



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

2 Lincoln Street  
Essex Junction, VT 05452  
Tuesday, February 25, 2020  
6:30 PM

E-mail: [manager@essexjunction.org](mailto:manager@essexjunction.org)

[www.essexjunction.org](http://www.essexjunction.org)

Phone: (802) 878-6951


1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. \*Interview for Bike/Walk Advisory Committee: Seth Cronin
  - b. \*Interview and appointment for CCTV Representative: RaMona Sheppard
  - c. Presentation on Champlain Water District bond vote and fiscal year 2020-2021 budget
  - d. Approve Annual Meeting Warning
6. **CONSENT ITEMS**
  - a. Approval of minutes: February 11, 2020
  - b. Check Warrant #17186—02/14/2020; #17698—02/21/2020
7. **READING FILE**
  - a. Board Member Comments
  - b. Letter from Mary Jo Engel re: Resignation from Tree Advisory Committee
  - c. Email from Charles Baker re: I-89 Study initial public meetings
  - d. Email from Elaine Haney re: Municipal share of cannabis sales taxation
  - e. Brownell Library Strategic Plan: July 2020 - June 2025
  - f. Memo from Dennis Lutz re: Town and Village Staff Meeting with Essex-Westford School District Transportation Director
  - g. ICMA Vermont Women Leading Government
  - h. Brownell Library Staff and Directors Report December 2019 and January 2020
  - i. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. \*An executive session may be necessary for the appointment of a public official
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: 02/21/2020  
Date Posted

  
Initials

# Memorandum

**To:** Village Trustees  
**From:** Tammy Getchell, Assistant to the Manager   
**Re:** Appointment of volunteer to the Bike/Walk Advisory Committee  
**Date:** February 21, 2020

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## Issue

The issue is whether the Trustees will fill one vacant seat on the Bike/Walk Advisory Committee.

## Discussion

Two residents have stepped forward for consideration to join the Bike/Walk Advisory Committee. Seth Cronin will be interviewed during the regular Trustees meeting on February 25<sup>th</sup>. Patrick LaClair will be interviewed during the regular meeting on March 10<sup>th</sup>. The volunteers are prepared to interview with the Trustees and expect a notification of decision at a later date after both interviews have taken place.

For reference, the following seat is vacant on the Bike/Walk Advisory Committee.

<b><i>Committee/Board</i></b>	<b><i>Open seats</i></b>	<b><i>Term(s) ending</i></b>	<b><i>Status</i></b>
Bike/Walk Advisory Committee	1	June 30, 2022	Advertised since 12/26/18

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 that the Trustees interview Seth Cronin on February 25<sup>th</sup> for the Bike/Walk Advisory vacant seat. 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.”

**Seth Cronin**



7th February 2020

**Tammy M. Getchell**

Assistant to the Manager  
Village of Essex Junction/Town of Essex  
2 Lincoln Street  
(802) 878-6951

Dear Tammy,

Thank you for following up regarding my interest in the Essex Junction Bike/Walk Committee. I look forward to scheduling an informational interview. I thought providing some of my background might be useful in assessing if the Bike/Walk Advisory Committee is a good fit for me.

I am an alumni of EJHS ('08) and Northeastern University where I received a Bachelor of Science in Economics class of 2013. I returned to Vermont in 2015 and purchased a house in Essex Junction with my wife Natalie. The walkability of the village was central to our decision to buy a house here.


I commute daily by bicycle to Williston (even during the winter, weather permitting), where I work as an intellectual property consultant for ipCapital Group. In the warmer months, Natalie also commutes to Globalfoundries by bicycle. On weekends, we are grateful to be able to walk from our house to several restaurants, coffee shops, the Brownell Library, and recreational facilities like the EJHS track, Treefarm, maple street park, etc. We've been delighted by the improvements that have come to our neighborhood since we moved in, like the greenway between Central Street and Old Colchester Road.

I expressed interest in joining the Committee not only because I have a significant personal lifestyle investment in walking and biking around Essex, but also because I sincerely believe that making our community more accessible to pedestrians and cyclists is paramount to maximizing the health, safety, and quality of life of our neighbors.

Thank you for the opportunity.

**Seth Cronin**

# Memorandum

**To:** Village Trustees  
**From:** Tammy Getchell, Assistant to the Manager   
**Re:** Appointment of volunteer as a Channel 17 (CCTV) Representative  
**Date:** February 21, 2020

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## Issue

The issue is whether the Trustees will fill one vacant seat as a regional representative from the Town of Essex to CCTV Productions/Town Meeting Television.

## Discussion

One resident has stepped forward for consideration to represent Essex Junction as a regional representative to CCTV Productions/Town Meeting Television broadcasts. On February 18, 2020, the Town of Essex Selectboard approved the appointment of RaMonna Sheppard as the Town of Essex Regional Representative.

For reference, the following seats are vacant as CCTV Representative.

<b><i>Open seats</i></b>	<b><i>Term(s) ending</i></b>	<b><i>Status</i></b>
1 three-year term	June 30, 2020	Advertised since 12/26/18
1 alternate		Advertised since 12/26/18

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

## Cost

N/A

## Recommendation

It is recommended the Trustees interview RaMonna Sheppard on February 25<sup>th</sup> for the appointment as Regional Representative for CCTV/Town Meeting broadcasts. 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 in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager, Assistant Manager, and the candidate.”



Good morning, Darby -

I saw the below call out for a volunteer as a representative to Channel 17, CCTV.

“Both the Town of Essex and the Village of Essex Junction are seeking a Channel 17 (CCTV) representative. The CCTV Board oversees all projects, including the contract for the operation of Channel 17. CCTV is responsible for filming public meetings, as well as creating other content.”

I’ve been looking for a way to be active again in the community and I think I would be a good representative for the municipalities in this position. I am currently the CFO and VP of Administration for Vermont Public Radio. Because of that role and VPR Journalism rules of ethics, I have certain limitations on public service and can only participate in non partisan and non bias ways within the community. Serving to help an organization that allows local governments to engage citizens and promote free speech fits nicely with journalistic ethics and VPRs mission.

I believe my professional background in finance and administration would serve Channel 17. During my five years working in the captive insurance industry, I managed nine insurance companies and provided support for each company’s board of directors. During the 8+ years in municipal government, I worked with and supported a number of boards and committees. In my current position, I support the Audit, Finance, and Investment committees of the Board of Directors. I believe those relationships help me understand how boards work and give me experience in working as a team and the importance of collaboration.

My experience includes responsibility for critical compliance which includes guaranteeing compliance with FCC diversity rules, including authoring the diversity and inclusion statement and monitoring activities, as well as guaranteeing adherence to CPB governance regulations. It also encompasses contract review and negotiations and human resource management.

Thank you for considering me for this position.

RaMona Sheppard



**CHAMPLAIN WATER DISTRICT**  
Dedicated to Quality Water & Service



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First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Date: February 13, 2020  
To: Town of Essex Selectboard  
Village of Essex Junction Board of Trustees  
From: Joe Duncan, CWD General Manager  
RE: 2020-2021 Fiscal Year Budget

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CWD's publicly elected Board of Water Commissioners has finalized the 2020-2021 Operating and Capital Improvement Budget for both the Wholesale and Retail Departments. The fiscal year 2020-2021 uniform wholesale water rate has been set at \$2.313/1000 gallons from the existing rate of \$2.23/1,000 gallons. This is an increase of 8.3 cents per 1,000 gallons. With CWD's rate increase from \$2.23/1000 gallons to the proposed \$2.313/1000 gallons, the **average family using 65,700 gallons per year will see an increase of \$5.45 per year (45 cents/month).**

Copies of the entire proposed budgets are displayed at both the Town and Village municipal offices. An overview of the Wholesale Department Budget is provided in the attached documents. The budgets will formally be acted upon at the Annual Meeting of the District to be held at **7:00 pm on Tuesday, April 7, 2020 at the St. Michael's College Pomerleau Alumni Center on Lime Kiln Road.**

Also attached is information on CWD's upcoming bond vote to be held on March 3, 2020. There will be one CWD bond article on the Town Meeting Day ballot that will incorporate two projects. Despite the local names of the projects, both will significantly improve the overall operation of our transmission system. The Essex West Pump Station project is being proposed to provide a redundant feed to the Essex Junction/Town high service area and Village of Jericho while improving operational efficiencies throughout CWD's overall transmission system. The Colchester South Tank Loop project is being proposed to address water quality issues and provide a critical secondary feed/draw line for the Colchester South Tanks, which provide water storage for 6 of our 12 served systems.

The total bond vote amount is \$3,500,000, which is the total cost for both the Essex West Pump Station and Colchester South Tank Loop projects. Repayment of the loans for these projects will start as older CWD bonds retire. Therefore, there will be **no CWD rate increase as a result of these two projects.**

We will be holding two Public Information Meetings on the upcoming bond vote:

1. CWD Facility, South Burlington, Thursday February 20, 2020 at 7:00 pm
2. Lincoln Hall, Essex Junction, Thursday February 27, 2020 at 7:00 pm

If you have any questions or need further information please contact Joe Duncan, CWD General Manager at 864-7454 (ext. 4808) or by email at [joe.duncan@champlainwater.org](mailto:joe.duncan@champlainwater.org).

# CHAMPLAIN WATER DISTRICT

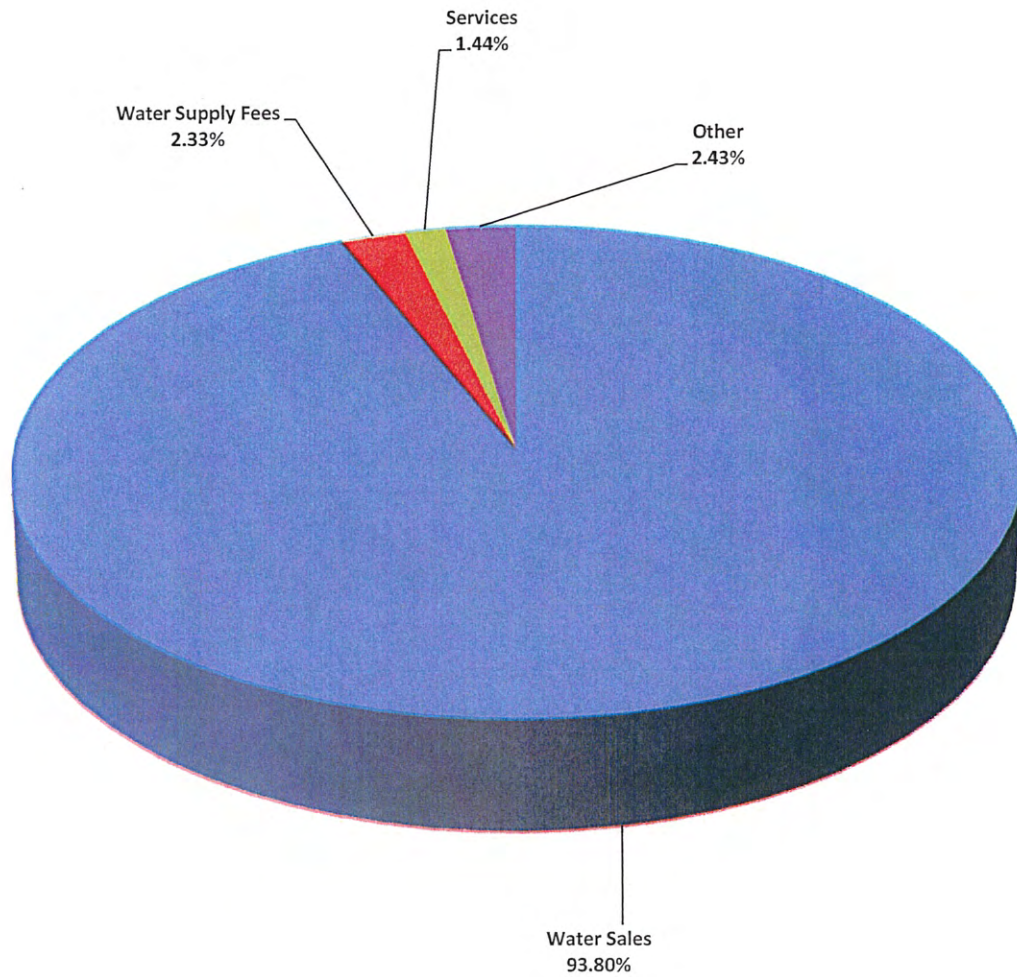
- ◆ Chartered by the Vermont Legislature in 1971 as a Municipal Consolidated Regional Water Supply District (Facility “online” April 1973).
- ◆ Each member Town/City elects one Commissioner to the CWD Board of Commissioners for a three year term.

Present Elected Commissioners		Years of Service
Shelburne	Peter Gadue	6 Years
Williston	Liz Royer	4 Years
South Burlington	Dennis Lutz	6 Years
Winooski	Jonathan Stockbridge	3 Years
Essex	Aaron Martin	7 Years
Colchester	Karen Richard	21 Years
Milton	Ron Hubert	2 Years
Jericho Village	Robert M. Shand	31 Years

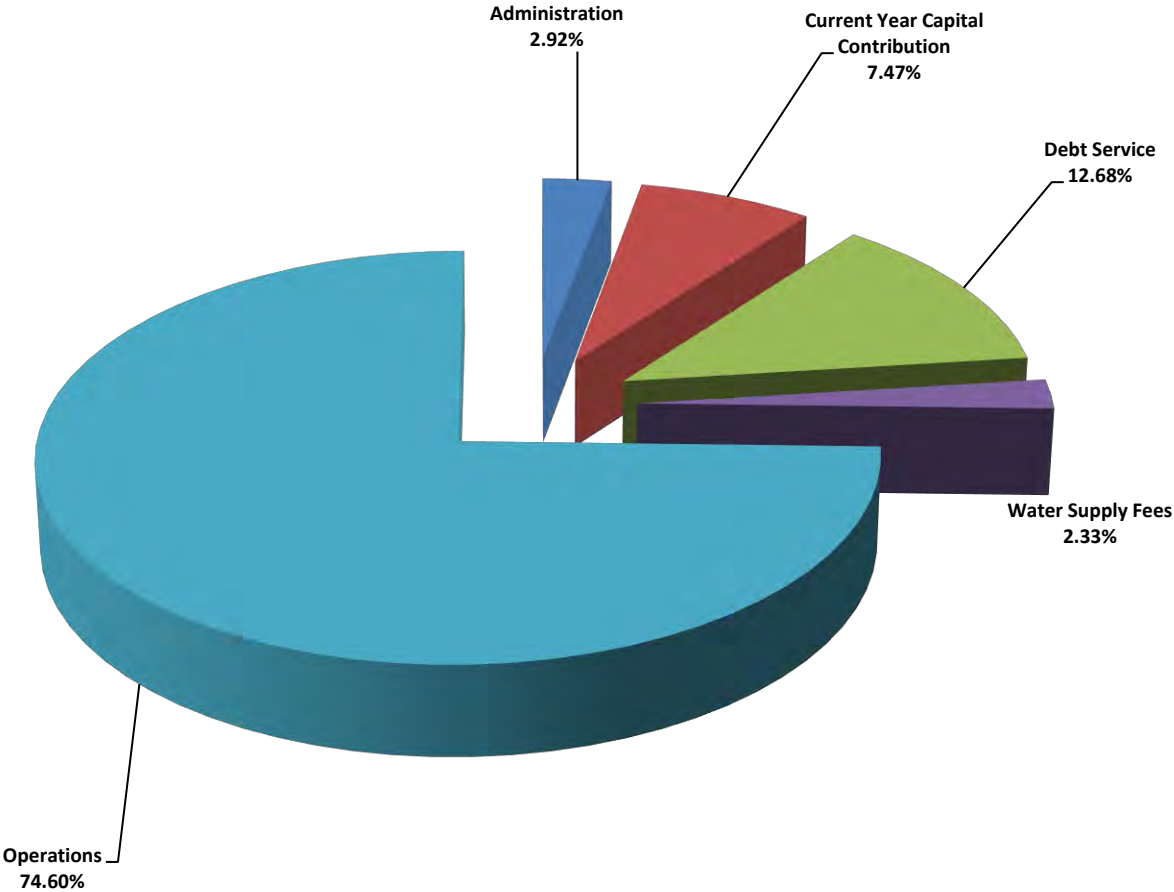
- ◆ Staff of 28 Employees Wholesale / 7 Employees Retail
- ◆ **CWD Source**
  - 2500 feet off shore at a depth of 75 feet in the cold, deep, underwater canyon within Lake Champlain's Shelburne Bay.
- ◆ **Water Treatment:**
  - Preoxidation/Zebra Mussel treatment
  - Primary Disinfection to inactivate pathogens
  - Coagulation/Flocculation with adsorption clarification as pre-filtration
  - Deep Bed Multimedia Filtration for particle and natural organic material removal
  - Fluoridation for Vermont Department of Health Dental Division recommendations
  - pH adjustment to consistent, neutral pH
  - Secondary disinfection to ensure safe, effective residual throughout the distribution system, and to reduce formation of disinfection by-products
  - Corrosion control treatment to reduce lead and copper leaching from home plumbing
  - Reliable Capacity - 20 Million Gallons Per Day (MGD)
    - 2018-2019 Average: 9.73 MGD
    - Historical Peak Day: 13.50 MGD
- ◆ **Water Storage:**
  - Capacity – 15.5 MG in 19 separate storage tanks
- ◆ **Operating Budget:**
  - Wholesale:

2018-19	\$ 7,856,412	<u>Retail:</u> 2018-19	\$ 1,056,950
2019-20	\$ 8,083,274	2019-20	\$ 1,111,923
2020-21	\$ 8,440,394	2020-21	\$ 1,274,037
- ◆ **Water Rate** .....FY 2019-20 - \$2.230 / 1000 Gals.  
FY 2020-21 - \$2.313 / 1000 Gals.
- ◆ **Population Served** - ± 75,000

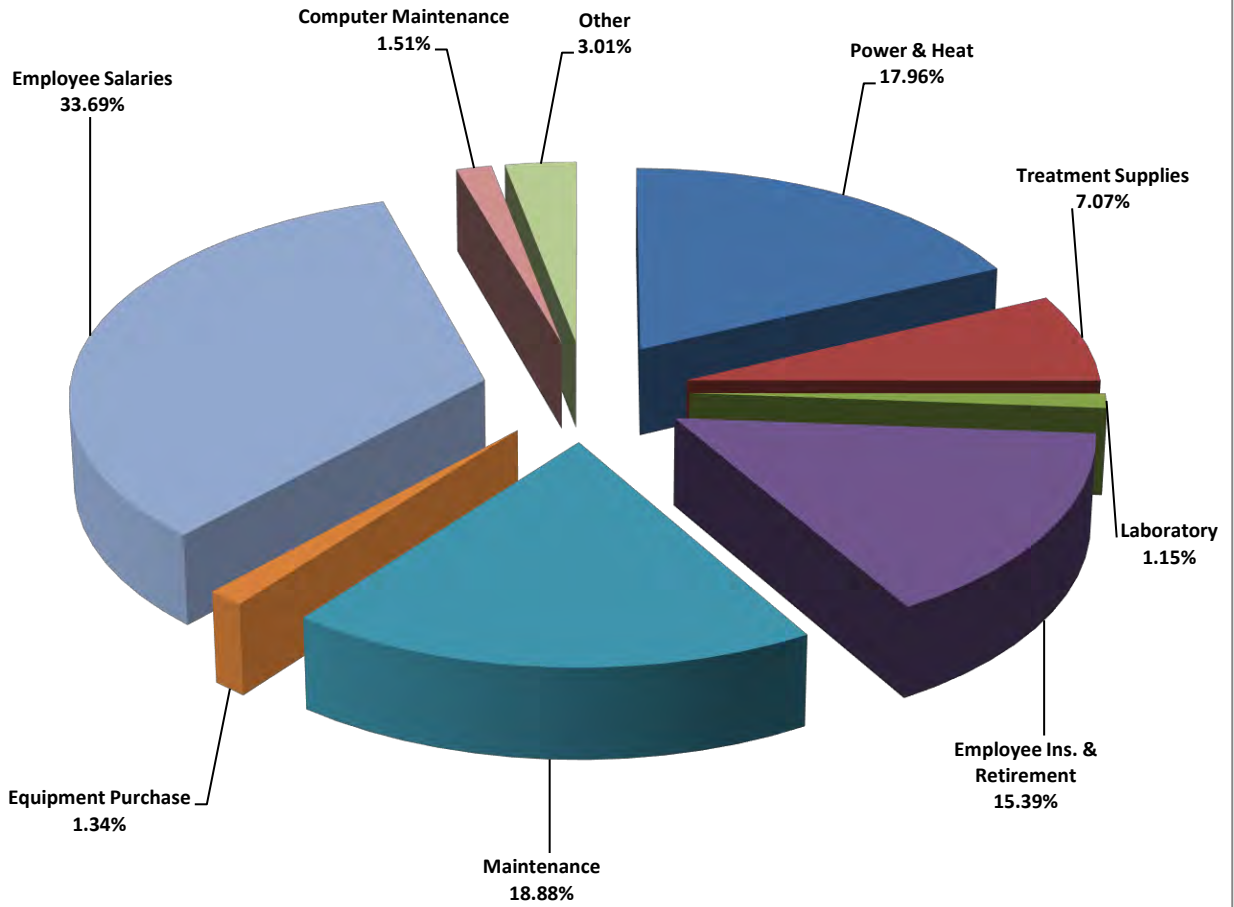
CHAMPLAIN WATER DISTRICT  
FY 2020-2021 BUDGETED WHOLESALE REVENUE OF \$8,440,394



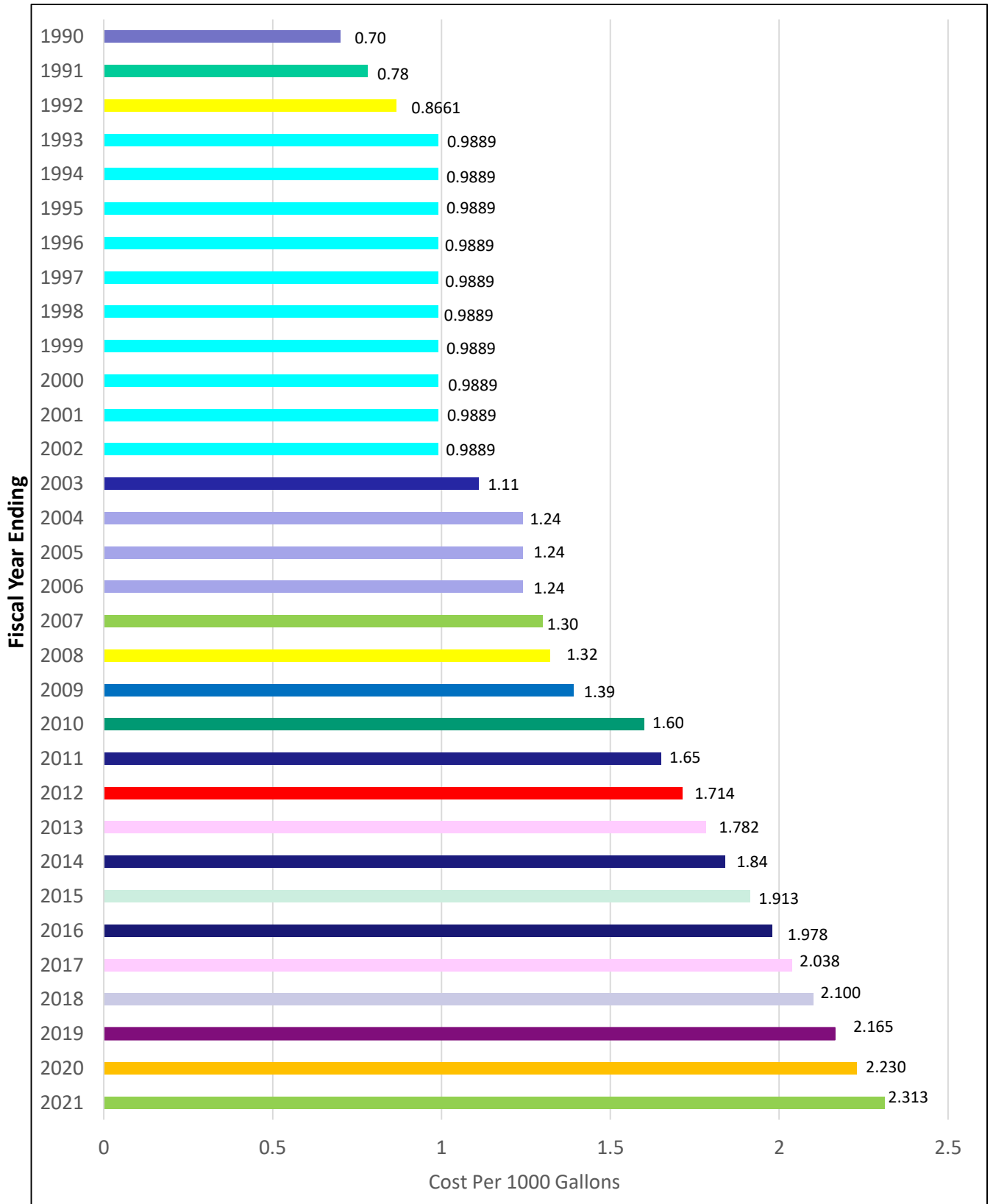
CHAMPLAIN WATER DISTRICT  
FY 2020-2021 BUDGETED WHOLESALE EXPENSES OF \$8,440,394



