



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, December 22, 2020
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

Due to the Covid-19 pandemic, **this meeting will be held remotely**. Available options to watch or join the meeting:


- **WATCH:** the meeting will be live-streamed on [Town Meeting TV](#).
- **JOIN ONLINE:** [Join Microsoft Teams Meeting](#). Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 342 265 939#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING:** Please use "Chat" to request to speak, only. **Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [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. Interview and possible appointment: Annie Cooper, Bike/Walk Advisory Committee
 - b. Presentation of Town Meeting TV annual update
 - c. Consider approval to accept grant award for stormwater outfall stabilization project on Rosewood Lane
 - d. Discussion and potential action on increasing stipend for Trustees and other appointed board members
6. **CONSENT ITEMS**
 - a. Approve minutes: December 8, 2020; December 9, 2020
 - b. Check Warrants: #17229 – 12/8/2020; #17230 12/11/20
7. **READING FILE**
 - a. Board member comments
 - b. Letter from Governor Scott to Susan McNamara-Hill
 - c. Memo from Dennis Lutz re: Status of current Capital Projects
 - d. Green Mountain Power Hydro Dam #19 licensing letter
 - e. Christmas Tree Pick-up 2020
 - f. Connecting toward Recovery and Renewal November 2020
 - g. 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 878-6951.

Certification: 12/18/2020 _____
Date Posted Initials

Memorandum

To: Village Trustees, Evan Teich, Unified Manager
From: Linda Mahns, Administrative Assistant 
Re: Appointment of volunteer to the Bike/Walk Advisory Committee
Date: December 18, 2020

Issue

The issue is whether the Trustees will interview and appoint a volunteer to the Bike/Walk Advisory Committee (BWAC).

Discussion

Annie Cooper has stepped forward for consideration to join the Essex Junction Bike/Walk Advisory Committee and her letter of interest has been combined with this memo.

For reference, the following seats are vacant on the Bike/Walk Advisory Committee:

Committee/Board	Open seats	Term(s) ending	Status
Bike/Walk Advisory Committee	1	June 30, 2023	Advertised as of 2/27/20

The appointment of public officials can be a protected discussion during the interview, provided that the Trustees make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decision during the open meeting.

Cost

None.

Recommendation

It is recommended the Trustees interview Annie Cooper and consider appointment to the Bike/Walk Advisory Committee.

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

“I move that the Trustees enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager, the Assistant Manager and the candidate.”

November 17, 2020

Dear Bike/Walk Advisory Committee,

My name is Annie Cooper and I am interested in becoming a member of the Bike/Walk Advisory Committee. I am 55 years old and have raised three children here in Essex.

I have been an Essex Resident for the better part of the past 24 years and have a sincere passion for my community. For our residents, our schools, our businesses and our ability to prosper and thrive, as a whole.

I am a business owner, Swim with Annie, Inc., since 2009. Before that I began and ran a non profit called The Learning Pool, LLC, and owned and operated a swim team called AQUA-X.

I am also an educator, having taught in the New York City public schools, and with the Peace Corps in Botswana. I've taught English as a Second Language in the Palo Alto Adult School, in California, as well.

I have also worked in the food service industry for many many years.

I have been a part of the Downtown Essex Junction Revitalization Committee, which became Railroad Avenue Recess Committee and have been fortunate enough to be part of the original inception of things such as The Train Hop, Five Corners Farmers Market, and other local goings on.

Most recently I've been part of Gather at The Table, the Village Open and Outside Event and Out & About in Essex.

I'm always enthusiastic about community, most especially in Essex and love connectivity, relationships and story behind all things that relate to my community, most notably in business, schools and amongst our residents.

I'm also a huge fan of our Essex Town and Village departments and staff and have been a member of the Essex Selectboard, for one year.

I've started the Facebook Page and Group called Essex Is Our Home.

Back a few months ago, I started to create conversation about biking from one area of Essex to another.

I discovered a mapping app and started to consider how to help our Essex Town/Village residents navigate from one end of Essex to another. My own children had to do so on foot and bike for many difficult years, due to me being a single mom who worked extraordinarily long hours and I know, for fact, that much of their knowledge about getting around on foot can be helpful to share out to others to learn how to find their way, most safely, through all of Essex. You can find Essex Is Our Home here:

<https://www.facebook.com/essexvtisourhome>

I created conversations and meetings with the management and ownership of The Essex Resort and Spa, as well as The Essex Experience. They sat down with me while I articulated my vision of mapping out bike routes, walking routes and other ways for our town/village to get to and from the local businesses and gems in our area.

I engaged Owiso and Darren and an Essex resident to come with me on a bike ride to begin this

discussion. We had a great day and I have so much more energy towards this that I would be thrilled to be on a committee with others who share similar passions.

Most recently I've helped create a petition for a safer crosswalk at Pleasant and Main.

Thank you for all you all do and for this consideration,

Annie Cooper
802-922-6700
nuttywithakick@gmail.com



November 25, 2020

MEMO TO: The Village of Essex Junction Trustees

FROM: Meghan O'Rourke, Channel Director, morourke@cctv.org

RE: Town Meeting TV FY21 Update and Budget Request

Town Meeting TV submits this report in advance of our visit with the Winooski City Council. The purpose of the presentation is to brief the Council on Town Meeting TV operations, to advise the members and City Manager on funding requirements for Town Meeting TV, and to request an annual contribution toward Town Meeting TV.

Introduction: Town Meeting Television was launched by its member communities in September 1990. Town Meeting TV is operated by CCTV Center for Media & Democracy on behalf of the Chittenden County Government Access Channel Trust, of which Essex Junction is an individual member. Ramona Sheppard serves as the representative for both the Village and Town. We are grateful to have her on board with her keen eye and media savvy.

Town Meeting TV supports public officials who seek to engage their constituents in the work of local government. We support the work to inform community members so they are able to take action on community and public issues.

Revenue Sources: A percentage of each cable subscriber bill is set aside for public, educational, and government (PEG) access throughout Vermont. This is based on federal requirements and Vermont Public Utility Commission regulation.

Town Meeting TV is funded by the cable subscribers of Comcast and Burlington Telecom. In addition to their requirement to set aside channels and "cable capacity", regional cable subscribers are assessed 5% of their bills for PEG operating and 1.5% for capital costs. The revenue is shared by Town Meeting Television (the government access channel), VCAM (public), and RETN (educational) now known together as "The Media Factory."

In Town Meeting TV's FY21 Budget, approved by our municipal Trustees, cable revenue accounts for 86% of the FY21 budget revenue, estimated to be \$639K, detailed in the budget narrative, below.

Municipal Funding Request: In FY21, we propose that Town Meeting TV's municipal members will contribute \$88,000, or 13% of the operating revenue, toward meeting and event recording, streaming, airing, distributing and archiving.

In FY 20, the municipal members made a 50% increase in contributions. Winooski has agreed to step up its contribution annually.

For the budget year starting 7/1/20, The Village of Essex Junction allocated \$12,000 toward the Town Meeting TV budget. This covers a portion of the cost of meeting coverage, which is estimated to be \$25,947.¹

We recognize that the impact of Covid on revenue may require some tough decisions and towards this end we are asking for level funding for this upcoming contribution. If the Village of Essex Junction budget permits, the Town Meeting TV Trustees are requesting the level \$12,000 for July 1, 2021. The planned 5% requests for other municipalities will resume in FY22.

PROJECTI ONS	FY19 (7/19)	FY20 (7/20)	FY21 (7/21)	FY22 (7/22)	FY23 (8/23)	FY24 (8/24)	FY25 (8/25)	
		50%	0%	5%	5%	5%	5%	5 years
Burlington	\$12,000	\$24,000	\$24,000	\$25,200	\$26,460	\$27,783	\$29,172	\$156,615
South Burlington	\$10,000	\$20,000	\$20,000	\$21,000	\$22,050	\$23,152	\$24,310	\$130,512
Winooski	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000	\$57,000
Essex	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Essex Jct	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Williston	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Increase	\$46,000	\$87,000	\$88,000	\$93,000	\$98,200	\$103,610	\$109,240	\$579,050

¹ This is calculated for the Village of Essex Junction as follows: 36 meetings/ year x 7.75 average labor hours x \$93/ hour, equals \$25,947. The \$93/ hour number comes from total expenses divided by the number of programs and services (expressed in labor hours) we provide.

Services: With your partnership, Town Meeting TV produces and distributes gavel-to-gavel coverage of municipal meetings, regional events, and educational programs designed to help open the doors of local government and promote public awareness and participation.

During the COVID health emergency, which started in mid-March 2020, Town Meeting TV expanded its coverage to meet the needs of remote participation in public meetings, public health communications, extensive election coverage, and community producer requests for services.

Between 10/1/19 and 9/30/20, Town Meeting TV produced and supported 1291 programs, 585 were categorized as municipal meetings.

During this year our services included:

- **Live streaming of gavel-to-gavel coverage of municipal and regional meetings** in Burlington, South Burlington, Winooski, Essex, Essex Junction, Williston and Colchester. These meetings are streamed live, aired on TV, and archived. Town Meeting TV content is available on Comcast channel 1087, BT channel 217 and 17, BT channel 317, ch17.tv (with clickable agendas) and at youtube.com/TownMeetingTV (with transcripts.) During the 'pandemic year' from March until today, we have continued to cover remote municipal meetings and are working with municipalities to make the transition to hybrid (in person + remote) meeting coverage.
- **Redundant and reliable archiving** of community based video content, including meetings and public events is a unique service of Town Meeting TV. This content is available on YouTube and also searchable at www.cctv.org a/k/a ch17.tv. In addition to the preservation of current video content, Town Meeting TV staff is digitizing the VHS and DVD catalog to make it publicly available. We have extended the offer to municipalities to archive additional remote meeting content produced during the 'pandemic year.' Town Meeting TV is beginning to work with the Vermont Secretary of State's office to develop a long-term preservation plan.
- **In-depth election programming** - Town Meeting TV produces dozens of televised local forums featuring *all* candidates, municipal budgets and ballot during Town Meeting, Primary and General elections. Town Meeting TV also partners with state level organizations such as AARP, League of Women

Voters and media outlets such as VTDigger.org to bring election information to a wider audience. There was no interruption to this service during the pandemic. We provided remote coverage of election forums and election night results, hyper local focus on the communities we serve.

- **Community based programs** produced with local constituents and about public issues of interest to our wider community are produced at Town Meeting TV Studios and in the field. During the health emergency we have worked with community members to produce content remotely through online platforms or through our 'studio in the field' platform.
- **Media Education** for school groups (e.g., CCV, UVM, Champlain) continues, along with in-person and virtual tours for visiting community leaders (e.g., the Vermont Council on World Affairs), summer camp, and internships aimed at young adults to help them make media and think critically--a crucial element of "citizenship" and community membership.
- **Hybrid Meeting planning** and development is in progress. Like you, we have learned a lot about community participation during the 'pandemic year' and move to virtual meetings. We have developed a hybrid meeting system for some municipalities that will allow for continued remote participation in local government into the next year and beyond. We have been working with your city staff on the plans for the new City Center building where we expect to see a similar plan realized.

Viewership: Town Meeting TV cable channels reach 25-30,000 cable subscribers within Chittenden County. The archive of all content is available at Ch17.tv. Applicable content is distributed statewide. Our website averages about 1000 hits per month, and our youtube subscription is about 2,500. People watch meetings and events, share them, and most importantly report that they can find them when needed.

Channel 17/Town Meeting TV Comcast Relocation & Branding: In 2017 Comcast appealed the Vermont Public Utility Commission's Docket 8719, which resulted in a mediated settlement that included moving Vermont public access channels from 15, 16, 17 positions on the "dial" to the "PEG neighborhood" channels 1085, 1086 and 1087. This move prompted a rebranding from our familiar "Channel 17" moniker to "Town Meeting TV" This move allows our schedules and program information to appear on the Integrated Program Guide 'IPG' allowing viewers to

immediately identify a program, view the schedule in advance and program DVR recording. We are still working hard to let people know where they can access municipal meeting content across the various channels and platforms available to the public.

Legal and Advocacy Matters: The Town Meeting TV Trustees advocate for public access to cable TV and using media to open the doors of local government.

Working with our colleagues at Vermont Access Network (VAN represents Vermont's 25 community media centers), we resolved two outstanding cable cases (Comcast's federal case opposing their CPG conditions² and, locally, the BT sale to Schurz Communications).

As a result of our work at the Vermont Legislature, VAN members received \$466,000 in Covid Relief Funds (CRF) from the Legislature for the essential services delivered during the health emergency. As part of H. 966, the Legislature also voted to support a PEG Study to assess PEG funding alternatives in light of the steady decline of cable subscriber revenue. This study will be delivered to the Legislature in February 2021.

Finally, VAN has negotiated a statewide cable contract template with Comcast, which will simplify the Town Meeting TV Trustees negotiating efforts, as they work to sign a new eight year contract with Comcast Cable this year.

Thank you for your support. We are happy to respond to any questions, comments, and are always open to ways that we can serve you better. The Town Meeting TV Budget Narrative for FY21 follows, below, along with a look at hybrid meeting equipment costs.

² The **Comcast appeal of the Vermont Public Utility Commission's Docket 8719**, which resulted in a mediated settlement that includes the moving of Vermont public access channels from the 15,16,17 position on the "dial" to the 1000's, the negotiated settlement also includes funds for rebranding and the start up of a statewide HD PEG channel.

**Town Meeting TV/ Town Meeting Television
BUDGET NARRATIVE FY21 - DRAFT
October 2020 – September 2021**

1. OVERVIEW

Funding Formulas: Funding for Town Meeting TV is calculated at 1.67% of the cable operators' (Comcast and Burlington Telecom) annual gross revenue. These costs are passed on directly to subscribers.

The funding level for Town Meeting TV **capital** is set at .5% of gross revenue. Town Meeting TV's contract allows for "spike" capital requests over the course of the contract, provided the Trustees can demonstrate community need and a compelling case to raise subscriber rates for the request. Comcast is not likely to consider a spike request for major purchases as long as Town Meeting TV maintains a fund balance.

RETN and VCAM (Now known as the Media Factory) receive approximately the same percentage, for total PEG funding of 5% operating plus 1.5% capital (1.666% + .05% x 3 channels).

Burlington Telecom and Comcast's fiscal year runs from 1 January through 31 December. BT provides operating and capital funding to Town Meeting TV in September of each year. Comcast pays Town Meeting TV on a quarterly basis. We have generated Comcast revenue projections based on past performance. These calculations may be found on the Budget spreadsheet under *Comcast Projections*. We project level funding for the year. It may be optimistic.

As noted above, the Trustees will have to negotiate its contract with Comcast based on the statewide template developed by VAN.

2. REVENUE SUMMARY

FY21 revenue (starting 10/1/20) is estimated at \$639,000. Our expenses are estimated to be **\$667,843**. We recommend using \$28K from the reserve fund to address this shortfall.

- The estimated revenue received from Comcast is projected to be **\$400K (down \$18K)** for operating and **\$120K** for capital.
- **Burlington Telecom's** total contribution is estimated to be \$31.5K for operating and capital in FY21.

- **Municipal revenue** will remain flat with no request for increase expected in FY21, with the exception of a \$1K increase if Winooski's budget will support it.
- Keeping with the previous year, Interest/ Capital Gains is estimated to be **\$2,500+/-**.

3. EXPENSE SUMMARY

The total FY21 expenses are projected to be **\$667,843**.

Operating Expense is estimated to be **\$560,250**. **Operating expenses** include the **CCTV contract** for Town Meeting TV operations and Trustee's expenses will be \$538,000. This is about \$21K LESS than last year. We expect **Capital Expenses** to be **\$107,593**. Those expenses are detailed below. This budget requires an allocation from the reserve of \$28K.

A. OPERATING EXPENSES

Town Meeting TV operating expenses are estimated to be **\$560,250**. These include:

a. CCTV Base Contract totals **\$538,000**. CCTV has agreed to provide development services for a reduced contract amount in FY21.

The CCTV base-line services include staff labor for **Administration, Field Production Studio Management/ Administration/ Post Production/ Online Agendas** for approximately 16K hours and 8 FTE.

CCTV Contract breaks down as follows:

Wages and Benefits total \$432,073 This includes:

- **Payroll: \$332,729**
- **Health/Dental/Vision Insurance: \$68,151 (increase of 18K)**
- **Unemployment (\$3,576) and Workers Compensation (\$2163)**
- **Payroll taxes (calculated at 7.6%): \$25,454**

Non-Wage Costs: \$64,875 (down 10K from FY20)

- **Site Costs:** Rent, Utilities, Offsite Storage: **\$48,958** (includes 3.4% rent increase + CAM%).
- **Communications** (Cell, Local, Long Distance, Postage, Internet): **\$4543.00** (purchased a new phone system with BT).
- **Office Expenses** (Copying, Printing, Supplies): **\$1065**
- **Repair & Maintenance of Facilities: \$2059**

- **Meals/Travel:** Local Travel, Long Distance Travel/ Conferences: **\$750**
- **Professional Development:** Includes training dues and expenses, conference, Alliance for Community Media events which are expected to be virtual for the next year. **Total: \$6500**
- **Production Talent: \$1000**
- **CCTV Management & Overhead: 79% of \$144K = \$114K**
- **Net: -\$73.2K** - This contract represents a financial loss to CCTV. These expenses would be made up through CCTV Development activities.

b. Trustees Expenses

- **Legal: \$3500** - Will need to renegotiate with Comcast. These costs may be shared with VAN.
- **Investment Fees: \$750**
- **Accounting Services: \$1,000** reduced by moving accounting inhouse
- **Audit: \$8000**
- **Advertising: \$4000** - Pass through of Comcast funds.
- **Directors Insurance: \$1500**
- **Advocacy Contributions/ Membership: \$2500**, (VAN, Alliance for Community Media)

B. CAPITAL EXPENSES

Town Meeting TV's annual Capital budget is based on priority areas recommended by Staff and approved by the Trustees. The FY21 Capital recommendations, estimated to be **\$107,593** include hardware, supplies and contractors.

Town Meeting TV continues to contract with third party technical services (Clearbearing) to monitor and support our technical operations, including at the Tech Core, shared with the Media Factory in the South End. This is the largest item in our capital budget and it ensures ongoing seamless support for our working infrastructure and archival assets.

The second largest capital outlay will be the continued work on the backend and front end upgrade of our web hub in order to improve the user experience and internal management of our video workflow.

Equipment Total: \$23,202 Estimated equipment costs largely reflect the annual replacement of cameras, computers and equipment due to extended use. This includes:

- **Production \$12,812:** Purchase of additional field production and public use camera kit, support of hybrid meeting infrastructure, and equipment for live titling in the field.

- **Post Production \$3,150:** Editing Workstation, archival support
- **Office \$2000:** Replacement staff computers
- **IT/ Network/ Tech Core Equipment: \$3840:** For Tech core improvements and video storage options.

Capital Support Total: \$84,391 Capital Support constitutes the bulk of the capital budget, as most technical solutions are software and consultant supported. The FY21 budget includes:

- **Video Supplies: \$5705**
- **Web Development: \$15K**
- **Repair and Maintenance: \$46K** Includes Clearbearing Tech Support.
- **Service Contracts: \$13,350K** Tech Core Rental, Clearbearing Assistance and new Phone Lease.
- **Dues and Subscriptions: \$6536** for interactive program guide (Gracenote), Adobe Creative Cloud, podcast subscription, Slack, Dropbox to improve remote workflow systems

4. FUND BALANCE

The Town Meeting TV cash Fund Balance as of 9/31/20 is \$218K or 3.7 months of operating revenue. In addition to monthly operating/capital funds, this fund balance is meant to support the **Reserve Operating Fund**. It's projected to be \$189K as of 9/30/2021 or 3.4 months.

As a matter of sound fiscal practice, the Town Meeting TV Trustees have established a 3-6 month set-aside of its annual budget in order to address cash flow issues and emergencies. Monthly expenses are projected to be \$55K. A six month reserve amounts to \$333K.

Hybrid Meeting Coverage Teleconferencing Setup

The Covid pandemic leaves many eager to return to face-to-face meetings. At the same time we have realized possibilities in attending to democracy through remote meetings. We hope to work with municipal partners to bridge a system that allows for the best of both scenarios.

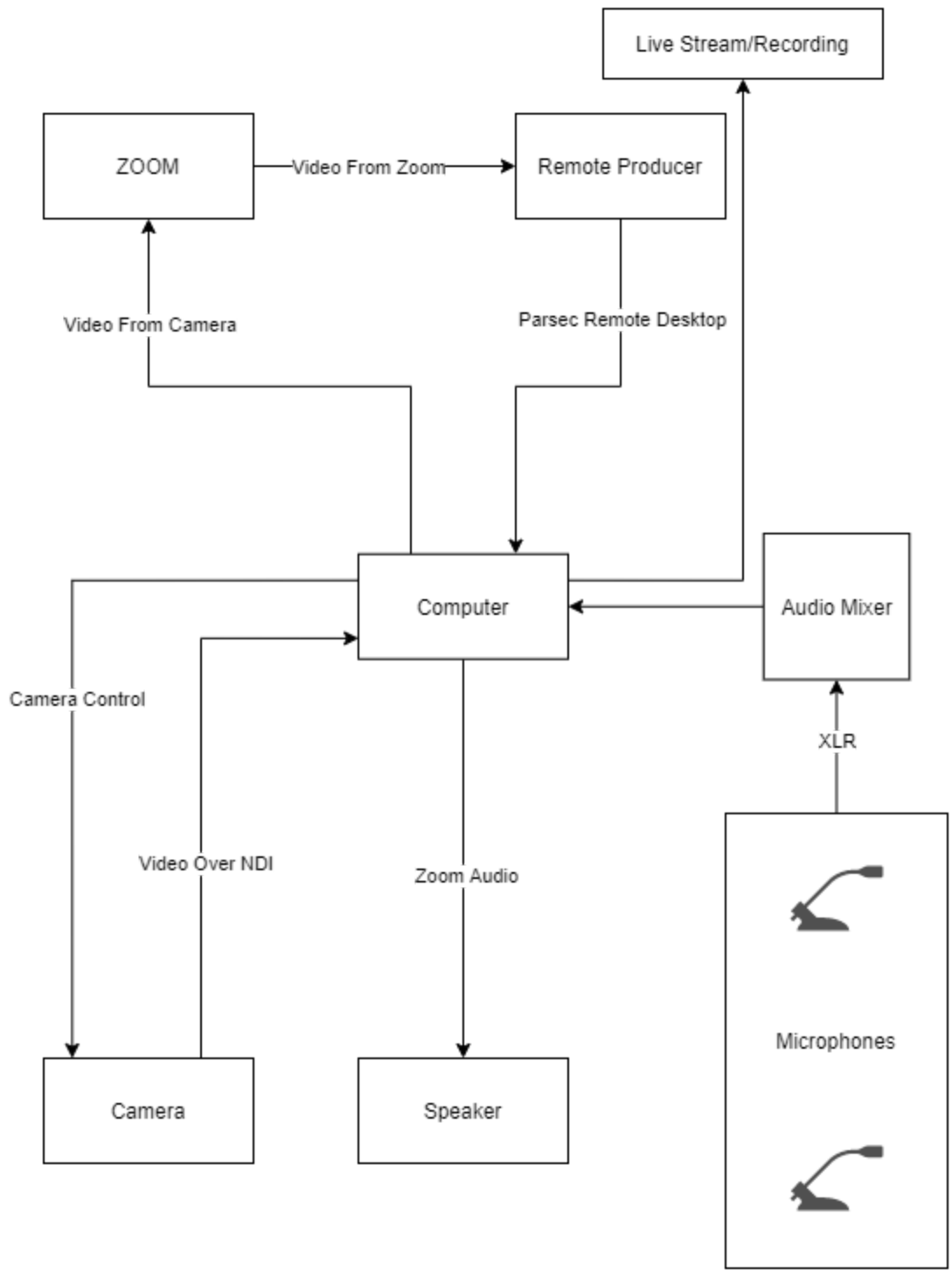
Town Meeting TV proposes the installation of a remote teleconferencing system allowing for high quality, seamless, hybrid in-person/remote meetings. A PTZ(pan/tilt/zoom) camera and audio system, both operated remotely by Town Meeting TV, are shared via remote meeting platform (Zoom/GoToMtnng/Teams) with online participants. The remote participants are seen on a screen at the Town Hall and heard via speaker system. The remote meeting platform, which includes both the in-person participants and remote participants, is titled, recorded and streamed live to an audience via the municipal Town Meeting TV Youtube playlist.

