications and Megan is scheduling interviews for early June.

We have also struggled with finding subs with Mary K's position being vacant, summer reading class tours tying up youth staff and staff vacations coming up. Former Brownell Assistant Director Bernadette, who we have relied on for summer shifts after she became a snowbird, has decided to step away from subbing so she can focus on the many activities she enjoys. We've had some blow back from some candidates because of our fellow library Essex Free offering one

of the highest sub rates in the county next to our much more modest hourly rate. We hope to find a balance soon of capable people that can fill in shifts when other staff aren't available.

Meetings and Trainings

Brownell was a host site for the municipality-wide in-service morning on May 2. After much discussion, staff settled on a tour and a scavenger hunt throughout the library to engage different other department visitors, and staff swapped shifts so they would be able to participate in some of the other sites that were also hosts including Lincoln Hall, The Essex Junction Fire Department, the Community Justice Center and the Town Offices at 81 Main St.

Wendy H participated in the municipal alignment committee meeting on May 9.

Wendy H made a brief visit to the Vermont Library Conference on May 22 to lead the Green Mountain Library Consortium Annual Meeting at the UVM Davis Center.

Wendy H and Hannah participated in a harassment prevention webinar on May 29. We learned behavior policy takes precedent over First Amendment rights, so it was reaffirming to know staff response to a racial harassment situation (see Other section) was appropriate.

On May 16, staff participated in a library in-service morning to work on annual action goals as well as a G Suite orientation led by Hannah to learn tips and tricks to become better power users of Gmail and other G Suite services.

Susan and Wendy H met with Sarah and Courtney from the Finance Dept. to learn how to use the new paperless invoicing system on May 17 to get ready to participate as a department test site for this new software that will be in place for the next fiscal year. .

Other

On May 4 we had an incident involving 2 men who have been regulars on Saturdays at Brownell, and a young woman who reported at the front desk they were making racist comments that she could hear across the Main Reading Room (they were sitting at opposite ends of the room), and she believed they were trying to make her feel uncomfortable. Librarian Susan approached the men – one older and one younger who had bibles in their hands, and asked them to keep their voices down as their conversation was upsetting another patron. They challenged Susan on her trying to impede their conversation and they had the right to say whatever they wanted. Susan explained we had behavior guidelines and that we needed to keep the library welcoming to all, and if their conversation could be heard across the room, they were impacting someone else's use of our space with their loud conversation. Susan printed out some behavior guidelines and left them on the front desk, and the men consulted the guidelines on their way out. We haven't seen them since this incident, but a number of staff reported being familiar with these men and that they have been encountered in different parts of the building speaking loudly about what would be considered racist topics.

Wendy H completed a memo on May 7 regarding the state of alignment between Brownell and Essex Free that was required of all department head in preparation for a “strategic advance” with the Select Board, Village Trustees, Town, and Village department heads that is scheduled for June 22. In looking at efforts, Brownell and Essex Free have been working on aligning far longer than this merger effort, with the libraries using a shared software system and other services for years. Modern libraries are quite good at sharing information and resources beyond their own facilities, and this was a great exercise to review the progress we have made doing that with our fellow municipal library.

May numbers:

- New Adult Patrons: 40
 - Cards Started for Essex Free Library: 3
- Attendance at 10 Adult Programs: 175
- Kolvoord Room: 11 Adult Events, 66 People Attending
- Adult Program Support: 21 hours
- Clif offered tech help 5 times assisting 6 people.
- The 1st Wednesday program on Churchill drew in 82 audience members.
- On May 10th, 64 people watched the documentary on the Mt Philo commune, aka Hippie Night.
- The Must Read Monday group had 11 people for their discussion of *A Civil Action* by Jonathan Harr.
- The 7th part of the Great Decisions discussion centered around The US and Mexico and 6 attended. For the final session, 6 people discussed State of the State Department and Diplomacy.