CHAMPLAIN WATER DISTRICT  
FY 2020-2021 BUDGETED OPERATIONS EXPENSES OF \$6,296,447



**Champlain Water District  
Wholesale Water Rates  
1990 - 2021**



**COMPARATIVE RETAIL WATER RATES**  
**Survey Compiled December 2019**

The following list represents the cost per 1000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

<b>Water System</b>	<b>Total Cost per 1,000 Gallons (Including any Base Rates)</b>	<b>Annual Cost Average Family</b>
CWD Wholesale (Uniform Rate)	\$2.230	\$146.51
<b>City of South Burlington</b>	<b>\$4.09</b>	\$268.71
<b>Village of Essex Junction</b>	<b>\$4.15</b>	\$272.66
<b>Colchester Town</b>	<b>\$4.74</b>	\$311.42
<b>Malletts Bay Water Company</b>	<b>\$4.74</b>	\$311.42
Colchester Fire District #2	\$4.81	\$316.02
<b>City of Winooski</b>	<b>\$5.30</b>	\$348.21
<b>Town of Williston</b>	<b>\$5.37</b>	\$352.81
<b>Town of Essex</b>	<b>\$5.56</b>	\$365.29
<b>Colchester Fire District #3</b>	<b>\$5.66</b>	\$371.86
City of Burlington	\$5.94	\$390.26
<b>Town of Milton</b>	<b>\$6.48</b>	\$425.74
<b>Town of Shelburne</b>	<b>\$6.65</b>	\$436.91
<b>**Village of Jericho</b>	<b>\$3.27</b>	\$214.84
<b>***Colchester FD#1</b>	<b>\$3.45</b>	\$226.67

**\*Bolded water systems are served by CWD**

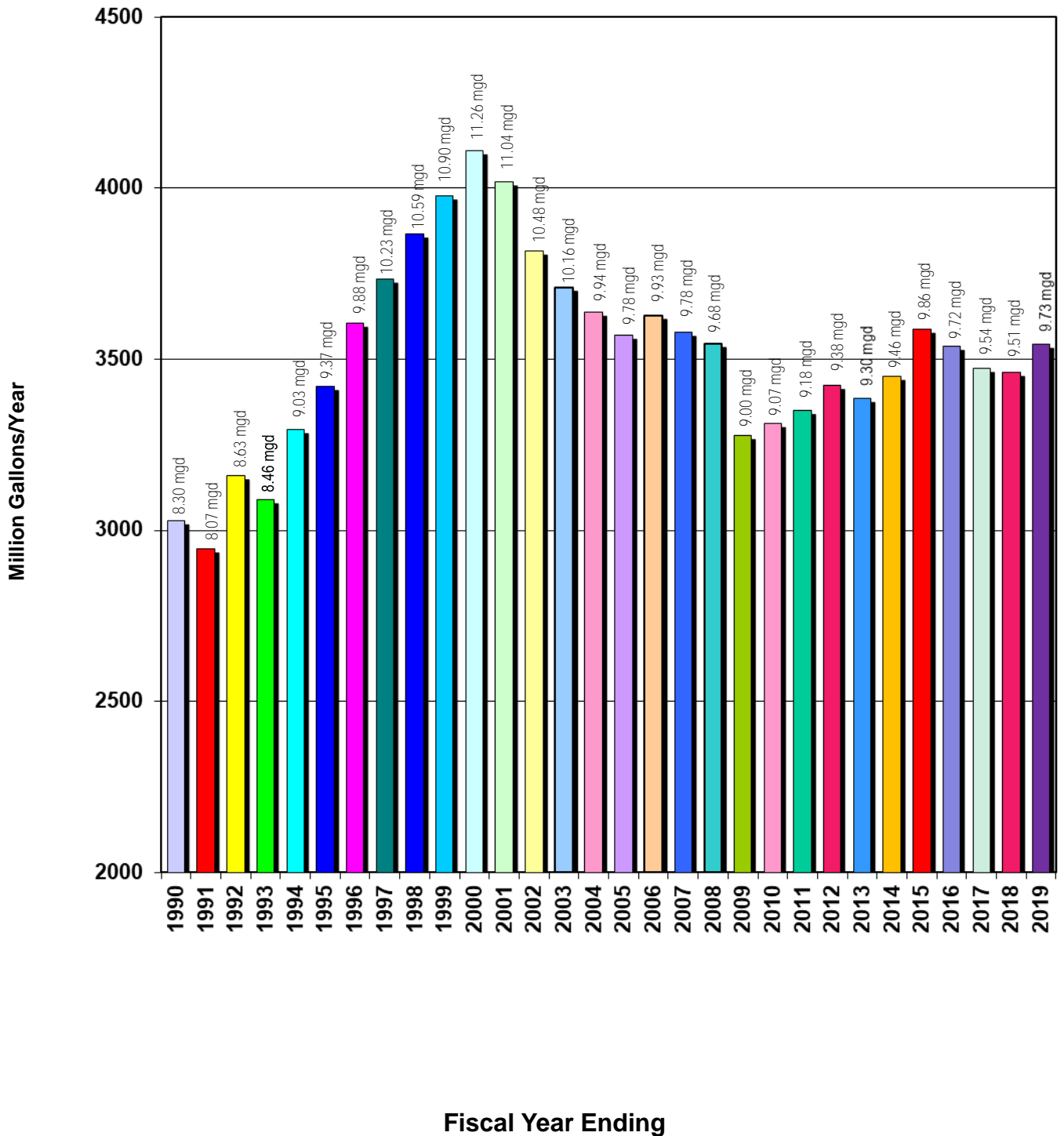
Note: The annual average retail cost of water is \$325.54 for the 12 above "**bolded**" CWD served municipal water systems for a family using 65,700 gallons per year. Of this \$325.54 average annual family cost, \$146.51 (\$12.21/month) is paid to CWD for the uniform wholesale purchase price, and the remaining dollars is retained by the respective CWD served water system.

**\*\*Village of Jericho** – Rate does not include Village Tax Rate assessment charge.

**\*\*\*Colchester FD#1** - Rate does not include bond special assessment charge.



# Champlain Water District Annual Water Sales
















# CHAMPLAIN WATER DISTRICT

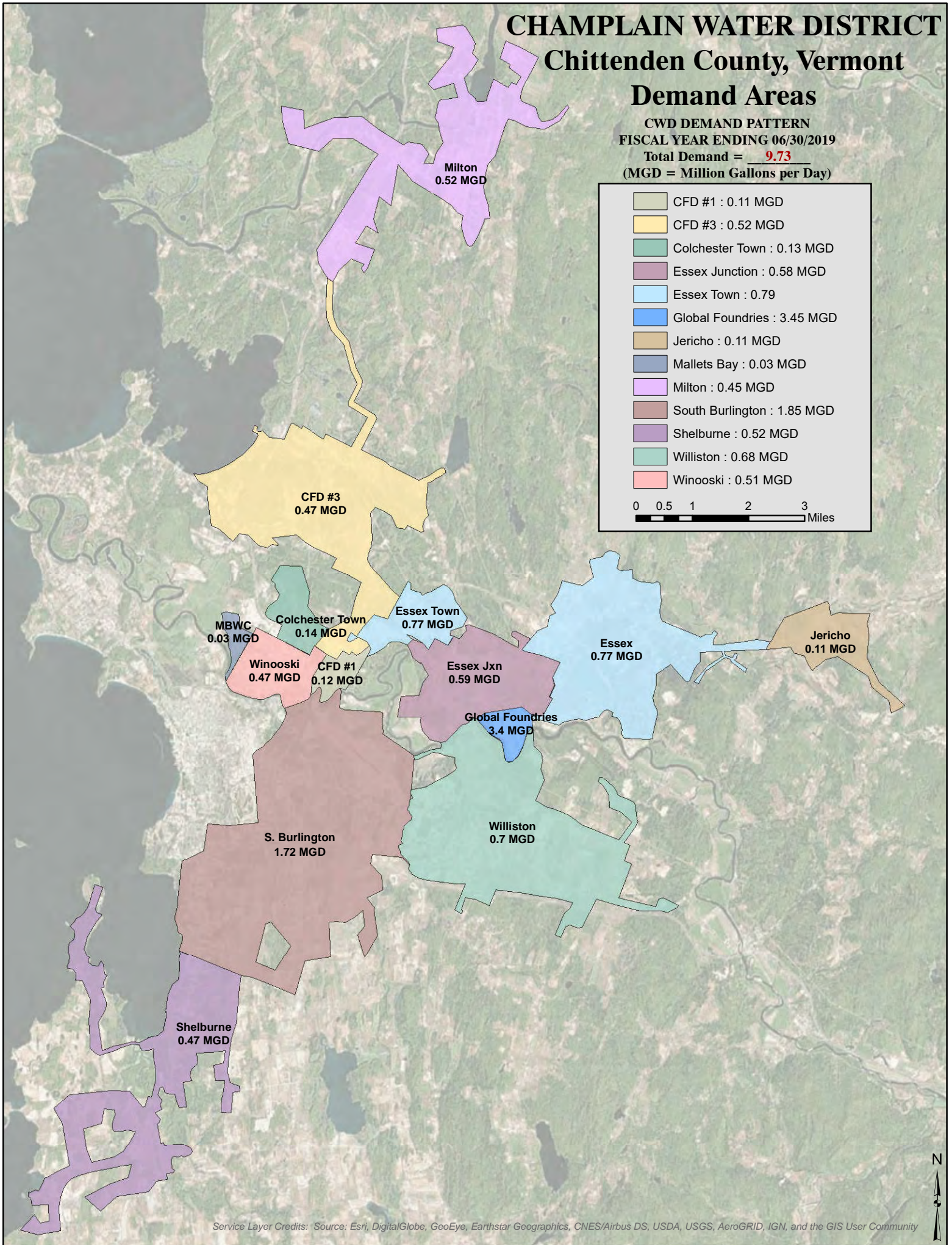
## Chittenden County, Vermont

### Demand Areas

CWD DEMAND PATTERN  
FISCAL YEAR ENDING 06/30/2019  
Total Demand = **9.73**  
(MGD = Million Gallons per Day)

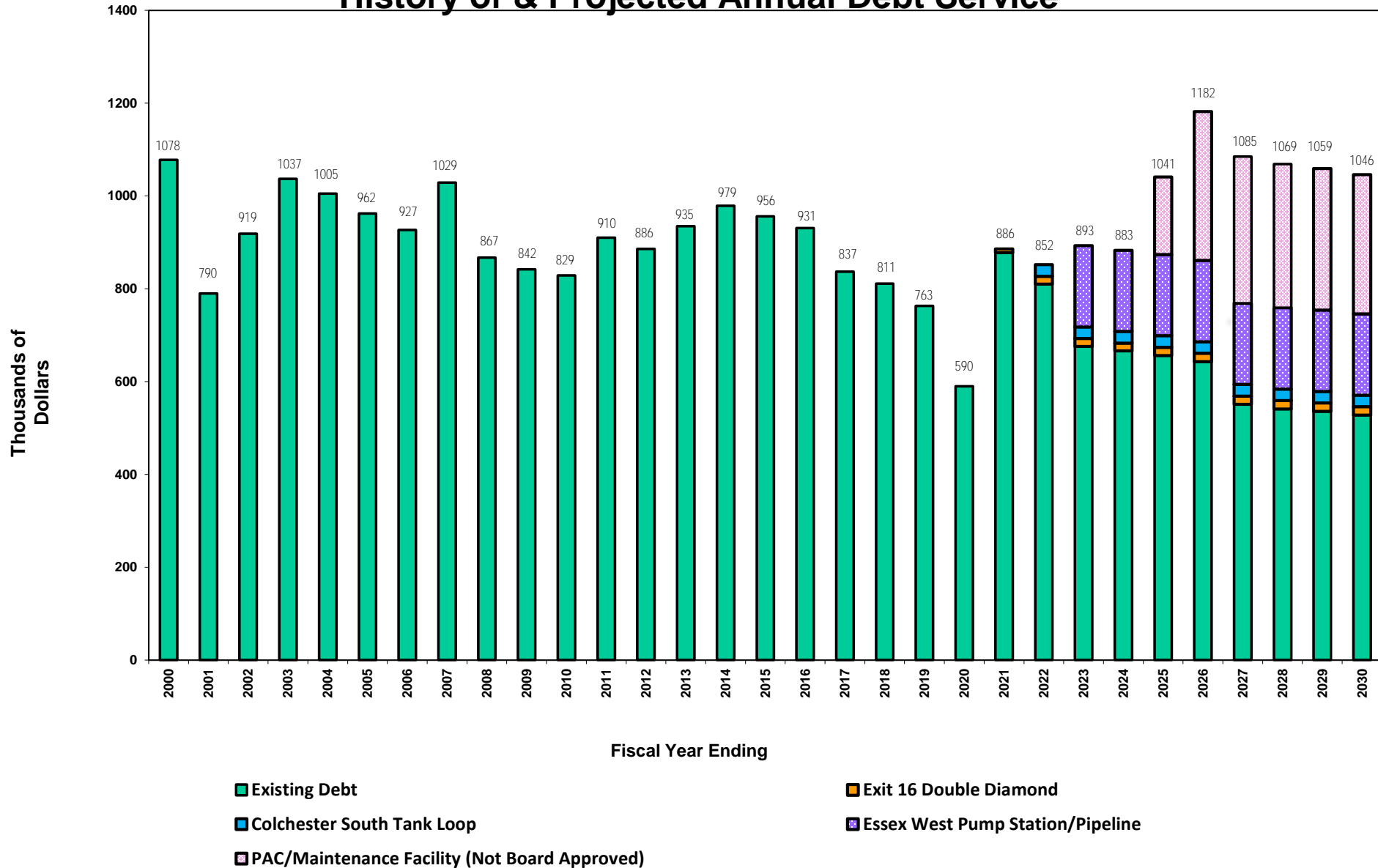
	CFD #1 : 0.11 MGD
	CFD #3 : 0.52 MGD
	Colchester Town : 0.13 MGD
	Essex Junction : 0.58 MGD
	Essex Town : 0.79
	Global Foundries : 3.45 MGD
	Jericho : 0.11 MGD
	Mallets Bay : 0.03 MGD
	Milton : 0.45 MGD
	South Burlington : 1.85 MGD
	Shelburne : 0.52 MGD
	Williston : 0.68 MGD
	Winooski : 0.51 MGD

0 0.5 1 2 3  
Miles



# Champlain Water District

## History of & Projected Annual Debt Service







# CHAMPLAIN WATER DISTRICT BOND VOTE INFORMATION ARTICLE I



## ***When are the public informational meetings?***

### **Public Information Meeting No. 1**

South Burlington – CWD Facility  
Thursday, February 20, 2020  
7:00 p.m.

### **Public Information Meeting No. 2**

Essex Junction – Lincoln Hall  
Thursday, February 27, 2020  
7:00 p.m.

## ***When is the bond vote?***

Respective Municipal Poll Locations  
Tuesday, March 3, 2020  
7:00 a.m. to 7:00 p.m.

## ***What projects are included under the bond?***

- Colchester South Tank Loop - New transmission line in the Town of Colchester.
- Essex West Pump Station - New pump station and transmission line in the Town of Essex.

### **TOTAL BOND VOTE AMOUNT?**

The total bond vote amount is \$3,500,000, which is the total project cost for both the Colchester South Tank Loop and Essex West Pump Station. Repayment of the loans for these projects will start as older CWD bonds retire. Therefore, there will be **no CWD rate increase** as a result of these two projects.

## **Essex West Pump Station**

### ***What is included in the project?***

- New duplex pump station downhill of the Essex West Tank, located off Route 15.
- ~ 2,000 linear feet of new 12" ductile iron transmission line from proposed Essex West Pump Station to an existing waterline located on Lang Farms property.

- New tank mixing systems
- Modifications to the Essex East Pump Station.

## ***Why are the improvements required?***

- The proposed pump station will provide a much needed redundant feed into the Essex Junction /Town high service area and Village of Jericho.
- Proposed pump station will also promote operational efficiencies within CWD's overall transmission system.
- Transmission line will create another redundant connection between the Essex Junction Low Service Distribution System and Essex Town East Distribution System.
- Upgrades aging infrastructure at the Essex East Pump Station.

## ***What is the project schedule?***

Project Date		Task
2020	March	Bond Vote
2021	January	Advertise for Bid
	February	Contract Award
	April	Begin Construction
	December	Final Completion / Pump Station In-Service

## ***What is the project cost?***

The total project cost amount is \$2,600,000 and includes construction, construction contingency, engineering, legal and other costs.

## ***What are the available funding sources?***

Funding through the State of Vermont Drinking Water State Revolving Fund (DWSRF) program is available for a 20 year term at a rate of 3%.



# CHAMPLAIN WATER DISTRICT BOND VOTE INFORMATION ARTICLE I



## **Colchester South Tank Loop**

### **What is included in the project?**

- ~1,200 linear feet of new 12" HDPE waterline from Camp Johnson to Orion Drive.
- ~300' additional feet of 2" HDPE along Hercules Drive for domestic service to existing customers.
- Redundant feed and draw line to the Colchester South Tanks, which provide storage for six (6) CWD served systems: City of Winooski, Colchester Fire District #1, Colchester Fire District #3, Town of Essex, Colchester Town, and Malletts Bay Water Company.
- Looping will decrease contact time and stagnation of water in distribution mains along Orion Drive, thereby reducing PCE concentrations in the Colchester Town water distribution system to below the state health advisory limit.

### **Why are the improvements required?**

- The regional Colchester South Tanks only have one (1) primary feed/draw line in continuous service.
- Colchester Town Water System dead ends on Hercules and Orion Drive resulting in longer contact time and stagnant water.
- Colchester Town Water System has been found to have AC waterlines with vinyl linings which leach PCE. The PCE leaching increases with contact time.

## **What is the project schedule?**

Project Date		Task
2020	March	Bond Vote
	June	Advertise for Bid
	July	Contract Award
	August	Begin Construction
	November	Final Completion / Transmission Line In-Service

## **Who is responsible for the costs?**

- The Colchester Town Water System is responsible for all preliminary and final design engineering costs.
- CWD and Colchester Town Water System are each responsible for 50% of the associated construction and other costs (easements, permits, legal, etc.).

## **What is the project cost?**

	Project Cost Share
CWD Share (41%)	\$369,000
Colchester Town Water System (59%)	\$531,000
<b>Total Project Cost</b>	<b>\$900,000</b>

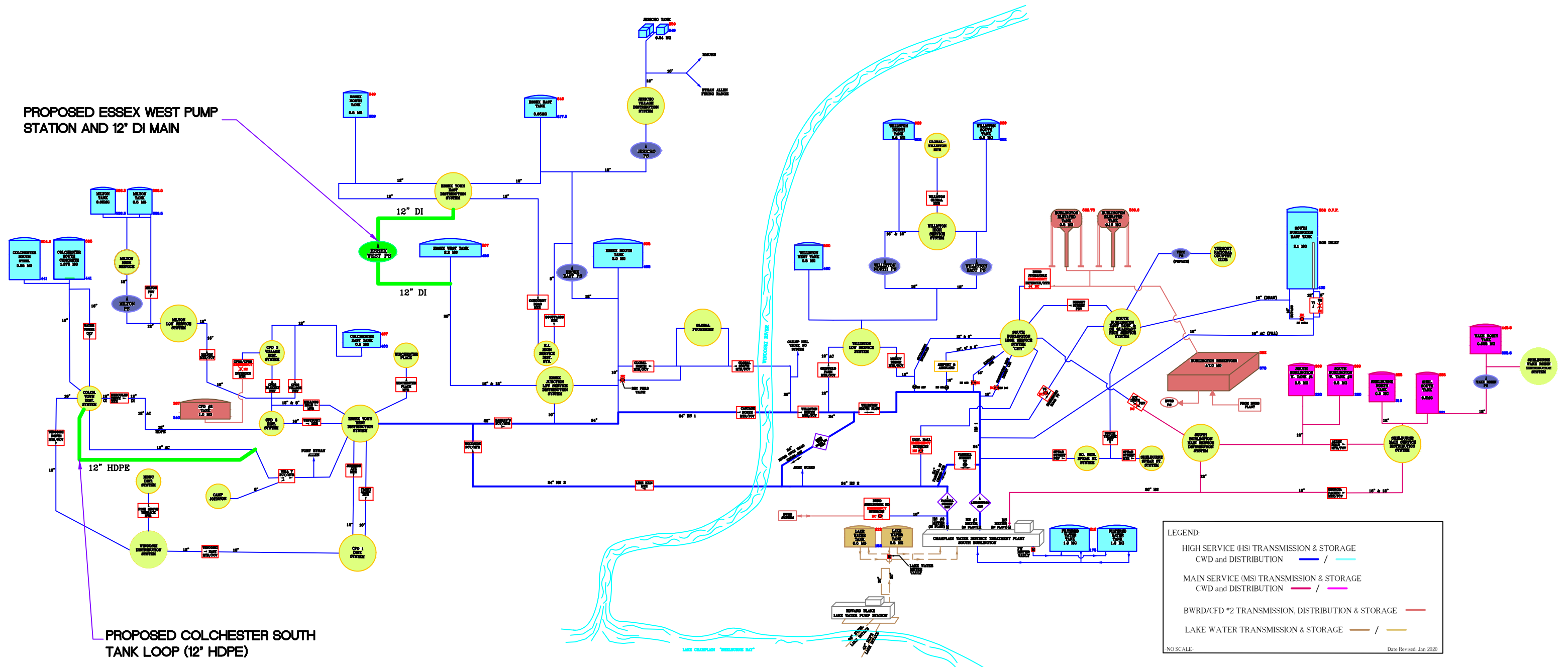
The total project cost amount includes construction, construction contingency, engineering, legal and other costs.

## **What are the available funding sources?**

Funding through the State of Vermont Drinking Water State Revolving Fund (DWSRF) program is available for a 20 year term at a rate of 3%. Potential for construction subsidy up to 25%.



# Champlain Water District System Schematic



**WARNING**  
**VILLAGE OF ESSEX JUNCTION ANNUAL MEETING**  
**APRIL 1 & 14, 2020**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 1, 2020 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 14, 2020 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

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

**ARTICLE 2.** Shall the voters approve an annual General Fund Budget in the amount of \$5,367,655 for fiscal year July 1, 2020 to June 30, 2021, \$3,670,039 of which is to be levied in taxes against the Village Grand List?

**ARTICLE 3.** Shall the voters approve holding the 2021 Annual Meeting on Wednesday, April 7, 2021 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 13, 2021 to vote for the Village officers and transact any business involving voting by Australian ballot?