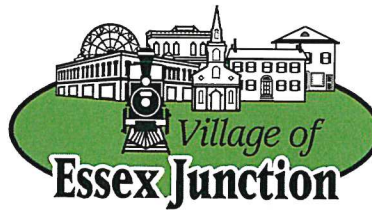
Town Meeting TV operates the camera and audio mixer remotely. Municipal staff manages the remote meeting participants, including board members, public speakers, or presenters. Meeting 'observers' are encouraged to 'attend' by watching the live video stream, thus limiting the number of people to manage on the remote meeting platform.

- allows some people to meet face to face
- allows for remote participants - public, board, staff
- increases the quality of the video and audio
- allows remote video and audio production by Town Meeting TV

Item	Link	Description	Cost	Quantity	Total
PTZ Camera:	PTZOptics 20X-NDI Broadcast and Conference Camera (White)	Camera that can be operated through a network.	\$2,099.00	1	\$2,099.00
Audio Mixer	Behringer X Air XR18 18-Input Digital Mixer	Allows for multiple audio inputs. Controlled via an ipad or web app.	\$598.00	1	\$598.00
Microphones	Senal MXGN-18C 18" Gooseneck Condenser MXGN-18C	Gooseneck microphone close to the speaker's mouth to avoid feedback/echo from zoom call, these can be muted if necessary using a touchpad on the base (one per board member + public mic + extra)	\$139.95	7	\$979.65

PoE Switch	Ubiquiti Networks 24V PoE Adapter with Gigabit LAN Port	Provides a single cable connection for the camera.	\$15.00	1	\$15.00
Computer	Intel NUC Ghost Canyon i9 Kit BXNUC9I9QNX1	Runs the zoom connection in the room, operates the PTZ	\$1,399.00	1	\$1,399.00
Computer Storage	Samsung 1TB 970 EVO NVMe M.2 Internal SSD	Storage for computer	\$179.00	1	\$179.00
Computer Ram	Crucial 2x16GB-2666 Ram	RAM for Computer	\$136.99	1	\$136.99
TV Screen	50" Flat Screen TV		\$200.00	1	\$200.00
					\$5,606.64





MEMORANDUM

TO: Village of Essex Junction Trustees
FROM: Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator *CHM*
James Jutras, Water Quality Superintendent *[Signature]*
cc: Evan Teich Unified Municipal Manager,
Gregory Duggan, Deputy Manager
Sarah Macy, Finance Director, Assistant Manager
Ricky Jones, Public Works Superintendent
DATE: December 14, 2020
SUBJECT: Better Roads FY'22 Grant Application for Rosewood Ln Outfall Stabilization

Issue: To accept a grant award for a stormwater outfall stabilization project located on Rosewood Lane.

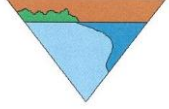
Discussion: The State of Vermont issued the Municipal Roads General Permit (MRGP) in 2019 as part of our MS4 permit to significantly reduce stormwater related erosion from paved and unpaved municipal roads. It requires municipalities to create a plan to stabilize their road stormwater drainage system which will aid the State in achieving the Lake Champlain Phosphorus TMDL. This plan required a road erosion inventory (REI) to assess the condition of all hydrologically connected road segments. For a paved and catch basin road a hydrologically connected road segment is if the catch basin outfall pipe falls within 500 feet of a water of the State or wetland. We are required to upgrade at least 15% of our non-compliant road segments (aka outfalls) by 2023.

The Chittenden County Regional Planning Commission received money from VT DEC to assist municipalities in conducting the initial REI and MRGP compliance. Outlet 1074 located on Rosewood Lane "Does Not Meet" the standards due to significant gully erosion. CCRPC hired Watershed Consulting Associates to design an outfall stabilization project for 1OLET1074 on Rosewood Ln at no cost to the Village.

The Village used the 30% design and estimated costs for the outfall stabilization project to apply for the FY2022 VTRANS Better Roads Grant Program due December 18, 2020. Because funding for this grant program is directly tied to legislative action we will not know if we are awarded the grant until July 2021.

Costs: The project is estimated to cost \$23,671. The grant request is \$19,725.84 and requires a 20% match (\$3,945.16). Match funding for this project will come from the Village Public Works Stormwater Maintenance Fund which has sufficient funds.

Recommendation: Staff recommends that the Trustees grant permission to accept this grant and to authorize the Unified Manager to sign a Better Roads grant agreement for this outfall stabilization project.



Cover Sheet

Please complete this page ONCE and return with your Grant Category Application(s)

Town/Organization: _____ Village of Essex Junction _____

Primary Contact Person(s): ___ Chelsea Mandigo _

Title: Stormwater Coordinator _____

Address: _____ 2 Lincoln St, Essex Junction, VT 05452 _____

Street Address

Town

Zip

Email: _____ chelsea@essexjunction.org _____ Phone: (802) _____ 878 - _____ 6943 x1705 _____

DUNS #: _____ 144372930 _____ Fiscal Year End Month (MM): _____ 06 _____



Vermont Better Roads Grant Program



CATEGORY B/C/D

Please complete one application per project you are applying for.

Please check the Category you are applying for:

- B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation
- C. Correction of a Stream Bank, Lake Shore or Slope Related Problem
- D. Structure/culvert 36" diameter or greater

Municipality: Village of Essex Junction

Road Name: Rosewood Lane TH #: 492 Structure # (if applicable): 10LET1074

Road Type: Paved or Unpaved (select one) Road Class: 1 2 3 4 (select one)

Please provide a thorough description of the erosion/water quality problem (ex. Roadway has steep slope with no ditch which is causing severe roadway erosion, which outlets into the Lamoille River): Severe gully erosion present at this hydrologically connected outlet. This outlet and associated road segment was scored as DOES NOT MEET in the Village’s Road Erosion Inventory for curbed with catch basin streets. This outlet discharges to a small tributary of Indian Brook which is stormwater impaired brook. The amount of erosion calculated at this outlet was 177 cubic yards at the time the original REI was conducted in early 2020.

Has the town completed an MRGP compliant road erosion inventory?

- Yes No In progress

Project Length (linear feet along roadway): N/A ft.

Number of structures/culverts replaced/repaired: 1

Average slope of roadway: 0-5% 5-10% >10%

Provide a VERY detailed map of project location showing start and end points: Included

Provide a sketch of project location showing distances and project details: Includd



Vermont Better Roads Grant Program



Environmental Concerns:

All projects require a review of potential impacts by our environmental team. To expedite the review process, please check the boxes below that describe existing structures/conditions to be replaced/maintained (if any) and the project description that applies (if any).

Existing Structures:	
<input checked="" type="checkbox"/> Steel/Plastic Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert – Take pictures	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Foundation remains, mill ruins, stone walls, other – Take pictures	<input type="checkbox"/> Stone abutments or piers – Take pictures
<input type="checkbox"/> Buildings within 300 feet of work - Take pictures	
Project Description:	
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> All work will be completed from the existing road or shoulder
<input type="checkbox"/> Reestablishing existing ditches only	<input checked="" type="checkbox"/> There will be excavation within 300 feet or a river or stream – Take pictures
<input type="checkbox"/> The structure is being replaced on existing location/alignment	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Excavation within a floodplain – Take pictures	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> Tree cutting/clearing – Take pictures	<input type="checkbox"/> The roadway will be realigned

Please describe the project and how it will create a positive water quality benefit

Replacement of an 8” CGMP pipe with a 12” HPDE N-12 pipe will increase the outlet ability to handle large storm events. HydroCAD modeling showed the 12” pipe is adequately sized for a 50 year storm event. Installing Type IV stone for a boulder headwall will prevent the bank above the outlet pipe from sloughing due to the substantial gully erosion around the pipe. The size of the gully erosion is estimated to be 177 cubic yards with the depth of the channel over 8 feet. Stabilizing the erosion channel with Type 1 stone and creating a gradual 2:1 slope for the outlet channel will help slow the flow of the stormwater preventing erosion of the channel. The stabilization of this hydrologically connected outlet is estimated to remove 1.21 pounds of total phosphorus from entering the unnamed tributary of Indian Brook and the Lake Champlain watershed.



Vermont Better Roads Grant Program



Please list any professionals or partners that assisted with planning this project

- 1) Andres Torizzo, PE-Watershed Consulting Engineers was hired by CCRPC to design this outlet stabilization project for the Village as part of the Road Erosion Inventory support,
- 2) Chris Dubin- CCRPC staff

Is the project located in the town "Right of Way? (select one) Yes No Both

Please be aware, Municipalities are required to have an Agreement for Entry & Liability Release for any impacted properties (prior to the start of construction.)

Budget:

Please attach a project budget and confirm below that is attached:

Project budget IS attached

Are you applying to other grant programs to help fund this project? If so, what programs? Please note that Better Roads requires a 20% local match and Better Roads funding may not be used as match for other state or federally funded programs.

	20,000	Requested Grant Amount Max:
Requested Grant Amount:	\$ 19,725.84	\$20,000 Category B
+		\$40,000 Category C
Local Match:	\$ 3,945.16	\$60,000 Category D
=		
Total Project Cost:	\$ <u>23,671</u>	

See page 6 for more information on calculating match

Estimated Completion Date: _____ December 2021 _____

REQUIRED ATTACHMENTS:

Please use the documentation checklist below to ensure that all of the relevant items regarding your application have been included. **It is preferred that your application is a single PDF file.**

- Grant application cover sheet
- Grant application form, including chart with RSID and MRGP compliance before and after project completion
- Itemized Cost estimate for labor, equipment, and materials (see enclosed Cost Estimate Worksheet). If applicable, please break down funding by source (i.e. different grant sources).
- Detailed Project Location Map
- Sketch of proposed project and erosion control measures or other management practices, including distances in feet
 - o Also show approximate location of town/other right-of-way and/or property lines and limits of work



Vermont Better Roads Grant Program



- Photos must be color and clear to see.
 - o Please make sure there are enough photos to get a good idea of the project area
- Other appropriate supporting documents.

By signing this application, I certify that all the information provided is accurate to the best of my knowledge. We will comply with all the requirements of the grant including making our books available for audit if required.

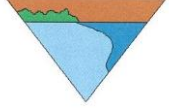
SIGNATURE OF APPLICANT:

Name: Evan Teich  Title: Unified manager
MUST BE TOWN ADMINISTRATOR/MANAGER OR SELECT BOARD CHAIR

Vermont Better Roads Category B/C/D Grant Proposal Scoring Criteria

All applications will be scored on a sliding scale elected by the Better Roads Grant Selection Committee. Road BMP upgrades are considered the highest priority for grant funding when road segments are "hydrologically-connected," currently "not meeting" MRGP standards, and road slopes are greater than 10%

- 1. Is the project using Best Management Practices (BMPs) that are proven and likely to maximize long term success, such as practices contained within the new VTrans Better Roads Manual and/or VT DEC MRGP Standards?? [maximum 20 points]**
 - o The proposed project utilizes appropriate BMPs and has maximized the likelihood of long-term success (16-20 points)
 - o The proposed project utilizes some appropriate BMPs but more could be done to increase the likelihood of success (11-15 points)
 - o The proposed project does not utilize appropriate BMPs, or it is unclear whether the BMPs will be used appropriately and the likelihood of success is uncertain (0-10 points)
- 2. What are the expected Water Quality Benefits within the watershed? [maximum 25 points]**
 - o Project will lead to significant improvements to water quality (21-25 points)
 - o Project will lead to moderate improvements to water quality (16-20 points)
 - o Project will lead to small improvements to water quality (1-15 points)
 - o Project will lead to no obvious improvements to water quality (0 points)
- 3. Is the project in or does stormwater runoff from the project area drain into a hydrologically connected segment? [maximum 20 points]**
 - o Yes; the entire project is in connected segment(s) (20 points)
 - o Partially; part(s) of the project are in connected segments (5-19 points)
 - o No; this project is not in a connected segment (0-5 points)
- 4. Will the project result in full compliance of one or more segments in accordance with the Municipal Roads General Permit (MRGP)? [maximum 25 points]**
 - o All segments within the project will be in full compliance (25 points)



- One or more segments will be in full compliance, with all other segments in partial compliance (11 – 24 points)
- One or more segments will be a minimum of partial compliance (1- 10 points)
- Project does not meet compliance or not applicable (does not have hydrologically connected segments) (0 points)

5. Is the project cost effective? [maximum 10 points]

- The cost of the project is low and the expected benefits are high (8-10 points)
- The cost of the project is average and the expected benefits are average (5-7 points)
- The cost of the project is high and the expected benefits are low (0-4 points)

Cost Estimate Worksheet

Town and Road Name:

Project Name:

Labor	Rate	# Hours	Total (Rate x Hours)
Labor Total			

Equipment	Rate	# Hours	Total (Rate x Hours)
Equipment Total			

Materials	Rate	Amount	Total (Rate x Amount)
Materials Total			

Miscellaneous	Rate	Amount	Total (Rate x Hours)
Miscellaneous Total			

Grand Total _____

Match _____



Vermont Better Roads Grant Program





June 30, 2020

Chris Dubin
Transportation Planner
Chittenden County Regional Planning Commission (CCRPC)
110 West Canal St. #202
Winooski, VT 05404

RE: 2020 CCRPC Road Erosion Contract (WQ PL18-19-TOA 1504) – Final Summary Report, Essex Junction

Dear Chris,

This memorandum provides a summary of the work completed under Task Order 1504 for the Project Titled “Conceptual Plans and Cost Estimates for High Priority Erosion Sites”. This memorandum summarizes the work completed in the Village of Essex Junction for Rosewood Lane.

A timeline and description of activities are provided here:

1. In August 2019, Watershed Consulting connected with the Village of Essex Junction to determine Village priorities under this contract. As part of a prior year scoping, the Village and Watershed Consulting evaluated a severely eroded outfall off Rosewood Lane. The Village advised Watershed Consulting that this outfall should be priority for design under this present contract.
2. In August 2019, a site visit was completed with Chelsea Mandigo Stormwater Coordinator/Wastewater Operator for the Village of Essex Junction. The team evaluated the outfall which is located on private land and the pipe connection from street collection system to the outfall. It was determined that the pipe through the residential yard was failing as evidenced by a sink hole. In addition, the outfall was observed to be heavily eroded. This outfall is labeled as EJCT065 by the CCRPC and 1 OLET1074 by the Village of Essex Junction.
3. Watershed Consulting subsequently evaluated soil borings for the area and also communicated with the Village about their experience with excavation soils in this

location. It was determined that soil conditions are poor and not conducive to an infiltration-based practice.

4. A 30% level design including stone energy dissipation and erosion control was developed for the outfall. A new pipe connection is proposed from the street to the outfall. An opinion of probable cost was developed.
5. Costs, phosphorus removal, and cost per pound of phosphorus removal are summarized in the following table:

Project Name	ID	Estimated Cost	TP Removal (LB)	\$/LB TP Removed
Rosewood	EJCT065	\$ 21,008	1.21	\$ 17,362

6. Wetlands likely exist downslope of the proposed practice and will require screening with the Vermont wetlands program prior to finalizing the design for implementation.

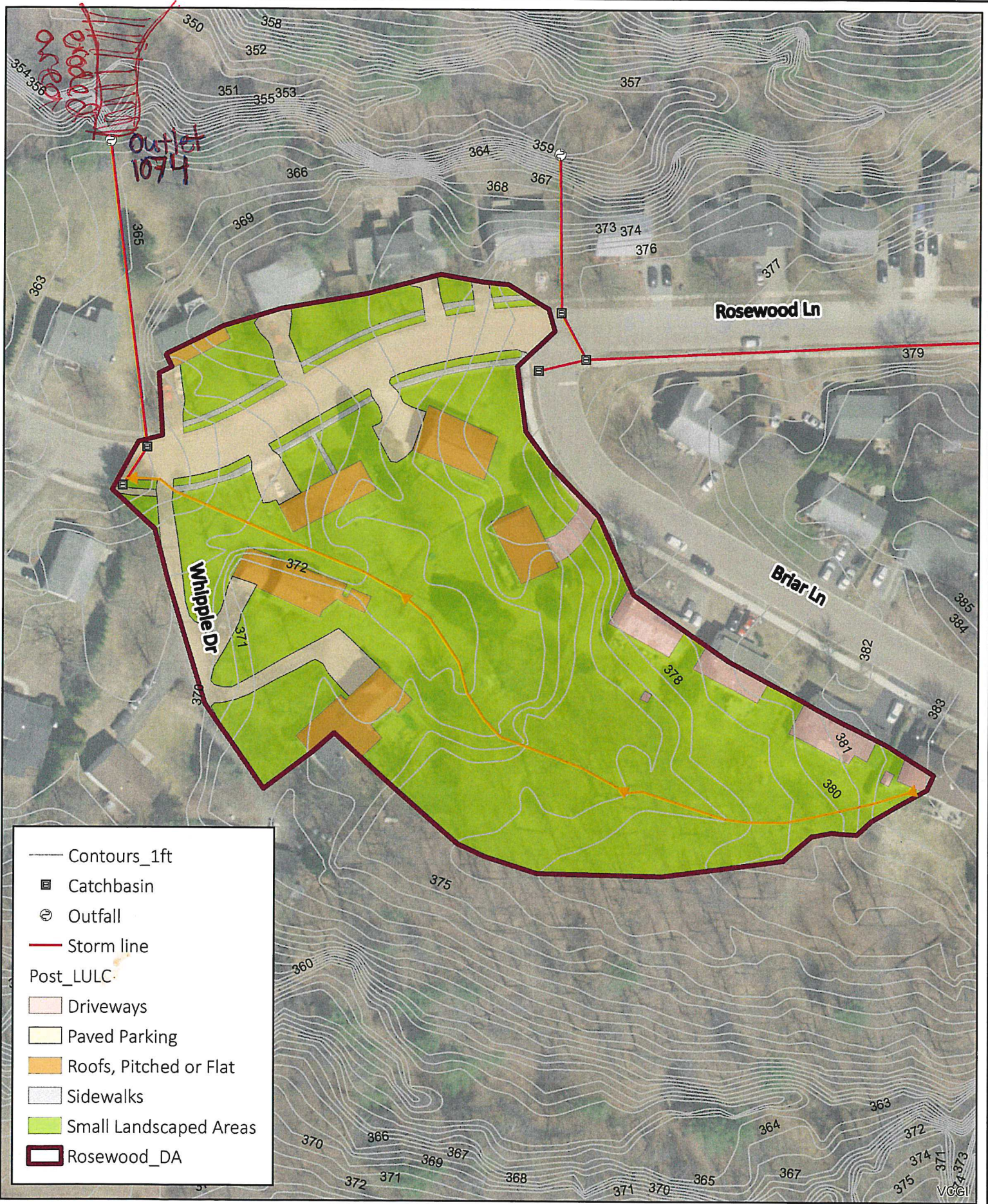
Essex Junction-specific project components for the 2020 road erosion contract with CCRPC are fully complete. Please be in touch if you have any questions.

Sincerely,

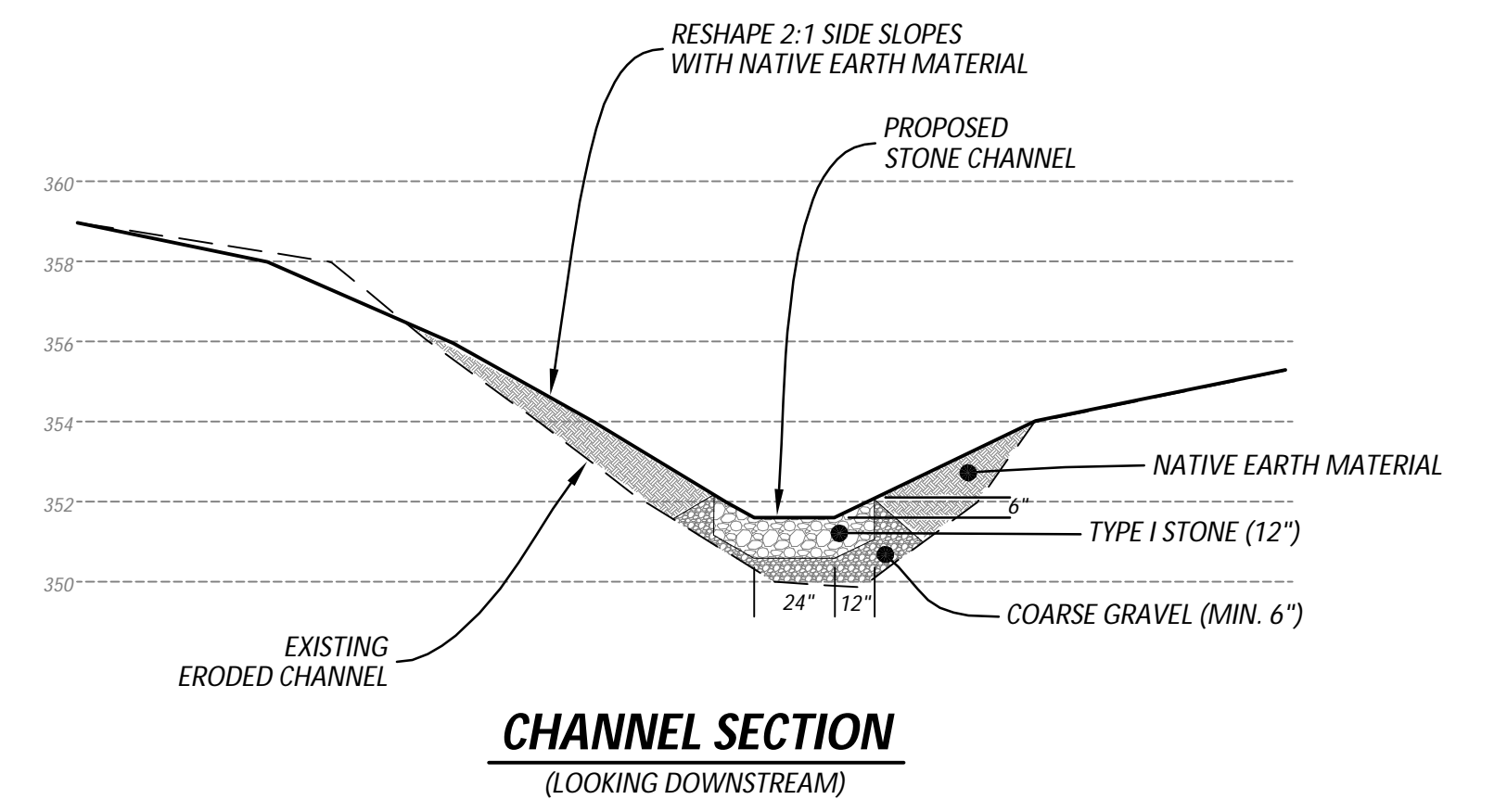
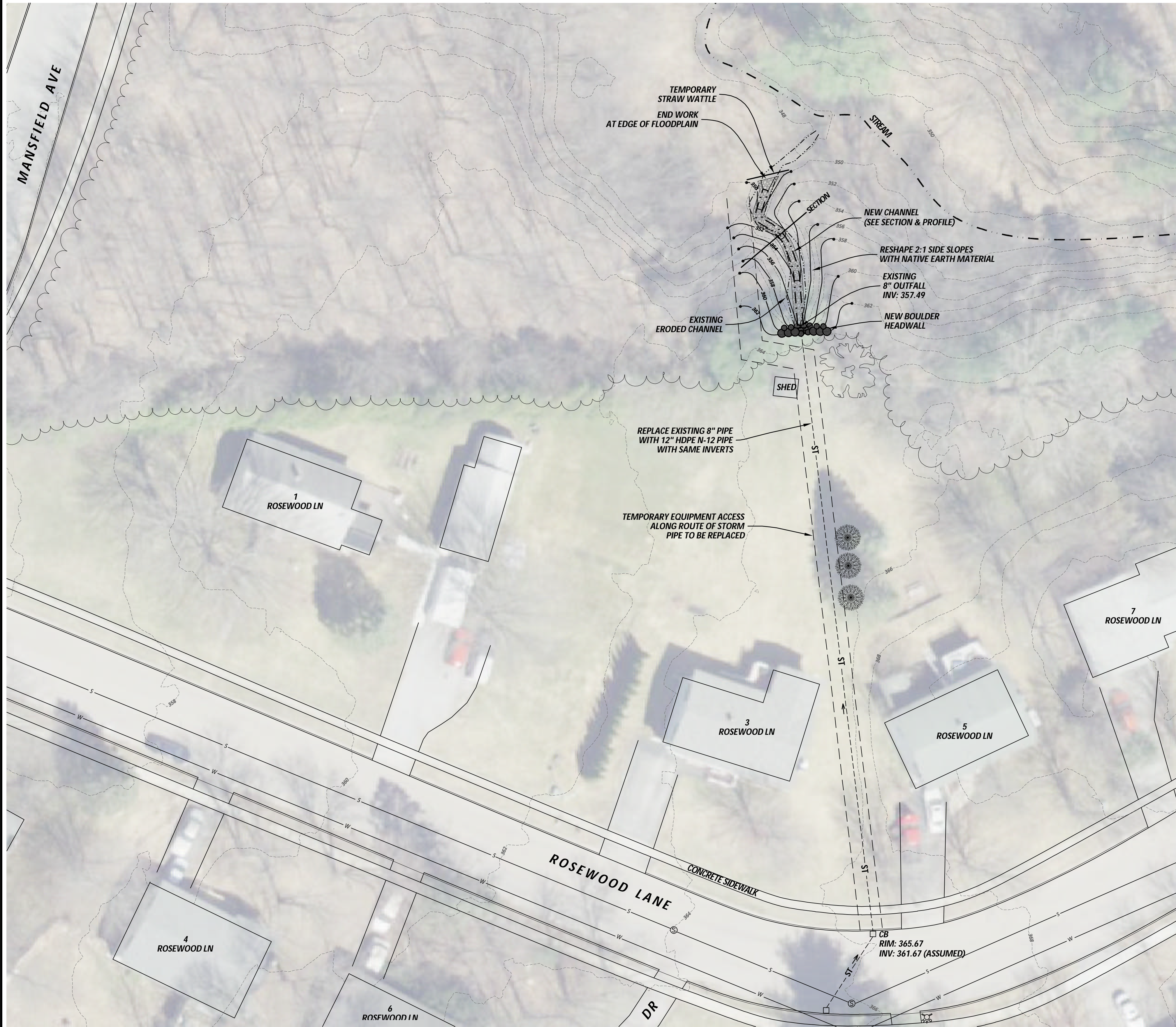