INTERLIBRARY LOAN STATISTICS

MAY	FY 18		FY 19
ILL Sent	181	- 46%	97
ILL Requested	64	47%	94
Holds	333	0%	332
Avg days to receive	5.4	-6%	5.1

COURIER STATISTICS

MAY	FY 18		FY 19
GMM SENT	91	19%	108
GMM REC'D	135	- 13%	118
USPS SENT	29	17%	34
USPS REC'D	27	52%	41
Est. SAVINGS	\$ 96.61	79%	\$ 172.80

YOUTH DEPARTMENT

UPDATES

- In May we started doing final preparations for **summer**. We made decorations, finalized our program brochures, created volunteer sign ups, started school visits, and more. For class visits, students in pre-K through 5th grade visit the library to learn more about summer programs, get library cards, tour the library, and in most cases hear a story. As of the end of May, we've done 10 school visits with 194 students. Erna puts in a lot of work coordinating visits with Hiawatha, Fleming, and Summit. Mary K also promoted the Summer Reading Program at ADL with 110 students. Program brochures have been sent to all local schools.
- Mary K received the Doug Holland award at the Teen Center's annual awards ceremony. This award commemorates a lifelong commitment to empowering youth. Mary K retires June 1st, and it was quite meaningful to have the Teen Center nominate her. Megan and Erna helped to present the award. We have 3 interviews scheduled during the first week of June for the new **Young Adult Librarian**.
- We finished spending down the **youth budgets**. With the materials money we did some special orders of Playaways, Graphic Novels, and popular series. With the programs money, we bought supplies for our new Play Time for Little Ones program. This will bring families into the library during hot or cold months. Participants will have a variety of active play options, and ideally, they'll stay to pick up some reading materials while they are here. The rest of our Programs Budget will go towards our summer programs.
- Thanks to Hannah, we have a **second iPad** in the youth area for catalog access (next to young adult area). Our two catalog computers will soon become internet capable computers.
- A young patron who was **no trespassed** for a year last August, started showing up around and in the library in May. Staff have been reminded of his no trespass, and Megan talked to him about when he could return and the expectation that there will be a return conversation. He has not been seen in the library since then.
- While summer planning is on all of our minds, we have also been looking ahead to fall and starting to think about **Vermont Reads**. This year the youth department will host a comics workshop with a non-fiction comics artist, Marek Bennett. He will share his process for creating comics with attendees, and participants will have the option of using items in the Vermont Collection as inspiration for their own comics. We applied for and received a grant from the Lions Club to help cover the cost of this program. This year's Vermont Read is *March Book 1*, a non-fiction comic about Congressman John Lewis and his work with the civil rights movement.

EXHIBITS

- **Picture Book Room:** Flowers
- **Youth Nonfiction:** Borrow Something Different
- **YA Room:** Celebrate Asian Pacific American Heritage Month