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

**BALLOT QUESTIONS**

**ARTICLE 5.** To elect Village officers required by law including: Moderator (one year term); three Village Trustees (2 three year terms, 1 one year term); one Library Trustee (five year term)?

Dated this 25th day of February, 2020

By:

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES

\_\_\_\_\_  
Andrew P. Brown, President

\_\_\_\_\_  
George A. Tyler, Vice President

\_\_\_\_\_  
Raj D. Chawla, Trustee

\_\_\_\_\_  
Daniel S. Kerin, Trustee

ATTEST:

\_\_\_\_\_  
Susan McNamara-Hill, Village Clerk

\_\_\_\_\_  
Amber L. Thibeault, Trustee

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
February 11, 2020**

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Brad Luck, Parks & Recreation Director

**OTHERS PRESENT:** George and Lana Knight; Mike Sullivan; Bill Keyser

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

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

2) **AGENDA ADDITIONS/ CHANGES**

There were no additions or changes to the agenda.

3) **APPROVE AGENDA**

With no changes to the agenda, approval was not required

4) **PUBLIC TO BE HEARD**

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

There were no comments from the public at this time.

5) **PUBLIC HEARING**

a. **Fiscal Year 2021 Budget and Capital Program Budget**

Mr. Brown introduced the public hearing. Ms. Macy gave an overview of total increase, percentage increase, tax levy increase, and capital funds. Capital projects planned for FY21 include Lamoille water line replacement, a sidewalk plow, funds for recreation, and a sanitation fund. Mr. Tyler asked if the money used for the Lamoille project included repair of Lamoille street. Ms. Macy stated that she was unaware of the timeline however the plans for the project included a water line replacement and repairs to the street. Mr. Brown asked if there were any further updates from the capital committee. Mr. Tyler expressed support for the budget Mr. Teich thanked staff and the board for their input. Mr. Brown mentioned his concern about the placement of the recreation sign. Mr. Brown outlined the traffic in front of maple street park versus 5 corners. Mr. Brown stated that the sign would reach more people if it was at 5 corners. At 6:42 Mr. Brown closed the public hearing.

6) **BUSINESS ITEMS**



**Essex Junction Board of Trustees- 2/11/2020**  
**DRAFT**

**a) Presentation on Hometown Heroes Banner Program—Lana Knight**

Lana Knight was at the meeting to present the hometown heroes banner program; Mr. Brown introduced Lana and gave her the floor. Lana introduced herself and gave some background. Mrs. Knight introduced the Hometown Heroes program which includes pendants hung on telephone poles. Mrs. Knight said that she was in touch with many companies to find the best price for pendants. The primary contact she had been working with is Rick Snyder. Mrs. Knight outlined her hopes for the banners which included “Hometown heroes” at the top of the banner and the service person’s name and branch of service. The banners come in many different sizes. Mrs. Knight suggests a size of 30x60 inches which cost roughly \$200 for a 2-year product life span including shipping and handling and hardware. Installation is not included however there is an installation company. Mr. Kerin asked how it would be decided if the veteran would qualify as being a hometown hero, as many veterans move around for their service. Mr. Chawla expressed that he thought the 2- year period would be too long and that he thought the 3-month period around Memorial Day would be the best time period for the banners to be hung. Mr. Chawla asked who the program would be run by and Mrs. Knight said that it would be for the board to decide. Mr. Brown said that he thought it would be beneficial for those running the Memorial Day parade to have input on the program. Mr. Luck said that it was something that the committee could assist in but not take on fully. Mr. Teich expressed his concern about where and how the banners would be hung. Board directed staff to do more research.

**b) Presentation of Fiscal Year 2019 Audit Report—Bill Keyser of Kittell Branagan & Sargent**

Mr. Keyser overviewed the audit process, noted that an unqualified opinion was issued; talked about what a smooth transition in Finance from Lauren to Sarah and Courtney. Mr. Keyser also talked about the single audit, there were no significant deficiencies or material weaknesses; no audit findings; tested controls and no significant differences from previous years. Mr. Brown had a question about the policy about a 10% unassigned fund balance and asked Mr. Keyser what he thought about 10% and if that was the correct percentage. Mr. Keyser said that he thought the 10% was a good number dependent upon financial strength. Mr. Brown asked if there are any concerns or additional risk given how complex the Village’s relationship with the Town is in addition to the sharing of services and consolidation efforts. Mr. Keyser said that because checks are cut out of the same account for Town and Village that there is a risk that a check could be expensed for the Town instead of the Village and vice versa. Mr. Teich asked about the possibility of fraud and how Essex can rate its processes. Mr. Teich outlined the importance in having confidence of the public, and that all of the money coming in is spent correctly. Mr. Keyser said that there are internal controls in place to prevent this from happening.

**c) Adopt Fiscal Year 2021 Budget and Capital Program Budget**

**Essex Junction Board of Trustees- 2/11/2020****DRAFT**

**ANDREW BROWN moved, and GEORGE TYLER seconded, that the Trustees direct staff to locate the EJRP sign at 5 corners instead of Maple Street Park.**

Mr. Brown made a motion to direct staff to locate the EJRP sign at 5 corners instead of Maple Street Park, Mr. Tyler seconded the motion. Discussion about electronic signs ensued – the trustees are really concerned about the sign fitting the character of the Village. Additional discussion continued about the role of the Planning Commission. The Planning Commission will review the application. Mr. Brown reiterated that he want the location to be moved to the 5 corners before the application goes to the Planning Commission.

**VOTING: 5-0; motion carried.**

**ANDREW BROWN moved, and GEORGE TYLER seconded, that the Trustees adopt the FY21 Budget as presented.**

Mr. Tyler initiated a discussion about the capital reserve transfers in the budget and how those figures play into the proposed taxation plan as part of merger discussion. Discussion around the appropriate level of capital transfer ensued.

**VOTING: 5-0; motion carried.**

**7) CONSENT ITEMS**

**Ms. Thibeault made a motion and Mr. Tyler seconded that the Trustees approve the Consent agenda:**

- a) Approve minutes: January 28, 2020
- b) Approval of 2020 Certificate of Highway Mileage
- c) Approval of road closure request for little league parade
- d) Check Warrant #17184—02/03/2020; #17185 –2/7/20

**VOTING: 5-0; motion carried.**

**8) READING FILE**

- a) Board Member Comments Raj asked about the strategic advance; Mr. Brown asked for a save the date to come to the boards; Mr. Kerin received an email the American flag at the veterans' memorial park was on the ground – the stopped and picked up the flag and brought it to the police department. Mr. Brown states that Saturday is the meeting regarding the merger proposal. Mr. Chawla is re-thinking the trustees taking a position on the 3-3 vote and maybe doing more outreach at events.
- b) Memo from Robin Pierce re: Update on community development and Crescent Connector.
- c) Vermont League of Cities & Towns Select board Trainings
- d) Upcoming meeting schedule.

**9) EXECUTIVE SESSION**

**Essex Junction Board of Trustees- 2/11/2020****DRAFT**

- a) An executive session did not take place.

**10) ADJOURN**

**Amber Thibeault made a motion and Dan Kerin seconded, that the Trustees adjourn the meeting. VOTING: 5-0; motion carried at 8:25pm.**

Respectfully Submitted,  
Samantha Garey

02/14/20

Town of Essex / Village of EJ Accounts Payable

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10:42 am

Check Warrant Report # 17186 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 02/14/20 To 02/14/20 &amp; Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	02/05/20 Interior Detailer 12 OZ	210-43110.610	11.02	27302	02/14/20
		552003629617	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/05/20 Fluid Film GALLON 1	210-43110.610	39.18	27302	02/14/20
		552003631174	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/05/20 BAT CLAMP 450 AMP	210-43110.610	6.02	27302	02/14/20
		552003631175	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/05/20 CYCLE CHAIN lube	210-43110.610	55.10	27302	02/14/20
		552003655893	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/06/20 GRAVEL GUARD GUN 1,steel	210-43110.610	32.08	27302	02/14/20
		552003755950	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/07/20 KIT ATO SPR VALUE PK	210-43110.610	11.89	27302	02/14/20
		552003855983	SUPPLIES			
20440	AINSWORTH CATHY L	02/10/20 SB/JOINT/CAP COMM MEETING	210-41320.530	311.85	27303	02/14/20
		#49	COMMUNICATIONS			
20440	AINSWORTH CATHY L	02/03/20 VB MEETING 1/28	210-41320.530	189.00	27303	02/14/20
		48	COMMUNICATIONS			
07155	AMERICAN ROCK SALT CO LLC	01/28/20 Bulk Ice Control Salt	210-43125.610	3504.68	27305	02/14/20
		0633203	WINTER MAINTENANCE			
04310	APALACHEE MARINE	01/31/20 Salt	210-43125.610	2900.20	27306	02/14/20
		531119	WINTER MAINTENANCE			
09345	BASIC	02/13/20 Monthly Fee for	210-41320.210	42.50	27309	02/14/20
		40-504280	HEALTH INS & OTHER BENEFI			
07465	BIBENS ACE HARDWARE INC	02/10/20 FASTENERS	210-43110.610	11.76	27311	02/14/20
		36989	SUPPLIES			
16030	BROWN ELECTRIC	01/30/20 REPAIR LIGHTS AT 2 LINCOL	210-41942.020	191.72	27313	02/14/20
		34563	R&M Bldg - 2 Lincoln St			
03000	CARGILL SALT EASTERN INC	01/22/20 DEICER SALT ICE CNTRL BLK	210-43125.610	1737.21	27315	02/14/20
		2905221754	WINTER MAINTENANCE			
03000	CARGILL SALT EASTERN INC	01/23/20 DEICER SALT ICE CNTRL BLK	210-43125.610	2595.20	27315	02/14/20
		2905222051	WINTER MAINTENANCE			
03000	CARGILL SALT EASTERN INC	01/28/20 DEICER SALT ICE CNTRL BLK	210-43125.610	7393.92	27315	02/14/20
		2905231852	WINTER MAINTENANCE			
03000	CARGILL SALT EASTERN INC	01/29/20 DEICER SALT ICE CNTRL BLK	210-43125.610	2504.15	27315	02/14/20
		2905235080	WINTER MAINTENANCE			
23525	CLARK'S TRUCK CENTER INC	02/12/20 DEF2.5,FLE	210-43110.626	39.95	27323	02/14/20
		430819	Vehicle Fuels			
25120	CLICKTIME.COM	02/06/20 Town/EPR Timesheets Janua	210-41510.570	72.00	27324	02/14/20
		307239	Other Purchased Services			
04940	COMCAST	01/27/20 Internet	210-41945.022	148.40	27326	02/14/20
		01792100220	Telephone - Fire Station			
04940	COMCAST	02/03/20 Cable TV	210-41945.022	21.34	27327	02/14/20
		02077220220	Telephone - Fire Station			
38280	CRYSTAL ROCK BOTTLED WATE	02/04/20 WATER COOLER	210-41946.020	20.47	27330	02/14/20
		177222770220	Gen Supplies - 2 Lincoln			
27420	DAVE WHITCOMB'S SERVICE C	01/09/20 TIRE	210-43110.432	166.71	27331	02/14/20
		54652	R&M Services - Vehicles			
24305	DEMCO INC	01/29/20 SUPPLIES	210-45551.610	17.63	27332	02/14/20
		6761227	SUPPLIES			
24305	DEMCO INC	01/29/20 SUPPLIES	210-49345.000	102.91	27332	02/14/20
		6761227	LIBRARY DONATION EXPENDIT			

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Check Warrant Report # 17186 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 02/14/20 To 02/14/20 &amp; Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	02/05/20 Lamoille St Engineering s 19805 02/5/2	210-43110.330 Professional Services	686.25	27333	02/14/20
25290	EBSCO SUBSCRIPTION SERVIC	01/29/20 MAGAZINES 7872538	210-45551.640 ADULT COLLECTION-PRINT &	119.00	27335	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 Water 1029009000	210-41941.022 W/S - Fire Station	92.59	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER/SEWER LINCOLN HALL 102900901220	210-41941.020 W/S - 2 Lincoln St	77.16	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER/SEWER BILL 6 LINCOL BL01312020	210-41941.021 W/S - Brownell	100.31	27338	02/14/20
21845	FIRST NATIONAL BANK OMAHA	12/18/20 TRAINING AND YOUTH PROGRA 0017011720	210-45551.500 TRAINING, CONFERENCES, DU	74.00	27342	02/14/20
21845	FIRST NATIONAL BANK OMAHA	12/18/20 TRAINING AND YOUTH PROGRA 0017011720	210-45551.837 CHILDRENS PROGRAMS	110.66	27342	02/14/20
21760	FIRST NATIONAL BANK OMAHA	12/24/19 EPR Credit Card December 0492 1219	210-45110.530 COMMUNICATIONS	37.49	2142005	02/14/20
21760	FIRST NATIONAL BANK OMAHA	12/24/19 EPR Credit Card December 0492 1219	210-41320.835 HOLIDAY EXPENSE	19.43	2142005	02/14/20
45400	FIRST NATIONAL BANK OMAHA	01/21/20 Mtg meal C. Hunter 01212020D Mc	210-41970.500 TRAINING,CONF,DUES	34.00	27343	02/14/20
34895	GAUTHIER TRUCKING, INC.	02/01/20 TRASH REMOVAL 2 LINCOLN 1457560	210-41942.020 R&M Bldg - 2 Lincoln St	203.18	27346	02/14/20
20470	GLOBAL MONTELLO GROUP	01/31/20 Jan vehicle fuel CL253245	210-41946.022 Gen Supplies - Fire Stati	368.24	27347	02/14/20
20470	GLOBAL MONTELLO GROUP	01/31/20 Jan vehicle fuel CL253245	210-43110.626 Vehicle Fuels	4958.53	27347	02/14/20
20470	GLOBAL MONTELLO GROUP	01/31/20 Jan vehicle fuel CL253245	210-41944.026 Gasoline - Maple St Park	46.85	27347	02/14/20
09375	GOOGLE INC	01/20/20 TECH ACCESS 3693007530	210-45551.530 TECHNOLOGY ACCESS	90.00	27348	02/14/20
21055	GREEN MOUNTAIN MESSENGER,	01/31/20 COURIER 82898	210-45551.536 POSTAGE/DELIVERY	35.00	27352	02/14/20
21055	GREEN MOUNTAIN MESSENGER,	01/31/20 COURIER 82898	210-49340.006 LIBRARY GRANT EXPENDITURE	100.00	27352	02/14/20
03525	KITTELL BRANAGAN & SARGEN	02/07/20 Audit services 74984	210-41510.335 Audit	1349.00	27363	02/14/20
V10130	LOWE'S BUSINESS ACCOUNT	01/07/21 Drain Supplies 02250	210-41942.022 R&M Bldg - Fire Station	27.58	27366	02/14/20
V10130	LOWE'S BUSINESS ACCOUNT	01/08/20 shop tools 02496	210-43110.610 SUPPLIES	34.58	27366	02/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	02/10/20 Jan legal 012020D	210-41970.320 LEGAL SERVICES	27.00	27367	02/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	02/10/20 Jan legal 012020D	210-41320.320 LEGAL SERVICES	1443.63	27367	02/14/20
24100	PERMA-LINE CORP OF NEW EN	01/28/20 FINISHED STREET SIGNS 178550	210-43123.730 Traffic Control	109.50	27373	02/14/20
37430	R R CHARLEBOIS INC	12/06/19 8E5 Heat Shield Install FC04833	210-42220.432 VEHICLE MAINTENANCE	127.72	27375	02/14/20
02050	RON BUSHEY'S SUNOCO	01/15/20 Tire mount and balance 24011520	210-43110.432 R&M Services - Vehicles	208.00	27377	02/14/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02050	01/16/20	RON BUSHEY'S SUNOCO vehicle towing 3211620	210-43110.432 R&M Services - Vehicles	100.00	27377	02/14/20
29835	02/03/20	SHERWIN-WILLIAMS Paint, supplies 6260-3	210-43110.610 SUPPLIES	67.39	27381	02/14/20
21000	12/18/19	UNIFIRST CORPORATION MATS 0361981847	210-41943.021 Contractual Svcs - Browne	68.85	27389	02/14/20
21000	01/29/20	UNIFIRST CORPORATION MATS 0361989430	210-41943.021 Contractual Svcs - Browne	68.85	27389	02/14/20
36130	01/18/20	VERIZON WIRELESS Combined Verizon Cell 9846536842	210-41970.535 TELEPHONE SERVICES	40.01	27390	02/14/20
36130	01/18/20	VERIZON WIRELESS Combined Verizon Cell 9846536842	210-42220.535 TELEPHONE SERVICES	552.64	27390	02/14/20
11935	01/31/20	VIKING-CIVES USA VALVE SEAL KIT 4496158	210-43110.432 R&M Services - Vehicles	44.11	27391	02/14/20
00935	02/05/20	VT PET FOOD & SUPPLY Traditional Clay 1-OR28389-01	210-41946.022 Gen Supplies - Fire Stati	386.50	27393	02/14/20
23000	12/12/19	WHITCOMB SHUR PAC 00704815	210-43120.610 Summer Const - Supplies	613.44	27396	02/14/20
25715	02/05/20	DONALD L. HAMLIN CONSULT Road ResQ boundary line a 020520 19-80	223-46802.004 Road Res-Q	6385.50	27333	02/14/20
V10462	02/10/20	MONAGHAN SAFAR DUCHAM PL Jan legal 012020D	223-46802.004 Road Res-Q	519.00	27367	02/14/20
V10130	01/17/20	LOWE'S BUSINESS ACCOUNT Senior Center Repairs 02022A	225-45122.430 REPAIRS & MAINTENANCE	59.05	27366	02/14/20
V10130	01/17/20	LOWE'S BUSINESS ACCOUNT Senior Center Repairs 23291	225-45122.430 REPAIRS & MAINTENANCE	52.19	27366	02/14/20
05290	02/11/20	ADVANCE AUTO PARTS Bus Wiper Blades 455200422966	226-45120.626 GAS, GREASE & OIL	66.96	27302	02/14/20
20470	01/31/20	GLOBAL MONTELLO GROUP Jan vehicle fuel CL253245	226-45120.626 GAS, GREASE & OIL	101.14	27347	02/14/20
23425	02/13/20	PANERA BREAD Vac Camp 4-6 Field Trip 021320D	226-45120.580 TRAVEL	320.00	27372	02/14/20
23415	02/10/20	PIERCE MCKINLEY Enrichment Bootcamp 021020D	226-45120.330 OTHER PROFESSIONAL SVCS	240.00	27374	02/14/20
24830	02/03/20	REINHART FOODSERVICE VK Hiawatha Snack 294351	226-45120.610 SUPPLIES	25.60	27376	02/14/20
24830	02/10/20	REINHART FOODSERVICE VK MSP Snack 296538	226-45120.610 SUPPLIES	83.02	27376	02/14/20
24830	02/10/20	REINHART FOODSERVICE VK Hiawatha Snack 297304	226-45120.610 SUPPLIES	68.88	27376	02/14/20
24830	02/10/20	REINHART FOODSERVICE VK Summit Snack 298336	226-45120.610 SUPPLIES	53.79	27376	02/14/20
24830	02/12/20	REINHART FOODSERVICE VK Fleming Snack 299164	226-45120.610 SUPPLIES	227.17	27376	02/14/20
14695	01/27/20	THE BIG BLUE TRUNK VK Big Blue Trunk 1529	226-45120.330 OTHER PROFESSIONAL SVCS	200.00	27384	02/14/20
14695	02/11/20	THE BIG BLUE TRUNK Vac Camp Big Blue Trunk 2 1537	226-45120.330 OTHER PROFESSIONAL SVCS	250.00	27384	02/14/20
25715	02/05/20	DONALD L. HAMLIN CONSULT Pearl Street Link Decembe 020520 17-82	230-46801.008 CRESCENT CONNECTOR	277.75	27333	02/14/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	02/05/20 Crescent Connector Phase 020520 18-81	230-46801.008 CRESCENT CONNECTOR	486.00	27333	02/14/20
25715	DONALD L. HAMLIN CONSULT	02/05/20 Crescent Connector Dec 20 12833 2/20	230-46801.008 CRESCENT CONNECTOR	3905.09	27333	02/14/20
36240	DUBOIS & KING INC	01/27/20 Crescent Connector Decemb 65	230-46801.008 CRESCENT CONNECTOR	7277.26	27334	02/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	02/10/20 Jan legal 012020D	230-46801.008 CRESCENT CONNECTOR	5979.00	27367	02/14/20
23435	CHAMPLAIN WATER DISTRICT	01/03/20 Jan Vill Water 013120D	254-43210.411 CWD WATER PURC - GF	256313.97	27319	02/14/20
23435	CHAMPLAIN WATER DISTRICT	01/03/20 Jan Vill Water 013120D	254-43210.412 STATE WATER TAX - GF	5746.95	27319	02/14/20
23435	CHAMPLAIN WATER DISTRICT	01/03/20 Jan Vill Water 013120D	254-43200.411 CWD WATER PURCHASE	43995.67	27319	02/14/20
23435	CHAMPLAIN WATER DISTRICT	01/03/20 Jan Vill Water 013120D	254-43200.412 STATE WATER TAX	986.45	27319	02/14/20
20470	GLOBAL MONTELLO GROUP	01/31/20 Jan vehicle fuel CL253245	254-43200.626 GAS,GREASE AND OIL	79.73	27347	02/14/20
03525	KITTELL BRANAGAN & SARGEN	02/07/20 Audit services 74984	254-43200.335 AUDIT	816.50	27363	02/14/20
V10130	LOWE'S BUSINESS ACCOUNT	01/29/20 water supplies tools for 88321846	254-43200.610 SUPPLIES	325.62	27366	02/14/20
05290	ADVANCE AUTO PARTS	02/06/20 supplies 552003731218	255-43200.432 VEHICLE MAINTENANCE	11.31	27302	02/14/20
05290	ADVANCE AUTO PARTS	02/11/20 Plow Truck Rear U Joint 552004229675	255-43200.432 VEHICLE MAINTENANCE	37.59	27302	02/14/20
05290	ADVANCE AUTO PARTS	02/12/20 U JOINT Exchange 552004329692	255-43200.432 VEHICLE MAINTENANCE	-14.40	27302	02/14/20
11375	CASELLA WASTE MANAGEMENT	02/01/20 February Service 2998908	255-43200.565 GRIT DISPOSAL	976.98	27316	02/14/20
04940	COMCAST	01/23/20 Internet WWTF 0316028 01/2	255-43200.535 TELEPHONE SERVICES	153.30	27328	02/14/20
V10734	ENCORE ESSEX JUNCTION SOL	12/18/19 December Monthly Payment 1912WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	27336	02/14/20
V10734	ENCORE ESSEX JUNCTION SOL	01/17/20 Fixed Monthly Payment (12 2001WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	27336	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER BILL - ADMIN BLDG 106500601012	255-43200.410 WATER AND SEWER CHARGE	77.16	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER BILL - DIGESTER 106500602	255-43200.410 WATER AND SEWER CHARGE	578.70	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER BILL - CONTROL 2" M 106500603012	255-43200.410 WATER AND SEWER CHARGE	77.16	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER BILL - FLOW EQ 106500604012	255-43200.410 WATER AND SEWER CHARGE	77.16	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER BILL - FILTER BLDG 106500605012	255-43200.410 WATER AND SEWER CHARGE	77.16	27338	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20 WATER BILL - DEWATER BLDG 106500606012	255-43200.410 WATER AND SEWER CHARGE	77.16	27338	02/14/20
38955	F W WEBB COMPANY	01/29/20 plumbing supplies 66183956	255-43200.570 MAINTENANCE OTHER	5.03	27339	02/14/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	GLOBAL MONTELLO GROUP	01/31/20	Jan vehicle fuel CL253245	255-43200.626 GAS,GREASE AND OIL	145.00	27347	02/14/20
37700	GRAYBAR	02/06/20	feed tube conduit 9314476991	255-43330.012 ALKALINITY CNTRL INSTALLA	382.64	27351	02/14/20
07010	GREEN MOUNTAIN POWER CORP	01/17/20	39 Cascade 12/18/19-01/17 01324000007C	255-43200.622 ELECTRICAL SERVICE	13385.33	27353	02/14/20
V10347	J.C. EHRLICH	02/04/20	Feb Pest maintenance serv 5671330	255-43200.570 MAINTENANCE OTHER	74.00	27361	02/14/20
03525	KITTELL BRANAGAN & SARGEN	02/07/20	Audit services 74984	255-43200.335 AUDIT	958.50	27363	02/14/20
05495	LCS CONTROLS, INC	02/03/20	Partial SCADA Upgrade wit 13916	255-43200.570 MAINTENANCE OTHER	21531.00	27364	02/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	02/10/20	Jan legal 012020D	255-43200.320 LEGAL SERVICES	379.50	27367	02/14/20
36130	VERIZON WIRELESS	01/18/20	Combined Verizon Cell 9846536842	255-43200.535 TELEPHONE SERVICES	191.28	27390	02/14/20
38680	VT RURAL WATER ASSOC	02/11/20	2 Collection System Cours 403 2/11/202	255-43200.500 TRAINING, CONFERENCES, DU	48.00	27394	02/14/20
38680	VT RURAL WATER ASSOC	02/11/20	Bio Nutrient Removal Two 404 2/11/202	255-43200.500 TRAINING, CONFERENCES, DU	90.00	27394	02/14/20
38680	VT RURAL WATER ASSOC	02/11/20	2 odor control course 405 2/11/202	255-43200.500 TRAINING, CONFERENCES, DU	90.00	27394	02/14/20
33850	CENTRAL VERMONT PROPERTIE	01/31/20	Right of way 9500209111	256-43200.441 RIGHT OF WAY AGREEMENTS	20.55	27318	02/14/20
33850	CENTRAL VERMONT PROPERTIE	01/31/20	Right of way 9500209111	256-14301.000 PREPAID EXPENSES	29.45	27318	02/14/20
33850	CENTRAL VERMONT PROPERTIE	01/31/20	RIGHT OF WAY 9500209127	256-14301.000 PREPAID EXPENSES	29.45	27318	02/14/20
33850	CENTRAL VERMONT PROPERTIE	01/31/20	RIGHT OF WAY 9500209127	256-43200.441 RIGHT OF WAY AGREEMENTS	20.55	27318	02/14/20
05020	ESSEX JCT VILLAGE OF	01/31/20	WATER - HS PUMP STATION 106500608012	256-43200.410 WATER AND SEWER CHARGE	77.16	27338	02/14/20
20470	GLOBAL MONTELLO GROUP	01/31/20	Jan vehicle fuel CL253245	256-43200.626 GAS,GREASE AND OIL	139.61	27347	02/14/20
03525	KITTELL BRANAGAN & SARGEN	02/07/20	Audit services 74984	256-43200.335 AUDIT	426.00	27363	02/14/20