Principal

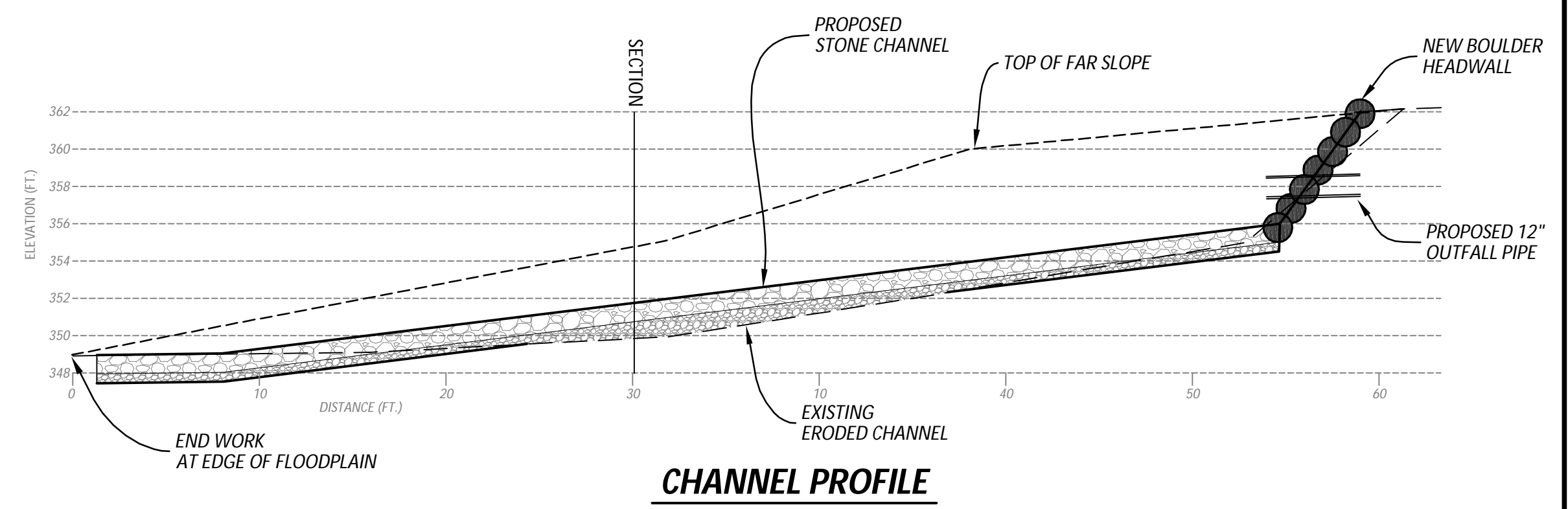
CC. Chelsea Mandigo Village of Essex Junction Stormwater Coordinator/Wastewater Operator



VGC 4/3/3

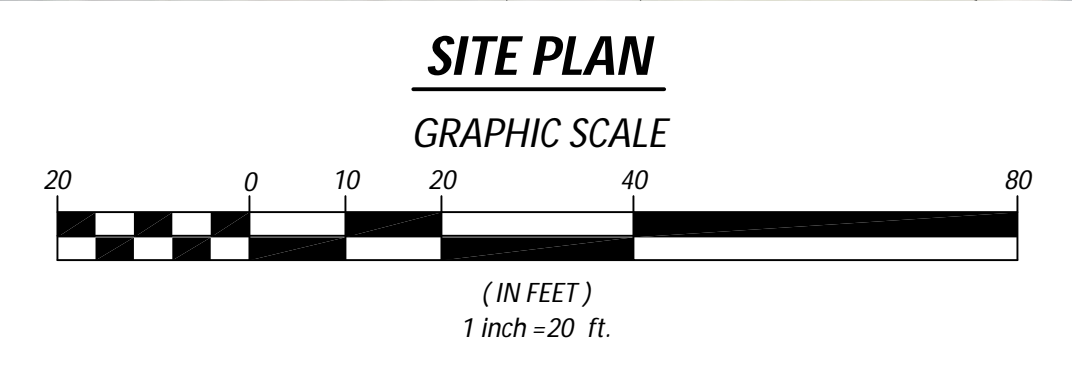


TYPE I STONE FILL
 (VAOT SEC. 706.04(A))
 THE LONGEST DIMENSION OF THE STONE SHALL VARY FROM 1 INCH TO 12 INCHES, AND AT LEAST 50 PERCENT OF THE VOLUME OF THE STONE IN PLACE SHALL HAVE A LEAST DIMENSION OF 4 INCHES.



CONCEPT

NOTES
 1. EXISTING TOPOGRAPHY IS FROM VT LIDAR DATA AND SUPPLEMENTED WITH TOTAL STATION SURVEY CONDUCTED BY THIS OFFICE ON 4-23-20.
 2. ALL UNDERGROUND UTILITIES MUST BE LOCATED PRIOR TO ANY CONSTRUCTION OR DISTURBANCE.



- LEGEND**
- EXISTING CONTOUR
 - FINISH GRADE CONTOUR
 - - - ST - - - EXISTING STORM PIPE
 - - - S - - - SANITARY SEWER LINE
 - - - W - - - WATER LINE
 - CATCH BASIN
 - ⊙ SEWER MANHOLE
 - ⊕ HYDRANT

ROSEWOOD LANE - VILLAGE OF ESSEX JUNCTION MRGP ASSESSMENT

STORMWATER IMPROVEMENT PLAN

WATERSHED CONSULTING ASSOCIATES, LLC

Stormwater Management | Water Quality | Erosion Control
 208 Flynn Ave, Suite 2H P.O. Box 4413
 Burlington, VT 05406
 Mobile: 902.922.4871 | Main: 802.497.2367
 www.watershedca.com

APPROVED BY:	AT	DRAWN BY:	SMS	SCALE:	NOTED
DATE:	6/26/20	CHECKED BY:	AT	SHEET:	1 OF 1

CDRPC ROAD EROSION/ROSEWOOD LANE/ROSEWOOD LANE.dwg

Rosewood Lane Outfall 1074 aka EJCT065 Photographs

Project site looking at outlet from Unnamed tributary of Indian Brook. Area that is needs to be stabilized with stone.





Close-up of gully erosion at outlet



Outlet 1074



Bank adjacent to 3 Rosewood Ln. This is where the rock headwall is proposed to be installed.



View from top of outlet 1074. This shows the gully erosion present as of Nov 2020





Unnamed trib of
Indian Brook



Bottom of
eroded channel
to be stabilized





December 9, 2020

Chelsea H. Mandigo
Stormwater Coordinator/Wastewater Operator
Village of Essex Junction
2 Lincoln Street, Essex Junction, VT 05452
Office: 802-878-6943 x1705
Cell: 802-793-5147
chelsea@essexjunction.org

RE: Better Roads Category B grant request

Dear Chelsea,

The Chittenden County Regional Planning Commission is pleased to support your Category B grant request to the VTrans FY22 Better Roads program. This grant is a key component as the Village of Essex Junction continues to upgrade its stormwater infrastructure to reduce erosion and soil loss in priority areas. Additionally, these upgrades will help Essex Junction advance towards meeting their goals of the Municipal Roads General Permit through segment/outlet upgrades.

Furthermore, this project helps implement the following specific sections of the *Chittenden County ECOS Plan*, the combined Regional Plan, Metropolitan Transportation Plan and Comprehensive Economic Development Strategy for the County:

- Transportation Goal (Section 2.5.3): Provide accessible, safe, efficient, interconnected, secure, equitable, and sustainable mobility choices for our region's businesses, residents and visitors;
- Water Quality Strategy (Section 3.2.3): Improve the safety, water quality, and habitat of our rivers, streams, wetlands and lakes in each watershed; and
- Improves and maintains infrastructure to help support the Sustainable Growth Strategy (3.2.2): Strive for 80% of New Development in Areas Planned for Growth, Which Amounts to 15% of Our Land Area.

Thank you for the opportunity to support this project and we look forward to working with you in completing the project should your grant request be successful.

Sincerely,

A handwritten signature in black ink that reads "Chris Dubin".

Chris Dubin
Senior Transportation Planner

Memorandum

To: Trustees; Evan Teich, Unified Manager
Cc: Susan McNamara Hill, Clerk
From: Tammy Getchell, Assistant to the Manager
Re: Discussion on increasing stipend for Trustees and other appointed board members
Date: December 17, 2020

Issue

The issue is for the Trustees to discuss the options to propose an increase to the annual stipend for Trustees and other appointed board members.

Discussion

During the budget day meeting on December 9th, the Trustees inquired about the necessary steps to propose an increase in annual salary paid to the Trustees and other appointed board members. A review of the Village of Essex Junction Charter, Article II, Section 2.02 Compensation; Expenses states, "The annual salary paid to the Trustees can be increased from its present level only by the voters at a Village meeting."

The wording of the Charter specifically states, "voters", which means a proposed change must be voted on by the voters. There are two options to proceed; the Trustees can warn a special Village meeting or include as an article on the annual meeting ballot.

For a special Village meeting, the warning must be posted no earlier than 40 days and not later than 30 days before the meeting and must be published at least 5 days before the meeting. This option also requires a warned informational meeting within the 10 days immediately before the vote. The informational meeting can be held the day before the vote, but must be warned at least 10 days before.

To include for the Village annual meeting vote, the proposed article would be added to the other articles as voted on by the Trustees to place on the March ballot for voters.

Cost

The cost for either option includes publishing fees and election costs to hold a ballot vote, however the cost for a special meeting vote would be in addition to the publishing fees and election costs for the annual meeting vote.

Recommendation

This memo is for discussion purposes.

VILLAGE OF ESSEX JUNCTION TRUSTEES
REGULAR MEETING MINUTES
December 8, 2020

TRUSTEES: Andrew Brown, President; George Tyler, Vice President; Amber Thibeault, Dan Kerin, Raj Chawla.

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Sarah Macy, Finance Director/Assistant Manager.

OTHERS PRESENT: Marcus Certa, Kevin Collins, Annie Cooper, Barbara Kaigle, Patrick Kaigle, Roseanne Prestipino, Ken Signorello, Margaret Smith, Mike Sullivan, Irene Wrenner.

1. CALL TO ORDER

Andrew Brown called the meeting of the Village of Essex Junction Trustees to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

None at this time.

3. AGENDA APPROVAL

As there were no amendments to the agenda, the agenda did not need to be approved.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on agenda

Patrick Kaigle spoke about an ongoing concern about garbage trucks dumping and collecting trash in the lot close to his neighborhood, which occurs around 4:30 AM and wakes up many residents. He asked if there was an ordinance in place to prevent such disturbances. Mr. Brown replied that residents should not have to enforce Village ordinances on their own, and Unified Manager Teich said he and his staff would look into and resolve the matter.

5. BUSINESS ITEMS

a. Discussion and possible approval of elimination of Town highway tax in conjunction with Village highway budget increase greater than 6% per the memorandum of understanding for Public Works

Finance Director Macy introduced this item, noting that the Village and Town have a Memorandum of Understanding (MOU) for the Village Highway Budget, and part of that MOU dictates that if there are increases beyond 6% then the Town Selectboard needs to approve it prior to inclusion in its budget. She said that because this particular action requires action by both the Town Selectboard and Village Trustees, the Selectboard discussed this item at its last meeting and came to consensus that they are in support of this move, though they held off on voting to approve it until they see the entirety of the Town budget. She added that the Village Trustees must determine whether to consent to a change in the structure of the Village budget, which would move a piece of the annual rolling stock transfer into the highway operating budget, noting that this would create alignment between the Village and Town budgets. She said that currently there is an annual transfer in the Capital budget for annual rolling stock for the Village, and that the Town's highway tax approximates the annual operating transfer on the Town side, adding that because these changes would shift cost from a subset of the grand list to the entire grand list, the impact on individual taxpayers would be minimal (a \$1.68 increase in the Town, and a \$2.80 decrease in the Village, based on a \$280,000 assessed property value).

49 Mr. Brown said that this shift makes sense, given how much sharing already occurs between the Town
50 and Village, and that they utilize roads in both Town and Village.

51
52 George Tyler asked if all rolling stock in the Village is considered part of Public Works, or whether there is
53 rolling stock in other departments. He asked about the implications of moving non-Public Works rolling
54 stock into the Public Works budget. Ms. Macy clarified that the action up for consideration would only
55 move the portion of rolling stock that is attributable to Public Works. Mr. Tyler also noted that the Village
56 builds depreciation into the budget as an expense, allowing the purchase of replacement vehicles in a
57 staggered sequence. Ms. Macy said that the Town and Village approach depreciation similarly in their
58 budgets.

59
60 No comments from the public.

61
62 **RAJ CHAWLA made a motion, and GEORGE TYLER seconded, that the Trustees approve moving the**
63 **Village Highway Transfer to rolling stock into the FY22 Village Highway Budget. The motion passed 5-0.**

64
65 **6. CONSENT ITEMS**

66 **DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees approve the Consent Agenda:**

- 67 **a. Approve minutes: November 23, 2020**
68 **b. Check Warrant #17227—11/30/20; #17228—12/4/20**

69
70 **The motion passed 5-0.**

71
72 **7. READING FILE:**

- 73 **a. Board member comments:** Mr. Tyler noted that the clock in the bulletin board at the top of
74 Railroad Avenue at the intersection with Main Street is frequently stolen or vandalized and
75 asked whether it could be replaced with a wrought iron insignia or another decoration that
76 may be less prone to vandalism. Mr. Teich said that staff would look into this.
- 77 **b. Chittenden County RPC November newsletter**
- 78 **c. Memo from Evan Teich, Greg Duggan, and Sarah Macy re: Response to letter re: Request**
79 **for Merger Financials**
- 80 **d. Press Release from Ron Hoague re: Vehicle Vandalism and Attempted Arson 12/2/2020:** Mr.
81 Teich said that the Police have arrested several individuals suspected of the vehicle vandalism
82 and attempted arson and will be charging them. He thanked the Police Department and the
83 Town of Williston's Police Department for their coordination and assistance. Mr. Teich also
84 noted that the Town is organizing an online forum with the Chief of Police and CJC
85 (Community Justice Center) to discuss public safety issues, with more information to come
86 soon.
- 87 **e. Troy Austin Request Electronic Signs for Annual Toy Drive**
- 88 **f. Upcoming meeting schedule:** Mr. Brown noted that the Trustees are scheduled to meet on
89 December 22nd, not the 29th. He also thanked Selectboard members Haney, Murray, and
90 Franco for committing to place the merger piece on the Town Meeting ballot.

91
92 **8. EXECUTIVE SESSION:**

- 93 **a. An executive session is not anticipated**

94
95 **9. ADJOURN:**

**VILLAGE TRUSTEES
(DRAFT)**

December 8, 2020

96 **DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees adjourn the meeting. The**
97 **motion passed 5-0 at 7:09 PM.**

98
99

100 Respectfully Submitted,
101 Amy Coonradt
102 Recording Secretary

103
104 Approved this _____ day of _____, 2020

105
106 **(see minutes of this day for corrections, if any)**

107
108

DRAFT

VILLAGE OF ESSEX JUNCTION TRUSTEES
SPECIAL MEETING MINUTES
December 9, 2020

TRUSTEES: Andrew Brown, President; George Tyler, Vice President; Raj Chawla; Dan Kerin; Amber Thibeault.

ADMINISTRATION AND STAFF: Evan Teich, Unified Manager; Courtney Bushey, Assistant Finance Director; Greg Duggan, Deputy Manager; Chris Gaboriault, Fire Chief; Wendy Hysko, Brownell Library Director; Wendy Johnson, Brownell Library Interlibrary Loan Librarian; Ricky Jones, Village Public Works Superintendent; Jim Jutras, Water Quality Superintendent; Brad Luck, Essex Junction Recreation and Parks Director; Dennis Lutz, Public Works Director; Sarah Macy, Finance Director/Assistant Manager; Robin Pierce, Community Development Director; Hannah Tracy, Brownell Library Assistant Director; Tom Yandow, Facilities Manager

OTHERS PRESENT: Dottie Bergendahl, Brownell Library Trustee; Diane Clemens, Planning Commission; Shelia Porter, Brownell Library Trustee

1. CALL TO ORDER

Mr. Brown called the meeting to order at 8:30 AM.

2. AGENDA ADDITIONS/CHANGES

No changes were made to the agenda.

3. APPROVE AGENDA

With no changes to the agenda, a motion to approve was not needed.

4. PUBLIC TO BE HEARD

No inquiries were made.

5. BUSINESS ITEMS

6. FY22 Budget Work Session

8:40 AM, Fire: Chris Gaboriault, Fire Chief, presented a budget that is up approximately 1.5 percent, not counting the rolling stock transfer into the operating budget. Chief Gaboriault is proposing increasing the starting rate for firefighters to \$15.50, in line with what is offered by the Town of Essex. He said that roughly half of current firefighters have 0-3 years of service, and that retention continues to be a concern. Chief Gaboriault noted that it takes around three years to obtain engineer status, which enables a firefighter to operate all of the machinery. Mr. Brown asked if anything could be done to retain firefighters. Chief Gaboriault stated that there is a high cost of living in the area and that the increase in salary would be helpful. The Trustees discussed other options for increasing firefighter retention including reaching out to former firefighters to inquire why they left, increased station amenities, and offering some type of incentive for longevity. Chief Gaboriault mentioned the future need for a new fire station, the

45 status of which may be determined by the result of the impending merger vote with the Town
46 of Essex.

47
48 9:06 AM, Library: Wendy Hysko, Brownell Library Director, and Sarah Macy, Finance
49 Director/Assistant Manager, presented the Brownell Library budget. Ms. Macy noted that
50 staffing changes at Brownell have reduced the overall budget by around \$29,000. Ms. Hysko
51 said that the biggest change in the library budget this year is technology, as COVID has required
52 an extensive change in how the library is operated. She said that curbside pickup has been
53 difficult on her staff, as many of them enjoy the interaction with the public. Ms. Hysko praised
54 Public Works for their efforts in building a pavilion for Brownell. Dottie Bergendahl, Brownell
55 Library Trustee, inquired about the availability for mental health assistance for Brownell
56 employees, as well as mechanisms for allowing volunteers back in the building. She noted that
57 the library would like to begin the book sale in some form.

58
59 9:35 AM: Sarah Macy provided the Village Trustees with a brief overview and highlights of the
60 proposed budget. The proposed FY22 Village General Fund budget is \$5,647,578 a 5.2% or
61 \$279,923 increase over the FY21 approved budget of \$5,367,655. The proposed budget
62 includes moving the highway rolling stock contribution into the highway segment which is then
63 funded by the Town budget. This is included assuming this change will be agreeable to both the
64 Trustees and the Selectboard and that the Town Highway Tax would be eliminated as part of
65 the change. As such, the change to the property tax levy is \$85,127 or 2.3%. Assuming the
66 grand list grows at the seven-year average of 0.84% and factoring in known tax stabilization
67 agreements this would produce a tax rate increase of 1.22% -- an \$11.28/year increase on a
68 \$280,000 home. The largest items of the increase include salaries & benefits, increase in capital
69 transfer, and buildings & grounds. No new debt is proposed in the Village.

70
71 For Administration, Ms. Macy stated that this fund covers board member payments,
72 contribution to the manager's salary and benefits, contribution to HR, the cost of the
73 Town/Village Clerk, Administrative Assistant, and the Assistant to the Manager. The increase in
74 salaries has been offset by a reduction in benefit plan levels. Mr. Tyler noted that the line item
75 for Board Member payments has increased from \$2,500 to \$10,000 and asked for further
76 explanation. Mr. Duggan said that stipends are an issue that continues to come up, and that
77 offering some type of payment will help to increase the diversity of participation for the
78 Village's boards, commissions, and committees. Stipends would be offered on a voluntary
79 basis, and Mr. Duggan estimates that about 67% of board and committee members would
80 accept a stipend proposed to be \$50 per meeting. The Trustees requested that a broader
81 conversation about this issue take place at the end of the meeting.

82
83 Mr. Chawla inquired about a proposed subscription to the CivicClerk software. He said that he
84 is uncomfortable with this because the Village has not agreed to take on the CivicPlus website
85 service. Mr. Teich said that the current website is difficult to use, and that this software will
86 provide a considerable benefit to staff in preparing meeting documents. Mr. Tyler said that the
87 current website was a result of a community desire for improved communication, and that he
88 would like this discussed in more detail at the end of the meeting.

89

90 10:10 AM, Break: Mr. Brown excused the members to take a short break.

91

92 10:29 PM, Buildings: Dennis Lutz, Public Works Director, said that funds have been transferred
93 to this budget so that Facilities Manager Tom Yandow can take care of the building budgets for
94 all of the Village buildings. Mr. Yandow noted some concerns with the buildings including lack
95 of additional space on the electric grid at Lincoln Hall, deteriorating brickwork at several
96 buildings, the need to do air testing in the basement of Lincoln Hall, and roof issues. The
97 possibility of adding a second floor to the recreation building at Maple Street was also
98 discussed. Ms. Macy noted that some of these projects are explained in more detail on
99 separate capital budget sheets. Mr. Chawla said that the Town of Essex would have a
100 responsibility to fund part of the construction on the recreation building because they also have
101 staff working there.

102

103 11:16 AM, Highway: Ricky Jones, Public Works Superintendent, presented the proposed
104 Highway budget. Proposed increases include more funds for salt and paving expenses. Mr.
105 Chawla noted that he would like to see more regular funding for specific bike/walk initiatives
106 each year.