EVENTS

- 48 kids and 28 adults attended **story times** in May. Themes this month included Gardening with Math (favorite vegetable graph), Car Wash (this theme always brings a lot of laughs and smiles while pretending to be a car that goes to the car wash), and Animal Mothers (rhyming).
- 5 kids and 3 adults attended **Minecraft**.
- 27 kids and 14 adults attended **Read with Daisy**.
- 36 kids and 8 adults attend **STEAM** in May. This month, participants played with math, symmetry, and origami in Mandala Art. Their creations were displayed in the library. Participants also stretched their imagination and engineering skills by building fairy houses with natural materials.
- 3 teens attended **Magic**, but when Trivia Night started they joined in on the fun.
- 5 kids, 45 teens, and 28 adults attended **Trivia Night**. It was a truly intergenerational event, with some of the Magic crew drifting over and joining some adults to form a team, teams from Essex High School and the library, even the town manager came with a team. There was a lot of laughing and some groaning when participants couldn't come up with answers, but it was a great evening all around. A father and his two kids won. Trivia Night was Mary K's last big event, and she did a lot of work coordinating with the EHS National Honor Society to organize it. Some people have already asked if we will be doing it again next year.
- 16 kids and 14 adults attended **Read with Pugsley**.
- 3 kids and 1 adult made **Magazine Bead Bracelets** out of recycled magazines.
- 6 people attended **LARP** (Live Action Role Play)
- Storyteller Linda Costello entertained 1 adult and Erna with **Stories about Faeries**.
- **Raph** had to switch his schedule around a little in May and came just once to entertain 12 children and 8 adults with his guitar. We get a lot of positive feedback from attendees about his program.
- 18 teens attended **Dungeons & Dragons**.
- 5 kids and 4 adults attended a special **Food Allergy Story Time**.
- 7 teens attended the last **Library Elementary Event Planners** (LEEP) of the year. Eighth graders in this group have the option of moving up to TAB next year.
- 3 kids and 1 teen contributed to the May **Zine** about summer.
- One baby, 2 toddlers, a preschooler, and 3 adults came to listen to some stories, play with balls, make music with our piano, work their fingers over a sensory station, and connect with each other during **Baby Time**.
- 2 kids and 4 adults attended the **Family Movie: Bilal**. This film is based on the true story of Bilal ibn Rabah, an Abyssinian slave turned Middle Eastern revolutionary who was a prominent figure in ancient Islamic history. Although it's animated, it's pretty intense, with violent action. Normally we would advertise this as a Friday Night Movie due to its PG 13 rating. The Family Movie title and the fact that it is an animated film may have confused some patrons. A few left before the movie ended. The film has received a number of awards.
- 3 kids and 5 adults attended **African Story Time**. Mary K shared traditional stories; and children had the opportunity to try on clothes from West Africa; play authentic instruments; and learn some children's games from Nigeria and Ghana.
- 3 kids and 3 adults attended **Lego Fun**.

- 17 kids and 19 adults attend the **Public Works Story Time and Food Drive**. Essex Junction Public Works staff Rick and Darby read truck stories, and attendees had the opportunity look at a real Public Works Truck up close. Some people challenged Rick to read *Small Walt* in exchange for a \$400 donation to Aunt Dot's Place (Rick took up the challenge without hesitation). Food Items were collected in a public works truck and taken to Aunt Dot's Place.
- 8 teens attended the regular **Teen Advisory Board**. 8th graders were invited to this meeting to learn more about TAB and meet other members. In addition, there was a **TAB Farewell** to seniors in May. 5 teens attended.
- 5 kids played word games with Erna during **Game Time!**
- 32 kids and 18 adults attended the **Pop Up Library @ Maple Street Park**. This fun filled afternoon featured a magician and free books. Brownell Library staff were available to provide library cards to Village residents, talk about library services, and discuss summer reading programs. The turnout was actually pretty good considering it was a rainy day. This event was co-hosted with EJRP.
- 10 kids and 5 adults attended the **Tuesday Movie: Ralph Breaks the Internet**.

MAY BY THE NUMBERS

- 38 New Youth Patrons
- 5 Welcome Baby Letters
- Attendance at 39 Kids Programs: 425 Kids, 1 Teen, 180 Adults
- Attendance at 14 Teen Programs: 202 Teens, 5 Kids, 33 Adults
- Kolvoord Room: 18 Youth Programs, 363 People attending
- Youth Program Support: 13 Adult Hours, 55 Teen Hours
- 23 Games Played
- 39 Visits to Exploration Station
- 0 Express Books
- Daily visits to the Puppet Theater and Doll House
- 12 people played with African Instruments
- 40 people attempted to answer Mary K's Spring Riddles

News from Tech Services:

Wendy Johnson purchases new magazine folders, and with the help of volunteers switched out all the old red ones with slimmer nice new ones. Check out the magazine area- the shelves look really nice with the new folders!

We have switched to using G Suites for our email service. The email we have been using from GoDaddy was an old system with they no longer supported and had very few security options. All the staff emails are now through Gmail. We have greater control over our security and administration with this system as well as access to all the other google drive products.