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Check Warrant Report # 17186 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 02/14/20 To 02/14/20 & Fund 2

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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					-----	
		Report Total			415481.22	
					=====	

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Check Warrant Report # 17698 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 02/21/20 To 02/21/20 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06490	A H FENCE CO	01/10/20	Tennis Court Fence Repair	210-45220.434	253.90	27398	02/21/20
			011020D	MAINTENANCE-BUILDINGS/GRO			
06490	A H FENCE CO	01/28/20	MSP Fence	210-45220.434	2343.05	27398	02/21/20
			012820D	MAINTENANCE-BUILDINGS/GRO			
05290	ADVANCE AUTO PARTS	11/02/16	Inv credit /over pay	210-43110.432	-3.82	27400	02/21/20
			215072371CR	R&M Services - Vehicles			
05290	ADVANCE AUTO PARTS	11/02/16	Credit invoice cleared	210-43110.432	-82.81	27400	02/21/20
			370887486	R&M Services - Vehicles			
05290	ADVANCE AUTO PARTS	08/09/19	Credit inv closed invalid	210-43110.610	-9.18	27400	02/21/20
			371558551CR	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/12/20	Hydraulic hose, fittings	210-43110.432	87.38	27400	02/21/20
			455200433150	R&M Services - Vehicles			
05290	ADVANCE AUTO PARTS	01/15/20	SKIDSTEER BLOWER REPAIRS	210-43110.432	57.66	27400	02/21/20
			552001530419	R&M Services - Vehicles			
05290	ADVANCE AUTO PARTS	01/30/20	RUST-GLOSS BLACK 12	210-43110.610	26.18	27400	02/21/20
			552003030952	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/13/20	Gauge+Bonus Caps	210-43110.610	5.09	27400	02/21/20
			552004431517	SUPPLIES			
05290	ADVANCE AUTO PARTS	02/13/20	DEF Canned Gas	210-41946.022	88.60	27400	02/21/20
			552004431542	Gen Supplies - Fire Stati			
05290	ADVANCE AUTO PARTS	02/13/20	ATF TYPE F 1 QT CQOIL	210-43110.626	110.20	27400	02/21/20
			552004442119	Vehicle Fuels			
05290	ADVANCE AUTO PARTS	02/13/20	Oils	210-43110.626	286.52	27400	02/21/20
			552004456228	Vehicle Fuels			
05290	ADVANCE AUTO PARTS	02/14/20	HYDRAULIC HOSE-BULK	210-43110.432	35.77	27400	02/21/20
			552004531572	R&M Services - Vehicles			
05290	ADVANCE AUTO PARTS	02/14/20	GOJO CHERRY .5	210-43110.610	51.50	27400	02/21/20
			552004531576	SUPPLIES			
05290	ADVANCE AUTO PARTS	10/25/19	ACRY ENML 2X GLS BLK	210-43110.610	13.78	27400	02/21/20
			552929836927	SUPPLIES			
07155	AMERICAN ROCK SALT CO LLC	02/04/20	Bulk Ice Control Salt	210-43125.610	3505.50	27405	02/21/20
			0634465	WINTER MAINTENANCE			
07465	BIBENS ACE HARDWARE INC	02/12/20	FASTENERS	210-43110.610	7.08	27410	02/21/20
			37008	SUPPLIES			
07465	BIBENS ACE HARDWARE INC	02/18/20	CHAIN DECOR #10 WHT 40'	210-43110.610	42.96	27410	02/21/20
			37069	SUPPLIES			
00530	BRODART CO	01/22/20	BOOKS	210-45551.641	98.83	27412	02/21/20
			B5852532	JUVEN COLLECTION-PRNT & E			
00530	BRODART CO	01/22/20	BOOKS	210-45551.610	4.80	27412	02/21/20
			B5852532	SUPPLIES			
00530	BRODART CO	01/22/20	BOOKS	210-45551.610	0.80	27412	02/21/20
			B5852557	SUPPLIES			
00530	BRODART CO	01/22/20	BOOKS	210-45551.641	15.09	27412	02/21/20
			B5852557	JUVEN COLLECTION-PRNT & E			
00530	BRODART CO	01/22/20	BOOKS	210-45551.610	0.80	27412	02/21/20
			B5852768	SUPPLIES			
00530	BRODART CO	01/22/20	BOOKS	210-45551.641	9.71	27412	02/21/20
			B5852768	JUVEN COLLECTION-PRNT & E			
00530	BRODART CO	01/22/20	BOOKS	210-45551.641	13.35	27412	02/21/20
			B5852796	JUVEN COLLECTION-PRNT & E			

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For Check Acct 01(GENERAL FUND) All check #s 02/21/20 To 02/21/20 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	01/22/20	BOOKS B5852796	210-45551.610 SUPPLIES	0.80	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854240	210-49346.002 JUVEN COLLECTION-PRNT & E	4.19	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854240	210-49346.002 JUVEN COLLECTION-PRNT & E	0.80	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854336	210-49345.000 LIBRARY DONATION EXPENDIT	16.46	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854399	210-49345.000 LIBRARY DONATION EXPENDIT	22.04	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854424	210-45551.641 JUVEN COLLECTION-PRNT & E	18.34	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854424	210-45551.610 SUPPLIES	1.60	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854473	210-45551.641 JUVEN COLLECTION-PRNT & E	28.70	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854473	210-45551.610 SUPPLIES	1.60	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854540	210-45551.610 SUPPLIES	1.60	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854540	210-45551.640 ADULT COLLECTION-PRINT &	36.41	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854658	210-45551.641 JUVEN COLLECTION-PRNT & E	40.86	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854658	210-45551.610 SUPPLIES	1.60	27412	02/21/20
00530	BRODART CO	01/24/20	BOOKS B5854677	210-49345.000 LIBRARY DONATION EXPENDIT	16.45	27412	02/21/20
00530	BRODART CO	01/28/20	BOOKS B5856529	210-45551.610 SUPPLIES	0.80	27412	02/21/20
00530	BRODART CO	01/28/20	BOOKS B5856529	210-45551.641 JUVEN COLLECTION-PRNT & E	13.31	27412	02/21/20
00530	BRODART CO	01/30/20	BOOKS B5858396	210-45551.640 ADULT COLLECTION-PRINT &	13.49	27412	02/21/20
00530	BRODART CO	01/30/20	BOOKS B5858396	210-45551.610 SUPPLIES	0.80	27412	02/21/20
03000	CARGILL SALT EASTERN INC	02/03/20	DEICER SALT ICE CNTRL BLK 2905243638	210-43125.610 WINTER MAINTENANCE	2506.51	27418	02/21/20
V9941	COMMERCIAL CARD SVCS	01/14/20	BereavFlwrs 0114Amys	210-41320.610 SUPPLIES	80.00	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	02/04/20	St vehic maint 0204bestbuy	210-43110.432 R&M Services - Vehicles	150.85	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/09/20	SUPPLIES AMAZON 20200	210-41320.835 HOLIDAY EXPENSE	23.60	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/09/20	SUPPLIES AMAZON 20200	210-41320.610 SUPPLIES	24.13	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/09/20	SUPPLIES AMAZON 20200	210-41320.560 TRUSTEES EXPENDITURES	23.09	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/09/20	SUPPLIES AMAZON 20200	210-41970.610 SUPPLIES	10.34	27422	02/21/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	02/04/20	SUPPLIES COMM DEV AMAZON 2020A	210-41970.610 SUPPLIES	51.27	27422	02/21/20
V9941	01/09/20	LCRCC MTG. ABROWN LCRCC 202001	210-41320.560 TRUSTEES EXPENDITURES	49.00	27422	02/21/20
V9941	01/30/20	BREAKFAST FOR UNION MEETI SHAWS 202001	210-41320.560 TRUSTEES EXPENDITURES	15.96	27422	02/21/20
V9941	02/01/20	MONTHLY SUBSCRIPTION STK-0EFBE-6B	210-41320.530 COMMUNICATIONS	14.50	27422	02/21/20
17025	02/18/20	GOV SUB MINUTES 2/13 #0031	210-41320.530 COMMUNICATIONS	27.72	27424	02/21/20
38280	01/07/20	Maint Water Cooler 17771391 120	210-45220.610 SUPPLIES	16.00	27426	02/21/20
19410	12/31/19	Call - Detection Issue at 6310201953	210-43123.730 Traffic Control	320.00	27429	02/21/20
38955	01/09/20	Handicap bathroom rails 65930810	210-45220.434 MAINTENANCE-BUILDINGS/GRO	66.91	27436	02/21/20
19005	02/01/20	Phone 2 Lincoln 6621656	210-41945.020 Telephone - 2 Lincoln St	250.12	27439	02/21/20
37875	02/13/20	Coupler, nipple 45749639	210-43110.432 R&M Services - Vehicles	215.35	27441	02/21/20
37875	02/13/20	COUPLER, nipple 45762363	210-43110.432 R&M Services - Vehicles	215.35	27441	02/21/20
00445	02/13/20	SKIDSTEER BLOWER PARTS 22822	210-43110.432 R&M Services - Vehicles	77.50	27443	02/21/20
00445	02/12/20	COIL-WESTER 10 VOLT 22822A	210-43110.432 R&M Services - Vehicles	17.50	27443	02/21/20
34895	02/01/20	MSP Trash Removal 1458320	210-41943.026 Contractual Svcs - Maple	305.66	27445	02/21/20
00820	01/27/20	EJRP Supplies buses 115468459	210-45220.610 SUPPLIES	62.61	27447	02/21/20
00820	02/03/20	Battery Cable buses 115501832	210-45220.610 SUPPLIES	57.00	27447	02/21/20
04035	01/09/20	Lift Rental MPR Face Lift 69274	210-45220.442 EQUIPMENT RENTAL	318.00	27448	02/21/20
07010	01/08/20	MSP Power 50853241748D	210-41947.026 Electricity - Maple St	1265.76	27450	02/21/20
07010	01/08/20	MSP Power 90443107223C	210-41947.026 Electricity - Maple St	255.30	27451	02/21/20
V10568	01/10/20	Maint Supplies MPR face 1 SI147167	210-45220.434 MAINTENANCE-BUILDINGS/GRO	7.32	27458	02/21/20
14025	02/10/20	Life Premium Vill Mar 20 030120V	210-45220.210 HEALTH INS & OTHER BENEFI	78.73	27463	02/21/20
14025	02/10/20	Life Premium Vill Mar 20 030120V	210-45110.210 HEALTH INS & OTHER BENEFI	162.40	27463	02/21/20
14025	02/10/20	Life Premium Vill Mar 20 030120V	210-43151.210 HEALTH INS & OTHER BENEFI	21.64	27463	02/21/20
14025	02/10/20	Life Premium Vill Mar 20 030120V	210-41970.210 HEALTH INS & OTHER BENEFI	81.20	27463	02/21/20
14025	02/10/20	Life Premium Vill Mar 20 030120V	210-41510.210 Group Insurance	40.61	27463	02/21/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	02/10/20 Life Premium Vill Mar 20 030120V	210-41320.210 HEALTH INS & OTHER BENEFI	44.22	27463	02/21/20
14025	LINCOLN NATIONAL LIFE INS	02/10/20 Life Premium Vill Mar 20 030120V	210-43110.210 HEALTH INS & OTHER BENEFI	133.86	27463	02/21/20
14025	LINCOLN NATIONAL LIFE INS	02/10/20 Life Premium Vill Mar 20 030120V	210-45551.210 HEALTH INS & OTHER BENEFI	243.60	27463	02/21/20
22885	MAPLE LEAF CARPET & TILE	01/28/20 Carpet Cleaning 17090	210-41942.021 R&M Bldg - Brownell	1090.00	27468	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-45110.210 HEALTH INS & OTHER BENEFI	7326.44	27470	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-45220.210 HEALTH INS & OTHER BENEFI	1258.01	27470	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-43110.210 HEALTH INS & OTHER BENEFI	5047.68	27470	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-41320.210 HEALTH INS & OTHER BENEFI	1831.61	27470	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-43151.210 HEALTH INS & OTHER BENEFI	871.26	27470	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-41970.210 HEALTH INS & OTHER BENEFI	1303.64	27470	02/21/20
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill 030120V	210-45551.210 HEALTH INS & OTHER BENEFI	6394.35	27470	02/21/20
12235	NEW ENGLAND CENTRAL RAILR	02/05/20 ROW Roxbury 11151 158086	210-14301.000 PREPAID EXPENSES	1420.00	27472	02/21/20
12235	NEW ENGLAND CENTRAL RAILR	02/05/20 ROW Roxbury 11151 158086	210-43110.441 RIGHT OF WAY AGREEMENTS	710.00	27472	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-45220.210 HEALTH INS & OTHER BENEFI	70.86	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-45110.210 HEALTH INS & OTHER BENEFI	472.23	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-41510.210 Group Insurance	70.86	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-41970.210 HEALTH INS & OTHER BENEFI	74.38	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-41320.210 HEALTH INS & OTHER BENEFI	133.80	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-43110.210 HEALTH INS & OTHER BENEFI	358.29	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-45551.210 HEALTH INS & OTHER BENEFI	483.68	27474	02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill 030120V	210-43151.210 HEALTH INS & OTHER BENEFI	52.02	27474	02/21/20
07635	O'ROURKE MEDIA GROUP	02/08/20 ADS FOR ESSEX REPORTER 287992	210-41320.550 PRINTING AND ADVERTISING	114.00	27475	02/21/20
37430	R R CHARLEBOIS INC	02/13/20 Elbow, plug ID74722	210-42220.432 VEHICLE MAINTENANCE	45.56	27482	02/21/20
37430	R R CHARLEBOIS INC	02/13/20 CAP-WASHER RESERVOIR ID74726	210-42220.432 VEHICLE MAINTENANCE	10.00	27482	02/21/20
43275	RYCANDON MECHANICAL, INC.	02/04/20 Park St Boiler Repair 13070	210-41942.023 R&M Bldg - Park St School	1662.00	27489	02/21/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05280	S & D LANDSCAPES LLC	01/14/20	Park Street Snow Removal 172266	210-45220.330 OTHER PROFESSIONAL SVCS	210.00	27490	02/21/20
05280	S & D LANDSCAPES LLC	01/24/20	Park St Snow Removal 172277	210-45220.330 OTHER PROFESSIONAL SVCS	168.00	27490	02/21/20
05280	S & D LANDSCAPES LLC	02/12/20	Park St Snow Removal 172313	210-45220.330 OTHER PROFESSIONAL SVCS	82.10	27490	02/21/20
23855	SOUTHWORTH-MILTON, INC.	12/03/19	Maintenance - Generator SCINV440961	210-42220.432 VEHICLE MAINTENANCE	680.00	27496	02/21/20
23855	SOUTHWORTH-MILTON, INC.	12/03/19	Maintenance - Generator SCINV440964	210-42220.578 EMERGENCY GENERATOR MAINT	651.00	27496	02/21/20
37680	TARRANT, GILLIES & RICHAR	01/31/20	Jan 2020 Richardson 13379	210-41320.330 OTHER PROFESSIONAL SERVIC	318.75	27499	02/21/20
21000	UNIFIRST CORPORATION	02/12/20	MAT SERVICE 0361991880	210-41942.020 R&M Bldg - 2 Lincoln St	90.38	27503	02/21/20
20850	VICKERS CONSULTING SVCS I	01/22/20	AFG Grant Application 025580	210-42220.570 MAINTENANCE OTHER	900.00	27505	02/21/20
29825	VT GAS SYSTEMS	01/21/20	MSP Natural Gas 1578756 120	210-41948.026 Natural Gas - Maple St	312.52	27506	02/21/20
29825	VT GAS SYSTEMS	01/21/20	MSP Natural Gas 810044 120	210-41948.026 Natural Gas - Maple St	369.44	27507	02/21/20
24570	VT TROPHY & ENGRAVING	01/15/20	Plaque 80405	210-42220.889 ROUTINE EQUIPMENT PURCHAS	159.00	27511	02/21/20
24570	VT TROPHY & ENGRAVING	02/10/20	Plaque 80638	210-42220.889 ROUTINE EQUIPMENT PURCHAS	8.00	27511	02/21/20
07565	W B MASON CO INC	01/16/20	Maint Supplies 206894848	210-45220.610 SUPPLIES	513.86	27512	02/21/20
07565	W B MASON CO INC	01/24/20	MSP Floor Cleaner 207152621	210-45220.610 SUPPLIES	81.98	27512	02/21/20
07565	W B MASON CO INC	01/30/20	Maintenance Supplies 207350305	210-45220.610 SUPPLIES	114.93	27512	02/21/20
07565	W B MASON CO INC	02/05/20	Jan office supplies C13055272/20	210-41946.022 Gen Supplies - Fire Stati	244.09	27512	02/21/20
V1032	DDH-GSH TRUST	02/12/20	Deposit on 1 Main PS Deposit - 1	223-46802.004 Road Res-Q	500.00	27427	02/21/20
V9941	COMMERCIAL CARD SVCS	01/29/20	Senior Center Supplies 012920D	225-45122.812 Meals Expenses	80.83	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/29/20	Senior Center Supplies 012920DA	225-45122.812 Meals Expenses	15.00	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/29/20	Senior Center Supplies 012920DB	225-45122.812 Meals Expenses	37.10	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	01/31/20	Sr Center Art Supplies 013120D	225-45122.614 PROGRAM EXPENSES	23.55	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	02/05/20	Senior Center Meals 020520D	225-45122.812 Meals Expenses	237.50	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	02/05/20	Senior Center Supplies 020520DA	225-45122.614 PROGRAM EXPENSES	58.09	27422	02/21/20
V9941	COMMERCIAL CARD SVCS	02/05/20	Senior Center Supplies 020520DB	225-45122.614 PROGRAM EXPENSES	47.52	27422	02/21/20
31545	COSTCO #314	02/12/20	Senior Center Supplies 021220D	225-45122.614 PROGRAM EXPENSES	126.44	27425	02/21/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21570	PETTY CASH - NICOLE MONE	02/14/20 Senior Center Petty Cash	225-45122.614	42.63	27480	02/21/20
		021420D	PROGRAM EXPENSES			
07565	W B MASON CO INC	02/05/20 Jan office supplies	225-45122.812	109.66	27512	02/21/20
		C13055272/20	Meals Expenses			
07565	W B MASON CO INC	02/05/20 Jan office supplies	225-45122.614	17.99	27512	02/21/20
		C13055272/20	PROGRAM EXPENSES			
07565	W B MASON CO INC	02/05/20 Jan office supplies	225-45122.610	155.70	27512	02/21/20
		C13055272/20	OPERATIONAL SUPP/EXP			
07305	AIRGAS USA LLC	11/30/19 Cylinder Rental	226-45124.434	294.90	27402	02/21/20
		9966358940	MAINTENANCE-BLDGS/GROUNDS			
07305	AIRGAS USA LLC	12/31/19 CYLINDER RENTAL	226-45124.434	307.41	27402	02/21/20
		9967103584	MAINTENANCE-BLDGS/GROUNDS			
07305	AIRGAS USA LLC	01/31/20 Cylinder Rental	226-45124.434	307.41	27402	02/21/20
		9967848523	MAINTENANCE-BLDGS/GROUNDS			
17045	BBA BJ'S BASKETBALL ACADE	02/14/20 Blueprint Bball Tryout Re	226-45115.330	624.00	27409	02/21/20
		021420D	OTHER PROFESSIONAL SVCS			
38285	BURLINGTON PARKS & RECREA	02/18/20 CVRA Bball Tournament	226-45115.330	260.00	27416	02/21/20
		021820D	OTHER PROFESSIONAL SVCS			
25075	ESSEX HIGH SCHOOL STUDENT	02/04/20 EHS Girls Bball-Jr Hornet	226-45115.330	1214.00	27432	02/21/20
		020420D	OTHER PROFESSIONAL SVCS			
19215	GENGRAS CASSANDRA	02/12/20 Enrichment Art 1/15-2/12	226-45120.330	1296.00	27446	02/21/20
		10	OTHER PROFESSIONAL SVCS			
00820	GLOBAL EQUIPMENT COMPANY	01/10/20 Dog Waste Bags	226-45220.610	371.74	27447	02/21/20
		115397797	PARKS & FACILITIES SUPPLI			
19785	GREEN MOUNTAIN TRAINING C	02/18/20 Vac Camp Field Trip 2/25	226-45120.580	672.00	27452	02/21/20
		021820D	TRAVEL			
04005	GREGORY CIARA	02/04/20 Aspire Zumba/Glow Party	226-45115.330	936.00	27453	02/21/20
		020420D	OTHER PROFESSIONAL SVCS			
14025	LINCOLN NATIONAL LIFE INS	02/10/20 Life Premium Vill Mar 20	226-45120.210	242.08	27463	02/21/20
		030120V	HEALTH INS & OTHER BENEFI			
14025	LINCOLN NATIONAL LIFE INS	02/10/20 Life Premium Vill Mar 20	226-45121.210	157.27	27463	02/21/20
		030120V	HEALTH INS & OTHER BENEFI			
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill	226-45120.210	2607.28	27470	02/21/20
		030120V	HEALTH INS & OTHER BENEFI			
23080	MVP HEALTH CARE INC	02/08/20 Health Mar 20 Vill	226-45121.210	4966.86	27470	02/21/20
		030120V	HEALTH INS & OTHER BENEFI			
11885	NEW ENGLAND RUNNER	02/10/20 Essex Half Listing 2020	226-45115.550	90.00	27473	02/21/20
		20AC48	PRINTING & ADVERTISING			
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill	226-45120.210	223.14	27474	02/21/20
		030120V	HEALTH INS & OTHER BENEFI			
24960	NORTHEAST DELTA DENTAL	02/14/20 Dental Prem Mar 20 Vill	226-45121.210	341.96	27474	02/21/20
		030120V	HEALTH INS & OTHER BENEFI			
20720	PALAZZO ADAM C	02/04/20 Swing Dance Inst 10/25-2/	226-45115.330	192.00	27478	02/21/20
		020420D	OTHER PROFESSIONAL SVCS			
24855	PETTY CASH - CAITLIN FAY	02/20/20 EJPB Petty Cash Reimburse	226-45110.536	17.35	27479	02/21/20
		022020D	POSTAGE			
24855	PETTY CASH - CAITLIN FAY	02/20/20 EJPB Petty Cash Reimburse	226-45120.610	117.59	27479	02/21/20
		022020D	SUPPLIES			
24855	PETTY CASH - CAITLIN FAY	02/20/20 EJPB Petty Cash Reimburse	226-45120.610	25.00	27479	02/21/20
		022020D	SUPPLIES			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24855	PETTY CASH - CAITLIN FAY	02/20/20	EJRP Petty Cash Reimburse 022020D	226-45115.330	90.00	27479 02/21/20
24855	PETTY CASH - CAITLIN FAY	02/20/20	EJRP Petty Cash Reimburse 022020D	226-45115.330	90.00	27479 02/21/20
24855	PETTY CASH - CAITLIN FAY	02/20/20	EJRP Petty Cash Reimburse 022020D	226-45120.330	80.00	27479 02/21/20
25835	PLUNKETT-DUNNING, SUSAN	02/04/20	Yoga Inst 12/26-2/4 020420D	226-45115.330	136.00	27481 02/21/20
20620	RASCO LAURA	02/15/20	Preschool Playgroup Janua 021520	226-45121.330	210.00	27484 02/21/20
24830	REINHART FOODSERVICE	02/18/20	VK MSP Snack 300173	226-45120.610	165.99	27485 02/21/20
24830	REINHART FOODSERVICE	02/17/20	VK Hiawatha Snack 300528	226-45120.610	110.50	27485 02/21/20
24830	REINHART FOODSERVICE	02/19/20	VK Fleming Snack 302623	226-45120.610	106.62	27485 02/21/20
24830	REINHART FOODSERVICE	02/19/20	VK Summit Snack 303204	226-45120.610	81.85	27485 02/21/20
10435	SCREENMYLOGO.COM	02/13/20	Barcomb Spring Shirts 17931	226-45115.610	669.00	27493 02/21/20
02940	SOUTH BURLINGTON REC DEPT	02/18/20	Parks Rec Bball Tourname 218204	226-45115.330	65.00	27495 02/21/20
23495	STUDENT TRANSPORTATION OF	01/28/20	VK Bus 1/20 70095228	226-45120.580	530.79	27498 02/21/20
14695	THE BIG BLUE TRUNK	02/13/20	Vac Camp 2/24 1539	226-45120.580	250.00	27500 02/21/20
24570	VT TROPHY & ENGRAVING	02/05/20	Engraving Frank Smith BBA 80573	226-45115.610	242.85	27511 02/21/20
18095	WATKINS JAMIE	02/12/20	Enrichment Filmmaking 003	226-45120.330	300.00	27513 02/21/20
40785	WILLISTON TOWN OF	02/10/20	Parks Rec Bball Tourname 021020204	226-45115.330	65.00	27514 02/21/20
14025	LINCOLN NATIONAL LIFE INS	02/10/20	Life Premium Vill Mar 20 030120V	254-43200.210	100.93	27463 02/21/20
23080	MVP HEALTH CARE INC	02/08/20	Health Mar 20 Vill 030120V	254-43200.210	4526.23	27470 02/21/20
24960	NORTHEAST DELTA DENTAL	02/14/20	Dental Prem Mar 20 Vill 030120V	254-43200.210	261.89	27474 02/21/20
42625	ALDRICH & ELLIOTT PC	02/05/20	EQ and Pri Digester Jan 2 78899	255-43330.015	700.56	27403 02/21/20
42625	ALDRICH & ELLIOTT PC	02/05/20	EQ and Pri Digester Jan 2 78899	255-43330.016	1066.55	27403 02/21/20
23455	CHITTENDEN SOLID WASTE DI	02/05/20	82.67 Tons Biosolids 201912-ESS	255-43200.568	7226.18	27420 02/21/20
19005	FIRSTLIGHT FIBER	02/01/20	Telephone Internet 6621655	255-43200.535	175.00	27439 02/21/20
V9454	LENNY'S SHOE & APP	02/14/20	Boots 3298597	255-43200.612	179.00	27460 02/21/20
14025	LINCOLN NATIONAL LIFE INS	02/10/20	Life Premium Vill Mar 20 030120V	255-43200.210	209.19	27463 02/21/20