107

108 11:27 AM, Water: Mr. Jones continued presenting with the proposed budget for Water. He
109 noted that engineers will be looking at replacing the water main on Densmore Drive.

110

111 11:31 AM, Sanitation: James Jutras, Water Quality Superintendent and Mr. Jones presented the
112 Sanitation budget. Mr. Jutras noted that the budget is up 2.4%. Mr. Jones noted that the
113 Supersucker 5000 truck needs replacement.

114

115 11:42 AM, Wastewater Treatment Facility: Mr. Jutras presented the Wastewater Treatment
116 Facility's proposed budget and provided some updates from the department. He noted that
117 this year's budget is flat. Work is being done to address odor control complaints. Mr. Tyler
118 asked if effluence is being tested for COVID. Mr. Jutras said that this has been done in the past
119 but is not currently occurring.

120

121 11:57 AM, Break: Mr. Brown excused the members to take a lunch break.

122

123 12:36 PM, Community Development: Mr. Pierce gave an update on his department's budget.
124 He noted that there is a \$23,000 increase from the previous year's budget, the majority of
125 which is to be spent on impending updates to the Land Development Code. Mr. Brown asked if
126 there were plans to add additional rectangular rapid flashing beacons in the Village. Mr.
127 Chawla noted that this was also a concern for the Bike/Walk Advisory Committee. Ms. Macy
128 brought forth budgetary figures for the Bike/Walk Advisory Committee and said that the
129 committee has never spent their entire budget of \$6,000. The rectangular rapid flashing
130 beacons are estimated to cost around \$5,700, and as a result the Trustees decided to increase
131 the Bike/Walk Advisory Committee's budget by \$3,000 to accommodate for the purchase of at
132 least one of the beacons. The board discussed differences between the development fees

**VILLAGE TRUSTEES
(DRAFT)**

December 9, 2020

133 between the Village and surrounding communities. Mr. Pierce noted that there is no such thing
134 as an "average" year in development, due to the influence of large projects. Mr. Tyler inquired
135 about using money in the Land Acquisition Fund and Economic Development Fund to pay for
136 improvements in the Village.

137
138 1:13 PM, Economic Development: Mr. Pierce was joined by Mr. Luck for this section. Mr. Pierce
139 noted that this is a dynamic budget that is home to the matching grant fund, community
140 events, and has also been used in the past to fund a staff position. This is mostly level funded
141 from last year. Mr. Luck noted that he would like to establish a way for members of the
142 community to access money to host public events.

143
144 1:19 PM, Recreation: Mr. Luck noted that salaries and benefits have made up much of the
145 budgetary increase. He said that, due to COVID, program and pool revenues are down. Mr.
146 Luck mentioned that the department had offered childcare for students when the local schools
147 were closed. He said there is a need for a new roof and work on the Maple Street pool. Mr.
148 Chawla and Mr. Brown expressed a desire for the Town of Essex to pay equitably for these
149 improvements.

150
151 Mr. Luck discussed EJRP programs and noted that all of the direct expenses for these programs
152 are from fees. He said that there is a large increase in revenue because EJRP now provides
153 summer camp services to students in Essex, Essex Junction, and Westford. He said that pool
154 revenue may be down again next summer, and if the pool is to be opened it will most likely be
155 doing so at a loss. The Trustees praised recreation staff for their work during the pandemic in
156 creating programs to serve residents. Mr. Brown encouraged Mr. Luck to discuss potential
157 program synergies with Essex CHIPS.

158
159 2 PM, Break: Mr. Brown excused the members to take a short break.

160
161 2:10 PM, Capital, Transfers & Misc.: The Trustees discussed capital projects at length. Mr.
162 Yandow noted the importance of having an elevator at Lincoln Hall, as it is currently not up to
163 ADA code. Without improvements to the electrical grid, this will not be possible.

164
165 3:30 PM, Wrap-up: Mr. Brown brought up the issue of volunteer stipends, and his desire for a
166 larger conversation on the issue. This will be discussed at a future meeting with the intention
167 for staff to create a plan to implement this. Further research will be done to see if an increase
168 to Trustee compensation will need to be voted on.

169
170 Mr. Brown discussed the idea of liquidating the Land Acquisition Fund. The Board is in favor of
171 having further conversations about this. Mr. Chawla noted that he is concerned about the
172 Village going with the CivicClerk software, and that it is imperative that the Trustees continue to
173 have input on the website. The Trustees also continued to express their concern about
174 inequities in recreation funding between the Town and Village.

175
176 **7. EXECUTIVE SESSION**

177 An executive session was not necessary.

178

179 **8. ADJOURN**

180 **George Tyler made a motion, seconded by Amber Thibeault, to adjourn. Motion passed 5-0 at**
181 **3:43 PM.**

182

183 Respectfully Submitted,

184 Darby Mayville, Recording Secretary

DRAFT

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
07465	11/19/20	BIBENS ACE HARDWARE INC NUT DRIVER1/2" 39757	210-43110.610 SUPPLIES	17.56	31766	12/08/20
07465	11/23/20	BIBENS ACE HARDWARE INC BATTERIES 2 LINCOLN 39799	210-41942.020 R&M Bldg - 2 Lincoln St	15.99	31766	12/08/20
27080	10/17/20	GOLDMAN STEPHEN L OA band invoice 101720D	210-49340.000 MISC GRANT EXPENDITURES	125.00	31772	12/08/20
07010	11/13/20	GREEN MOUNTAIN POWER CORP GMP non solar multi accts 111320D	210-43115.622 Electricity - St/Traffic	9817.27	31777	12/08/20
07010	11/13/20	GREEN MOUNTAIN POWER CORP GMP non solar multi accts 111320D	210-43115.622 Electricity - St/Traffic	700.20	31777	12/08/20
17710	11/30/20	KOFILE TECHNOLOGIES DGZ Grant VEJ 236756	210-49340.000 MISC GRANT EXPENDITURES	20000.00	31783	12/08/20
14585	11/06/20	MUNICIPAL EMERGENCY SERVI Lens Kit IN1516954	210-42220.612 UNIFORMS,BOOTS,ETC	234.32	31788	12/08/20
14585	11/20/20	MUNICIPAL EMERGENCY SERVI Tool Adapter IN1521856	210-42220.889 ROUTINE EQUIPMENT PURCHAS	1098.32	31788	12/08/20
37605	11/24/20	NEW ENGLAND MUNICIPAL RES 2020 Tax Forms 46834	210-41510.610 General Supplies	453.00	31789	12/08/20
01590	11/25/20	PETTINELLI & ASSOC INC PAVILION 1200	210-41320.600 Emergency Prep. Supplies	13532.50	31792	12/08/20
23465	11/23/20	PITNEY BOWES, INC. POSTAGE METER LEASE 3312428789	210-41320.442 LEASED SERVICES	209.97	31793	12/08/20
24410	11/01/20	PRIORITY EXPRESS INC COURIER SERVICES 10/26-11 80272045	210-45551.536 POSTAGE/DELIVERY	41.48	31794	12/08/20
24410	11/08/20	PRIORITY EXPRESS INC COURIER SERVICES 11/2-11/ 80272046	210-45551.536 POSTAGE/DELIVERY	41.48	31794	12/08/20
24410	11/15/20	PRIORITY EXPRESS INC COURIER SERVICES 11/9-11/ 80272047	210-45551.536 POSTAGE/DELIVERY	41.48	31794	12/08/20
24410	11/22/20	PRIORITY EXPRESS INC COURIER Svcs 11/16-11/22/ 80272048	210-45551.536 POSTAGE/DELIVERY	20.00	31794	12/08/20
24325	11/19/20	RADIO NORTH GROUP INC Mobile cable 10 ft antenn 24142628	210-42220.443 RADIO MAINTENANCE	39.00	31796	12/08/20
03180	10/14/20	SAFETY SYSTEMS OF VT LLC Alarm System Inspection 20132	210-41942.022 R&M Bldg - Fire Station	586.19	31798	12/08/20
03180	10/22/20	SAFETY SYSTEMS OF VT LLC CAMERA SYSTEM SERVICE 20153	210-41943.021 Contractual Svcs - Browne	130.00	31798	12/08/20
23395	11/19/20	VILLAGE HARDWARE - WILLIS propane refill 512270	210-43110.610 SUPPLIES	91.95	31804	12/08/20
23395	11/24/20	VILLAGE HARDWARE - WILLIS straw for library slab 512290	210-41320.600 Emergency Prep. Supplies	49.36	31804	12/08/20
29825	11/19/20	VT GAS SYSTEMS Gas Service 10/19-11/17/2 125047111920	210-41948.021 Natural Gas - Brownell	477.16	31807	12/08/20
29825	11/19/20	VT GAS SYSTEMS Gas Service 10/19-11/17/2 125047111920	210-43110.623 HEATING/NATURAL GAS	158.12	31807	12/08/20
29825	11/19/20	VT GAS SYSTEMS Gas Service 10/19-11/17/2 125047111920	210-41948.020 Natural Gas - 2 Lincoln	386.44	31807	12/08/20
29825	11/19/20	VT GAS SYSTEMS Gas Service 10/19-11/17/2 125047111920	210-41948.022 Natural Gas - Fire Statio	179.37	31807	12/08/20
29825	11/19/20	VT GAS SYSTEMS Gas Service 10/19-11/17/2 125047111920	210-41948.023 Natural Gas - Park St Sch	271.53	31807	12/08/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	11/19/20	MSP Gas November	1578756 1120	210-41948.026 Natural Gas - Maple St	144.76	31808	12/08/20
29825	11/19/20	MSP Gas November	810044 1120	210-41948.026 Natural Gas - Maple St	372.71	31809	12/08/20
05590	11/13/20	Phosphorus Control Plan O	13873	230-46801.725 CA0530 Phosphorus Control	6611.43	31803	12/08/20
05590	11/13/20	Phosphorus Control Plan O	13873	230-46801.725 CA0530 Phosphorus Control	-185.32	31803	12/08/20
07010	11/13/20	GMP non solar multi accts	111320D	254-43200.622 ELECTRICAL SERVICE	66.69	31777	12/08/20
10110	09/24/20	Residential water meter r	1554	254-43330.002 METER REPLACEMENT PROGRAM	100.00	31785	12/08/20
29825	11/19/20	Gas Service 10/19-11/17/2	125047111920	254-43200.623 HEATING/NATURAL GAS	170.95	31807	12/08/20
07465	11/23/20	supplies headworks and De	39808	255-43200.610 SUPPLIES	117.49	31766	12/08/20
07010	11/18/20	39 Cascade 10/20-11/18/20	01324071120	255-43200.622 ELECTRICAL SERVICE	10823.54	31774	12/08/20
27670	11/30/20	multi way plow with insta	157567	255-43331.004 Plow Truck (With crane)	7653.00	31780	12/08/20
05495	11/23/20	Allen-Bradley 1756-OF8	14069	255-43200.570 MAINTENANCE OTHER	2255.00	31784	12/08/20
12160	11/13/20	FY21 AR1004 Loan Pmt	AR1004 1120	255-22501.000 FED ARRA LOAN - AR1-004	1975.69	31791	12/08/20
V2124	11/07/20	asstd supplies	3461411049	255-43200.610 SUPPLIES	284.69	31802	12/08/20
29825	11/19/20	Gas Service 10/19-11/17/2	125047111920	255-43200.623 HEATING/NATURAL GAS	1553.60	31807	12/08/20
07010	11/13/20	GMP non solar multi accts	111320D	256-43200.622 ELECTRICAL SERVICE	425.81	31777	12/08/20
10110	09/24/20	Residential water meter r	1554	256-43330.002 METER REPLACEMENT PROGRAM	200.00	31785	12/08/20
12160	11/13/20	FY21 AR1004 Loan Pmt	AR1004 1120	256-22501.000 FED ARRA LOAN - AR1-004	11967.05	31791	12/08/20
29825	11/19/20	Gas Service 10/19-11/17/2	125047111920	256-43220.002 WEST ST PS COSTS	40.63	31807	12/08/20
29825	11/19/20	Gas Service 10/19-11/17/2	125047111920	256-43200.623 HEATING/NATURAL GAS	55.93	31807	12/08/20
29825	11/19/20	Gas Service 10/19-11/17/2	125047111920	256-43220.001 SUSIE WILSON PS COSTS	40.63	31807	12/08/20

12/08/20

Town of Essex / Village of EJ Accounts Payable

03:30 pm

Check Warrant Report # 17229 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 12/08/20 To 12/08/20 & Fund 2

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

93391.97

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06490	09/21/20	PS Fence COVID Aug-Oct 092120D	210-41320.600 Emergency Prep. Supplies	4076.87	31811	12/11/20
05290	11/30/20	HOSE CLAMP 552033559068	210-43110.432 R&M Services - Vehicles	14.80	31813	12/11/20
05290	11/30/20	Wiper Blade 552033559086	210-43110.432 R&M Services - Vehicles	52.13	31813	12/11/20
05290	12/01/20	FUEL cap 552033634434	210-43110.432 R&M Services - Vehicles	14.96	31813	12/11/20
05290	12/01/20	ELECTRICAL TAPE 552033659138	210-43110.610 SUPPLIES	4.83	31813	12/11/20
05290	12/03/20	Arctic Ban -50 RV 1 GL 552033859242	210-43110.610 SUPPLIES	34.14	31813	12/11/20
05290	12/04/20	air gauges 552033959285	210-43110.610 SUPPLIES	27.18	31813	12/11/20
05290	12/04/20	FILTER AIR 552033959296	210-43110.610 SUPPLIES	85.82	31813	12/11/20
05290	12/04/20	supplies 552033959326	210-43110.610 SUPPLIES	24.68	31813	12/11/20
42665	11/10/20	EJRP Amazon October 0432266 1120	210-45110.610 SUPPLIES	187.35	31817	12/11/20
09345	12/07/20	Monthly Fee for COBRA Adm 40508636	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	31819	12/11/20
07465	12/03/20	GARDN HOSE 39895	210-43110.610 SUPPLIES	79.96	31820	12/11/20
07465	12/07/20	tape 39935	210-43110.610 SUPPLIES	26.97	31820	12/11/20
07465	12/07/20	xmass lights 39941	210-43110.610 SUPPLIES	119.92	31820	12/11/20
07465	12/08/20	credit supplies 39949	210-43110.610 SUPPLIES	-14.99	31820	12/11/20
07465	12/09/20	tape 39978	210-43110.610 SUPPLIES	14.98	31820	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006498	210-45551.641 JUVEN COLLECTION-PRNT & E	14.23	31822	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006498	210-45551.610 SUPPLIES	0.80	31822	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006499	210-45551.641 JUVEN COLLECTION-PRNT & E	17.80	31822	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006499	210-45551.610 SUPPLIES	1.60	31822	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006747	210-45551.640 ADULT COLLECTION-PRINT &	46.27	31822	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006747	210-45551.610 SUPPLIES	1.60	31822	12/11/20
00530	11/09/20	ADULT COLLECTION B6006834	210-45551.640 ADULT COLLECTION-PRINT &	220.29	31822	12/11/20
00530	11/09/20	ADULT COLLECTION B6006834	210-45551.610 SUPPLIES	11.20	31822	12/11/20
00530	11/09/20	YOUTH COLLECTION B6006890	210-45551.641 JUVEN COLLECTION-PRNT & E	26.69	31822	12/11/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	11/09/20	BRODART CO YOUTH COLLECTION B6006890	210-45551.610 SUPPLIES	4.80	31822	12/11/20
03000	11/25/20	CARGILL SALT EASTERN INC salt 2905825471	210-43125.610 WINTER MAINTENANCE	3144.30	31827	12/11/20
17895	11/30/20	CLEAN NEST Covid Cleaning 9135	210-41320.600 Emergency Prep. Supplies	2708.00	31834	12/11/20
25120	12/03/20	CLICKTIME.COM Town Online Timesheets - 332104	210-41510.570 Other Purchased Services	80.00	31835	12/11/20
27075	12/04/20	COLLINS DOUG Removal of Nuisance Beave 100 1220A	210-43125.570 CONTRACT SERVICES	250.00	31836	12/11/20
25290	11/02/20	EBSCO SUBSCRIPTION SERVIC PERIODICALS 1000141515-1	210-45551.640 ADULT COLLECTION-PRINT &	1375.00	31844	12/11/20
05020	11/13/20	ESSEX JCT VILLAGE OF Water/Sewer 6 Lincoln St. 10290090000G	210-41941.021 W/S - Brownell	157.94	31848	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-41320.210 HEALTH INS & OTHER BENEFI	90.00	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-41510.210 Group Insurance	45.00	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-43110.210 HEALTH INS & OTHER BENEFI	108.00	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-43151.210 HEALTH INS & OTHER BENEFI	23.85	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-45551.210 HEALTH INS & OTHER BENEFI	270.00	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-41970.210 HEALTH INS & OTHER BENEFI	90.00	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-45110.210 HEALTH INS & OTHER BENEFI	180.00	31863	12/11/20
21240	10/06/20	HICKOK & BOARDMAN HRI FY21Q1 Advisory Vill 20201018	210-45220.210 HEALTH INS & OTHER BENEFI	45.00	31863	12/11/20
26555	11/03/20	LLOYD JEFF OA Band Inv 110320D	210-49340.000 MISC GRANT EXPENDITURES	125.00	31871	12/11/20
V10130	11/05/20	LOWE'S BUSINESS ACCOUNT lumber for library slab 02318	210-41320.600 Emergency Prep. Supplies	436.30	31872	12/11/20
V10130	11/30/20	LOWE'S BUSINESS ACCOUNT Supplies 02336	210-43110.610 SUPPLIES	157.50	31872	12/11/20
V10130	12/04/20	LOWE'S BUSINESS ACCOUNT Cable 02396	210-42220.889 ROUTINE EQUIPMENT PURCHAS	34.19	31872	12/11/20
V10130	11/19/20	LOWE'S BUSINESS ACCOUNT supplies 02487	210-43110.610 SUPPLIES	85.85	31872	12/11/20
V10130	11/10/20	LOWE'S BUSINESS ACCOUNT lumber for library slab 02721	210-41320.600 Emergency Prep. Supplies	8.13	31872	12/11/20
V10130	11/17/20	LOWE'S BUSINESS ACCOUNT FLEX SEAL 23607	210-43110.610 SUPPLIES	37.95	31872	12/11/20
V10130	11/03/20	LOWE'S BUSINESS ACCOUNT supplies 23716	210-43110.610 SUPPLIES	42.99	31872	12/11/20
12235	12/03/20	NEW ENGLAND CENTRAL RAILR ROW 10650 Main Maple 167308	210-43110.441 RIGHT OF WAY AGREEMENTS	3326.29	31878	12/11/20
12235	12/03/20	NEW ENGLAND CENTRAL RAILR ROW 10706 Grove St 167309	210-43110.441 RIGHT OF WAY AGREEMENTS	307.30	31879	12/11/20