We have purchased standing desks for staff that was interested in them as well as one for the youth circulation computer.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, May: 144
- Youth materials added, May: 225
- Magazine issues added, May: 156
- Total catalogued collection size May: 69052

Wi-Fi Statistics May

- Daily Average visits time-
- 6+ hrs 16
- 1-6 hrs 41
- 20-60 mins 35
- 5-20 mins 67
- Daily Average return rate-
- Occasional 22
- Weekly 67
- Daily 35
- First time 34
- Total Unique Clients (users connected devices) for the month 639

Twitter

- Number of Twitter followers- 50

Instagram

- Number of Instagram followers-186

Facebook Monthly Reach and Engagement

- May 2019
- Number of engagements with our posts (likes, shares etc.) – 254
- Total number of post views – 4475
- Number of Page Likes- 1081
- April 2019
- Number of engagements with our posts (likes, shares etc.) – 318
- Total number of post views – 5386
- Number of Page Likes- 1068
- March 2019
- Number of engagements with our posts (likes, shares etc.) – 184
- Total number of post views – 3335
- Number of Page Likes- 1068

- February 2019
- Number of engagements with our posts (likes, shares etc.) – 689
- Total number of post views – 7999
- Number of Page Likes- 1064

January 2019

- Number of engagements with our posts (likes, shares etc.) – 488
- Total number of post views – 6567
- Number of Page Likes- 1058

December 2018

- Number of engagements with our posts (likes, shares etc.) – 357
- Total number of post views – 5179
- Number of Page Likes- 1056

November 2018

- Number of engagements with our posts (likes, shares etc.) – 297
- Total number of post views – 4306
- Number of Page Likes- 1047

October 2018

- Number of engagements with our posts (likes, shares etc.) – 505
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- Number of Page Likes- 1046

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- Total number of post views – 5990
- Number of Page Likes- 1045

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- Number of engagements with our posts (likes, shares etc.) – 551
- Total number of post views – 7752
- Number of Page Likes- 1039

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- Number of engagements with our posts (likes, shares etc.) – 456
- Total number of post views – 6086
- Number of Page Likes- 1032

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- Number of engagements with our posts (likes, shares etc.) – 350
- Total number of post views – 5737
- Number of Page Likes- 1025

May 2018

- Number of engagements with our posts (likes, shares etc.) – 304
- Total number of post views – 6313
- Number of Page Likes- 1016

Brownell Library Website monthly visitors:

- May-2018 Visits 2,303 Page Views 3,679
- Jun-2018 Visits 2,645 Page Views 4,415
- Jul-2018 Visits 2,337 Page Views 4,044 (new website started July 10th)
- Aug-2018 Visits 2,215 Page Views 3,660
- Sep-2018 Visits 1,866 Page Views 3,295
- Oct-2018 Visits 2,151 Page Views 3,397
- Nov-2018 Visits 1867 Page Views 2867
- Dec-2018 Visits 1784 Page Views 2716
- Jan-2019 Visits 2238 Page Views 3436
- Feb-2019 Visits 1917 Page Views 3,228
- Mar-2019 Visits 1828 Page Views 2931
- Apr-2019 Visits 381 Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored)
- May-2019 Visits 2281 Page Views 5722

MEETING SCHEDULES

6/14/2019

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
April 15, 2019—7:00 PM	SB Regular	
April 23, 2019—6:30 PM	VB Regular	
April 23, 2019—7:15 PM	JT Special, 2 Lincoln <i>(Canceled 4/18)</i>	
May 6, 2019—6:30 PM	SB Special <i>(Added 5/2)</i>	
May 6, 2019—7:00 PM	SB Regular	
May 6, 2019—7:00 PM	VB Special <i>(Added 5/2)</i>	
May 6, 2019—7:45 PM	JT Special, 81 Main	
May 14, 2019—6:30 PM	VB Regular	
May 20, 2019—7:00 PM	SB Regular	
May 28, 2019—6:30 PM	VB Regular	
May 28, 2019—7:15 PM	JT Special, 2 Lincoln	
June 3, 2019—7:00 PM	SB Regular	
June 3, 2019—7:45 PM	JT Special, 81 Main	
June 11, 2019—6:30 PM	VB Regular	
June 17, 2019—7:00 PM	SB Regular <i>(Essex High School cafeteria)</i>	
June 22, 2019—8:00 AM-3:00 PM	JT Special—Strategic Advance, Delta Burlington (1117 Williston Rd.)	
June 25, 2019—6:30 PM	VB Regular	
June 25, 2019—7:15 PM	JT Special, 2 Lincoln	
July 9, 2019—6:30 PM	VB Regular	
July 15, 2019—7:00 PM	SB Regular	
July 15, 2019—7:45 PM	JT Special, 81 Main <i>(Canceled 6/14)</i>	
July 23, 2019—6:30 PM	VB Regular	
July 23, 2019—7:15 PM	JT Special, 2 Lincoln	
August 5, 2019—7:00 PM	SB Regular	
August 5, 2019—7:45 PM	JT Special, 81 Main	
August 13, 2019—6:30 PM	VB Regular	
August 19, 2019—7:00 PM	SB Regular	
August 27, 2019—6:30 PM	VB Regular	
August 27, 2019—7:15 PM	JT Special, 2 Lincoln	