02/21/20

## Town of Essex / Village of EJ Accounts Payable

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10:02 am

Check Warrant Report # 17698 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 02/21/20 To 02/21/20 &amp; Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23080	02/08/20	Health Mar 20 Vill 030120V	255-43200.210 HEALTH INS & OTHER BENEFI	7569.80	27470	02/21/20
10220	01/31/20	Air Duct Re-Route U305827*01	255-43330.012 ALKALINITY CNTRL INSTALLA	2069.00	27471	02/21/20
24960	02/14/20	Dental Prem Mar 20 Vill 030120V	255-43200.210 HEALTH INS & OTHER BENEFI	517.08	27474	02/21/20
07635	02/08/20	ADS FOR ESSEX REPORTER 287992	255-43330.015 Primary Digester Block Re	78.38	27475	02/21/20
07635	02/08/20	ADS FOR ESSEX REPORTER 287992	255-43330.016 Flow EQ Digester Reseal	78.37	27475	02/21/20
14025	02/10/20	Life Premium Vill Mar 20 030120V	256-43200.210 HEALTH INS & OTHER BENEFI	95.16	27463	02/21/20
23080	02/08/20	Health Mar 20 Vill 030120V	256-43200.210 HEALTH INS & OTHER BENEFI	3234.33	27470	02/21/20
24960	02/14/20	Dental Prem Mar 20 Vill 030120V	256-43200.210 HEALTH INS & OTHER BENEFI	175.92	27474	02/21/20
Report Total				98294.09		

...

RECEIVED

FEB 10 2020

Village of Essex Junction

Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

Feb 01, 2020

Dear Village of Essex Junction Trustees:

Due to an abundance of family, professional, and personal responsibilities at this time, I find it necessary to take a sabbatical from being a member of the Tree Advisory Committee and hereby submit my resignation effective immediately.

I have thoroughly enjoyed participating in the important work of this committee and in particular, working with other fine members committed to building, maintaining, and enhancing our urban forest, Nick, Warren, Rich, Tim, Steve, and Darby

I do plan on continuing to participate in the work of this committee and hopefully returning at some point to committee membership in the future.

Thank you so very much for the opportunity to serve.

Sincerely,

A handwritten signature in cursive script that reads "Mary Jo Engel". The signature is written in dark ink and has a long, sweeping horizontal line extending to the right.

Mary Jo Engel  
3 Gaines Court  
Essex Junction, Vermont 05452  
802-879-6982  
[Mje11@myfairpoint.net](mailto:Mje11@myfairpoint.net)

**From:** Charles Baker  
**Sent:** Thursday, January 23, 2020 2:08 PM  
**To:**  
**Subject:** I-89 Study initial public meetings - please share

Dear Chittenden County Municipal Managers/Administrators/Clerks,

As many of you know, the CCRPC has begun work on the [Interstate 89 2050 Study](#). This broad-ranging study will look at the capacity of the Interstate and its interchanges in terms of safety and operation with recommendations for the future. The implementation plan will be developed and considered in the context of the broader [2018 ECOS Plan](#).

We've scheduled a series of public meetings as follows and wanted to make sure your City Council/Selectboard/Trustees are aware of these opportunities for the public to provide comment on issues and the initial draft vision, goals, and objectives of the Study:

**I-89 PUBLIC MEETING SCHEDULE – ROUND 1 (All meetings 6-8PM)**

**Public Meeting:** Thursday, January 30<sup>th</sup>: South Burlington City Hall, 6-8PM

**Public Meeting:** Thursday, February 13<sup>th</sup>: Williston Town Hall, 6-8PM

**Public Meeting:** Wednesday, March 11<sup>th</sup>: Winooski City Hall, 6-8PM

If you would like us to visit your municipal legislative body between now and the end of March to introduce you to the project and hear directly from you and your residents, please let me know.

Thank you for consideration and assistance.

Best regards,  
Charlie

*Charlie Baker, Executive Director  
Chittenden County Regional Planning Commission*

**From:** Elaine Haney

**Sent:** Friday, February 7, 2020 3:40 PM

**Subject:** Municipal share of cannabis sales taxation

Hello Essex representatives and Chittenden County senators,

I'm writing to ask for your support in ensuring that municipalities will receive a commensurate share of the taxation of cannabis sales, should that come to pass. Please see page 1 of the [VLCT weekly legislative report](#), which reports that this week House Ways and Means put forth a recommendation for taxation that does not include a share for municipalities. While it does allow for towns that already have local option taxes to apply that to cannabis sales, there are only 15 towns with such a tax. That is not enough, and what about the other 236? It is essential that municipalities receive some kind of financial support to pay for the increased costs in policing and other services that are anticipated to occur with the legalization of the sale of cannabis.

I urge you to support the House Government Operations Committee local option tax language. Communities that host cannabis operations must be guaranteed a local option cannabis tax to cover costs including local law enforcement, EMS, and rescue service contracts and departments.

Thanks for your consideration,

Elaine

# **Brownell Library Strategic Plan: July 2020-June 2025**

## **Mission Statement**

Brownell Library: expanding horizons since 1926. A place to connect, learn, and discover.

## **Introduction**

Every five years, the Brownell Library Strategic Committee convenes to write the Strategic Plan, a document that reflects community priorities and, so, aims to help library staff and trustees identify and implement the library's Service Responses and Goals for the next five years. That Brownell Library remains a vibrant and responsive part of Essex Junction's social infrastructure is the primary goal of the plan.

## **Background**

According to the U.S. Census Bureau's American Community Survey 5-year estimates from 2013 to 2017, the Village of Essex Junction's population is 10,132, an increase of about 9% since the 2010 census. The median age of residents is 38 years of age (compared to the statewide median age of nearly 43 years of age). The U.S. Census Bureau's *QuickFacts* estimates that 5.4% of village residents are under the age of 5, and 21.3% are under the age of 18. Moreover, 13.2% of residents are over the age of 65.

The median household income is \$63,948. While this is higher than the statewide median household income of \$57,808, a more fine-grained inspection of data supplied by the Vermont Agency of Education's *Child Nutrition Programs: 2018-2019* reveals that a significant subset of the Village population is financially insecure. Nearly 27% of Village elementary school students are eligible for free or reduced school lunches, while about 29% of middle school students and around 28% of high school students are eligible for aid.

12.5% of Village residents speak a language other than English at home. This rate marks a 2.1% increase since the 2010 census and is higher than the statewide rate of 5.6%.

Brownell Library employs 6 full-time staff and 7 part-time staff. This is equivalent to 9.125 FTE. Dedicated community volunteers collectively work an average of 34 hours per week. Their contributions are appreciated.

According to *Vermont Public Library Statistics: FY 2018*, which is published by the Vermont Department of Libraries, Brownell Library has a collection of 79,188 items. These include books—both print and electronic—for adults, young adults, and children as well as audio-visual materials. The library subscribes to 151 periodicals. In addition to traditional media, attraction

passes, portable CD and DVD players, a disc golf kit, a bird watching kit, a badge making kit, craft looms and knitting kits, Launchpad tablets, gardening and Dremel tools, bike locks, 2-way radios (walkie talkies), a laminator, puzzles, games, ukuleles, a microscope, and even a telescope can be checked out. In FY2018, the library had a total circulation of 117,531 physical items, and a total of 5,238 audiobooks were downloaded. In the same year, the library had 5039 registered borrowers; it recorded 105,827 visits; it offered 681 programs for adults, young adults, and children with an overall attendance of 11,316.

## **Process**

In January of 2019, the Strategic Planning Committee first met to begin the development of the Strategic Plan. The principal instrument of the committee was a survey that was designed to discover what the community needs and wants from the library. In addition to being made available at Brownell Library, the Village Offices, and online, surveys were distributed at public events such as the Village of Essex Junction Annual Meeting, the Memorial Day Parade, and the Essex Junction Block Party and Street Dance. Placards that encouraged community members to complete the survey were placed in local businesses, and a public notice of the strategic planning process was posted on the Brownell Library website as well as in social media outlets. By the end of July, 515 surveys were collected.

The survey gathered a variety of information, which ran the gamut from patron demographics to how frequently patrons and members of their household visit the library. Two questions were instrumental in helping the Strategic Planning Committee write the Service Responses and Goals. They were:

- (1) Which of the following do you think should be priorities for Brownell? Please select your top five choices.
- (2) What brings you and your household members to the library? Select all that apply.

In response to (1), community members identified as top priorities for Brownell Library the following:

- To curate robust and varied collections of books, periodicals, and other media
- To offer programs for children
- To provide access to the Internet and online resources
- To organize and sponsor community-oriented events—especially cultural and literary events
- To provide technology support and training

In response to (2), community members identified as the top reasons they come to the library the following:

- To borrow media
- To enjoy a quiet place
- To attend programs

- To read
- To feel connected to the community

For complete survey results, see Appendix.

In August, the survey results were compiled and distributed to members of the Strategic Planning Committee, and over the course of September and October, the committee met twice to articulate the Service Responses and Goals that will help guide Brownell Library staff and trustees for the next five years. Committee members worked in good faith to insure the Services Responses and Goals reflected the community input gathered by the surveys. Moreover, the expertise, experience, and insights of Megan Allison, Youth Services Librarian, Wendy Hysko, Library Director, and Hannah Tracy, Library Assistant Director were invaluable: their perspective as professionals working daily on the front lines complemented community input. In November, a rough draft of the Strategic Plan was distributed to committee members for comment; in December, the Strategic Plan was finalized.

## Service Responses and Goals

It is noteworthy that many respondents said they come to Brownell Library to feel connected to the community. One respondent's claim—that the library is “an integral part of our lives ... in Essex [Junction]”—encapsulates a conspicuous theme of the comment section of the survey. This view that the library stitches together the community reflects a wider, nationwide trend. A 2016 Pew Research Center study reports that a

majority of Americans feel libraries are doing a good job of providing a safe place for people to hang out or spend time (69% feel libraries contribute “a lot” to their communities in this regard) as well as opening up educational opportunities for people of all ages (58%). ... [R]oughly half think their libraries contribute “a lot” to their communities in terms of helping spark creativity among young people (49%) and providing a trusted place for people to learn about new technologies (47%).

Libraries are not simply purveyors of goods and services. As Eric Klinenberg argues in *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*, libraries and other shared public spaces like parks and community centers provide a safe place for all community members to gather and to form the stable relationships necessary for the development of social infrastructure, an intrinsic good that Klinenberg identifies with a sense of community. To promote the library's ability to develop social infrastructure, the Strategic Planning Committee identified five sets of Service Responses and Goals. They are: (1) Collections; (2) Community Connections; (3) Education and Entertainment; (4) Infrastructure; and (5) Technology.

### 1. Collections

- Maintain a robust, up-to-date collections policy.

- Develop and maintain a collection that reflects community interests and needs.
- Develop and maintain a varied collection of media.
- Develop and maintain a collection that offers “mirrors and windows” into the growing diversity of our community and world.

## **2. Community Connections**

- Connect with local social service organizations to support staff and patrons.
- Partner with community organizations to enhance library services.
- Collaborate with other libraries in all aspects of library services.
- Work with local education institutions to support community needs.
- Continue to provide space for formal and informal community gatherings.
- Increase awareness of library services and programming in underserved populations.
- Work with Village Departments to find opportunities for cultural enrichment.

## **3. Education and Entertainment**

- Provide more programming and collections related to Essex Junction.
- Facilitate access to educational opportunities outside the library, including increasing remote access to digital services.
- Create opportunities for entertainment, leisure, and lifelong learning for our diverse population.
- Provide free and open access to library services to all members of our community.
- Provide a forum for an open exchange of ideas.

## **4. Infrastructure**

- Create a welcoming environment for all library patrons.
- Train and support a knowledgeable, professional, and creative staff, and provide opportunities for professional development.
- Maintain a safe and healthy environment for staff and patrons.
- Promote civility in our shared space.
- Explore ways to foster sustainability.
- Improve the space to meet the needs of the library population.
- Develop inclusive policies.
- Engage the skills of the community to enhance library services.

## **5. Technology**

- Increase access and use.
- Develop a library technology best practices plan in coordination with Essex Free Library to support our communities.
- Provide training and learning opportunities for staff.
- Provide evolving technology infrastructure and support for our library population.
- Prioritize privacy.



- Include accessibility needs in planning.

## **Time Frame**

A formal review of the current Strategic Plan is scheduled to begin at the outset of 2024 so that a new plan can be finalized in time for implementation on 1 July 2025. Of course, if appropriate or necessary, it can be amended prior to the end of its term. The Strategic Plan is a living document; as such, it reflects the evolving needs of the library and the community it serves.

Action Steps, or concrete policies that realize the ideals expressed by the five Service Responses and Goals, are to be created and reviewed on a yearly basis. Since they must be developed in concert with the budgetary process, work on the Action Steps should begin no later than October 1<sup>st</sup> of each year so that they can be implemented at the start of the next fiscal year on July 1<sup>st</sup>.

## **Strategic Planning Committee Membership**

Megan Allison, Brownell Youth Services Librarian  
 Kristin Ballif, Community Member  
 Alex Carmical, Community Member  
 Beth Custer, Brownell Library Trustee  
 Wendy Hysko, Brownell Library Director  
 Andy Kolovos, Brownell Library Trustee  
 Christine Packard, Chair of Brownell Library Trustees  
 Sheila Porter, Brownell Library Trustee  
 Lorna Swerhone, Essex Free Library Trustee  
 Hannah Tracy, Brownell Library Assistant Director

## **References**

Klinenberg, Eric. 2018. *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*. New York: Crown.

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<https://education.vermont.gov/sites/aoe/files/documents/edu-nutrition-2019-free-reduced-eligibility-report.pdf>

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Brownell Library Strategic Plan: July 2020-June 2025 was finalized on Friday, 13 December 2019.

STRATEGIC PLANNING FY20:

**1. Education: Create opportunities for lifelong learning and exploration, and respond to societal changes with information to help people manage and improve their lives.**

- a. Offer diverse programming opportunities incorporating a variety and range of literacy skills.

Youth:

- Continue to provide programs that target a variety of age groups (MA/ED/SE)
- Continue to seek "experts" to do program presentations (MA/ED/SE)
- Continue offering programs for working families at least once a month on Saturdays. (MA/ED/SE)
- Experiment with new/different youth program offerings. (MA/ED)
- Look at ways that libraries are incorporating diversity/ inclusiveness into library services, share info with staff and try a new idea. (MA)
- Look at the ways our teen/tween programs touch on the 40 developmental assets (SE)

Adult:

- Create bookmark featuring more fun Universal class classes (CB)
- Talk with Fletcher Free about ELL- FY20 (WH)
- More training on digital devices-Clif- ongoing
- Market online resources - ongoing
- TEDx continuing - FY20
- Work with Essex Free to pursue using Brownell barcodes for Mango-FY20 follow up (WH)
- Genre panel -FY20 (WH, SP, HT)
- Pursue another oral history story telling event with assistance from Brownell Library Trustees -FY20 (WH)

Adult/Youth:

- International Games Week (HT, SE)

Youth:

- b. Collaborate with local schools to support and extend educational offerings in the community.

- Reach out to local school librarians to build relationships and discuss ways Brownell can support them (SE/MA/ED)
- Invite local preschools to story times (ED)
- Continue to work with local schools to promote the summer reading program and end of year school visits (ED/SE)

Adult:

- Connect with Higher Ed to bring in resources and speakers -ongoing
- Market programs to schools -FY20

- c. Train and sustain a friendly, creative and knowledgeable staff to engage with library users in all manner of activities throughout the library and beyond.

Youth:

- Explore Social-Emotional Literacies and their application to library youth programs (ED/MA/SE)
- Continue to look at workflows (MA)

Adult:

- HT will have hour each week for staff training –ongoing
- Staff computer deconstruction and anatomy at team building FY20 (HT)
- HT will look into online staff tech training for general computer knowledge -FY20 (HT)
- Staff does phishing training- FY20
- Browser 201 at a team building- FY20 (HT)

Adult/Youth

- Begin to develop Philosophy of service- team building FY20
- Tech skills check list FY20 (HT)
- Make tech skills an annual goal for relevant staff positions during annual review FY20
- Improve staff knowledge of LUV Overdrive service by downloading ebook/audiobooks
- Promote LUV Overdrive service
- Report outdated website material

d. Help patrons with evolving technologies in a welcoming environment.

Youth:

- Offer programs that incorporate technology (MA/ED/SE)
- Provide a research database workshop for homeschoolers (MA/ED)

Adult:

- Circulate pre-loaded e readers- come up with procedures FY20

Adult/Youth:

- Parents understanding of managing tech for kids sharing circle- FY20
- e. Develop and maintain a collection reflecting community interests and needs that includes ongoing points of view and responds to changing interests and demographics.
- Continue looking for bilingual books that feature languages common in our community (MA)
- Continue to consider diversity in collection development. Highlight these collections in book displays and programming (MA)
- Look at how to make Non-Fiction Graphic Novels more findable (MA/ED/TD)

Adult:

- Graphic novel shelves –FY20 (HT)
- Weeding reference section –FY20 (AP, WH)
- Game shelving – FY20 (HT)
- Puzzle across to lower level –FY20 (HT)

Adult/Youth:

- Essex Reporter in staff room for staff to stay informed on community issues -ongoing (WJ)
- Staff be acquainted with EssexVT FB page, to keep up with community concerns-ongoing
- Signage in staff areas -ongoing
- Update collection development policy –FY20
- Update series –FY20 (HT)

i.

**2. Community Connections: Nurture community spirit in a safe, collaborative and comfortable space.**

a. Improve existing space to meet patrons' needs.

**Youth:**

- Compile Readers Advisory materials for Reluctant Readers - High Interest/Low Reading Skills (ED)
- Look at consistency of labelling "easier reads" with orange tape: Easy Readers and Graphic Novels (MA/ED)
- Create a holiday category for birthdays (MA/WJ)
- Weed Holidays and move Holiday Easy Reader Books to Holiday Section (MA/WJ/TD)
- Put Superhero Books Together (ED)
- Label books by Vermont Authors & Illustrators (TD)
- Look at the consistency of award/subject labeling for award books, make sure these are up to date. (MA/WJ)

**Adult:**

- Install range finder signs on the mid-level. Assess non-fiction signage. (AP/SP)
- Look at small group seating - ongoing
- Install range finders - FY20 (AP, SP)
- VT room signage- FY20 (WH,HT)

**Adult/Youth:**

- Continue to improve library - ongoing
- Assess youth and adult signage- ongoing
- Charging domes in in VT Room/Lower Level - FY20 (HT)
- Look into new carpet for elevator FY20
- Water bottle filling station- FY20 (WH)

i.

b. Increase publicity and awareness of library services and programming.

**Youth:**

- Update handout for preschool events and distribute to local businesses and preschools. (ED)
- Continue to employ the website, social media, and flyers in the library to promote library services and programs. (MA/ED/SE/TD)

**Adult:**

- Update Brownell brochure (AP/HT)
- Feedback forms for programs -(WH, HT)
- Purchased banner -FY20

**Adult/Youth:**

- Maker space programming - ongoing
- Passive program book review display -ongoing
- Hopes and fears display community collaborative display- FY20

c. Increase outreach efforts to reach underserved populations.