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
12235	12/03/20	NEW ENGLAND CENTRAL RAILR ROW 100528 Ped Safety pat 167799	210-43110.441 RIGHT OF WAY AGREEMENTS	3500.00	31880	12/11/20
24100	12/04/20	PERMA-LINE CORP OF NEW EN Traffic Signs 183810	210-43120.610 Summer Const - Supplies	649.10	31886	12/11/20
25140	12/04/20	PIKE INDUSTRIES INC Asphalt 1115779	210-43120.610 Summer Const - Supplies	897.28	31888	12/11/20
24410	11/29/20	PRIORITY EXPRESS INC COURIER SERVICES 11/23-11 80272049	210-45551.536 POSTAGE/DELIVERY	20.00	31891	12/11/20
37430	11/30/20	R R CHARLEBOIS INC vehicle maintenance 34 RC73343	210-43110.432 R&M Services - Vehicles	1883.07	31892	12/11/20
24830	12/04/20	REINHART FOODSERVICE TOWEL PAPER ROLL 408345	210-43110.610 SUPPLIES	463.80	31894	12/11/20
43275	11/24/20	RYCANDON MECHANICAL, INC. Air Lines 13489	210-41942.022 R&M Bldg - Fire Station	3053.90	31898	12/11/20
37965	11/23/20	S D IRELAND CONCRETE GRADE ring 356246	210-43150.430 Storm Sewer Maintenance	145.50	31900	12/11/20
36130	11/18/20	VERIZON WIRELESS shared services 11-19 to 9867256642	210-41970.535 TELEPHONE SERVICES	40.01	31912	12/11/20
36130	11/18/20	VERIZON WIRELESS shared services 11-19 to 9867256642	210-42220.535 TELEPHONE SERVICES	160.04	31912	12/11/20
36130	11/18/20	VERIZON WIRELESS WIRELESS CELL SERVICE 9867297904	210-43110.530 Communications	35.01	31913	12/11/20
23395	12/03/20	VILLAGE HARDWARE - WILLIS supplies for shop 512323	210-43110.610 SUPPLIES	28.09	31915	12/11/20
23395	12/04/20	VILLAGE HARDWARE - WILLIS saw blades 512328	210-43110.610 SUPPLIES	28.48	31915	12/11/20
30210	01/01/21	VLCT Unemp Ins Village 31723Q1	210-43110.250 UNEMPLOYMENT INSURANCE	266.64	31916	12/11/20
30210	01/01/21	VLCT Unemp Ins Village 31723Q1	210-43151.250 UNEMPLOYMENT INSURANCE	26.66	31916	12/11/20
30210	01/01/21	VLCT Unemp Ins Village 31723Q1	210-41510.250 Unemployment Insurance	1350.95	31916	12/11/20
21760	11/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card November 0492 1120	210-45110.530 COMMUNICATIONS	44.99	6131644	12/11/20
21760	11/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card November 0492 1120	210-45110.530 COMMUNICATIONS	7.61	6131644	12/11/20
21760	11/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card November 0492 1120	210-45110.530 COMMUNICATIONS	15.89	6131644	12/11/20
21760	11/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card November 0492 1120	210-45110.610 SUPPLIES	46.49	6131644	12/11/20
21760	11/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card November 0492 1120	210-45110.340 COMPUTER EXPENSES	3415.23	6131644	12/11/20
37985	11/23/20	A T & T MOBILITY CELL PHONE SERVICE 878149869X12	226-45115.330 OTHER PROFESSIONAL SVCS	43.20	31812	12/11/20
19815	12/02/20	AMAZON CAPITAL SERVICES RecKids Westford Supplies 11K33C3QWPW	226-45120.610 SUPPLIES	36.53	31816	12/11/20
19815	12/02/20	AMAZON CAPITAL SERVICES RecKids Founders Supplies 1DTGYKNNK7VH	226-45120.610 SUPPLIES	103.71	31816	12/11/20
19815	11/26/20	AMAZON CAPITAL SERVICES RecKids Westford Supplies 1MCPK77KTCJH	226-45120.610 SUPPLIES	60.45	31816	12/11/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	12/04/20	CPR Supplies 1YFDTK7HRXLN	226-45115.610 SUPPLIES	72.50	31816	12/11/20
19815	AMAZON CAPITAL SERVICES	11/29/20	RecKids Hiawatha Supplies 1YT7TXWD4QT6	226-45120.610 SUPPLIES	200.32	31816	12/11/20
42665	AMAZON/SYNCB	11/10/20	EJRP Amazon October 0432266 1120	226-45120.610 SUPPLIES	693.24	31817	12/11/20
42665	AMAZON/SYNCB	11/10/20	EJRP Amazon October 0432266 1120	226-45121.610 SUPPLIES	81.92	31817	12/11/20
20680	EPIC DRIVING LLC	12/07/20	Drivers Ed Program 47	226-45115.330 OTHER PROFESSIONAL SVCS	6525.00	31847	12/11/20
21240	HICKOK & BOARDMAN HRI	10/06/20	FY21Q1 Advisory Vill 20201018	226-45120.210 HEALTH INS & OTHER BENEFIT	180.00	31863	12/11/20
21240	HICKOK & BOARDMAN HRI	10/06/20	FY21Q1 Advisory Vill 20201018	226-45121.210 HEALTH INS & OTHER BENEFIT	180.00	31863	12/11/20
14570	METROCK STATION / VERTI	12/02/20	ESP Enrichment Fall II Fi 82792	226-45120.330 OTHER PROFESSIONAL SVCS	1728.00	31875	12/11/20
24855	PETTY CASH - CAITLIN FAY	12/09/20	EJRP Petty Cash 120920D	226-45121.610 SUPPLIES	84.78	31887	12/11/20
24855	PETTY CASH - CAITLIN FAY	12/09/20	EJRP Petty Cash 120920D	226-45120.610 SUPPLIES	138.20	31887	12/11/20
24830	REINHART FOODSERVICE	12/01/20	RecKids Summit Snack 405371	226-45120.610 SUPPLIES	76.88	31894	12/11/20
24830	REINHART FOODSERVICE	12/01/20	RecKids Hiawatha Snack 406718	226-45120.610 SUPPLIES	43.58	31894	12/11/20
24830	REINHART FOODSERVICE	12/01/20	RecKids Westford Snack 407263	226-45120.610 SUPPLIES	33.00	31894	12/11/20
24830	REINHART FOODSERVICE	12/03/20	RecKids Fleming 407264	226-45120.610 SUPPLIES	50.51	31894	12/11/20
24830	REINHART FOODSERVICE	12/01/20	RecKids MSP Snack 407384	226-45120.610 SUPPLIES	87.84	31894	12/11/20
24830	REINHART FOODSERVICE	12/07/20	RecKids MSP Snack 407640	226-45120.610 SUPPLIES	60.15	31894	12/11/20
24830	REINHART FOODSERVICE	12/03/20	RecKids Fleming Snack 407641	226-45120.610 SUPPLIES	129.62	31894	12/11/20
24830	REINHART FOODSERVICE	12/02/20	CREDIT 407661	226-45120.610 SUPPLIES	-26.42	31894	12/11/20
24830	REINHART FOODSERVICE	12/03/20	RecKids MSP Snack 407713	226-45120.610 SUPPLIES	11.87	31894	12/11/20
24830	REINHART FOODSERVICE	12/07/20	RecKids Westford Snack 408697	226-45120.610 SUPPLIES	87.62	31894	12/11/20
24830	REINHART FOODSERVICE	12/07/20	RecKids Founders Snack 408937	226-45120.610 SUPPLIES	143.22	31894	12/11/20
24830	REINHART FOODSERVICE	12/07/20	RecKids EES Snack 409277	226-45120.610 SUPPLIES	163.14	31894	12/11/20
36130	VERIZON WIRELESS	11/18/20	WIRELESS CELL SERVICE 9867297904	226-45121.610 SUPPLIES	48.56	31913	12/11/20
06195	VT INSTITUTE OF NATURAL S	11/30/20	RK Hiawatha Virtual Progr 1917	226-45120.330 OTHER PROFESSIONAL SVCS	250.00	31921	12/11/20
07565	W B MASON CO INC	12/02/20	RecKids Supplies Organiza 215995431	226-45120.610 SUPPLIES	66.46	31925	12/11/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21760	FIRST NATIONAL BANK OMAHA	11/25/20	EPR Credit Card November 0492 1120	226-45110.500 TRAINING, CONF, DUES	295.00	6131644	12/11/20
21760	FIRST NATIONAL BANK OMAHA	11/25/20	EPR Credit Card November 0492 1120	226-45120.500 TRAINING, CONF, DUES	295.00	6131644	12/11/20
21760	FIRST NATIONAL BANK OMAHA	11/25/20	EPR Credit Card November 0492 1120	226-45110.500 TRAINING, CONF, DUES	295.00	6131644	12/11/20
21760	FIRST NATIONAL BANK OMAHA	11/25/20	EPR Credit Card November 0492 1120	226-45110.500 TRAINING, CONF, DUES	295.00	6131644	12/11/20
21760	FIRST NATIONAL BANK OMAHA	11/25/20	EPR Credit Card November 0492 1120	226-45120.330 OTHER PROFESSIONAL SVCS	90.27	6131644	12/11/20
21760	FIRST NATIONAL BANK OMAHA	11/25/20	EPR Credit Card November 0492 1120	226-45120.330 OTHER PROFESSIONAL SVCS	657.08	6131644	12/11/20
26395	CCRPC	10/31/20	UPWP ESSEX JCT SW TV Ass 20200706	230-46801.024 CCRPC UPWP Planning	3302.60	31829	12/11/20
21240	HICKOK & BOARDMAN HRI	10/06/20	FY21Q1 Advisory Vill 20201018	254-43200.210 HEALTH INS & OTHER BENEFIT	112.50	31863	12/11/20
30210	VLCT	01/01/21	Unemp Ins Village 31723Q1	254-43200.250 UNEMPLOYMENT INSURANCE	66.66	31916	12/11/20
38680	VT RURAL WATER ASSOC	12/02/20	VRWA membership dues R JO 120220d	254-43200.500 TRAINING, CONFERENCES, DU	525.00	31923	12/11/20
14685	ALLIANCE MECHANICAL INC	11/20/20	Lab Chem heat pump repair 045192	255-43200.570 MAINTENANCE OTHER	607.50	31815	12/11/20
22140	BSC INDUSTRIES INC	07/10/20	bearings 3693501	255-43200.570 MAINTENANCE OTHER	95.37	31825	12/11/20
11375	CASELLA WASTE MANAGEMENT	12/01/20	DECEMBER Service 39 Casca 3109612	255-43200.565 GRIT DISPOSAL	976.98	31828	12/11/20
V10734	ENCORE ESSEX JUNCTION SOL	11/18/20	Fixed Monthly Payment (10 2011WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	31845	12/11/20
06870	ENDYNE INC	12/10/20	NY Cake Analysis 355848	255-43200.577 CONTRACT LABORATORY SERVI	301.00	31846	12/11/20
38955	F W WEBB COMPANY	12/01/20	supplies 69572547	255-43330.014 VPIC Phase II Pilot Scale	239.08	31850	12/11/20
21240	HICKOK & BOARDMAN HRI	10/06/20	FY21Q1 Advisory Vill 20201018	255-43200.210 HEALTH INS & OTHER BENEFIT	232.65	31863	12/11/20
V9769	KEMIRA WATER SOLUTIONS	12/03/20	4368 Gal Ferrous chloride 9017695542	255-43200.619 CHEMICALS	7527.52	31868	12/11/20
29500	LAMELL LUMBER CORP.	12/07/20	Bulk Wood Chips 110439	255-43200.570 MAINTENANCE OTHER	51.00	31870	12/11/20
V1661	NORTH CENTRAL LABORATORIE	12/02/20	Supplies Lab 447613	255-43200.618 SUPPLIES - LABORATORY	2375.10	31882	12/11/20
V2124	STAPLES ADVANTAGE	12/05/20	Asstd Office supplies 3463816144	255-43200.610 SUPPLIES	11.49	31903	12/11/20
V2124	STAPLES ADVANTAGE	12/05/20	legal weather proof folde 3463816146	255-43200.610 SUPPLIES	11.49	31903	12/11/20
V2124	STAPLES ADVANTAGE	12/05/20	ink 3463816147	255-43200.610 SUPPLIES	7.74	31903	12/11/20
36130	VERIZON WIRELESS	11/18/20	shared services 11-19 to 9867256642	255-43200.535 TELEPHONE SERVICES	165.10	31912	12/11/20
36130	VERIZON WIRELESS	11/18/20	WIRELESS CELL SERVICE 9867297904	255-43200.570 MAINTENANCE OTHER	40.01	31913	12/11/20

For Check Acct 01 (GENERAL FUND) All check #s 12/11/20 To 12/11/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30210	01/01/21	Unemp Ins Village 31723Q1	255-43200.250 UNEMPLOYMENT INSURANCE	155.54	31916	12/11/20
07565	12/01/20	supplies lab 215958601	255-43330.002 DIGESTER CLEANING	91.74	31925	12/11/20
21240	10/06/20	FY21Q1 Advisory Vill 20201018	256-43200.210 HEALTH INS & OTHER BENEFIT	108.00	31863	12/11/20
36130	11/23/20	pump stations communicati 9867731638	256-43200.434 PUMP STATION MAINTENANCE	147.64	31914	12/11/20
36130	11/23/20	pump stations communicati 9867731638	256-43220.001 SUSIE WILSON PS COSTS	38.03	31914	12/11/20
36130	11/23/20	pump stations communicati 9867731638	256-43220.002 WEST ST PS COSTS	38.03	31914	12/11/20
30210	01/01/21	Unemp Ins Village 31723Q1	256-43200.250 UNEMPLOYMENT INSURANCE	75.55	31916	12/11/20
Report Total				67898.37		

...

PHILIP B. SCOTT
Governor



State of Vermont
OFFICE OF THE GOVERNOR

December 3, 2020

Susan McNamara-Hill
81 Main Street
Essex Junction, VT 05452

Dear Susan:

On behalf of Vermonters, I want to thank you for your efforts to ensure a safe and secure General Election this November in the face of an unprecedented public health crisis, and during a politically divisive time in our nation's history.

The election at all levels was in your hands and you, once again, did your jobs efficiently, reliably and with a serious, non-partisan sense of purpose. You quickly adapted to a robust early voting system through mailed ballots, implemented safety measures to help mitigate the spread of COVID-19, all while answering thousands of phone calls from concerned citizens about all aspects of voting, and remaining available for normal business functions. Voter participation was unprecedented, and you should be proud of the part you played. Personally, I chose to vote in-person on November 3rd, and with the safety measures diligently put in place, felt comfortable doing so.

We already have Town Meeting Day on the horizon in March, and unfortunately, we will likely still be grappling with COVID-19. I believe we will need to put in place similar accommodations so Vermonters can vote safely and securely. I know you all are looking for some certainty about what resources and options will be available to municipalities to achieve this. Many in the Legislature, as well as the Secretary of State and other elected leaders, were very clear that mailed ballots were essential for a robust turnout for the General Election. I hope they will join me in ensuring the resources are made available to give Vermonters the same sense of safety and security for early voting in March through mailed ballots for school budgets, and core municipal budgets and business.

Clerks are the unsung heroes of the election; going about your job quietly and diligently and getting the job done under the most difficult of circumstances. Thank you again for your hard work this year – it is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip B. Scott", with a long horizontal flourish extending to the right.

Philip B. Scott
Governor

Memorandum

TO: Evan Teich Unified Manager and the Selectboard
FROM: Dennis E. Lutz, P.E., Public Works Director
Sarah Macy, Finance Director
Greg Duggan, Deputy Town Manager
CC: Ally Vile, Parks and Recreation Director
Tom Yandow, Buildings Manager
Charles Cole, Fire Chief
Karen Lemnah, Assessor
Susan McNamara-Hill, Town Clerk
Owiso Makuku, Community Development Director
Ron Hoague, Chief of Police
Rob Paluba, IT Director
DATE: December 8, 2020
SUBJECT: Status of Current Capital Projects

ISSUE: The issue is whether or not the Selectboard needs further information or desires input into the current status of all Capital Projects funded in FYE21 as part of the FYE21 to FYE25 approved Capital Plan, prior to receipt and review of the FYE22 Capital Plan.

DISCUSSION AND COSTS: Attached to this memo is a copy of the approved Capital Budget for FYE21 to FYE25. All financial balances reflect the amount in accounts as of June 30, 2020 unless noted otherwise. A discussion follows, including both carryover projects from previous years and current year projects. Note: some of the actuals are subject to change slightly as the FY20 audit nears completion.

BUILDINGS:

1. (Account # 130-46802.001) Highway garage area improvements (two-bay highway garage expansion) (\$415,615); Capital Funds were budgeted in FYE21 in the amount of \$10,000.

This account had a balance of \$12,753.96 as of June 30, 2020. In FYE21, \$10,000 was added to this account so the starting FY21 balance was \$22,753.96. The Selectboard approved major structural repairs to the garage column supports from undesignated capital funds in FYE20. This project was completed in FYE21 at a total cost of \$146,177.22. These funds were transferred into the account from undesignated capital to fund the structural work. Additional work was completed in FYE21 to install more energy efficient lighting at a cost of \$6,000. The work has been completed but billing has not yet been received or processed.

2. (Account # 130-46802.003) Library Deferred Maintenance (\$15,000); repair to front brickwork (\$30,000); security system updates (\$1,500); main floor covering

(\$15,000); rear walkway canopy \$10,000)added storage space (\$45,500). New Capital Funds were obligated in FYE21 of \$5,000.

A deficit balance of \$10,849 was in this account at the end of FYE20. Funds in the amount of \$5,000 were added at the start of FYE21, bringing the account to a negative balance of \$5,849. However significant flooding occurred in the lower level of the library and extensive repairs were determined to be necessary. The sum of \$111,814 was expended in FYE20 for this project with funds transferred from undesignated capital to affect the Phase 1 and 2 repairs. Phase 3 repairs were completed in the fall of 2020 with costs to date totaling \$23,812. It is anticipated that the account will finish the FYE2021 year with a deficit of approximately \$35,850 **It is our plan to fund this deficit over the next few years with annual allocations of capital tax between \$12,000 and \$15,000.**

3. (Account # 130-46802.009) Memorial Hall Improvements including space for a small food service area. A total of \$1,000 was obligated in FYE21.

This account had a balance of \$11,781 as of June 30, 2020. Another \$1000 was added in FYE21, so the balance going forward was \$12,781. A small kitchenette was installed in FYE20 at a cost of \$8,071The balance in the account is currently \$12,781.

4. Community Recreation Facility Study (estimated at \$30,000). No new Capital Funds were obligated in FYE21.

This account had a balance at the end of FYE20 of \$0. This account was closed out and the funds transferred to help fund a portion of a larger space needs study which included Parks and Recreation, Highway and Fire in both the Town and the Village.

5. (Account # 130-46802.011) Energy funds for energy-savings projects at existing buildings, streets and other Town infrastructure including matching grants. No new Capital Funds were obligated in FYE21.

The balance in the account as of June 30, 2020 was \$13,876.21. The sum of \$1,576 has been expended so far in FYE21 to provide new, energy efficient lighting at the Fire Station. Funds are generally available to Town Departments to effect energy savings and for recommendations on use by the Energy Committee.

6. (Account # 130.46802.012) Historic Water Tower Repairs (Fort Ethan Allen). Capital Funds in the amount of \$10,000 were budgeted for expenditure in FYE2021.

This account has a current balance in November of 2020 of \$54,168.10. With the added funds in FYE21, the Town account has a balance of \$64,168.10 A revised cost estimate has been received for needed repairs to the Tower roof and windows estimated at \$165,000. The Historical Committee is trying to obtain added grants and new donations to close the gap on the costs needed to do the repairs. They have accumulated \$19,820 in funds to support this project. No expenditures are planned from this account unless authorized by the Selectboard.

7. (Account # 130.46802.009) Slate roof repairs at Memorial Hall and Powell Museum. Capital Funds were budgeted in FYE21 in the amount of \$21,000.

The balance in the account as of June 30, 2020 was \$78,914. An amount of \$21,000 was contributed in FYE21 bringing the current balance to \$99,914. Carpentry work was required around the soffits in preparation for the roof repair and this work was done at a cost of \$7,826.40. A contract has been signed for the slate roofing repairs at an estimated cost of \$23,050. This cost may vary depending upon the extent of the repairs. It is anticipated that the work will be completed in December of 2020, with residual funds remaining at the end of the work. That residual amount is undefined until the roof work has been completed.

8. (Account # 130.46802.014) Tree Farm Improvements. Capital Funds in the amount of \$20,000 were budgeted for this account in FYE21.

The old seedling building collapsed and had to be taken down during FYE18. The building was highly contaminated with asbestos, greatly increasing the costs for taking it down and removing the debris. This work has been completed. The account had a balance of \$3,526 as of June 30, 2020. With \$20,000 added in FYE21, the current balance is \$23,526. No work has been done so far this year but funds will be used for site building repairs before the end of the fiscal year on the large storage building.

9. PD Radio Base Station and Radio Repeater. Funds were authorized in FYE21 in the amount of \$25,000.

Work is currently underway on this project.

10. Clerk Records Preservation. No funds were authorized in FYE21

The Town Clerk receives funds from the State from records filing for preservation. The fund has a current balance of \$146,148.37. The estimated cost to preserve the records was \$233,070 in FYE20 and there are insufficient funds currently in the account to do 100% of the records preservation.

11. (Account #130-46808.100) Buildings and Facilities Needs Study. No additional funds were authorized in FYE21.

The study is underway and \$16,068 remains from the original \$40,000 that was allocated. The first phase report of the study has been submitted to and accepted by the Selectboard and the Trustees. The second phase of the work is on hold pending results of the Town Merger Vote.

12. (Account# 130-46899.021) Fire Department Funds to Replace Aging Infrastructure. No Funds were authorized in FYE21.

The account had a balance of \$18,000 as of July 1, 2019 but \$25,949 of this amount was used for the mold remediation project in FYE20, leaving a negative balance of \$7,949 as of June 30, 2020.

HIGHWAYS

GENERAL: The total of all Capital Highway accounts was \$450,456 as of June 30, 2020. The balance in the account for road reconstruction in the capital fund was \$277,202.40 as of June 30, 2020. Another \$155,000 was added for FYE21, bringing the total available for paving at the start of the fiscal year to \$432,202.40.

Capital Highway Projects: (Account # 130.46803.000). The following road work has been completed so far in FYE21.

1. Old Stage Road A Class 2 paving grant was applied for in the amount of \$150,000 but was not funded by VTRANS due to the withholding of grant funds as a result of the COVID pandemic. The road was in sufficiently bad condition to require that a portion be done with local funds. The sum of \$66,093.97 was spent on this project from Capital funds.

Other Capital Paving Projects planned for FYE21 were postponed until the spring due to a combination of COVID impacts, a contractor injury delaying paving and the lack of any Class 2 paving grants from VTRANS.

2. (Account # 130.46802.090) Gravel Roads Improvements.... \$10,000 in new Capital funds were obligated in FYE2021.

The balance in this account as of June 30, 2020 was \$51,351.72 and with the \$10,000 added in FYE22, the amount currently available is \$61,351.72. In FYE19, a total of \$33,968.30 was expended on adding gravel to gravel roads. With a FEMA declared emergency in the Town during FYE20, significant gravel was added to several locations funded at close to 90% by FEMA and the State due to the flooding event. Funds will be expended in the spring of FYE21 to add gravel to selected road segments based on their condition.

3. Allen Martin Parkway.....No Capital Funds were allocated in FYE21.

The project is on hold until some future date.

4. VT15/Allen Martin Drive Intersection Analysis.....No Capital Funds were set aside in FYE21 for this project but \$24,000 was identified for expenditure in FYE20.

This account had a balance of \$91,172 as of June 30, 2020. The funds have mostly been accumulated from transportation related impact fees. A scoping study was completed by Resource Systems Group with partial funding from the CCRPC. The scoping report

lists a series of incremental improvements over time that can improve the intersection with the ultimate solution being a signalized intersection. Design work has been completed and the first phase of the intersection improvements will go to bid and be completed in the spring.

5. West Sleepy Hollow Road Paving..... Capital Funds set aside from Developer Impact Fees.

This account had a balance of \$67,087.65 as of June 30, 2020. These funds are available for future extension of the paved portion of the road. As new development occurs and more funds become available, additional sections of contiguous road will be paved. It is not expected that more paving will occur in FYE21.

6. West Sleepy Hollow Road gravel Additions Capital Funds set aside from Developer Impact Fees.

This account had a balance of \$12,585.29 as of June 30, 2020. The amount of \$1340.34 was expended by the Town in FY20 to add gravel to one area of the road and grade. These funds are available to the Town for gravel addition to the road where needed. The Town will work with the West Sleepy Hollow Road Association to coordinate road work and use these funds where and when appropriate.

7. Susie Wilson Road Corridor..... Capital funds set aside from Developer Impact Fees.

This account had a negative balance of \$41,849.37 as of June 30, 2020 due to the improvements made at the two major intersections at Lowes/Pinecrest Drive and Lowes/Joshua Way. An additional \$17,183 was paid to the Town from Finard Properties in FYE21 towards the corridor signal improvements, leaving a current deficit of \$24,666.37. Funds will continue to be collected as new development or redevelopment takes place in the corridor. The deficit can be eliminated in the FYE22 Capital Plan if so directed by the Selectboard from FYE22 Capital Funds or undesignated Capital Funds.

8. Town Center Traffic Signals.....Capital Funds set aside from Developer Impact Fees.

This account had a balance of \$158,944.25 as of June 30, 2020. On the order of \$63,170 was expended on Phase 1 to install radar traffic control and a new Econolite controller at the intersection of Essex Way and the Circ Highway on-off ramps. Another \$63,000 will be needed in late FYE21 or FYE22 for Phase 2 to complete the upgrade of these signals (new cabinets wiring upgrades and new span wires).

12. Woodlands Stub Road..... Capital Funds set aside from Developer Impact Fees.

A path was constructed between the Woodlands Development and Pinewood Manor in FYE2018 with developer set aside funds. There was \$9,849.33 left in this account as of June 30, 2020. The remaining funds will remain in this account for any future needed work.

WATERLINES:

1. Pinecrest Drive to the Village at VT2A... No Capital Funds were obligated for FYE21

No budget expenditure was made in FYE21

2. Douglas to Willoughby.... No Capital Funds were obligated in FYE21

No budget expenditure was made in FYE21.

3. Sand Hill Road waterline size increase and addition of pressure reducing valves – planning and design.... No Capital Funds were obligated in FYE21.

No further work on this project will be undertaken in FYE21 but the project should remain as a future project to increase the 3-inch water line that exists along a section of Sand Hill Road to an 8 inch size. Residents in the higher pressure area are being offered the opportunity to have pressure reducing valves provided by the Town for installation by their plumber.

4. Dalton Drive Waterline Project... No Capital funds were obligated in FYE21 but Water/Sewer Enterprise funds were used to construct the project.

This project was completed during the summer of 2019-2020 using water and sewer enterprise funds set aside as a reserve for this type of project. The final construction cost was \$378,147.64, 53% of the original estimate.

5. Birchwood Waterline Loop from Sand Hill Road to Oakwood Lane... No Capital funds were obligated in FYE21

The Tanglewood Drive area has only one water feed main from Sand Hill Road. A water break in the area during 2016 caused a significant disruption in service to customers in this area. A second waterline feed is recommended for construction in the area noted, with a portion of the line through Sand Hill Park. The estimated cost is \$350,000. One easement would be needed. The project would likely be funded by a bond vote as a Water Fund project. Funds were authorized in FYE21 in the amount of \$8,000 from the Water-Sewer Enterprise Reserve Fund to begin preliminary engineering and easement identification. No work has yet been initiated.

6. VT15/CWD Waterline Project..... No Capital Funds were obligated in FYE21.

Based on preliminary studies completed to date and Selectboard approval, a contract was signed with Forcier-Aldrich to design the waterline loop that will link the waterline on the north side of VT15 near the Circ Highway Intersection with VT15 and the waterline on the north side of VT15 near Essex Way. The engineering contract is in the amount of \$34,400 and work is currently underway. Funds were authorized in FYE21 in the amount of \$60,000 from the Water-Sewer Enterprise Reserve Fund for the design. A decision will need to be made by the Selectboard in early January whether or not to carry this project to a bond vote to potentially secure State funds.

7. VT15/Sandhill Road Intersection Water Line Replacement. No Capital Funds were obligated in FYE21.

VTRANS will be reconfiguring this intersection in FYE22 or FYE23 and as a result the underground water infrastructure will be impacted. The Town has an asbestos-cement waterline under the intersection that has the potential for shear cracks and water breaks when subjected to heavy compacting during the road work. VTRANS will compensate the Town for a small portion of the work but most of the cost to replace the AC waterline with ductile iron waterline must be borne by the Town. The waterline work also needs to be completed before the road work starts. An engineering design has been initiated at a cost of \$14,200, with the designs to be completed this spring. The design and construction costs will be funded through the Water-Sewer Enterprise Fund.

SEWERS:

1. Painesville Area - No Capital Funds were obligated in FYE21

The Selectboard made a decision in September of 2007 to not proceed with this project based upon the high cost to users without added Town funding for the growth aspect of the project or additional road restoration.