September 9, 2019—7:00 PM	SB Regular
September 9, 2019—7:45 PM	JT Special, 81 Main
September 10, 2019—6:30 PM	VB Regular
September 23, 2019—7:00 PM	SB Regular
September 24, 2019—6:30 PM	VB Regular
September 24, 2019—7:15 PM	JT Special, 2 Lincoln
October 7, 2019—7:00 PM	SB Regular
October 7, 2019—7:45 PM	JT Special, 81 Main
October 8, 2019—6:30 PM	VB Regular
October 28, 2019—7:00 PM	SB Regular
October 29, 2019—6:30 PM	VB Regular
October 29, 2019—7:15 PM	JT Special, 2 Lincoln
November 4, 2019—7:00 PM	SB Regular
November 4, 2019—7:45 PM	JT Special, 81 Main
November 12, 2019—6:30 PM	VB Regular
November 18, 2019—7:00 PM	SB Regular
November 26, 2019—6:30 PM	VB Regular
November 26, 2019—7:15 PM	JT Special, 2 Lincoln
December 2, 2019—7:00 PM	SB Regular
December 2, 2019—7:45 PM	JT Special, 81 Main
December 4, 2019—8:30 AM	VB Special, Budget Day
December 10, 2019—6:30 PM	VB Regular
December 16, 2019—7:00 PM	SB Regular
December 17, 2019—6:30 PM	VB Regular
December 17, 2019—7:15 PM	JT Special, 2 Lincoln
January 2, 2020—6:00 PM	SB Special, Budget Meeting
January 6, 2020—6:00 PM	SB Special, Budget Meeting, Regular meeting begins at 7:00 PM
January 6, 2020—7:45 PM	JT Special, 81 Main
January 8, 2020—6:00 PM	SB Special, Budget Meeting
January 13, 2020—6:00 PM	SB Special, Budget Meeting
January 14, 2020—6:30 PM	VB Regular
January 21, 2020—7:00 PM	SB Regular

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



SB = Town Selectboard
 VB = Village Board of Trustees
 JT = Joint Meeting of SB and VB

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 SB Regular 7:00 PM JT Special 7:45 PM	4	5	6	7	8
9	10	11 Village Planning Commission Open House 6:00 PM VB Regular 6:30 PM	12	13	14	15
16 Father's Day	17 SB Regular 7:00 PM	18	19	20	21	22 JT Strategic Advance 8:00 AM to 3:00 PM Delta Burlington
23	24	25 VB Regular 6:30 PM JT Special 7:15 PM	26	27	28	29
30						



SB = Town Selectboard
 VB = Village Board of Trustees
 JT = Joint Meeting of SB and VB

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day OFFICES CLOSED	5	6
7	8	9 VB Regular 6:30 PM	10	11	12	13
14	15 SB Regular 7:00 PM	16	17	18 Joint Governance Subcommittee 7:00, 81 Main St., 1 st Floor	19	20
21	22	23 VB Regular 6:30 PM JT Special 7:15 PM	24	25	26	27
28	29	30	31			