**Youth:**

- Continue the conversation with other youth librarians in Chittenden county about how they are supporting the local ELL population, discuss ideas with youth staff (MA/ED)
- Start a conversation about resources for families/individuals living with disabilities (MA)

- Coordinate with community member to host a parent workshop about Dyslexia (MA/ED)

Adult:

- Programming for younger adults -ongoing
- Creative diverse fiction book displays -ongoing
- Fantasy Lovers Book Group do a display? – FY20 (WH)
- Hotspots- FY20 (HT)

- d. Collaborate with other libraries in all areas of library services, with emphasis on the Essex Free Library.

Youth:

- Reach out to local librarians to get a better sense of programs and services, develop relationships (MA/ED/SE)
- Work with Essex Free Library to develop a Biannual Welcome Baby Event (ED)
- Apply for a Vermont book award committee (MA)

Adult/Youth:

- Create merger plan for proposed Essex merger with Essex Free

**3. Health and Recreation: Support healthy minds and bodies and stimulate imagination.**

- a. Partner with local initiatives and organizations to enrich community involvement in health and recreation.

Youth:

- Collaborate with EJRP on the End of Summer Party and Train Hop (MA/ED)

Adult:

- Look into outside groups from programs on health topics- ongoing

Adult/Youth:

- Continue to partner with local initiatives- Roller Derby, walking maps, etc - ongoing
- b. Expand our presence and access outside the building.

Youth:

- Explore story walks in collaboration with Parks and Recreation (ED)

Adult:

- Offer the area history walks for personal use-ongoing
- Continue to pursue a Brownell geocache- ongoing (sp)

- c. Provide services and materials to promote healthy minds and bodies.

Youth:

- Continue to Offer Preschool Yoga (ED)
- Look into Zumbini Program (ED)
- Offer a preschool play time in the library once a month. (ED)
- Offer a Kite Making Workshop and Festival (MA/ED)
- Offer healthy incentives as part of teen volunteer party raffle (SE)

Adult:

- Literary fitness challenge- Ongoing (HT)

Adult/Youth:

- Standing desks at suitable staff work stations- FY20
- Intergenerational programs with Senior Center -ongoing
- Continue to add "library of things" -ongoing

d. Help patrons access health and recreation resources.

Youth:

- Look at compiling a resource binder for teens in the YA area (SE)

Adult:

- Look for additional attraction passes- ongoing
- Looking into video streaming service -FY20 (WH)

i.

**4. Local Economy: Collaborate with organizations, groups and individuals working to improve the community's economic climate.**

a. Develop spaces, resources and trainings to support small businesses and start-ups.

Adult/Youth:

- Evaluate local business proposals for programs where businesses might share expertise- ongoing.
- Small business resources display NOLA, etc- FY20
- Share grow with google resources with staff-FY20

b. Support financial literacy for all ages.

Youth:

- Celebrate Financial Literacy Week (ED)

Adult:

- Update personal finance collection- ongoing
- Book display of financial resources- April FY20

i.

c. Provide resources concerning job opportunities and career changes.

- Continue to partner with AARP for tax help- ongoing
- Exhibit job resources display -April FY20

d. Pursue funding opportunities for special projects and initiatives.

Adult/Youth:

- Continue to seek grants for Summer Reading and other programs as they become available
- Explore the kinds of programs we want to offer with technology (like coding workshops), consider supplies needed, and look at technology grants. Look at digital literacies (MA)
- Adult and youth staff will be aware of grant opportunities -ongoing

# HISTORY OF THE ESTABLISHMENT OF VARIOUS SERVICES IN ESSEX JUNCTION AND ESSEX TOWN

SERVICE	YEAR ESTABLISHED	
	IN THE VILLAGE	IN THE TOWN
Library Brownell Library opened in 1926 Essex Free Library opened in 1933	1899	1908
Fire	1893	1973
Police	1896	1980
Manager	1955	1970
Recreation	1953	1973
Zoning (regulations)	1963	1971
Planning Commission or Board Town hired a Planner in 1978 Village hired a Planner in 1989	1958	1958
Water Service	1914	1951
Sanitation	1926	1977
Wastewater Treatment new plant owned by Village serves towns of Essex and Williston	1964	
Senior Bus	1980	1983

A more detailed history, including source of information, is available in the Village Office.



# Memorandum

TO: For the Record

FROM: Dennis Lutz, P.E., Public Works Director

DATE: 14 February 2020

SUBJECT: Town/Village Staff meeting with the Essex-Westford School Transportation Manager

A meeting was held on January 24, 2020 to discuss school bus routes, Town and Village sidewalk/path winter plowing and associated issues. In attendance were: Evan Teich, Unified Manager, Dennis Lutz, Public Works Director, Dan Roberge, Town Highway Superintendent, Ricky Jones, Village Public Works Superintendent and Jamie Smith, Transportation Manager for the Essex-Westford School District.

The intent of the meeting was to discuss the bus routing changes implemented by the School District last year, the impact of those changes on sidewalk plowing routes, issues being raised by members of the community as a result of these changes and what can be done to improve service and safety within the constraints of available resources.

Prior to the meeting, Shannon Lunderville, the Town IT/GIS Coordinator produced a 24-inch x 36-inch map of the urbanized area of the Town (excluding the Village) showing the current school bus stops, the existing walks/paths on sidewalk plow routes and existing walks/paths not on existing sidewalk plow routes. The map was used extensively during discussions to identify and highlight specific problem areas that have been brought to the attention of the parties.

Some of the key elements that must be dealt with are the following:

- A) The School District strives to keep bus stop locations in the same locations; however, some routes and collection points change from year to year due to a number of factors. Sidewalk plowing routes need to be consistent over time and not vary every time a bus pick-up point changes. There should also be an equitable distribution of plowing. What is meant by this is that current sidewalk plow routes concentrate on (1) high traffic volume roads, (2) entrance roads into developments and (3) plowing to the center core area of a complex of intersecting streets. If sidewalk plowing is extended to a dead end road in one area of Town, it is very difficult to not extend this service to similar streets throughout the Town. With current resources, all the sidewalks in Town cannot be consistently plowed.
- B) The Town currently plows sidewalks in the Susie Wilson area of Town and the Town Center area. These are geographically separate zones that are almost three miles apart, which impacts equipment mobility and coverage. There are also streets with no sidewalks (Tanglewood area) with significant number of children being picked up by buses, as well as streets where the sidewalk infrastructure is narrow and not amenable to plowing without significant damage to equipment or infrastructure (Logwood Circle/Pioneer Streets areas). The priority for sidewalk clearing is set in the Town's Winter Operations Plan each fall.

- C) The School buses have timing constraints in order to pick up students within a reasonable expectation of time of pick-up and delivery to school before school starts. Every added pick-up point adds delay to the route, which in turn requires earlier overall pick-up and longer bus rides.
- D) Any changes made in plowing routes from year to year need to be incremental to enable infrastructure issues to be identified and resolved ( utility boxes, fences, rock walls, narrow walks) and to enable the routes for coverage by equipment and personnel.

In an effort to resolve some of the ongoing issues, the following was decided as an approach to be further investigated for implementation:

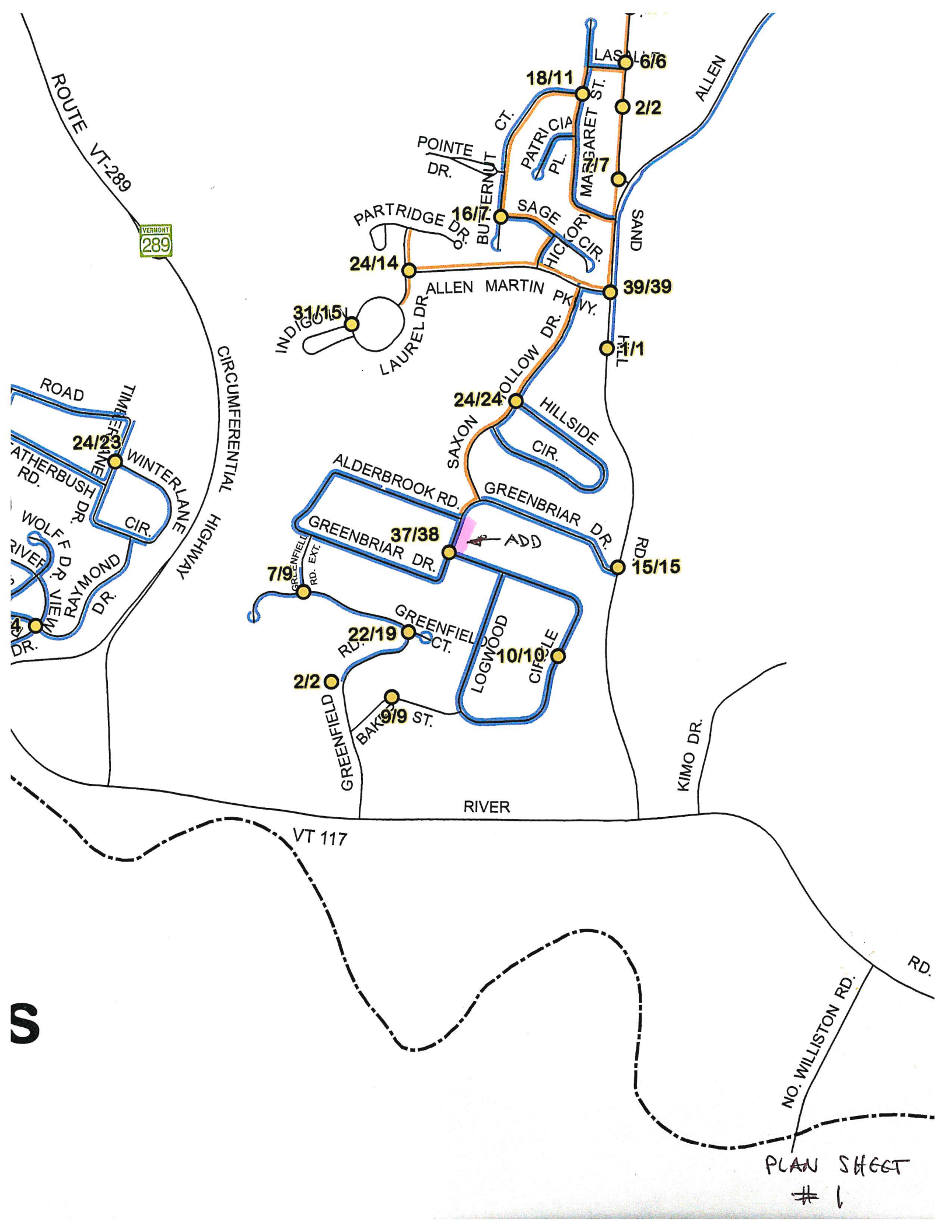
- 1) In the area of Alderbrook Road, Greenbriar Road and Logwood Circle (See Plan Sheet #1)
  - a) The Town currently plows the sidewalk to the intersection of Alderbrook Road and Greenbriar Road. The proposed plan is that sidewalk plowing will be extended to the intersection of Logwood Circle and Greenbriar Road.
  - b) The School District will add pick-up points in these two areas effective March 2020.
  - c) Over time, the Town will investigate the infrastructure constraints along an extended route in this area to determine what may be feasible to improve for future plowing.
- 2). Tanglewood Drive area (See Plan Sheet #2): The Town is undertaking a preliminary scoping study through the CCRPC to determine if some form of pedestrian walkway is affordable to enable a section of sidewalk between Woodlawn and Fern Hollow on Tanglewood Drive as a template for a future pedestrian walkway along this 40 foot wide road.
- 3). Blackberry Road (See Plan Sheet #2): There was discussion as to whether or not there are any students on Blackberry Road. It is within walking distance of the elementary school. Some residents do not want the sidewalk plowed. The School will check to see if this street has any walking school children. A decision will have to be made as to continuance of sidewalk plowing if it is not needed. (Note: Subsequent to the meeting, a school check with families on the street with school-age children indicated that some families want the sidewalk plowing continued. It will be continued).
- 4) In the area of the Heritage Estates Development (See Plan Sheet #3): The Town will look into the existing infrastructure in the spring to determine the feasibility of extending sidewalk plowing coverage on Londonderry Lane and either Cabot or Chelsea Road to connect into Old Stage Road. Londonderry is a significant entrance road into the development and the added loop will help support the existing bus stops. If the infrastructure can support sidewalk plowing or can be upgraded to support sidewalk plowing, the additional sidewalk plow coverage may be added for next winter.
- 5) In the Old Stage Development (See Plan Sheet #3): Sidewalk plowing coverage may be extended to include a route from Pomfret south to Fox Run, west on Fox Run to, and north on Weatherfield to pick up with the existing route. Again, the condition of the infrastructure may determine the feasibility of adding this leg for next winter.

Adding additional bus stops in the existing Willoughby-Fox Run-Weathersfield Bow routing loop would have minimal impacts on walking distances. Similar to the plowing limitations in "A" noted earlier, extending bus routes down dead-end roads in this neighborhood is not feasible.

- 6) In the Woodlands area, a private sidewalk and driveway contractor is clearing some sidewalks as part of the company's driveway plan. At this time, there is no plan to increase sidewalk plowing coverage in this development. A major shift in Public Works resources would be needed for more municipal coverage because the portion done now is accomplished with a small pick-up truck because the multi-use path is wide enough to accommodate the equipment. Because the remainder of the development is 5- foot wide sidewalk, a shift in equipment would be needed. This would have a significant impact on resources.
- 6) The Town Center area (See Plan Sheet #4): Sidewalks in the area of Carmichael Street are being plowed by a private contractor hired by the Town. The pedestrian areas are wide and used by both the commercial sector and apartments. Although costly, the Town cannot cover these sidewalks without contractor support with the current resources at hand. The overall service in this area will be much improved when the developer finishes Carmichael Street end to end.
- 7) Pinecrest Drive near VT2A (See Plan Sheet #5): A new sidewalk will be constructed this summer from Suffolk Lane to VT 2A. When this is completed (most likely prior to next winter), the Town will plow the sidewalk the entire length of Pinecrest Drive and continue along VT2A to the intersection of Old Colchester Road. The Village of Essex junction plows the path on Old Colchester Road for the Town. There will be full linkage of plowed sidewalk along this route.
- 8) VT15 to the West gate of Fort Ethan Allen (See Plan Sheet #5): VTRANS has a path project ready to go to construction along this route (and all the way to Winooski) sometime in 2020 or 2021. Although this doesn't impact any Town school bus routes, the section of the path in the Town will have to be plowed by the Town. This will add another 3000 feet (+or-) to the existing sidewalk plow network which will in turn impact on the Town's ability to increase service elsewhere. Although this issue was not brought up at the meeting, it is an important consideration for the future.
- 9) Painesville area (See Plan Sheet #5): This will be a difficult area of Town for added sidewalk plowing coverage over the short term. Sidewalks are generally narrow (4 feet wide), with many obstacles along the route, and lack of ADA ramps (i.e., sidewalk plow access). The Town will look at what will be needed to possibly add a future plow route north on Pioneer Street to Jackson Heights and then south on Jackson Heights to Pinecrest Drive.

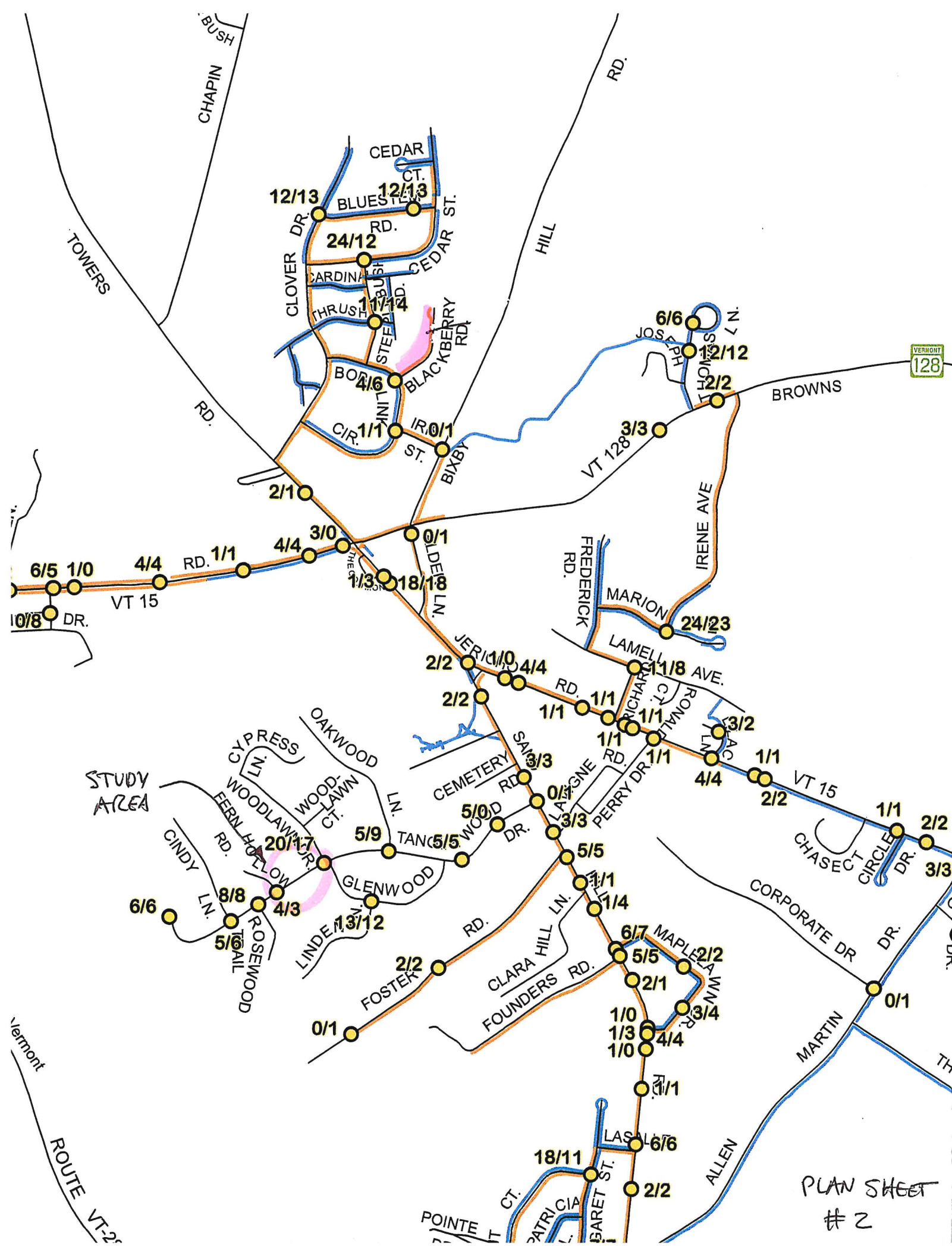
Because of the large numbers of school students at the designated pick-up points, the School District added an additional stop on Pioneer Street on 12-2-19 and will investigate the possibility of adding additional stop(s).

- 10) Any changes not noted with a date above would not occur until next winter.
- 11) The School District will continue to share route information and coordinate with Essex Municipal Police and Public Works each summer as part of the annual bus route development process.
- 12) Although the School District has implemented busing in the Village, this has not changed the Village's sidewalk plowing coverage. Because of the density of population and past practice, the Village has generally plowed the sidewalks at least on one side of all streets.

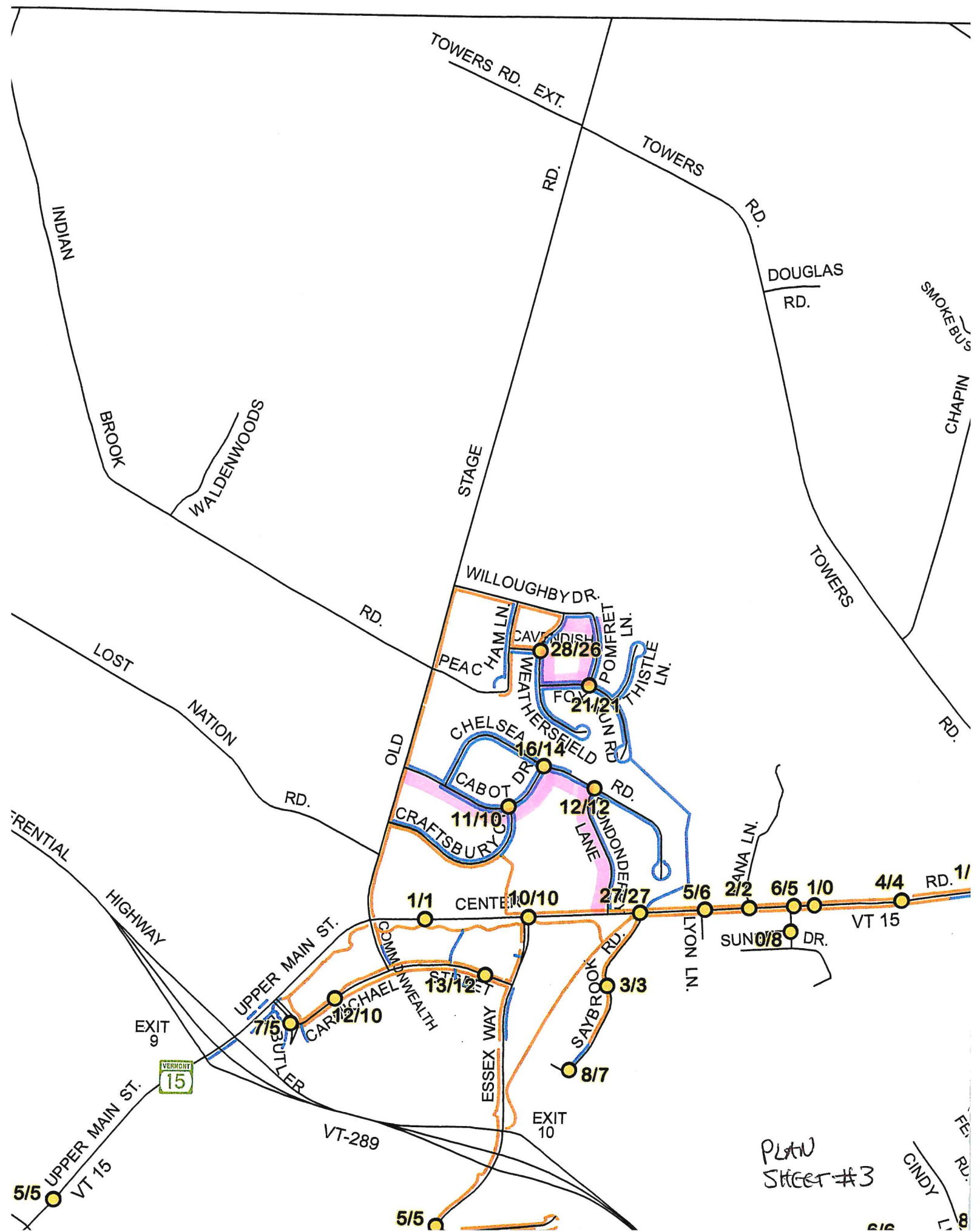


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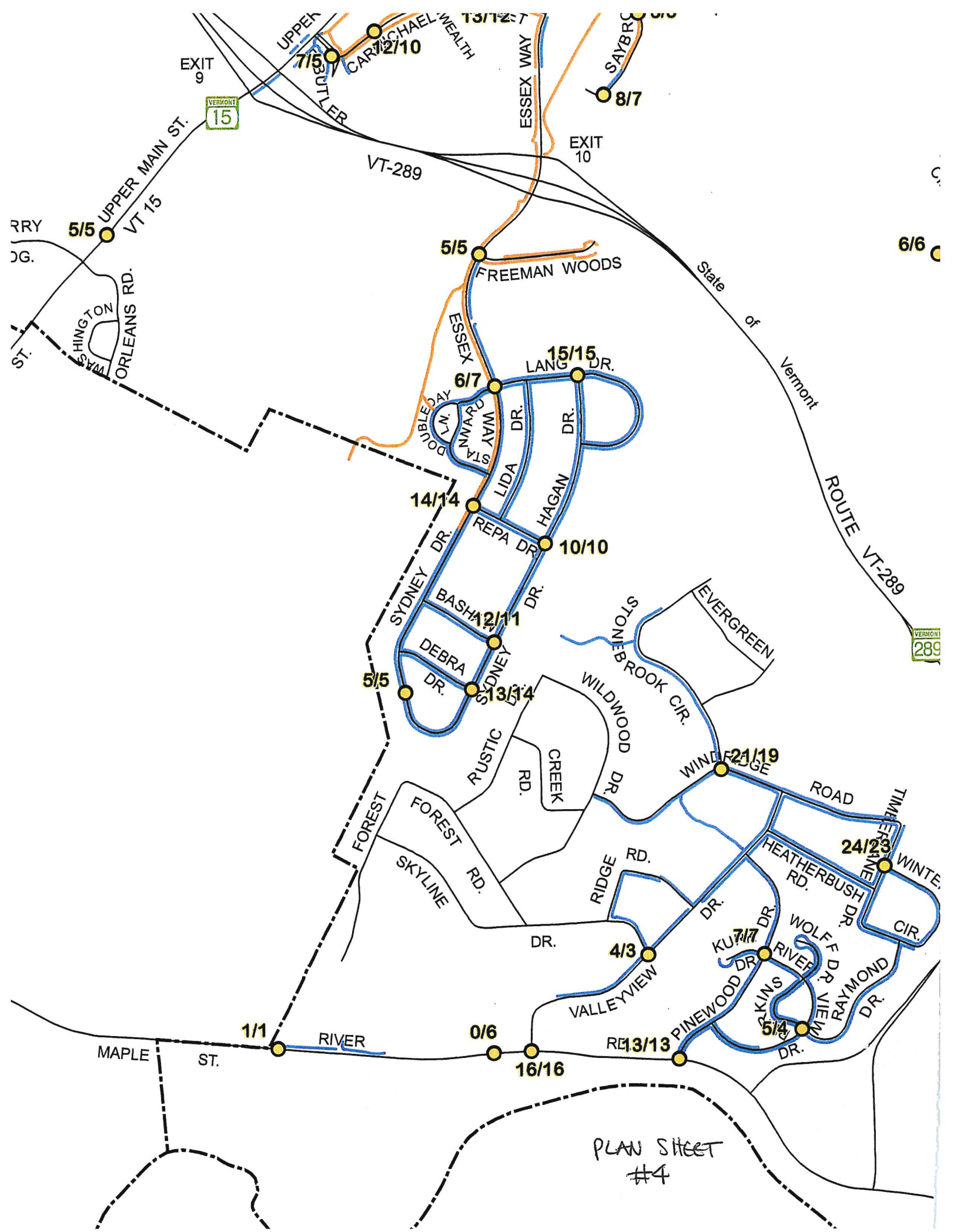