A small but important portion of the project will be built by a private developer based upon plans submitted and development review by the Planning Commission. Discussions are under way with the developer regarding modifying the earlier agreement on sewer capacity to the benefit of both the developer and the Town. Staff is awaiting a proposal from the applicant to review and submit to the Selectboard. The sewer project still lacks sufficient funding to move forward. The expected user costs are still in excess of \$15,000 per lot and this is unaffordable at this time. There are no grants to cover even a portion of the project.

2. Cemetery Road.....No Capital Funds were obligated in FYE21

No work was done on this project and none is planned for FYE21. The estimated costs for sewer on this street per household were estimated in 2016 as \$17,500. It does not appear that the residents will agree to move forward with a project at this cost.

3. Town- Village Pump Station upgrades to the Susie Wilson Road and West Street Pump Stations

The Village operates these two pump stations. Most of the sewer flow to the Susie Wilson Road Pump Station and a portion of the flow to the West Street Pump Station comes from the Town. The Town and the Village concur that both pump station need control upgrades. The estimated cost to the Town is \$52,000. It is anticipated that the costs will be expended during FY21. The Town funds for this project will come from the designated Water-Sewer Enterprise Fund Reserve.

4. Sewer Pump Station Upgrades (SCADA)... No Capital Funds were obligated to this project from the Capital account in FYE21. Funds from the sewer reserve/connection fee account were authorized for FYE21 in the amount of \$80,000.

Work is under way to upgrade SCADA controls at 10 of the 16 existing Town pump stations. Four stations have been completed with two more planned for FYE21, two in FYE22 and the final 2 in FYE23.

5. Sewer Pump Station Upgrades to move controls to the surface.... No Capital Funds were obligated to this project from the Capital account in FYE21. Capital Funds were obligated to this project from the sewer-water enterprise fund in FYE21 in the amount of \$50,000.

Work is under way on this project on the pump stations. The total to be spent on this project in FYE21 is \$50,000, with the same amount planned for FYE23 and FYE24.

HEAVY EQUIPMENT VEHICLES:

1. (Account # 130.46899.002) Highway Equipment Vehicles... Expenditures were budgeted at \$170.109 in FYE21 from the Capital Fund. The vehicles purchased/leased include:

Truck #103 (3 CY dump truck): The budget estimate was for a 3-year lease at \$54,000 per year. With trade-in, a three-year lease and an interest rate of 2.67%, the annual three-year cost is \$54,429.88. The Town is awaiting delivery of the truck sometime before January 1, 2021 – a nine-month time frame from order to delivery.

Skid- Steer. The existing Town skid steer was 34 years old. The skid steer is purchased and will be leased over three years at a cost of \$19,353 per year.

Sidewalk plow: A sidewalk plow was leased per Selectboard approval of a change to the Public Works Equipment Schedule. This was necessitated by the changes in busing by the Essex Westford School District. The lease in 2019 eliminated the purchase of a new sidewalk plow in FYE22. The new sidewalk plow is in operation and will be paid off using a five-year lease. The five-year lease has an annual cost of \$32,059. The FY21 payment is the third payment on the lease.

With the changes in purchases during FYE2021, a revised 10-year Equipment Replacement Plan for Public Works was developed as part of the FYE2021 Budget process.

2. (Account # 130.46810.000) Fire Department Equipment Vehicles..... Capital Funds were obligated in the amount of \$150,000 for FYE21 with \$155,000 as a transfer from the Fire Department Equipment Operating Account for vehicles and another \$20,000 for Fire Department equipment.

Due to the condition of the existing fire trucks, the Selectboard approved a Fire Department request to replace both Engine 1 and Tanker 1 in FYE17. The revised schedule for capital replacement of vehicles continues into FYE21. The FYE21 transfer was at \$155,000 and will gradually increase to \$175,000 annually to support the rising cost of trucks.

3. (Account # 130.46899.005) Parks and Recreation – Capital Park Equipment Plan... No Funding was provided in FYE21 for this account from new Capital funds.

The account had a balance of \$23,959.75 as of June 30, 2020. No expenditures have been made yet in FYE21.

4. (Account # 130.46899.015) Senior Bus..... Funded through an Operating Fund Transfer of \$4,000 in FYE21

The Senior Bus Capital Account had a balance of \$67,679 as of June 30, 2020, with another \$4,000 in an Operating fund transfer in FYE21 bringing the current total available to \$71,679. The issue has been whether or not to continue purchasing buses through the Green Mountain Transit. With the increase in ridership over the past three years, maintaining this account at least at the current level may be prudent.

5. (Account # 130.46815.000) Community Development/Assessor Replacement Vehicle lease..... Funded through a Capital Fund obligation in FYE21 of \$6,000.

The account had a balance of \$11,230.19 as of June 30, 2020. With the \$6,000 added in FY21, the fund started the fiscal year with a new balance of \$17,230.19. A Toyota RAV4 was leased on a three year lease in FY20 to replace a vehicle that was in need of significant repairs.

PARK FACILITIES:

1. (Account 46897.003) Park Asset Replacement PlanNo Capital Funds were obligated in FYE21

A Parks Asset Replacement Plan was approved starting in the FYE07 Budget. Funding for the plan is from the Capital Budget. As of June 30, 2020, the fund balance in this account was \$251,692. \$11,826 has been expended so far in FYE21. Items identified in

the Capital Plan for replacement in FYE21 are anticipated to be completed later in the fiscal year or in FYE22.

2. (Account # 130.46801.002) Milfoil Mitigation at Indian Brook.... No Capital Funds were obligated in this account for FYE21.

Milfoil mitigation includes the development of an integrated management plan and funding for the implementation of the plan. The sum of \$6,500 was expended in FYE19. The balance as of the end of FYE20 was \$86,803.

3. (Account # 46801.003) Indian Brook Dam Repairs.... Capital Funds were obligated in the amount of \$10,000 for FYE21.

The Capital Fund balance for this account was \$111,416 as of June 30, 2020. With the added funds for FYE21, the fund balance will be \$121,416 at the end of FYE21. A no-cost grant was entered into between the Town and the State during FYE20 to investigate the condition of the dam.

4. Indian Brook.... No funds were added in FYE21

This is an old account with funds left over from a much earlier bond vote in the amount of \$40,885. At this time there is no plan to utilize this money. However, it could be used if major dam repairs were needed.

5. Firearms Signage... No funds were obligated in FYE21

No expenditures have yet been made from this account..

6. Recreation Impact Fees.

The account had a balance of \$124,019 as of June 30, 2020.

7. Cemetery Columbarium.

The account had a balance of \$3033.38 in the account as of June 30, 2020.

PATHS AND WALKS:

1. Vermont Route 15 from the Circ Highway to the Miniature Golf Course.....No Capital Funds were obligated in FYE21 and no Budget Expenditure was proposed.

This account has \$3,000 in residual funds; no action is being taken on this project at this time due to other priorities and the lack of sufficient funds to implement a solution.

2. (Account # 130.46899.013) Towers Road Path/walk from VT Route 128 to Clover Drive....No Capital Funds were obligated in FYE20 but funds in the amount of \$216,000 were obligated in the previous year.

This project was completed during FYE19 and FYE20. The final project cost was \$330,500. This was higher than the original estimated cost of \$216,000 five years ago when the VTRANS grant was obtained for this project for 90% of the estimated total project cost of \$216,000 or \$194,400. A supplemental grant was applied for and received. With the second grant, the local share will be \$44,500. The local share costs will come from the Capital Fund general path account. The balance in this account as of June 30, 2020 was \$23,888 This account will be brought to zero by a transfer of funds from the general paths/walk account #130-46899.00 as planned.

3. (Account # 130.46899.014) Pinecrest Drive Sidewalk from Suffolk Lane to Colchester Road (VT2A)... No Capital Funds were obligated in FYE21 but \$357,770 was obligated in FYE17.

A VTRANS grant was obtained for this project for 80% of the estimated total project cost of \$357,770. The local share is estimated to be \$71,554 and the work is under way. Right-of-Way acquisition was resolved after a lengthy delay and the project has been under construction during the summer of 2020. The local share costs will come from the Capital Fund general path account. The local share may be more than originally anticipated due to the length of time it has taken for the project to move forward and the overall increase in costs over time. A second grant was recently received for this project which will reduce the local share to approximately \$43,700.

4. (Account # 130.46899.019) VT15 from Athens Drive in the Village to the Circumferential Highway... No Capital Funds are currently programmed for this project.

This project has finished the scoping process with Stantec as the consulting engineer under a UPWP CCRPC project. The contract cost was \$63,125 for the Scoping, with a local share of 20% or \$12,625. The Scoping Study has been approved by the Trustees and the Selectboard. The next step is to get the project onto the active Transportation Improvement Plan (TIP) list at the CCRPC for design, ROW and construction funding. The project needs VTRANS funding to make it affordable to the community.

The plan for this project is to split the project into segments and apply for a VTRANS Bike and Pedestrian grant from Athens Drive to the new development road (Orleans Drive) in the Town during FY22 with local funds programmed for design in FY23. This first section of the path can be funded with available dollars and would complete a usable segment of the walkway.

5. (Account # 130.46899.022) VT15 from the east gate of Fort Ethan Allen to West Street in the Village..... No Capital Funds are currently programmed for this project.

This project has finished the scoping process with Stantec as the consulting engineer under a UPWP CCRPC project. The contract cost was \$36,000 for the Scoping, with a local share of 20% or \$7,200. The Scoping Study has been approved by the Trustees and the Selectboard. The next step is to get the project onto the active Transportation Improvement Plan (TIP) list at the CCRPC for design, ROW and construction funding.

6. (Account # 130.46899.000) General Paths and Walks..... Capital Funds were obligated in the amount of \$40,000 in FYE2021.

The General Path Account had an account balance of \$291,873.31 as of June 30, 2020. With anticipated expenditures from this account towards the Pinecrest Drive path (\$43,700, see # 3 above), the Towers Road path \$26,323.90 (see # 2 above), the total committed local share is \$70,023.90. With the addition of \$40,000 in FYE21, the estimated remaining funds in FYE21 will be on the order of \$261,850.

With the changes in busing for the Essex-Westford School District, there will be a need in the future to add sidewalks/paths where none exist today and where students are now required to walk to the Middle and Elementary Schools. This account continues to need to grow so that matching funds are available for future path grants.

7. Circ. Path from Essex Way to Forestdale..... No funds were provided for this project in FYE21

This project is a "legacy" project that goes back many years. At one time there was discussion of placing an overhead walkway across the Circ. Highway. This would entail a multi-million dollar expenditure. In the opinion of staff, the \$10,000 should be released from this account and directed into the General Sidewalk and Path Capital account. The bridge is unaffordable without VTRANS grants and this project is not as high a priority as the VT15 walkways on the east and west side of the Village.

8.Saxon Hill Master Plan and/or Trails.....No funds were committed to this project in FYE2021 from the Capital Fund but developer fees in the amount of \$3000 were committed.

The account had a balance of \$9,000 as of June 30, 2019. Another \$3,000 will be added in FYE2021 and each year thereafter by the developer until sand extraction is complete, for a total of \$30,000 over ten years. A Master Plan was completed in FYE2020 and submitted to the Selectboard. The next step is to develop a Trails inventory and map as well as a long term maintenance plan.

STORM WATER

Construction Projects/NPDES Phase 2 Permit Compliance planning needed to meet existing/new State storm water permit requirements and to repair existing storm

water systems not included in the Operating Budget. Capital Funds were obligated in the amount of \$150,000 for FYE21.

The purpose of this account is to have funds available for use on major repair of existing storm water systems and for permit compliance under the NPDES Phase 2 Storm water Permit. There was \$616,876.95 in the account as of June 30, 2020. With the \$150,000 for FYE2021, the available funds are \$766,876.95.

The Town and the Village have applied for and received a number of storm water grants that all require some level of local share. A number of projects have been completed; however, some of these are pending final reimbursement from the granting agencies.

The completed projects from the previous year list are:

- 1) Sydney Drive Storage and Treatment (Town) -- a required flow restoration project
FY21 costs = \$436,186.58 Local share still to be paid = \$158,676
- 2) The Mansfield Brickyard Gravel Wetland (Village) -- a required flow restoration project
FY21 costs = \$160,461 Local share still to be paid -- \$95,108
- 3) Fairview Drive (Village) -- a required flow restoration project -completed in FY20
- 4) Grants in Aid – West Sleepy Hollow Road through a grants in aid project FY21 costs = \$40,821 Local share in FY21 = \$8,164
- 5)

A list of the current grants and the approximate local required share follows:

<u>Grant</u>	<u>Estimated Local Share</u>	<u>Account #</u>
Gravel Roads Management Plan	\$ 1,600	
Cul-de-sac Retrofit (Village and Town)	\$ 58,256	130.46820.008
LDS site (Town)	\$544,065	130.46820.007
Sydney Drive	\$158,676	
Mansfield Brickyard	\$ 95,108	
West Sleepy Hollow grants in aid	\$ 8,164	
Phosphorous Control Plan (Village and Town)	\$ 5,634	
Better Roads Grant 2021(Town for Osgood and Catella)	\$ 2157	
TV inspection of Village storm lines	\$ 9,000	
TV inspection of Town storm lines	\$ 9,000	
Tanglewood CCRPC _UPWP Project	\$ 7,127	
Grants in Aid FY21	\$ 6,250	
Corduroy Vale Outlet Better Roads (Village)	\$ 1,502	

Estimated Total Local Share Needed to Fund Existing Grants \$906,545

All the major projects will take from 2 to 3 years to reach a level where they can be constructed. If all the projects needed the funding today, the account would be short by \$139,668. If the last major required Flow Restoration Project goes into FYE22 for construction and another \$150,000 is added for FY22, the Capital Stormwater Account would have close to a zero balance by the start of FY23. **There needs to be more funds**

added going forward or an alternate source of funding provided. No large grants can be applied for at this time due to the limitations on funding.

At this time, because the State's effort to rapidly move qualified projects forward, grant money is still more accessible than it is likely to be in a few years. The onus of the financial burden to remove phosphorous will be on the municipal sector in Chittenden County. Projects will have to be completed to remove phosphorous with or without grants. With grants, the financial burden on local taxpayers is less. With the grants already received, there has been a savings to local taxpayers of over \$2 million dollars. To continue this cost-saving, more funds will be needed.

There are a number of ways to do this including: 1) adding on to the capital tax and dedicating the additional funds to storm-water, 2) voting a storm-water bond or 3) increasing the capital contribution to storm-water by decreasing other capital fund line items or 4) adding a local sales tax or 5) possibly some combination of all.

One of the most recent grant projects received by the Town and Village is for a Phosphorous Control Implementation Plan. When this plan is completed in early calendar year 2021, both the Town and Village will have a better cost estimate for future permit compliance which can be used to determine an appropriate level of funding.

INFORMATION MANAGEMENT

(Account # 130.46850.000) IT Equipment Replacement and Upgrade.....No Capital Funds were budgeted for this account in FYE21 but \$4000 was transferred into this account.

A long term plan for updating and replacing IT equipment has been developed. The balance in the account as of June 30, 2020 was \$29,664.66. A total of \$45,132.16 was spent in FYE20.

NATURAL RESOURCES MANAGEMENT (FORMERLY CONSERVATION)

(Account # 13046817.000) Set-aside for Natural Resources Management (Conservation)..... Capital Funds were budgeted for this account in FYE21 in the amount of \$10,000.

The balance in this account as of June 30, 2020 was \$25,469.69 (\$5,544.64 was used under an ash tree replacement grant in FYE20). With the added \$10,000, the balance starting the year was \$35,469.69. Another \$4,344.38 will be used to finish the ash grant in FYE21. Removal and replacement costs were higher than expected, and now that emerald ash borer is present in the area, staff and the CTC are re-evaluating the response strategy and considering limited insecticide treatments, which may slow down EAB and possibly save the majority of ash street trees.

RECOMMENDATION: It is recommended that the Selectboard review and provide input on this status report. A proposed Capital Plan for FYE22 to FYE26 will be presented to the Selectboard in early January of 2021.



Via Electronic Filing

December 8, 2020

Kimberly D. Bose, Secretary
Federal Energy Regulatory Commission
888 First Street, NE
Washington, DC 20426

**Subject: Essex No. 19 Hydroelectric Project (FERC No. 2513-090)
Revised Study Plan**

Green Mountain Power (“GMP” or “Licensee”), herein files with the Federal Energy Regulatory Commission (“FERC” or “Commission”) a Revised Study Plan (RSP) for the Essex No. 19 Hydroelectric Project (FERC No. 2513) (Project). The 8.05 megawatt Project is located in the Village of Essex Junction and the Town of Williston, in Chittenden County, Vermont.

The current license for the Project was issued on March 30, 1995 and expires on February 28, 2025. In support of obtaining a new license for the Project, GMP filed with FERC a Notice of Intent to file an application for a new license and a Pre-Application Document for the Project on February 27, 2020. Consistent with the Commission’s Integrated Licensing Process and 18 Code of Federal Regulations (CFR) §5.13, GMP is filing the enclosed RSP with the Commission.

The studies presented in the RSP have been developed based on comments, study requests, and consultation associated with the Proposed Study Plan (filed with the Commission on August 10, 2020); the Proposed Study Plan Meeting (held on August 26, 2020); consultation with the Commission, U.S. Fish and Wildlife Service, U.S. Geological Survey, Vermont Department of Environmental Conservation, and Vermont Department of Fish and Wildlife (performed on September 30 and October 19, 2020); consultation with the Commission and the Vermont State Historic Preservation Office (performed on September 18, October 8, and November 19, 2020); and supplemental study scoping information (filed with the Commission on September 16, 2020).

As indicated in the PAD filed with FERC on February 27, 2020, GMP proposed a continuation of operations as stipulated by the current license. The current license conditions were based on the results of extensive studies performed in consultation with federal and state agencies during the previous relicensing proceeding. As indicated in the PAD and PSP, GMP believes that the existing information is sufficient to support a continuation of current operations with limited need for new and additional comprehensive studies. However, resource agencies requested GMP perform a total of 14 studies, some of which were requested to evaluate potential Project impacts extending 17 miles downstream from the Project. Based on an initial evaluation of the requested studies, GMP estimated that performance of the studies as requested could cost well in excess of \$1 million.

Based on the extensive scope and number of studies requested by stakeholders, GMP is now proposing run-of-river (ROR) operations at the Project for the term of the new license. GMP notes that this concession in operational flexibility will result in a reduction in hydropower energy production over the term of the Project's new license and will limit the Project's contribution to the region's energy supply over the next 40 to 50 years, particularly during periods of high demand. Due to the expansive nature of the stakeholder's study requests and the potential that interpretation of study findings may not support GMP's objective to maintain the Project's operational flexibility over the term of the new license, GMP must forego the future ability to optimize the river resource due to the cost of the requested studies.

Based on the aforementioned comments, study requests, consultation, and proposed change in operations, GMP has proposed the following six studies plans as provided in Appendices C through H of the enclosed RSP:

- Appendix C - Water Quality Study Plan;
- Appendix D - Rare, Threatened and Endangered Plant Inventory Study Plan;
- Appendix E - Fish Impingement and Entrainment Study Plan;
- Appendix F - Atlantic Salmon Downstream Fish Passage Effectiveness Study Plan;
- Appendix G - Recreational Resources Inventory, Use, and Needs Assessment Study Plan; and
- Appendix H - Cultural Resources Study Plan.

In accordance with 18 CFR §5.13(b), resource agencies, Indian tribes, and other interested parties may file comments on the RSP with the Commission on or before December 23, 2020.

In addition to filing a copy of the RSP with the Commission, GMP is distributing this cover letter to the parties listed on the attached distribution list. A copy of the RSP may be obtained electronically through FERC's eLibrary system at <https://elibrary.ferc.gov/idmws/search/fercgensearch.asp> under docket number P-2513.

If there are any questions or comments regarding the enclosed RSP, please contact me at (802) 770-2195 or at john.greenan@greenmountainpower.com or Cate Russell with HDR at (207) 239-3792 or cate.russell@hdrinc.com.

Sincerely,

**John
Greenan**

Digitally signed by John Greenan
DN: cn=John Greenan, o=Green
Mountain Power, ou=
ntainpower.com, c=US
Date: 2020.12.08 10:49:37 -0500

John C. Greenan, P.E.
Engineer

Cc: Attached Distribution List

Enclosure: Revised Study Plan



CHRISTMAS TREE PICKUP TOWN and VILLAGE

Although the COVID pandemic is still with us, residents and businesses will again have the opportunity to recycle their Christmas trees after the holiday season.

Residential Christmas trees will be picked up at the curbside starting at 7:30 AM Monday, January 4th, weather permitting by Village and Town Public Works crews. The trees will be chipped for use as mulch or used as wood fuel. There will be no charge for this service. If the weather is inclement, requiring the crews to perform snow removal activities, the pickup will start later in the week. The guidelines for use of this service are:

- (1) All tinsel and other decorations must be taken off the tree or crews will not pick it up. Trees with nails or spikes driven into the trunk will not be picked up. Only clean trees will be accepted.
- (2) Place the tree at the curbside, but not before Monday the 4th of January. If you place the tree out earlier, and the tree is buried in a snow bank, it will not be picked up.
- (3) Wreaths and other items will not be picked up and recycled because of the mixed product (metal & organic material).
- (4) Be patient regarding the pickup. It generally takes many days to collect all the trees.
- (5) Please make every attempt to leave trees at the curbside on Monday morning. With ongoing winter storms and the number of trees to be picked up, crews cannot go back in subsequent weeks to accommodate those who have forgotten to place their trees at the curb in a timely manner.
- (6) The tree pickup is planned to end on Friday, the 8th of January, unless delayed by weather.

Each year calls are received because the pickup date is either too early or too late for some individuals. If you miss the curbside pickup, or would like to recycle your tree earlier or later, the Chittenden Solid Waste District will accept the trees at their Essex, Milton, Richmond and Williston Drop-Off facilities during their normal operating hours. There will not be a charge for the drop-off of up to three Christmas Trees from residential customers, but any additional trees may incur a charge. Trees will not be accepted for drop-off at the Highway Garage or the Wastewater Treatment plant.

PLEASE REMEMBER: The alternatives for disposal are curbside pickup starting on the 4th of January and ending on the 8th of January or direct delivery by the individual to the CSWD drop-off facility.

It would be wise to alert your hauler to the service being provided by the Town and Village, so that the hauler does not accidentally pick up the tree and charge for its removal.

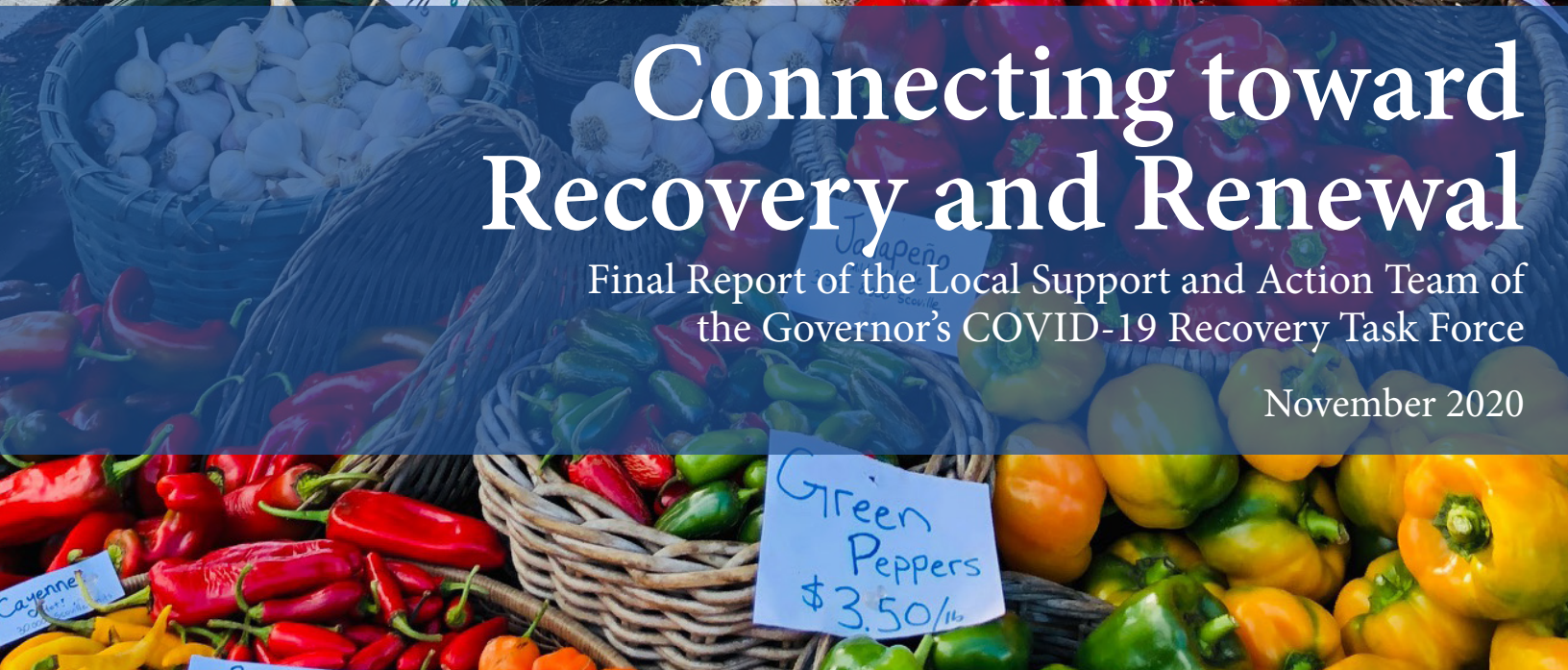
**Have a Safe and Happy Holiday Season
Town of Essex and Village of Essex Junction
Public Works Departments**



Connecting toward Recovery and Renewal

Final Report of the Local Support and Action Team of
the Governor's COVID-19 Recovery Task Force

November 2020





Members of the Local Support and Action Team deeply appreciate Governor Scott’s invitation to serve those stepping up to advance action and build recovery solutions to the COVID-19 pandemic. Recognizing that the keys to recovery do not come from Washington or Montpelier alone, Governor Scott created this Action Team to connect initiatives in communities and regions throughout Vermont, to share inspiring practices, to ensure the state’s recovery was equitable, and to help weave together the efforts of residents across the state.

Team Observations

In addition to the lives lost and suffering brought by COVID-19, the health crisis highlighted or exacerbated fundamental challenges long faced by Vermonters—the loss of youth and economic stagnation in many communities, racial and economic disparities, and unmet needs of families, seniors, and children.

The impacts of COVID-19 are varied throughout the state. Employees lost jobs. Businesses closed and are suffering slow and interrupted re-openings. Families, especially those working from home, are struggling to balance their children’s well-being and remote education. Many Vermonters are struggling to feed themselves and their families. And everywhere, we feel the impact of isolation as we are cut off from friends, families, and society.

But the crisis has also motivated us. Neighbors built pop-up food pantries and are delivering meals and groceries to homes. Housing providers found safe shelter for people experiencing homelessness. Schools built outdoor classrooms. People sewed masks, nurses moved to telemedicine, and families, providers, and communities developed creative solutions to meet childcare needs. Farmers markets moved online. Restaurants are providing meals for Vermonters in need. We now have important new connections, partnerships, and collaborations. We rallied, and we are united.

The COVID-19 crisis is deepening some well-known challenges and illuminating others. Members of the Action Team frequently heard skepticism about “getting back to normal.” To many, “normal” was not a sustainable place to go back to. In fact, the pandemic is a galvanizing crucible that is testing and calling on Vermonters for a new dedication – a dedication going beyond our neighborly responses to the Covid crisis to address fundamental needs for a vital and prosperous future. This report is our attempt to share Vermonters’ call for action toward a recovered and renewed future.

This report is also written in recognition that the recovery will rely on our ability to move beyond the public health crisis, which is ongoing, and the fact that the pandemic is not the only crisis we will face in the next generation. Even as the COVID-19 crisis hit, Vermonters were confronted by intolerable racist acts nationally and here at home. We have watched and experienced unprecedented national political division. We have seen the ravages of the climate crisis; wildfires in the West and storms in the South are harbingers of the cascading catastrophic effects predicted by science to grow progressively worse. While watching our virtual spaces in meeting after meeting with dedicated Vermonters who are determined to answer the COVID-19 crisis, the Action Team has seen a people tired, anxious, but undaunted. Overwhelmingly, Vermonters call for change, for seizing this day, for action to answer racism and other forms of inequity. Vermonters want to stand together for social justice and economic opportunity, to act at scale to answer climate change, and to renew our commitment to each other and to the very best of Vermont's opportunities. Together, we are Vermont Strong.

Action Team Efforts

Since its inception in March, the Action Team has been gathering best practices for COVID-19 response and recovery throughout Vermont ([see highlights here](#)). We've worked with the Agency of Commerce and Community Development to survey Vermonters on their best ideas. We've worked with local steering committees to build "Recovery Visits" for each of our fourteen counties. We've seen the power of Vermonters. We've seen what they are doing for one another. We've heard what they stand for.

In this report of our findings, we (1) share the transcribed Challenges, Stories of Success, and Ideas for the Future from County forums as an Appendix and (2) list below the Ideas for Action that rose everywhere from the people of Vermont. None of the findings below can stand alone and each are dependent on each other. Investing in the future of our economy will help us combat racism, just as universal broadband connectivity must be linked to affordable housing and a strong childcare system. There is no way to prioritize one of these actions over the others; together, they can strengthen the fabric of Vermont for the future.





Photo Credit: Downtown Brattleboro Alliance and AARP-VT

Combat racism in all its forms. Advance equity and inclusion as a foundation for welcoming new residents and enhancing our creative and prosperous future.

As in the rest of the nation, people of color in Vermont were hit harder by the pandemic and its economic fallout than white Vermonters. Events of the past year have awakened Vermonters to the uncomfortable but enduring fact of systemic racism and have galvanized us to examine and take action to ameliorate injustices and inequities and advance diversity and inclusion. We are at the beginning of this process. In one of the whitest states in the union, many white Vermonters have not confronted racism or been aware of the constant pressure of racism that Vermont residents or visitors of color feel in this state. We need to overcome institutionalized practices that discriminate or disfavor Vermonters of color.

One of Vermont's greatest opportunities is to build welcoming communities to attract entrepreneurs, workforce, creatives, and families that can answer our longstanding demographic challenge and enrich the state culturally as it advances economically. We must also go beyond simply attracting a more diverse population to the state. Having a diverse population is important, but even more important is meaningful inclusion. We must ensure that everyone's voice is heard and represented in local, state, and federal leadership in Vermont. Our Action Team has supported this by creating a [Municipal Engagement Guide](#) for communities. A meaningful welcome also means providing adequate redress for people who are targeted through harassment and threats, so that people can feel safe no matter what town they live in. It means retaining the people we attract.

Nationally, the most diverse generations in U.S. history are Millennial and Gen Z. The data show us that this is true in Vermont as well: people of color represent a larger share of Vermont's young people than their share of Vermont's older cohorts. This means the state's young people are helping the state become more racially diverse, and our efforts to attract and retain Vermonters of color must also focus on young people.

Systemic racism takes many forms, and much of it goes unnoticed. For this reason, we need to identify our blind spots, and the people best equipped to help us do that are the people who have lived experience. Including historically marginalized people in decision-making and conversations about equity is critical, and it is equally important to treat their tangible and emotional labor as labor and not take their contributions to this work for granted. It is not the job of marginalized people to un-marginalize themselves or to teach members of dominant groups about why marginalization is harmful to them or to the whole.



Photo Credit: Monique E. Priestley, The Space on Main

Build universal broadband connectivity.

Throughout Vermont, citizens are calling for universal and affordable broadband to every home and business. The pandemic has made the need for connectivity paramount for telemedicine, for remote work, for the education and opportunity of our children, and for social connection. Connectivity has become the essential tool for economic innovation and growth. The fact that many areas, families, and individuals are left out of these essential services is no longer tenable economically or from a health, welfare, education, or social justice position. It is time that we systematically close the circle by engaging state and federal investment, Communication Union Districts, electrical utilities, and the network of current providers to implement last mile solutions throughout Vermont.

Broadband infrastructure is a necessary but not sufficient condition to maximize economic opportunity and social well-being. Vermont should lead in finding ways to stimulate local purchasing, local commerce, local foods, and natural resource economies with online applications to counter the destruction of downtown economies and extraction of resources through the internet to the global economy. In the spirit of Town Meeting Day, Vermont should also lead in the development of civic tools to enhance community rather than divide it and to build trust, unity, and progress with the assistance of digital technologies. It's important to recognize that the construction of the infrastructure is not the final goal or end point of this work. Underlying issues of affordability (and therefore access) must also be addressed as we work to create the technological solutions that will include all parts of the state to optimize the benefits for all Vermonters.



Build an accessible, affordable, and universally available childcare system.

In households throughout Vermont, parents are wrestling to find high quality care and early learning for their children. Parents' capacity to contribute and participate in the economy is undermined, and many fear that their children are not getting the stimulation and developmental experiences that they need. And their fears are true; three out of every five of Vermont's youngest children don't have access to the care they need. Uncertainty, expense, and on-and-off closures have put families into perpetual anxiety and crisis.

Vermont needs to close the opportunity gap between families and develop ubiquitous, affordable childcare as well as out-of-school-time programming and care for all our children. This benefits families and employers, will help make Vermont more equitable and inclusive, and can brand Vermont nationally as the family-friendly destination for the next generation of workers and job creators. The work to do this must involve three elements: legislative structures and policies, community business models, and the professionalization and celebration of the early care education field. By investing in childcare solutions, Vermont can attract young families to the state, can save in future costs related to health care, special education, and even corrections, and ensure that parents are able to engage fully in Vermont's workforce.

Vermont should advance an affordable, high-quality childcare system where all families have access to the childcare they need; where childcare programs are compensated for the cost of care including the healthy meals and snacks, materials, and resources provided to support early learning experiences and access to comprehensive services; where educators are valued, fairly compensated, and supported in their professions; and where the statewide system ensures there is leveraged funding and accountability for outcomes.



End homelessness and advance housing for all Vermonters.

Under the leadership of the Scott administration, Vermont has stepped up to find temporary housing for people experiencing homelessness. We can be proud that there have been no COVID-19-related fatalities recorded in the homeless community. This public health emergency has highlighted how safe, decent, and affordable housing is critical to the health of our state's residents and economy overall. Knowing that people without homes in Vermont are more likely to be disabled, people of color, and have experienced trauma, it is unconscionable to only offer congregate emergency shelter settings for people who are homeless. We must build on the state's emergency response to date and work together to house all Vermonters permanently. This will reduce further trauma experienced by people who are homeless, especially children, and data show permanent housing will cost the state a fraction of the alternative and has far better outcomes for the individuals involved.

The state has already started securing permanent housing for homeless Vermonters through its Coronavirus Relief Fund, and future state investments must prioritize to address the limited resources available to this population until the achievable goal of ending homelessness is reached. Doing so will support vitality in town and city centers, support the state's workforce, and ultimately build equity and help young people and lower income people move into a growing middle class. It is crucial that Vermont seizes this moment to answer the long-term housing shortage and invest in the homes needed to attract and support the next generation of Vermonters.



Invest in the innovative future of our economy.

To recover, Vermont needs to provide supports to businesses today and also envision and seed longer-term economic renewal. With the leadership of the Scott administration and our congressional delegation, Vermont has availed PPP and other Cares Act funding as well as any state in the country. It is essential in the short-term that we continue to leverage federal and state funds to the highest level possible to provide subsidies that will make up business losses and stimulate the economy.

To fully optimize the economic potential of the state and advance its future prosperity, Vermont will need to: Build deep collaboration among all services and supports for enterprises and entrepreneurs, close the equity gap for women and minority-owned businesses, and seize the opportunity to drive success in key growth sectors. COVID-19 recovery presents an unparalleled opportunity for Vermont to proactively invest in micro-business development and technology as well as workforce growth and training – including strategies to make Vermont a remote worker destination. COVID-19 recovery also provides us with the opportunity to invest in the creative sector, energy, farm and forest enterprises, outdoor recreation, and businesses that provide solutions that combat the climate challenge and help us prepare for a resilient future.

IDEAS FOR ACTION

BROADBAND

Build infrastructure.
Develop civic tools to enhance community.
Expand affordability/access.

CHILD CARE

Build a universally available childcare system. Aid the professionalization of the field.

ANTI-RACISM & RACIAL EQUITY

Identify blind spots. Invest tangibly in equity. Include historically marginalized people in decision-making.

LONG-TERM ECONOMIC RECOVERY

Deepen collaboration across sectors. Close the equity gap for MWBEs. Focus on key growth sectors.

HOUSING

Continue securing affordable housing for previously homeless people. Invest in housing to attract new and young residents.

Response,
Recovery, and
Renewal

Support Food System Resilience.

Across Vermont, our food system has been highly connected and has pivoted in this time of crisis as exemplified at the local level by supporting new food pantries within villages, and at a statewide level, by the establishment of the state-supported Everyone Eats program. Many communities quickly connected producers and created community CSAs (Community Supported Agriculture). Green Mountain Farm to School and Northshire Grows both set up CSAs and marketed to community members who could pay and built in discounted shares and delivery options for those that needed them.

Support Local Purchasing to Boost Businesses and the Economy.

Vermont communities turned to support local businesses by creating new models to incentivize buying local. In St. Albans, Downtown Dollars and collective marketing pointed locals and visitors towards downtown businesses while local purchasing programs in Island Pond and Wilmington helped to leverage and boost local spending with collective marketing, online hubs, and local coupons.

Use Art and Outdoor Recreation to Revitalize and Build Community Connection.

Examples of this strategy throughout Vermont include handwashing stations for shoppers in downtown Brattleboro designed by local artists, drive-in concerts and movies in the Northeast Kingdom, socially distanced Food Trucks in Currier Park in Barre, and a Hike 100 challenge in the Deerfield Valley to encourage community members to get outdoors and stay active.

Develop Community/Provider Partnerships to Support Education and Childcare.

For instance, a partnership formed between Castleton University, the City of Rutland, and Rutland Schools to set up affordable out-of-school-time care. Also, the Whiting School leased out their vacant building to a private childcare provider to open a new program and provide childcare for community members and school staff.

Use Service-Provider Coordination to Collaboratively Address Challenges.

Vermont can leverage existing collaboration – including the Lamoille/Central VT command center, Working Communities Challenge (WCC) communities, and Hunger Councils -- to come together across sectors to address challenges and shorten the linkages between organizations for the people in need of critical services.

Leverage Community-Based Organizations and Groups to Provide Support.

The Action Team noted successful examples of this such as the mutual aid/community response groups that came together around the state. Additionally, existing community groups helped to connect those in need with help/funding, supported access to masks for their communities, created phone trees to check in on neighbors, coordinated meal and grocery delivery, built funds to help neighbors in need, and more.



Local Support and Community Action Team Roster

Action Team Lead: Paul Costello, Executive Director, Vermont Council on Rural Development
State Liaison: Josh Hanford, Commissioner, Department of Housing and Community Development
Maura Collins, Executive Director, Vermont Housing Finance Agency
Xusana Davis, Executive Director, Vermont Office of Racial Equity
Paul Dragon, Executive Director, Champlain Valley Office of Economic Opportunity
Sarah Waring, Vice President, Vermont Community Foundation
Ed Vilandrie, Founder, Altman Vilandrie & Company, Co-Owner Kingdom Taproom, Peacham
Catherine Dimitruk, Executive Director, Northwest Vermont Regional Planning Commission
Nick Richardson, President, Vermont Land Trust
Lisa Sullivan, Owner, Bartleby's Bookstore, Wilmington
Dr. Jude Smith Rachele, CEO, Abundant Sun

State Agency and Vermont Council of Rural Development Implementation Partners

Jenna Koloski, VCRD Community and Policy Manager
Gary Holloway, ACCD VT Downtown Program Manager
Jenni Lavoie, ACCD Administration
Richard Amore, ACCD Planning and Outreach Manager
Chris Cochran, ACCD Community Planning and Revitalization Director
Jacob Hemmerick, ACCD Planning and Policy Manager

For more information: please contact:
Paul Costello: pcostello@vtrural.org

Summary of County Visit Ideas toward Action

Local Support and Community Action Team

Vermont Recovery Task Force

This list of issues represents the ideas and input that we heard from the 1,000 participants in the 14 county Covid-19 recovery visit sessions produced by VCRD for the Local Support and Community Action Team

Childcare

Needs/Challenges

- The lack of accessible, affordable child care is an economic and social challenge.
- Lack of childcare disproportionately affects women.
- Systemic investment is needed at the state level to subsidize early childhood education.
- Educators are currently paid too little, and parents can't afford to pay more. It is hard to attract and retain staff.
- It can be difficult for families to find a program that has spots available. Families don't know where to go to search for programs with openings.
- Education and training for early childhood educators is expensive and under-supported.
- Child care providers are underrepresented in policy discussions. Decisions are often made that don't reflect the realities on the ground.
- Often municipalities and local leaders lack clear guidance on the steps they can take to support local affordable childcare.
- It is difficult, and often costly, for child care providers to constantly adapt to changing health guidance.
- The Childcare Hubs created to fill gaps in out of school time have been helpful in some areas, but have faced challenges in others around availability and affordability.
- The strict regulations around covid are causing challenges for some families. If their child shows any sign of illness, even a stuffy nose, they do not have care and need to stay home or make other arrangements.
- Many providers are forced to choose between contact with their extended families and ongoing employment due to their increased exposure to COVID.

Stories of Success

- Childcare providers across the State have connected in unprecedented ways to learn from each other and develop strategies to meet challenges head-on. Groups are coming together independently such as Childcare Counts in Windham County, Upper Valley Strong, and Bridging the Childcare Divide in Chittenden County, or have been convened by regional childcare coordinators, Building Bright Futures, or Let's Grow Kids.
- Shared Services models have been effective in helping groups of providers improve efficiency and share back-end functions to operate sustainably.
- Communities have identified strategies to expand childcare access and availability. Examples include a community-based initiative in Randolph to develop a childcare program for the region and an initiative in Whiting where a private provider partnered with the school district to create a program in the newly vacant Whiting School. The Rotary Club in Rutland created a grant to support childcare and educational programming.
- Many participants shared the value of incorporating preschool into the k-12 system in Vermont. Wells Village preschool acquired a grant to expand the pre-k program to full day and hired an early education coordinator to conduct outreach, organize playgroups, and connect families to resources.

Ideas for the Future

■ Publicly Funded Universal Childcare for All Families

Increase investment to support universal childcare for all children and families – make a “game-changing” and systemic investment and transformation to support early education. Childcare should be seen as an essential need and public good. Addressing this today will save money in the long-run in many service/education/care arenas and could be a magnet to attract young families to Vermont if we get it right (* this issue came up over 25 times--in forums focused on childcare, education, business recovery, community unity, and more. Subsequent frequency numbers will be listed without this explanation.)

■ **Develop the Childcare Workforce**

Recruit staff and teachers to the early care and education field through incentives, loan forgiveness, and addressing the low pay and lack of benefits in the industry. Celebrate early education providers as essential teachers and support for our young children. (*5)

■ **Create Innovative/Alternative Childcare Models**

Work with childcare providers and communities to develop alternative or innovative models including partnerships with higher education institutions, community groups, employers, and others to fill community needs. Develop local coalitions of education, schools, service providers, community leaders, and others to identify space and innovative solutions for care. (*4)

Education

Needs/Challenges

- Schools face ongoing resource challenges, but are increasingly expected to fill gaps in other social services (food, health care, mental health support) without the support they need.
- Disparities in student access to technology perpetuate educational inequities due to differing home situations and access.
- Many teachers are in vulnerable age brackets and also may lack technological skills to feel comfortable with remote learning.
- The ongoing uncertainty of the pandemic poses a major planning challenge for officials and administrators.
- The financial viability of the State's higher education system is an ongoing concern.
- Public schools are often siloed from early childhood education providers. There should be more partnership and integration.
- We need to build better connections between educational institutions and potential employers. School to job pipelines continue to be narrow or non-existent in some places.
- The inconsistency between different schools' re-opening/COVID response strategies poses planning difficulties for parents, administrators, and major employers.
- Wearing masks all day at school creates a barrier to student participation in 3rd space programming. Online/hybrid learning doesn't provide the same social development as in person.

Stories of Success

- Teachers and administrators stepped up in unprecedented ways across the state to reopen schools safely in support of Vermont's youth and families.
- Schools and out-of-school-time program providers have created unique and innovative partnerships to provide more outdoor learning opportunities. They have identified creative solutions to outdoor programming or socially distancing including partnerships with community spaces or tent companies.
- Afterschool programs have stepped up in creative ways to fill in gaps left by school closures. In Rutland City, Castleton University partnered with Rutland City Schools and the City Parks and Recreation Department to offer in-school tutoring and afterschool activities. The Boys and Girls Club in Rutland patterned with Barstow and Fairhaven Schools to offer childcare support.
- The Virtual Teen Speak program at the Blake Memorial Library offered a platform for youth to share their experience and what they would like to see in their community.
- Some communities have identified ways to improve access to career training and learning opportunities. CCV opened up online courses for free to Vermont high school students. Canaan Schools has expanded their career training program which is allowing students to access safe experiential learning as schools reopened.

Ideas for the Future

■ **Financial Support for School Reopening**

Support educational institutions for bringing infrastructure up to speed with requirements, repairs, ventilation, PPE and to support a shift to online learning or other innovative models for learning outside of the classroom and one-on-one tutoring. (*4)

■ **Invest in Higher Education and Workforce Development**

Direct state and federal support for workforce development to establish a stronger pipeline from school to careers with high needs (nursing, trades, support services). (*6 – both in education and business recovery forums.)

■ **Extend Subsidy to Support Alternative Models and School-Age Children**

Expand the childcare subsidy program to support families with school-age children trying to find care to fill gaps when schools are closed. (*2)

■ **Develop Community Partnerships to Support Students**

Connect schools to community partners that can support outdoor learning, tutoring, mental health, physical health, access to the internet and devices to connect, or other ways to support and supplement learning. (*2)

Business Recovery

Needs/Challenges

- The lack of affordable broadband access is an impediment to business for the business and the consumer.
- The digital literacy & online skill sets of business owners varies; many business owners need additional support to move business online.
- Convenient online markets continue to draw money out of the local economy.
- It is difficult to gather accurate and comprehensive data about how local businesses are faring.
- Tourism-based businesses are particularly hard hit.
- Outdoor adaptations are seasonally dependent. There is uncertainty about the future, which limits investment in local businesses.
- Child care, workforce housing, workforce development, and transportation continue to pose major challenges for businesses finding and retaining workers.
- Many businesses are going to have to completely re-imagine their business models.

Stories of Success

- Communities and Regions have developed creative initiatives to promote local businesses and encourage buying local. Including:
 - Wilmington Works local coupon program
 - St. Albans Downtown Dollars
 - Island Pond Buy Local program
 - Randolph In Action's Local Business Directory
 - Newbury business directory booklet
 - Bradford Facebook Group dedicated to supporting local business and services
 - Downtown Brattleboro Alliance Love Brattleboro Campaign
- Communities have adopted new policies and supported business to create outdoor space for dining, retail, and safe gathering.
- Having a local Economic Development leader or staff to directly support business recovery has been valuable. Some communities went into the pandemic with this support while others have recently hired staffing. In Montpelier, a Recovery Navigator was hired specifically to support businesses in recovery and connect to resources.
- Businesses around the state have adapted quickly. Many have pivoted to take out, curbside, or even home delivery models. Communities around the State expressed gratitude and were impressed by the ability to businesses to adjust and continue to provide services to the community.
- The Working Bridges model coordinated by the United Way of Northwestern VT is an employer collaborative who supports employees with resource coordinators and financial coaches through life situations. It has been successful in Franklin County in supporting the workforce through COVID challenges. It is a model with the potential for expansion.
- Co-Working spaces have been able to reopen safely. They can offer an opportunity for businesses to expand their remove worker capacity.