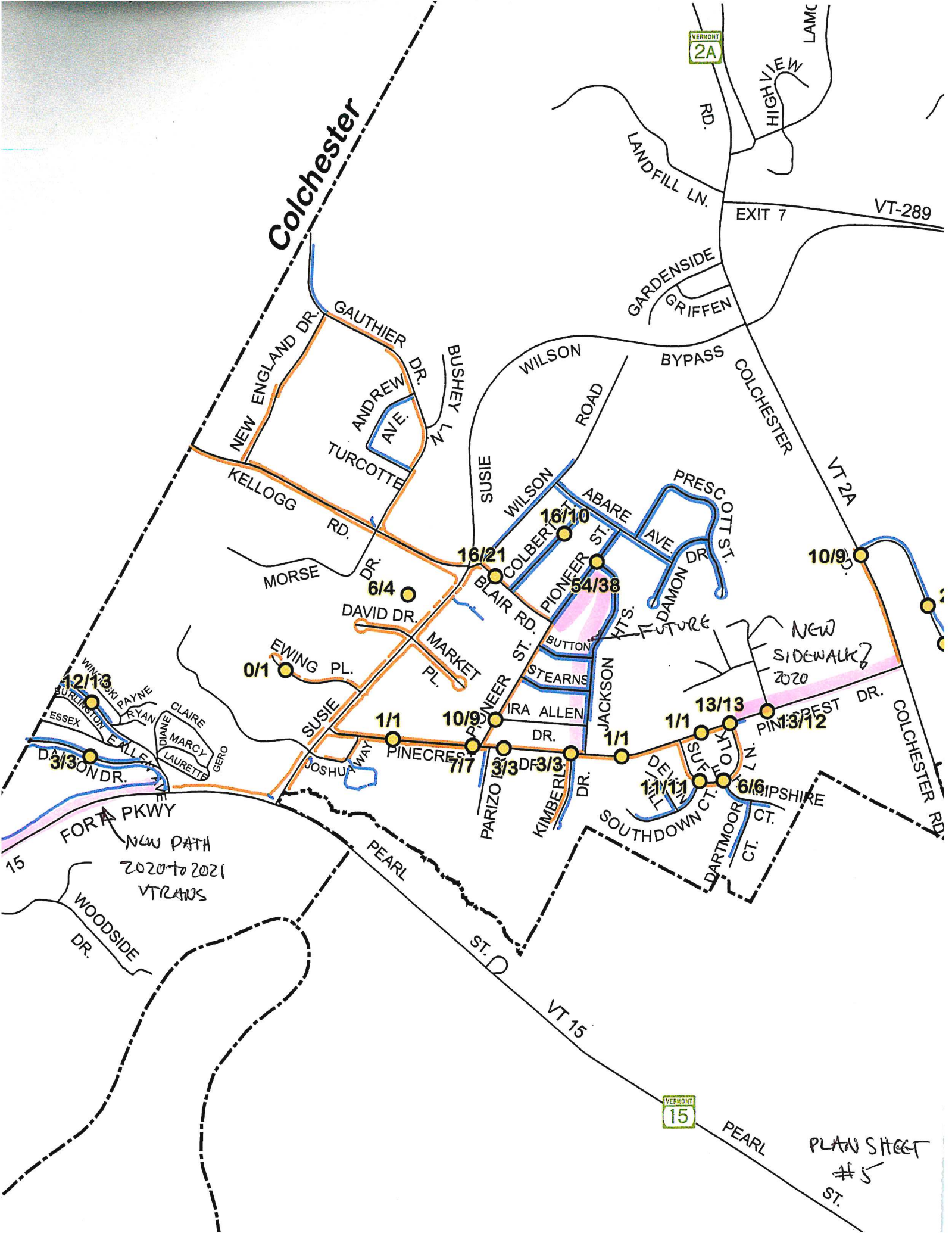




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[icma.org/vermont-women-leading-government](http://icma.org/vermont-women-leading-government)

MEMBERSHIP NOW OPEN



### Mission

To educate, mentor, encourage, and support women in the local government profession.



### Membership

Professionals: \$40 / year

Students: \$10 / year

Join at  
[icma.org/vermont-women-leading-government](http://icma.org/vermont-women-leading-government)



### Next Meeting

April 24, 2020  
Bellows Falls

Watch website for details.



### Affiliates

VERMONT LEAGUE  
OF CITIES & TOWNS  
ICMA

## Our Story

Data shows that only about 13% of municipal managers/administrators are women despite being over half of the population. Women also have great ideas and care about communities, and can be excellent leaders and team members. Additionally, studies show that issues important to women get more attention when women are in leadership positions.

At a meeting of managers, administrators, and assistants held in 2016 by the Vermont League of Cities and Towns, women in the room wondered what we could do about the low number of female municipal managers in Vermont.

As a follow-up, a group started holding meetings to talk about issues we all face as local government leaders. Regular attendees agreed that the support of other women has helped them overcome obstacles in their work and enhanced their personal and professional growth.

At Town Fair in October 2019, a steering committee was elected and the group affiliated with the Vermont League of Cities and Towns and the Women Leading Government effort at ICMA. Meetings are held quarterly. Upcoming meetings scheduled for Bellows Falls (April), Northeast Kindom (July), and at Town Fair (October) in South Burlington.

### Join Today!

[icma.org/  
vermont-women-  
leading-government](http://icma.org/vermont-women-leading-government)

## Steering Committee

Jessie Baker  
Donna Barlow-Casey  
Coralee Holm  
Ann Janda  
Marguerite Ladd  
Sarah Macy  
Elaine Wang

City Manager, Winooski PRESIDENT  
Public Works Director, Montpelier  
Director of Community Engagement & Innovation, South Burlington  
Project Manager, Town of Essex & Village of Essex Junction  
Town Administrator, Cambridge VICE PRESIDENT  
Finance Director & Asst. Manager, Town of Essex & Village of Essex Junction  
Assistant Town Manager, Barre Town





## Vermont Chapter Membership Application

**Mission Statement: to educate, mentor, encourage  
and support women in the local government  
profession.**

### Vermont Women Leading Government Steering Committee

Jessie Baker, President  
City Manager  
City of Winooski  
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802-655-6410

Donna Barlow-Casey  
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Sarah Macy, Treasurer  
Finance Director, Assistant Manager  
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Elaine Wang  
Assistant Town Manager  
Town of Barre  
ewang@barretown.org  
802-477-1356

Annual dues are paid for a membership year, which begins January 1 and ends on December 31. Membership dues are \$40 for professionals and \$10 for students. Dues will be waived upon demonstration of financial need.

Please complete the following information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please make checks payable to **Women Leading  
Government Vermont Chapter** and mail your  
membership form with check to:

Women Leading Government Vermont Chapter  
c/o Vermont League of Cities and Towns  
89 Main Street, Suite 4  
Montpelier, VT 05602

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*What are some topics you'd like to see us cover?*

☐ *Management* ☐ *Leadership Styles*

☐ *Bias and Discrimination* ☐ *Self-Care*

☐ *Other:* \_\_\_\_\_

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## **Staff and Director's Report December 2019**

### **Report from the Director**

#### Building

The gas fireplace had its annual inspection at the beginning of the month and failed. The vendor that did the inspection didn't have the capacity to inspect the chimney where they expected there was a problem, so the fireplace was shut down, until another vendor could run a camera down the chimney. The more in depth inspection at the end of December revealed rubble from the building renovation had slowly made its way down the chimney over the past few years and blocked the vent. The rubble has been addressed and the fireplace is back on for the New Year!

#### Meetings and Trainings

Megan, Hannah, Susan and Wendy H attended the Brownell Village Trustees Budget Day hearing on Dec. 4 representing the Brownell budget work group.

On Dec. 5, Brownell was closed for the morning for staff development. The main focus of the morning was brainstorming around what staff felt was important in developing a Philosophy of Service. While we all want to offer excellent customer service, we need to create a philosophy of service so we can all agree on the priorities in how we deliver great customer service to better empower front line staff and equally provide great service to whomever we are helping. It was a great beginning of this conversation and we found common themes and we will talk more about what themes should be prioritized at a future meeting.

Wendy H attended a VOKAL Executive Committee meeting at the Dorothy Alling Library on Dec. 11.

Wendy H attended a Green Mountain Library Consortium Board meeting online on Dec. 13.

#### Programming

Our December First Wednesday "Food Across Borders", from Dartmouth professor Matthew Garcia had unfortunate low attendance, was a great presentation of the impact of migrant and illegal migrant workers on Vermont farms, and a broader look at how food trends have changed in our country because of immigrant populations.

Train Hop was held on Dec. 13 with 819 people visiting Brownell which was one of many stops. The evening went smoothly with the exception of the Essex Reporter not showing up to staff their table for kids to write letters to Santa. When it was clear the Reporter staff wasn't coming and kids were disappointed they didn't have their expected outlet to write to Santa, Brownell staff stepped up and put out materials so interested kids could get their letters written.

The former volunteer leader of the Friday night knitting group contacted Wendy H in December wondering if the program could be attempted again, but with different parameters and not a central volunteer organizer. In discussing the past challenges of the knitting group, and the interest in having

one in the Village Center, Wendy H agreed to try it again. First Friday Knit Night will return as a drop in program to be monitored by on site staff.

### Other

Wendy H, Hannah and Wendy J represented Brownell Library at the municipal staff Holiday Lunch held at Maple Street Park on Dec. 20. Staff decided it would be too disruptive to close Brownell midday for 2 hours for all to attend.

### Adult Department Numbers:

- New Adult Library Cards: 16
  - Cards Started for Essex Free Library: 0
- Attendance at 17 Adult Programs: 941
- Kolvoord Room: 18 Adult Events; 950 People Attending
- Adult Program Support: 41 hours
- Clif offered tech help 5 times assisting 7 people.
- 16 people attended the Vermont Astronomical Society's talk about visually observing the planet Venus (part 1 of 2).
- Our 1<sup>st</sup> Wednesday program: *Food Across Borders* had a low turn out of 19 people.
- The Must Read Monday group had 13 people for their discussion of *Becoming* by Michelle Obama.
- No one showed up for our 1<sup>st</sup> Wednesday Encore on: *Charles Dickens and the Writing of A Christmas Carol* or TEDx Event: Positive Thinking.
- Sandy Baird led the Current Events Discussion Group 5 times with 67 participants. They even met the day before Christmas (which is a day we were closed)!

### INTERLIBRARY LOAN STATISTICS

DEC	FY 19		FY 20
ILL Sent	119	3%	122
ILL Requested	64	-14%	55
Holds	368	-1%	363
Avg days to receive	7.9	46%	11.5

### COURIER STATISTICS

DEC	FY 19		FY 20
GMM SENT	136	-17%	113
GMM REC'D	110	4%	114
USPS SENT	29	-38%	18
USPS REC'D	30	-20%	24
Est. SAVINGS	\$ 263.56	-18%	\$ 217.05

## News from Tech Services:

A number of our tech services volunteers are headed south for the winter, and another long-term volunteer will be out for health reasons for the foreseeable future. We are adjusting our workflow as needed and working to gain and train some new volunteers.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, December: 281
- Youth materials added, December: 127
- Magazine issues added, December: 132
- Total catalogued collection size December: 69873

## Wi-Fi Statistics December

- Daily Average visits time-
- 6+ hrs 16
- 1-6 hrs 32
- 20-60 mins 30
- 5-20 mins 55
- Daily Average return rate-
- Occasional 17
- Weekly 58
- Daily 37
- First time 21
- Total Unique Clients (users connected devices) for the month 579

## Twitter

- Number of Twitter followers- 55

## Instagram

- Number of Instagram followers-230

## Facebook Monthly Reach and Engagement December 2019

- Number of engagements with our posts (likes, shares etc.) –166
- Total number of post views – 5390
- Number of Page Likes- 1140

## November 2019

- Number of engagements with our posts (likes, shares etc.) –449
- Total number of post views – 5856
- Number of Page Likes- 1134

#### October 2019

- Number of engagements with our posts (likes, shares etc.) –238
- Total number of post views – 3688
- Number of Page Likes- 1112

#### September 2019

- Number of engagements with our posts (likes, shares etc.) –187
- Total number of post views – 3530
- Number of Page Likes- 1107

#### August 2019

- Number of engagements with our posts (likes, shares etc.) –135
- Total number of post views – 3155
- Number of Page Likes- 1112

#### July 2019

- Number of engagements with our posts (likes, shares etc.) – 381
- Total number of post views – 5990
- Number of Page Likes- 1107

#### June 2019

- Number of engagements with our posts (likes, shares etc.) – 317
- Total number of post views – 8033
- Number of Page Likes- 1101

#### May 2019

- Number of engagements with our posts (likes, shares etc.) – 254
- Total number of post views – 4475
- Number of Page Likes- 1081

#### April 2019

- Number of engagements with our posts (likes, shares etc.) – 318
- Total number of post views – 5386
- Number of Page Likes- 1068

#### March 2019

- Number of engagements with our posts (likes, shares etc.) – 184
- Total number of post views – 3335
- Number of Page Likes- 1068

#### February 2019

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

#### January 2019

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

#### December 2018

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

#### Brownell Library Website monthly visitors:

- Dec-2018      Visits 1784      Page Views 2716
- Jan-2019      Visits 2238      Page Views 3436
- Feb-2019      Visits 1917      Page Views 3,228
- Mar-2019      Visits 1828      Page Views 2931
- Apr-2019      Visits 381      Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored)
- May-2019      Visits 2281      Page Views 5722
- Jun-2019      Visits 2,967      Page Views 8424
- Jul-2019      Visits 2,719      Page Views 7223
- Aug-2019      Visits 2,373      Page Views 6341
- Sep-2019      Visits 2297      Page Views 6180
- Oct-2019      Visits 2373      Page Views 5715
- Nov-2019      Visits 2378      Page Views 5571
- Dec-2019      Visits 2199      Page Views 5447

## YOUTH DEPARTMENT

### UPDATES

- We started ordering our Summer Reading incentives in December. There was some controversy over the use of Native American imagery in some of the artwork. As a result, the Collaborative Summer Library Program has pulled a lot of the materials for this year's program. This will impact some of the imagery we can offer on reading logs, posters, t-shirts, etc.
- Several of our Strategic Planning Goals this year focus on equity, diversity, and inclusion, and one in particular encourages us to reach out to families, organizations, or individuals with disabilities to gain a better understanding of how the youth department can serve and support this population. In December, Megan talked with someone from Decoding Dyslexia about the possibility of adding decodable easy readers to our collection. Our contact is compiling a list of recommendations. Megan also reached out to the Vermont Family Network for recommended resources. It turns out that VFN has a large collection of literature about disabilities that they are trying to get rid of. In the end, Megan gave them tips for donating older materials to Better World Books, and offered to take a few, newer titles that they think should be in a public library.

- Erna updated call numbers for superhero books in the easy readers, middle grade fiction, and young adult fiction. This will allow us to shelve superhero books together, making them easier to find.
- We have had some trouble finding books in the non-fiction, so the youth department spent some time shelf reading in December. This was a team effort, and materials have been much easier to track down since we completed this project. We were also surprised to find that a “library gnome” reorganized a series of our non-fiction state books. This patron initiated project must have taken some time and dedication; however, we prefer to keep these shelves in call number order so that patrons can find multiple titles on the same state in the same area.

## EXHIBITS

- **Picture Book Room:** Because Sometimes Life’s Awkward (Books about Mistakes and Penguins)
- **Youth Non-Fiction:** Sing Along with Me (Song Books)
- **YA Room:** Maple Syrup Books (Books by Vermonters and/or about Vermont)

## EVENTS

- We are running a **Book Lovers Club** from December through February, to encourage readers to share their favorite youth titles. In part, this program is meant to offer interactive library experiences for youth that are not able to make it to the library during the work week. Recommendations are posted next to the rear exit.
- Our November **Kindness Chain** was so much fun that we kept it up through the end of December. For this, patrons were asked to share a kind thought, action, or idea. The chain was quite festive hanging above the youth desk.
- We attempted to build on the excitement about **Hour of Code** at Fleming Elementary by offering patrons a piece of candy if they could show us something they had coded. Not many youth patrons took us up on this. If we do it again, it may be better to offer it as a one hour coding program. To encourage younger patrons to practice coding we put the code-a-pillar on the exploration station in December. This was a big hit! Kids had it singing songs and rolling in and out of our non-fiction section all month!
- 17 kids and 9 adults read with **Therapy Dogs** Daisy and Pugsly in December. This will be Pugsly’s last month volunteering for the Therapy Dog program. We have appreciated having him and owner Laurie Nasta!
- 37 kids and 23 adults attended **Story Times**. This month, Erna built a “campfire” and read stories about cowboys & cowgirls. Megan built background knowledge with stories about forests, trees, and forest animals in winter. Megan also explored art and color. Kids at this story time experimented with mixing paint, and built fine motor skills while making their own art.
- Erna went to **Park Street School** to share her cowboy/cowgirl story time with 11 preschoolers. This was her first visit to Park Street for Story Time (they usually come to us) and it will be a monthly occurrence.
- 12 kids, 1 teen, and 3 adults attended our **Tuesday Movie: Rise of the Guardians**.
- For **Wonder Wednesdays** this month:
  - Sarah worked with local voice actor Larry Hawley to teach kids about building characters with their voices. One boy employed his learning to do a creepy villain voice in front of the group. The "audience" LOVED it! 16 kids and 2 adults attended this program.



- Erna provided opportunities for kids to learn about and build circuits. She did a great job providing multiple levels of engaging with this project so that younger and older kids could walk away with a new experience. 17 kids and 3 adults attended this program.
  - Because schedules (and people) tend to get a little more frazzled the closer it gets to the holidays, Megan offered a cozy embroidery program later in the month. She made this kid-friendly by offering large, blunt needles and encouraging kids to make interesting shapes with funky yarn in burlap. 9 kids attended this program.
- 7 kids and 3 caregivers attended **Preschool Yoga**.
- For the after school **Red Clover Story Time**, Erna read *Julian is a Mermaid* and *Misunderstood Shark* to 2 students and played Shark Bingo. This was a repeat of last month's Red Clover homeschool group.
- 9 kids, 6 teens and 8 adults attended **Dungeons & Dragons**. Megan spent some time this month working with our Dungeon Master, Miles Main, and an avid D&D Player, Jacob Jones, to reimagine how we offer our D&D Program. Starting in January, a beginner/family program will be offered on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month. Miles will continue to lead this program. There will also be an advanced game for serious players on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month. Players in this game should be willing to lead a campaign; there will be no facilitator. Players will be allowed to decide which games they are ready for on their own. This program has been growing in popularity, and we hope that splitting the games in this way will make the beginners game more manageable for Miles. Because of the growing popularity of the program and the renewed interest in the game in this community, we are also adding some D&D materials to our youth collection.
- 13 kids and 4 adults made **Greeting Cards** with Erna. The group spontaneously sang Frosty, Rudolph, Dreidel, and Kwanzaa songs.
- 28 kids and 20 adults attended **Music with Raph!**
- 2 teens joined Sarah to make duct tape roses and listen to *Mamma Mia* for **TAB**. Sarah was excited to see a teen that is new to the area at the program, and appreciated Carrie Egan's help with planning the program!
- Brownell participated in EJP's annual **Train Hop** on December 13th. This was a fun opportunity to connect with community members, and we were so thankful for the Haggerty's Lego Train (run by the Boy Scouts) and for our devoted Train Conductor, Jacob Jones. 819 people came into the building during Train Hop!
- 3 kids and 3 adults experimented with plastic bag monoprinting during **Art Lab**. This program encourages young patrons and their families to experiment with art materials and abandon the idea of a perfect final product. Typically the kids have no problem with this approach, but it is interesting to see the occasional adult wrestle with it.
- For our **Vermont Reads** program we invited New Hampshire cartoonist Marek Bennett to share his approach to cartooning using primary sources as inspiration. 5 kids and 1 adult attended this program. While the turnout was lower than expected (probably because December is so busy), the people who did participate had a great opportunity to learn from a professional artist, practice their creativity, and tell their own stories. Megan was able to share information about this program with the high school librarian, Martine Gulick, who invited Marek to present at EHS and CTE. This was a nice community collaboration.
- 7 teens experimented with making homemade bouncy balls for **LEEP** (Library Elementary Event Planners). One first-time attendee used everything she knew about Borax (from previously making slime) to make the best bouncy ball she could. She clearly was a good, creative scientist

and liked the opportunity to experiment! In part, this program also provided an opportunity to prepare for an upcoming Wonder Wednesday.