Ideas for the Future

■ **Expand Technical Assistance and Financial Support for Small Businesses**

Connect businesses with technical assistance needed to navigate current loan/financing opportunities and to help them transition towards online sales and to safe retail/service environment. This should include retail, dining, tourism-based businesses, the creative economy, and more. Additionally, ensure businesses have financial support for ventilation upgrades, PPE, and technology necessary to safely operate. (*8)

■ **Invest in Training and Workforce Development in the Green and Digital Economy**

Develop programs to train workers in weatherization, renewable energy development, and equip workers with the tools to participate in the digital economy. This includes training to help to install and maintain fiber networks as we expand fiber to the home in Vermont. (*3)

■ Expand Working Bridges Program Statewide

Scale up the Working Bridges model of providing resource coordinators to help navigate workforce challenges and barriers. (*2)

■ Develop Co-Working Spaces

Develop co-working spaces for remote work and as central hubs for businesses to utilize shared equipment and materials for business operations, shipping, fulfillment services, and more. (*2)

■ Develop Local/Regional Buy-Local Campaigns

Work regionally to develop online buy-local guides and directories and to establish buy-local marketing/advertising campaigns. Gather businesses to work together collaboratively rather than compete. (*2)

Telecommunications

Needs/Challenges

- VT settlement patterns make open-market broadband buildout an economic non-starter. State or federal support is needed to finish last mile development.
- Small towns and local groups lack human resources and leadership to drive forward projects on their own. CUDs and local groups need additional support.
- We need to build awareness and educate the public about benefits of broadband development.
- The CARES funding deadline of December 31st is a major challenge for meaningful infrastructure buildout. Quick fixes in the short term will hamper better long-term solutions.
- Limited cell coverage is a challenge, with many communities completely unserved.

Stories of Success

- The DPS Public Hot Spot map and grant program allowed communities to develop creative solutions to providing Wi-Fi access to residents and visitors. DPS has deployed 95 Wi-Fi hotspots around the state and will deploy another 50.
- The development of Communications Union Districts (CUDs) around the state have provided a point of organization and coordination to move Broadband access forward. CUDs are now meeting and coordinating on statewide solutions as well. The Central Vermont Fiber CUD has recently accessed significant funds to move their project forward.
- With the CUD formation, new partnerships, increased awareness, and new funding coming into the state, Vermont has an unprecedented opportunity to address this critical challenge.

Ideas for the Future

■ Develop Broadband Infrastructure

Develop Broadband as critical infrastructure for the future of the state. Support, fund, and assist CUDs, and bring in partners to represent needs and support progress in education, the arts, healthcare, libraries, and more. (*mentioned over 25 times in almost every forum topic – education, arts, housing, business recovery, telecommunications, entertainment).

Arts, Entertainment, and Recreation

Needs/Challenges

- The arts and humanities sector was particularly hard hit by the pandemic given the health restrictions on public congregation and the limited funding and partnership support available to cultural institutions.
- The sector has a higher proportion of gig workers, who are particularly vulnerable to economic downturn and received fewer support programs than contracted or salaried employees.
- Virtualized content is a highly competitive market, and difficult to monetize.
- Many customers lack the technology to access to virtual content.
- Many areas lack a centralized event calendar, or if one exists, it is underutilized. It's difficult for residents in more rural communities in particular to know about upcoming events.
- Decreasing volunteerism due to health concerns is a particular challenge for this sector.
- There is inconsistent guidance in some places about the safe use of recreational spaces and facilities.
- Seasonal adaptations may prove a challenge, as many successful pivots have relied on outdoor space.

Stories of Success

- Communities have found ways to repurpose outdoor gathering spaces and village greens to bring people together safely for community events. Examples include:
 - An outdoor art gallery at Kent Museum in Calais
 - Outdoor events at Middle Ground in Middlesex
 - Food Truck events at Currier Park in Barre City
 - The Farm to Form Fondo in the Islands
 - Drive-In concerts and movies by Higher Ground and Catamount Arts.
 - Movies on the Green in Craftsbury and Hardwick organized by a Hardwick youth group.
 - A series of parking lot concerts organized by the Vermont Jazz Center
- Libraries and other community groups adapted community programming to provide virtual content. Artists have also adapted to stream content directly to their audience.
- Community art projects have helped to engage artists and connect to the broader community. Examples include:
 - Painted Pallets around the community in Wallingford
 - Handwashing stations in downtown Brattleboro featuring local art
 - Barn Quilts around Randolph organized by the East Valley Community Group
- The recreation sector is “booming.” People have a renewed interest in getting outside. Assets like trails, bike paths, and rail trails have been essential.

Ideas for the Future

■ Develop Local/Regional Arts and Recreation Coalitions

Develop local or regional coalitions to advance arts and recreation as the center of community life. Utilize arts, entertainment, and recreation to connect and unite the community. (*3)

■ Ensure Federal and State Relief Funding for Arts Organizations and Artists

Recognizing the value of the arts and entertainment to our communities, ensure that any state or federal aid programs include artists, arts organizations, and cultural institutions. (*3)

■ Incentivize Opening Private Land for Recreation

Encourage private landowners to open up land for recreation by providing tax breaks through the Current Use program. (*1)

Addressing Racial Inequity/Building Community Unity and Inclusion

Needs/Challenges

- Unwillingness to explicitly name, confront, and disrupt white supremacy culture. People of color are fearful for their safety.
- Cultural divisions have been exacerbated by the pandemic. Not everyone is experiencing the same "truth." Effects of the pandemic felt disproportionately by certain groups: lower-income, people of color, older adults.
- Social isolation is leading to serious mental health deterioration in some folks. Substance abuse is on the rise.
- Local civic and cultural education is absent from school curricula. Students of color face discrimination and violence.
- Many cultural pillars of unity and public congregation spaces are closed due to health restrictions.
- The pandemic has widened the disconnection between different age groups/generations.
- Leadership is lacking on a municipal and regional level to address systemic racism in local planning.
- Traditional views of Vermont identity are often very narrow and homogenous. We need to rethink the narrative of what it means to be a Vermonter.
- Farmworkers are an overlooked group of essential workers who received little state support initially.
- There is a need to critically re-think local leadership structures, eliminate barriers, and encourage a broader diversity of civic participation.
- Investment in de-escalation training is needed. Vermont gun-ownership is a concerning context for rising racial tension.
- Many expressed how meaningful action can lead to fatigue and exhaustion.

Stories of Success

- Organizational leaders in the Burlington areas have come together to make a shared commitment to addressing racial justice as a public health emergency.
- There are a handful of cities and towns in Vermont leading the charge on addressing racial equity. This is an opportunity to connect and share their learning and work.
- The Rutland School District issued a mandatory equity framework for all of their staff.
- The Rutland County Restorative Justice Center has been working to establish a cross-geographic partnership to pool best practices and resources that will be published when complete.

Ideas for the Future

■ Develop Inclusion Commitments/Statements

Every group/individual/organization should leverage their own social capital to address and dismantle systemic racism. Local community groups, business groups, and other organizations should do the internal work to recognize and acknowledge systemic racism in their arena of work and develop inclusion commitments and action statements. (*1)

■ Redesign Public School Curricula and Support Services

Public school curriculum should include historical inequities and issues around systemic racism. Additionally, particular attention, resources, and support should be committed to support the mental, emotional, social, and educational needs of youth of color and New Americans. (*2)

■ Develop and Improve Data Collection

Collect accurate data that breaks down data sets by race in order to fully understand the current challenges and underscore the reality of the problem. (*1)

■ Demonstrate State Leadership on Tackling Racial Inequity

State action in a leadership role on tackling systemic racism and racial inequity beyond statements and speeches. In particular, Vermont should lead on providing accessible State services through translation and in culturally appropriate ways. (*2)

■ Incorporate Equity into Town Planning

Address racial inequities in the town planning process. Support communities with requirements and guidance around how to build principles of equity and inclusion in to their planning process and documents. (*1)

Attracting and Welcoming New Residents

Needs/Challenges

- Travel restrictions have galvanized "us" vs. "them" mentality, and led to rising xenophobia and unwelcoming acts or racist actions. Perceptions of Vermont tolerance are at an all-time low.
- New homebuyers are often perceived to be of a different economic status from many locals, contributing to class tensions.
- These cultural divisions often maroon new residents from the local community and therefore miss opportunities to engage them in the local culture.
- Youth are continuing to leave rural communities. Housing prices are higher, wages are lower than in neighboring states. Educational opportunities are also slim.
- Local economies are often much slower than elsewhere in the country, which makes attracting new workers difficult.
- Most job opportunities concentrated at the top or the bottom, with not a lot of mid-level jobs available.
- Need for comprehensive state marketing / tourism strategies and public investment to match it. Vermont has a lot of wonderful, undersold qualities.
- Spotty access to broadband & cell service is a deterrent for many potential new residents. Home values increase overnight if they get a high-speed connection.

Stories of Success

- The Stay to Stay program was very successful in Bennington and brought 8 families to the area.
- The Vermont Welcome Wagon in the NEK and Chittenden County has been a valuable success story to welcome new people and connect to locals.
- BDCC and other Windham/Bennington county partners have come together around a Working Communities Challenge Initiative to develop a strategic plan towards inviting and welcoming new Vermonters.

Ideas for the Future

■ Develop a Comprehensive Statewide Strategy to Attract and Retain New Residents

Develop a strategy that includes boosting support and connection for remote workers, improves our childcare system and k-12 education, and boosts higher education to attract young people to the state. (*3)

■ Create Local/Regional Welcome Packages

Develop welcome packages that both help to welcome and connect new residents to the community and allow businesses to promote their products/services to newcomers. (*1)

Local Food Systems and Food Security

Needs/Challenges

- Large distributors are prioritizing locations with higher storage capacity, which poses a challenge to smaller, more rural food hubs.
- Local producers face difficulties in selling their products as markets close or are curtailed.
- There is a broad diversity of technological capacity and ability to pivot to online sales among local producers.
- Early days of the pandemic highlighted the fragility of long supply chains and the need for ongoing investment in local production and processing.
- Local producers must compete with convenient online delivery markets like Amazon.
- The dairy industry was hard hit with huge revenue losses and some shuttering for good. Milk prices are beyond local control.
- Short-term relief dollars were helpful, but don't address questions of long-term viability.
- Food waste continues to be an ongoing problem. How can local communities capture some of that waste and bring it back into the system?
- Nutritious local food remains more expensive than less healthy alternatives, and public nutrition education is needed.
- The charitable food system often limits the choice of ingredients and foods and leads to massive waste.
- Reimbursement for school meals, meals on wheels, and other federal programs is often not sufficient to cover the actual cost of a nutritious meal.
- Food insecurity, particularly among children, at an all-time high, but numbers of folks accessing food pantries often flat or declining. Stigma remains a pervasive barrier.

Stories of Success

- Universal School Meals and school meal delivery has worked well and has been essential to get families and children through this challenging time.
- There has been a significant increase in demand for CSAs and local food purchasing. Farms and businesses have ramped up production. Some communities have created new CSA or group purchasing models including the Northshire Grows CSA in the Manchester area and Green Mountain Farm Direct in the NEK. Both programs provide a CSA share and solicit donations and volunteer help to be able to purchase and deliver shares to more vulnerable community members.
- Community groups and organizations have stepped up to help identify food availability and distribute to those who need it. This includes both food shelf goods and prepared foods. Examples include:
 - Weekly food bags delivered to community members in Craftsbury
 - Food bags that were delivered alongside school meals in Mount Holly
 - The VYCC Health Care Share
 - The Veggie Van Go partnership between the hospital, schools, and the Foodbank in the NEK
 - Pop-up food pantries around the state
- NEK Council on Aging delivering meals with over 100 volunteers around the Kingdom
- The Grow a Row campaign organized by the South Hero Land Trust to purchase seedlings from local farmers to pass out to low-income families and all children in Grand Isle.
- The Everyone Eats Program has been a successful model to support restaurants and producers as well as improve access to meals for those who need them.
- Communities and regions are working to address food aggregation, storage, and processing challenges. For example:
 - The Center for an Agricultural Economy's JustCut program adapted to address food security needs in the community by sourcing food from area farms to process in their commercial kitchen and distribute.
 - Deep Roots Organic Co-op based in Johnson collectively markets products from area farms
 - The Bennington Regenerative Food Network has come together to explore collective strategies for food processing and distribution
- The Crop Cash program to triple EBT dollars at farm stands and farmers markets has been a critical way to support the working lands economy and families

Ideas for the Future

■ Support Farmer Transitions/Diversification

Provide funding to help farmers transition to new products or diversity their offerings, especially to local markets. Support should help to boost processing, distribution, storage, and equipment needed to successfully transition.

(*4)

■ **Employ Universal School Meals and Meal Delivery**

Continue Universal School Meals and meal delivery post-crisis to continue to ensure children meet their nutritional needs. Meals should be provided year-round and include childcare programs as well. Additionally, continue to model investment in Farm to School programming to boost nutrition and support Vermont farms. (*8)

■ **Develop Food Distribution Hubs to Serve Rural Communities**

Create regional food processing/storage/distribution hubs to support profitable farms, value-added production, co-branding, and aggregate storage and distribution of food for local consumption and to capture regional markets. (*3)

Housing and Homelessness

Needs/Challenges

- Emergency housing for people experiencing homelessness will end, but demand will remain. Wait-lists are long for housing vouchers.
- It is difficult to purchase a first home/affordable home in Vermont. Prices are high and housing costs compound with others: heat, transportation, child care, etc.
- In smaller towns, a quality rental is difficult to find. This is a particular challenge in communities that have a college or university in their town.
- There is often a lack of water and wastewater infrastructure in smaller communities to allow for housing development.
- There are zoning barriers to the development of affordable/multi-household units.
- Certain housing infrastructure such as shared units and mobile home communities are more vulnerable than others to the pandemic.
- Long-term outcomes for renters and landlords are still uncertain. Unpaid rent remains a major issue and some expect the issue to become worse in the coming months.
- The December 31 deadline for CARES spending is limiting as major development can't happen before then.
- Vermont lacks a comprehensive long-term housing plans and instead relies on short-term fixes.
- Many properties are being purchased sight unseen by folks from metropolitan areas looking for an escape. This influx of demand puts pressure on an already narrow market.
- There's a broad diversity of experiences that lead individuals or families to become housing-insecure, so there's no one-size fits all solution. Housing solutions need to be comprehensive, cross-sector, and holistic.
- It is particularly difficult to find housing for people in transition or recovery – especially during covid challenges.
- The need is often invisible to those with the highest capacity to invest. We need to build public awareness of housing shortages and related challenges.

Stories of Success

- Several communities/regions have built coalitions or committees committed to addressing the housing challenge locally. For example:
 - Building Homes Together in Chittenden County is a strong coalition of partners monitoring housing development
 - St. Johnsbury developed a housing committee working to bring together and support landlords in the town and develop incentives for property improvement
 - The Springfield Supportive Housing Coalition assists families and individuals in Windsor and Northern Windham counties who were either homeless, or in danger of losing their housing, find permanent, affordable housing and receive at home case management for 6 months to 2 years.
- Creative partnerships have formed as a result of the pandemic and the incoming CRF funding that offers more flexibility than traditional funding streams. These include:
 - The THRIVE partnership in Washington County
 - A strong housing coalition in Addison County that has stepped up in unique ways to address challenges
- Service providers outside of the housing arena have begun to expand their services to support housing and home ownership. Examples include:
 - Opportunities Credit Union is employing several programs to support homebuyers including down payment grants, allowed forbearance of mortgages, and MoneySense financial counseling for those facing foreclosure and rental debt.
 - Washington County Mental Health has piloted the use of tiny homes to house individuals and families in transition.
 - Project Vision in Rutland, initially designed to address substance use disorder in the City, is buying foreclosed houses and turning them into low-income housing.
 - Neighborworks has a homeownership center where they offer a counseling and home improvement program
- Several organizations in Vermont provide services to help seniors stay in their homes including the SASH program and the Aging in Hartland initiative.
- New guidance from ACCD has been issued to support communities looking to remove housing barriers. Some communities, including Winooski and South Burlington, Burlington, Middlesex, and Hinesburg have adopted recommendations including form-based code, new administrative review processes, and inclusionary zoning that requires construction of affordable housing.
- The Rental Housing Stabilization Program has been a huge lifeline to many renters.

Ideas for the Future

■ Develop More Affordable Housing

Prioritize affordable housing development and work with communities/regions to address regulatory barriers, incentivize and encourage housing development, and partner with developers to increase the availability of affordable housing statewide. More funding should be available for affordable housing and the organizations that promote and develop it. (*14)

■ Support Rehab of Underused Buildings for Housing

Support and foster the redevelopment of vacant or underutilized buildings for affordable long-term and rental housing. Additionally, create a fund to support landlords who are maintaining and rehabbing older rental units. (*5)

■ Develop Local/Regional Housing Commissions to Address Need

Following the model in St. Johnsbury and other towns/regions across the state, communities should develop housing commissions with a diverse set of partners to identify and address housing needs. Offer funding to help these commissions develop housing plans for their town/city/region. (*3)

Transportation

Needs/Challenges

- COVID-19 health restrictions are an impediment to group transit, which leaves many people without transportation options.
- Transit cost challenges have been exacerbated by COVID-19.
- Some fee-for-service carriers are struggling economically as ridership drops.
- There is a lack of representation of folks with lived experience in policy-level decisions. Barriers to participation in "public forums" remain high and create an echo-chamber.
- There is a need for public education and outreach about available transportation options.
- There is stigma associated with public transportation that we need to overcome.
- Many communities still lack any public transportation at all, and many hub towns remain unconnected.
- Often "green" choices are only available to the wealthy. Support is needed to allow lower income Vermonters to make sustainable transportation choices.

Stories of Success

- When Stagecoach cut back on senior services it opened up space to support other community needs such as transportation to critical services and food delivery.
- The Old Spokes Home Transportation Equity Coalition is working to make bikes accessible to everyone and to better advocate from a variety of transportation perspectives.
- The micro transit pilot project in Montpelier models how smaller buses and shared-ride vans could replace regular bus service.
- The electro-static sprayers used by GMT have been a successful tool to sanitize buses between rides.

Ideas for the Future

■ Improve Public Transportation

Expand public transportation routes and ensure that stops line up with employment, health, and child care needs. Bring together a coalition of public and private partners including education leaders, employers, health care providers, public and private transportation providers, and State leaders to identify concrete solutions and action. (*8)

■ Expand Walk and Bike Infrastructure

Focus funding and technical assistance on efforts to expand the availability of walk and bike paths in communities around the state and to improve the walkability and bike-ability of our downtowns and village centers. Conduct mobility audits across the state to identify the needs and develop a strategic plan to move forward. Additionally, programs that partner with local bike shops could be created to provide low cost bikes and ebikes to Vermonters. (*7)

■ Develop a Healthy Car Fund

Create community-based funds to support families when emergency car issues arise. This would support working families who are not eligible for programs like Good News Garage. (*1)

Meeting Essential Community Needs/Community Health

Needs/Challenges

- The pre-pandemic crises in child care, housing, transportation, and health care have been exacerbated by the pandemic. All these costs compound and overwhelm many families and individuals.
- Support agencies have struggled to pivot their service delivery models to accommodate ongoing health recommendations, particularly to serve older adults and more vulnerable populations.
- Unemployment and job losses continue to cause financial upheaval and insecurity for many Vermonters.
- There is a need for healthy emotional outlets and mental health supports. Substance abuse and adverse childhood experiences are on the rise. Medical and mental health care is increasingly difficult to access.
- Confusing and overlapping service territories are a barrier to many in accessing support. We need more centralization, single-door entry, and continuum of care services.
- It is difficult to collect accurate data. There are concerns about the accuracy of point-in-time counts and other metrics on which public policy decisions are based.
- Food insecurity is at an all-time high.
- There stigma associated with folks seeking support services. Doing so often runs contrary to traditional Vermont culture of "rugged individualism."
- There are political and ideological divisions about safety protocols which has created tension.
- Systemically racist structures continue to perpetuate inequities.
- There is decreasing volunteerism due to health concerns.
- Local response groups are often poorly integrated into existing support structures.

Stories of Success

- Community "mutual aid" or response teams quickly formed to help connect people that want to help with those that need help and services. These groups have formed in every corner of the state. Some got to work quickly and have disbanded while others continue to identify and address needs in their community as they shift through the recovery. These community response groups served many varying functions around the state including:
 - Addison County coordinated a huge mask-making effort led by the United Way.
 - Canaan Naturally Connected brought a mobile testing unit to the community to improve access to covid testing.
 - Many groups created phone trees or community directories to reach out across the community and identify needs and offer support.
 - Many groups partnered with local food banks, schools, or other providers to help to distribute meals and groceries.
 - In Addison County, a group that works with migrant farm workers had to adjust when volunteers were unable to provide rides to migrant workers to medical appointments and other needs. Instead, they were able to connect migrant workers with licenses to other migrant workers for rides.
 - Woodstock Area Relief Fund raised over \$600,000 to support recovery activity and community needs.
- Several regions came together through more formal partnerships and structures to collect and share information and resources and coordinate response. These include the Lamoille County LAH2S-ROCC group, the Addison County Recovery Team, the Windham Region COVID-19 Community Response and Recovery Team, and WNOC-ROCC in Washington and Orange Counties. These structures have been key in the coordination of organizations and response to community needs.
- Communities have found ways to continue to connect and collaborate virtually through zoom meetings or "virtual community centers" that offer programming and regular coffee hours. Fairlee conducted a "community makeover" through virtual and safe in-person convenings to chart a path for creative projects to improve their Main Street.
- Many counties shared the benefits of unprecedented partnerships and connections to address critical issues such as homelessness and health issues. In particular, the communications function of these groups was key in building and sharing lists of critical resources from food and housing support to business recovery navigation and grant/relief programs.

Ideas for the Future

■ Develop Community-Based Hubs to Access Resources

Create community-based regional "hub and spoke" models to provide resources and support services in one central location. Hubs would be a place to connect to others, access childcare, connect to high speed internet, access food, and more. Hubs could be new developments or be located in current community centers such as libraries, churches, or town halls. (*4) (a model being tested in the NEK but came up elsewhere as well)

■ Support Mental Health and Substance Use Disorder Recovery

Develop comprehensive strategies to support the mental health of Vermonters and address substance misuse. (*1)

■ **Cultivate and Support Local/Regional Emergency Response**

Continue to maintain, boost, and expand mutual aid/community response groups in communities around the state. When the pandemic hit, many local and regional mutual aid and emergency response groups developed to support their community. These groups made new connections and partnerships across sectors to respond to community needs and communicate the resources available.

■ **Boost Support for Community Organizations/Institutions**

Boost support for the work of local organizations such as community organizing groups, groups that support people with disabilities, libraries, Neighbor to Neighbor groups, Food Shelves, recovery networks/organizations, organizations that support New Americans, and other groups that support the immediate needs of their community. (*4)

MEETING SCHEDULES

12/18/2020

DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS ARE HELD ONLINE UNTIL FURTHER NOTICE

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS  
December 21, 2020—6:30 PM	SB Regular	Cathy
December 22, 2020—6:30 PM	VB Regular	Cathy
December 28, 2020—6:30 PM	JT Special	Amy
January 4, 2021—8:00 AM	SB—All Day Budget Workshop	Darby
January 11, 2021—6:30 PM	SB Regular	Cathy
January 12, 2021—6:30 PM	VB Regular	Cathy
January 19, 2021—6:30 PM	SB Regular	Cathy
January 25, 2021—6:30 PM	JT Special	Cathy
January 26, 2021—6:30 PM	VB Regular	Amy
February 1, 2021—6:30 PM	SB Regular	Darby
February 9, 2021—6:30 PM	VB Regular	Cathy
February 16, 2021—6:30 PM	SB Regular	Darby
February 22, 2021—6:30 PM	JT Special	Amy
February 23, 2021—6:30 PM	VB Regular	Cathy
March 1, 2021—7:30 PM	Town Annual Meeting	Cathy
March 9, 2021—6:30 PM	VB Regular	Cathy
March 15, 2021—6:30 PM	SB Regular	Cathy
March 22, 2021—6:30 PM	JT Special	Cathy
March 23, 2021—6:30 PM	VB Regular	Cathy
April 5, 2021—6:30 PM	SB Regular	Cathy
April 7, 2021—7:00 PM	Village Annual Meeting	Cathy