- **Homeschool Book Clubs:**
  - During **Red Clover**, Erna read *Drawn Together* by Minh Le and *Friends and Foes* by Florian. The 15 students also created string art.
  - During **Dorothy's List**, Sarah encouraged 4 kids and 6 teens to compare notes about character and plot from the various books they've been reading.
  - During **GMBA**, 4 teens discussed the Hero's Journey and feminist retellings with *The Boneless Mercies*, by April Genevieve Tucholke.
- 17 kids and 6 adults celebrated the shortest day and longest night during **Winter Solstice with Bridget Meyer**. For this program, Bridget read a winter solstice story and shared a craft.
- No one attended the **Family Movie Night** on Friday, December 20<sup>th</sup>, likely because this was the start of the school's winter vacation.
- 4 kids and 3 adults attended **Lego Fun!**
- A family, including 3 kids and 1 adult, attended **Giant Self-Portraits**. Megan encouraged participants to draw what they see rather than symbols. An older child and her dad really seemed absorbed in their portraits, and the two younger siblings were really into their renditions of Yoda and a character from *Plants vs. Zombies*. As a whole, this family seemed to appreciate having a calm, quiet activity, and Megan was delighted by all of their work!
- 13 kids and 12 adults attended Erna's **Vacation Story Time**. Erna shared stories, songs, and sign language with Julie. She encouraged the group to use the puppet theater to act out stories and saw several new faces!
- 7 kids and 5 adults made **Paper Airplanes** with Sarah. Participants enjoyed testing their creations in various competitions (i.e. how far can you go, can you hit the chair, etc.) At the end of the program, the kids threw all four of their airplanes at the same time. The huge smiles on their faces were priceless!

## DECEMBER BY THE NUMBERS

- 2 New Youth Patrons
- Attendance at 31 Kids Programs: 240 Kids, 8 Teens, 101 Adults
- Attendance at 5 Teen Programs: 19 Teens, 9 Kids, 8 Adults
- Kolvoord Room: 18 Youth Programs, 190 People attending
- Youth Program Support: 24 Adult Hours, 5.5 Teen Hours
- Passive Programming: 23 Games Played, Daily Visits to Codeapillar
- Daily visits to the Puppet Theater and Doll House
- 0 Welcome Baby letters sent

## **Staff and Director's Report January 2020**

### **Report from the Director**

#### Building

Wendy H learned that Town Building Manager Tom Yandow is looking into what is involved to replace the roof from the 1970 Brownell building expansion, and Tom has confirmed with outside professionals that the roof shingles are asbestos which will make the roof replacement a more complicated process.

#### Staffing

One of our part-time shelveers, Carrie Egan, is moving on from her position to focus on her college pursuits. We will miss Carrie and what an awesome shelveer she has been, but look forward to her helping out as a volunteer when she can!

With Assistant Librarian Susan Pierce's upcoming retirement, Wendy H has been working with HR Director Travis and Susan to get her job description updated, and her job posted to begin the process of filling this upcoming vacancy.

Circ Librarian Alison Pierce worked with Travis to post our open shelving position.

#### Meetings and Trainings

Wendy H met with Caitlin Corless, Elaine Haney and Andrew Brown on Jan. 7 as part of the Municipal Manager's annual review.

On Jan. 8, Wendy H met with Evan Teich, Sarah Macy, Greg Duggan and Brownell Assistant Director Hannah Tracy to talk about Village Office coverage.

On Jan. 13, Wendy H met with Brownell Library Trustee Chair Christine Packard and community member Bridget Meyer to talk about adult programming and getting community feedback on what types of programs are of interest to the community and the best times to offer programs. Bridget is going to draft a survey with the goal of collecting feedback from the public to help better inform planning Brownell adult programming.

Wendy H attended the VOKAL Quarterly Meeting on Jan. 17 at the beautiful new Pierson Library in Shelburne.

Wendy H and Christine P met with Brownell Foundation Chair Linda Hasan on Jan. 31 to discuss volunteer needs, outreach and booksale workflow.

#### Programming

Wendy H was contacted by the former coordinator of First Friday Knit Night about the possibility of bringing the program back. We will be trying to group again and re-launching the program as a drop in session with no moderator. We will be setting ground rules about language and expectations, and having staff monitor the group to ensure the ground rules are being followed. We look forward to having group knitting sessions back by the fireplace beginning on Feb. 7!

We had an excellent First Wednesday program on Jan. 8 called the "Science of Happiness" with Amherst College Professor Catherine Sanderson. It was a great review of simple tips to help incorporate more happiness into our lives. RETN filmed the discussion and it is available to stream online or catch on Channel 16 as Professor Sanderson agreed to being filmed to reach more people because "more happiness is always a good thing".

Our Fantasy Lover's Book Group is on hiatus until the spring because the volunteer group leader is on family leave.

We have confirmed with Tuesday morning current events moderator Sandy Baird that we will begin offering a monthly Fourth Monday evening current events discussion group that will begin on Feb. 24. The weekly Tuesday morning group brings in a solid group who get a lot out of the fact based discussion and we are excited to be able to offer it to those not available on a Tuesday morning!

Wendy H has confirmed with international NATO expert Stan Sloan a date to offer a discussion program on the evening of March 25 about the Trump Administration's relationship with NATO, and Stan's experience being cancelled as a keynote speaker at the 75<sup>th</sup> anniversary conference of NATO at the request of the US Embassy because of Stan's criticism of the Trumps Administration's handling of NATO relations.

### Other

In discussing resources with a community member, the Essex street map and Essex Community Service brochure came up as excellent resources we offer at Brownell at our Main Desk as a handout. These resources may get distributed to new homeowners in Essex Junction by the Village Office welcome packets, but the discussion highlighted that these pamphlets could be helpful to everyone and there are a lot of renters who wouldn't receive this information. Wendy H considered how we can get these resources more in the hands of the public and we are now including them in the welcome packets we give out to new Brownell cardholders who are a mix of homeowners and renters who could benefit from being aware of these resources.

Staff was on high alert on the evening of Friday Jan. 10 when a group of Essex police officers came into the building looking for a bathroom. Staff informed the officers of the location of the 4 Brownell bathrooms and eventually the officers left with a young man and one of the officers said they expected the person would be ok. Wendy H was concerned as staff was unsettled by the police visit and reviewed camera footage to learn this was very likely a suicide attempt by ingesting something in the lower Mid Level bathroom where the young man then called for help prompting the police response. After touching base with staff, Wendy H contacted the Community Outreach social workers to find out if they had any signage for First Call, the Howard hotline for people in crisis. We now have First Call contact info on the mirror of each bathroom along with suicide awareness and prevention booklets that are out for anyone who may be interested. We are very glad this young man called for help and staff did not encounter him later when securing the library at closing.

Wendy H was visited by a volunteer for the Vermont Coalition to End Homelessness to get permission for them to stop at the library for their annual "PIT" count (point in time count) to gather statistics for the Housing and Urban Development annual survey that happens every January. The volunteer said Vermont was just beginning to count outside of the regular service centers for people experiencing homelessness. PIT count volunteers would ask everyone willing to be approached if they knew of anyone homeless so they

wouldn't be solely targeting people who looked homeless, and that they had supplies to give to people who did take the survey including warm socks, healthy snacks and hand warmers.

We had a visit from someone who claimed she had a service dog on Jan. 29 and she settled the dog on a couch by the fireplace, putting a jacket under the dog's body and it rested its head on the armrest of the couch. The dog barked at someone entering the Main Reading Room, and growled at another person who entered the room with a walker. Staff followed the correct protocol when approaching the woman with the dog asking if it was a service dog, and what service it provided. The woman got agitated for being asked these questions and told the staff member that she would send an email with information. All staff listed on the Brownell website received an email with an explanation of the services this dog provided, and also cc'ed in the email were the Human Rights Commission and other economic development and social service offices, and the subject of the email was "Please help". Wendy H was concerned this woman was upset with staff asking the only legal questions we can ask of people bringing dogs into the library. The woman sent a few emails throughout the morning, clearly was upset she was approached about her dog. Wendy touched base with library supervisor/Finance Director Sarah Macy who didn't know additional details about where lines can be drawn with service animals, like if a dog is on our couch or barks at other patrons. Wendy contacted the Essex Police Chief Rick Garey and Captain Ron Hoague, and Rick responded that they didn't have much experience with service dog enforcement and that the Village attorney might be a better source of information. We've had several situations that have involved claimed service dogs and questionable behavior, and Wendy contacted the Village attorney with a list of questions from the different situations, including the one that just happened. Some of the situations have involved dogs off leash, and dogs who don't like certain genders of other dogs. The bottom line is there aren't many parameters to enforce once a dog has been claimed a service dog, though some judgment can be used if the dog disrupts services and is using the space in a way that isn't required to provide the service it is supposed to provide. We want to continue to offer a safe welcoming space to people with and without service dogs, but also don't want anyone injured or library property damaged when a dog is claimed a service dog, but actually isn't.

## **YOUTH DEPARTMENT**

### **UPDATES**

- This month, Megan and Erna followed up on some recommendations from the November English Language Learners round table with Chittenden County Youth Librarians. Megan asked ELL teachers at Summit, Hiawatha, and Fleming for foreign language picture book recommendations. Megan has been considering adding more foreign language picture books to the collection for a while, but this is complicated by the fact that there are more than 40 languages spoken in our schools. It's also difficult to find picture books in languages other than Spanish (there are a few in French and Chinese). Additionally, what is available, is not widely reviewed. Erna drafted a simplified brochure explaining what a library is, the services it provides, how to get a card, etc. This is something we are sharing with other librarians from the round table and with AALV Inc (a local organization serving new Americans). We hope to get input about how to make this information useful and accessible to new Americans in our community.
- Erna attended a training at Hiawatha about raising inclusive kids. While this event was targeted at parents, she walked away with some great resources for further exploration. The key message from the training was that you should talk to kids about race because they notice it and could use help understanding what they witness. Additionally, not speaking about race adds confusion to an already complicated subject, and may give the sense that the subject is taboo.

- The Essex Reporter is now requiring organizations to enter their own events into the paper's calendar. This is more labor intensive than it was in the past, but luckily we have a youth department volunteer, Karyn Roberts, who is willing to input the events for us each month.
- Sarah submitted a grant to the Foundation in January for a new button maker. The old button maker was put to heavy use at events like STEAMfest and the Block Party, and was quite difficult to use. The grant was approved; it will be a nice addition to programming for all ages.
- Sarah also met with the Fleming Librarian to talk about a Dorothy's List collaboration. The tentative plan is to have a book-lust type event, where kids share what they've been reading. Sarah implemented story dice in this year's DCF Homeschool group, which has allowed the kids to discuss and compare story elements despite the fact that they are reading different books. For the Fleming Event, participants will try their hand at printing story dice with a 3D printer.
- In January we had a 5<sup>th</sup> grader who was being very disruptive by talking on a phone during a movie. Erna asked him to put the phone away or leave the movie and he refused. He was then told that if he couldn't put the phone away or leave the movie, he would need to leave the library. Again he refused. Megan then explained to him that when people are asked to leave the library and they don't, the police are called. The youth patron then left. We have seen this patron since the incident, and so far he seems to be more respectful of our librarians and our behavior guidelines.
- We have two brothers who are unable to use our youth computers due to a family card restriction. This is a family we have had challenges with in the past. In this case, the restriction is because one of the brothers tore a button off a Playaway. The one library thing that really seems to interest these brothers is the computers; however, it is unlikely that they will ever repay the fine. Because we want to build relationship with these boys and offer them computer/internet access (which they may not have at home) we offered to let them have computer access if they did 4 hours of volunteer work. This would not eliminate the fine altogether, but it would be partial payment and would allow the brothers back on the computers. The brothers may or may not take us up on the offer; either way, the youth department is happy to offer them a path to future library use.
- We continued to offer the Book Lovers Club in January. This invites youth patrons to share book recommendations with their peers. It's fun to see the books that have made an impact on our youth patrons.

## EXHIBITS

- Picture Book Room: Read around the World
- Youth Nonfiction: Non-Fiction Graphic Novels
- YA Room: A Thirst for Revenge

## WALL DISPLAYS

- Bulletin Board: Welcome with snow people and mittens
- Circulation Desk: "Ring in the new year with a good book" with 2020 countdown clock, champagne bottle and 'fireworks'
- Picture Book Area: "Snow is falling, books are calling" with snowflakes and 2 snow people reading books

## YOUTH EVENTS

- 10 kids and 5 adults attended **Preschool Yoga** with Danielle.
- Erna turned the **Red Clover Story Time** into string art craft for 8 people (without stories).
- 8 kids, 8 teens and 6 adults attended **Dungeons & Dragons: Campaign Mode**. This is a shakeup of our regular D&D program and allows more advanced players to come together and play a more serious game. The players are invited to take turns being Dungeon Master (DM). One nice thing about this program is that the older participants get to split off and have their own game. In addition, it has been interesting to see our younger participants learn to share DMing responsibilities, and to take turns leading and following. Because of their age, we have the younger participants sit at the non-fiction table so we can step in if needed. They are a little loud, but we are happy to share in their

excitement. They even made plans to play on the 5<sup>th</sup> Friday of the month (when we do not have a D&D program on the schedule). Megan and Sarah have the sense that there is a lot of social-emotional learning happening for this group of kids.

- 54 kids and 32 adults attended **Story Time**. This month Megan and Erna explored Music and Movement, Hats and Mittens with Sorting, Robots and Shapes, and Groundhog Day with Signing.
- Erna presented Fox Stories for 13 children at the **Park Street Preschool**.
- 28 kids and 5 adults **Read with Daisy**.
- 8 kids and 4 adults created **Snow People** out of socks. It was fun to see parents engaging with their children to create the perfect snow person. Some 5th grade boys even had fun creating different creatures and giving them personalities.
- For **Wonder Wednesdays** in January:
  - 16 kids, 1 teen and 4 adults made Bouncy Balls with Sarah. A few boys experimented with different sized bouncy balls and were delighted to find that the smallest ones bounced the highest. They kept saying, "I'M HOLDING THREE BOUNCY BALLS!" with huge smiles on their faces.
  - 20 kids, 2 teens and 2 adults made brush bot warriors with Megan. This was a very rewarding circuit project, and a nice opportunity to model problem solving for bots that didn't immediately work.
  - 15 kids and 3 adults made Benham's Disks with Erna. Participants were wowed by this optical illusion!
  - 14 kids and 3 adults made Dream Catchers with Sarah. Sarah was impressed when one of the boys (who almost NEVER feels capable of doing a project) made the dream catcher COMPLETELY by himself. He was very proud of his final result.
- 16 kids and 12 adults attended **Play Time for Little Ones**.
- 4 teens attended **TAB**. This group made paper lanterns out of tracing paper and popsicle sticks.
- 13 kids, 10 teens and 5 adults attended **Dungeons & Dragons: Family Night**. For this game, Miles Main, our volunteer DM, guides new and returning players through the process of building characters and playing the game.
- 2 kids and 1 adult joined us for **Art Lab**; we used compasses and watercolors to make circle art.
- 2 toddlers and 3 adults explored movement, music and community during **Zumbini**. Christine Baker is a certified Zumbini instructor and promoting her program with a couple of free demo classes.
- 1 teen joined Sarah for **Teen Writing Club**. Together they took on writing challenges that explored fantasy and genre. This teen is very enthusiastic about the program and asked for copies of posters to hang around school!
- **Homeschool Book Clubs**
  - For the **Red Clover Group** Erna read *Counting on Katherine* and the very funny *Potato Pants* to 9 students. The students made pompom catapults and designed potato pants.
  - For **Dorothy's List**, 4 kids and 6 teens shared what they've been reading and compared how point of view and narration influence the reading experience.
  - 4 teens attended **GMBA** to discuss alternate histories and race in *Dread Nation*.
- Every two years we offer **Reading Buddies** in collaboration with Amanda Eldridge, an ADL Social Studies teacher who asks her 8<sup>th</sup> graders to participate in a Civic Action Project. We have 8 teen volunteers who pair up with kids to share stories, play games, color, and foster a love of reading. In return, these teens get a chance to take on a leadership role and practice their problem solving skills. So far 24 kids have participated in the program. Reading Buddies will continue into February.
- 25 children and 19 adults attended **Music with Raph**.
- 6 children and 4 adults attended our **Saturday Matinee: Wonder Park**.
- 22 kids, 1 teen, and 4 adults attended our **Tuesday Movie: Secret Life of Pets 2**.
- Erna collaborated with ADL Principal, Jen Wood, to share **Screenagers Next Chapter** with the Essex Junction and Essex Communities. Some data shared by Screenagers states that:
  - Since 2011, there has been a 59% increase in teens reporting depressive symptoms.
  - 2+ hours a day on social media correlates with a higher chance of having unhappy feelings.

- Teens say their main way of coping with stress is to turn to a screen, sometimes to the detriment of learning other coping skills.
- Just like toddlers' brains are primed to learn languages, teenage brains are primed for learning skills to navigate complicated emotions.

The film shared strategies for talking to teens about mental health, and was followed by a discussion with Essex Pediatrics staff. 4 teens and 17 adults attended this film; they were all very grateful for the conversation. In addition, the film was shared with teachers at ADL and Essex Middle School, and with library staff.

- 12 children and 9 caregivers joined us for **Lego Fun** (even parents got down on the floor to build). One older boy thought it was too busy and ended up playing with our small Lego box in the Youth Non-Fiction area with his Dad. They built a nuclear reactor!
- Sarah challenged **LEEP** members to a Chopstick Olympics this month. They built towers of frosting and popcorn, participated in a Marshmallow Relay Race, worked to move one baked bean at a time into a cup, and more, all with chopsticks. 5 teens attended.

## **JANUARY BY THE NUMBERS**

- New Youth Patrons: 4
- Attendance at 33 Kids Programs: 307 Kids, 35 Teens, 113 Adults
- Attendance at 10 Teen Programs: 41 Teens, 21 Kids, 28 Adults
- Kolvoord Room: 25 Youth Programs, 325 People attending
- Youth Program Support: 20 Adult Hours, 37 Teen Hours
- Passive Programming: 34 Games Played, 22 Visits to Exploration Station
- Daily visits to Kitchen and tent
- 0 Welcome Baby letters sent

## **News from Tech Services:**

We are looking into other options for our staff internet. First Light does not intend to update their equipment so it is likely we will continue to have trouble with the staff internet having a consistent connection if we stay with them.

We purchased a small portable printer so that if the staff internet is down we can plug it into a laptop to be able to print receipts for patrons. It can also be used for programs or other such things.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, January: 186
- Youth materials added, January: 123
- Magazine issues added, January: 110
- Total catalogued collection size January: 69786

## **Wi-Fi Statistics January**

- Daily Average visits time-
- 6+ hrs 19
- 1-6 hrs 37
- 20-60 mins 31
- 5-20 mins 51
- Daily Average return rate-
- Occasional 20



- Weekly 59
- Daily 40
- First time 19
- Total Unique Clients (users connected devices) for the month 621

#### Twitter

- Number of Twitter followers- 51

#### Instagram

- Number of Instagram followers-234

#### Facebook Monthly Reach and Engagement

##### January 2020

- Number of engagements with our posts (likes, shares etc.) –158
- Total number of post views – 5096
- Number of Page Likes- 1140

##### December 2019

- Number of engagements with our posts (likes, shares etc.) –166
- Total number of post views – 5390
- Number of Page Likes- 1149

##### November 2019

- Number of engagements with our posts (likes, shares etc.) –449
- Total number of post views – 5856
- Number of Page Likes- 1134

##### October 2019

- Number of engagements with our posts (likes, shares etc.) –238
- Total number of post views – 3688
- Number of Page Likes- 1112

##### September 2019

- Number of engagements with our posts (likes, shares etc.) –187
- Total number of post views – 3530
- Number of Page Likes- 1107

##### August 2019

- Number of engagements with our posts (likes, shares etc.) –135
- Total number of post views – 3155
- Number of Page Likes- 1112

##### July 2019

- Number of engagements with our posts (likes, shares etc.) – 381
- Total number of post views – 5990
- Number of Page Likes- 1107

##### June 2019

- Number of engagements with our posts (likes, shares etc.) – 317
- Total number of post views – 8033
- Number of Page Likes- 1101

#### May 2019

- Number of engagements with our posts (likes, shares etc.) – 254
- Total number of post views – 4475
- Number of Page Likes- 1081

#### April 2019

- Number of engagements with our posts (likes, shares etc.) – 318
- Total number of post views – 5386
- Number of Page Likes- 1068

#### March 2019

- Number of engagements with our posts (likes, shares etc.) – 184
- Total number of post views – 3335
- Number of Page Likes- 1068

#### February 2019

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

#### January 2019

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

#### December 2018

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

#### Brownell Library Website monthly visitors:

- Jan-2019 Visits 2238 Page Views 3436
- Feb-2019 Visits 1917 Page Views 3,228
- Mar-2019 Visits 1828 Page Views 2931
- Apr-2019 Visits 381 Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored)
- May-2019 Visits 2281 Page Views 5722
- Jun-2019 Visits 2,967 Page Views 8424
- Jul-2019 Visits 2,719 Page Views 7223
- Aug-2019 Visits 2,373 Page Views 6341
- Sep-2019 Visits 2297 Page Views 6180
- Oct-2019 Visits 2373 Page Views 5715
- Nov-2019 Visits 2378 Page Views 5571
- Dec-2019 Visits 2199 Page Views 5447
- Jan-2020 Visits 2781 Page Views 7151




#### January Adult Department Numbers:

- New Adult Patrons: 39

- Cards Started for Essex Free Library: 1
- Attendance at 16 Adult Programs: 216
- Kolvoord Room: 20 Adult Events, 127 People Attending
- Adult Program Support: 33 hours
  
- Clif offered tech help 8 times assisting 17 people.
- 22 people attended the Vermont Astronomical Society's talk about visually observing the planet Venus (part 2 of 2).
- Our 1<sup>st</sup> Wednesday program: *The Science of Happiness* had made 88 people smile.
- The Must Read Monday group had a blow out of 20 people for their discussion of *The Great Alone* by Kristin Hannah.
- Alison hosted 1 person for our 1<sup>st</sup> Wednesday Encore on: *Face to Face with the Emotional Brain*.
- Sandy Baird led the Current Events Discussion Group 4 times with 55 participants.

# MEETING SCHEDULES

02/21/2020

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	JOINT MEETINGS
			
February 25, 2020—6:30 PM		VB Regular	
<del>February 25, 2020—7:15 PM</del>		<del>JT Special, 2 Lincoln</del> <i>Canceled due to lack of SB quorum</i>	
March 2, 2020—7:30 PM		Essex Community Dinner at 6:30; Annual Meeting at 7:30	
March 3, 2020—7:00 AM to 7:00 PM		Essex Voting	
March 10, 2020—6:30 PM		VB Regular	
March 16, 2020—7:00 PM		SB Regular	
March 24, 2020—6:30 PM		VB Regular	
March 24, 2020—7:15 PM		JT Special, 2 Lincoln	
April 1, 2020—7:00 PM		Essex Junction Community Supper at 6:00; Annual Meeting at 7:00	
April 6, 2020—7:00 PM		SB Regular	
April 6, 2020—7:45 PM		JT Special, 81 Main	
April 14, 2020—7:00 AM to 7:00 PM		Essex Junction Voting	
April 14, 2020—6:30 PM		VB Regular	

# February 2020

SB = Town Selectboard

VB = Village Board of Trustees

JT = Joint Meeting of SB and VB



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	<b>3</b> SB Regular 7:00 PM Charter Amend. Hearing Essex High School JT Special 7:45 PM	4	5	6	7	8
9	10	<b>11</b> VB Regular 6:30 PM	12	<b>13</b> JT Governance Sub 7:00 PM, 2 Lincoln	14	15
16	<b>17</b> President's Day OFFICES CLOSED	<b>18</b> SB Regular 7:00 PM	19	20	21	22
23	24	<b>25</b> VB Regular 6:30 PM	26	27	28	29
1	2	Notes				

# March 2020

SB = Town Selectboard

VB = Village Board of Trustees

JT = Joint Meeting of SB and VB



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Town Community Dinner 6:30 PM Annual Mtg 7:30 PM	3 Town Voting 7:00 AM to 7:00 PM	4	5 JT Governance Sub 7:00 PM, 2 Lincoln St.	6	7
8	9	10 VB Regular 6:30 PM	11	12	13	14
15	16 SB Regular 7:00 PM	17	18	19	20	21
22	23	24 VB Regular 6:30 PM JT Special 7:15 PM	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes				