



TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, April 28, 2020
7:00 PM

E-mail: manager@essex.org

www.essexjunction.org
www.essexvt.org

Phone: (802) 878-1341
(802) 878-6951

COVID-19 UPDATE: Due to the Covid-19/coronavirus pandemic, this meeting will be held remotely. For efficiency, the Town Selectboard and Village Board of Trustees will conduct both individual and joint business twice per month, with one meeting link/code per meeting. Available options to watch or join the meeting:

- The meeting will be live-streamed on Channel 17's YouTube channel.
Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
Join via conference call (audio only): (802) 377-3784 | Conference ID: 617 253 658#
For the purpose of recording minutes, you will be asked to provide your first and last name.
When listening to the meeting, please keep your phone or computer on "mute" as to prevent interruptions during the meeting. For agenda items when it is appropriate for the public to speak, please unmute your

SELECTBOARD

1. CALL TO ORDER [7:00 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

- \*Renew First Class Liquor Licenses
Discuss Selectboard member resignation and replacement process
Presentation of FY2021 proposed Water and Sewer Budget and Rates – Dennis Lutz
Discuss contributions to food pantries and organizations providing emergency assistance
Approve contract for mold remediation at Essex Fire Station

\*Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item

6. CONSENT ITEMS

- Reappoint representatives to Chittenden County Regional Planning Commission Planning Advisory Committee
Approve minutes: April 6, 2020; April 14, 2020- Special
Check Warrant #17719—04/10/2020; #17722—04/17/2020; #17724—04/24/2020

7. READING FILE

- Board Member Comments
Email from Annie Cooper re: Thank you, All.
Email from Justin St. James re: resignation from Conservation and Trails Committee
Letter from Karen Horn, VLCT re: Fiscal Year 20-21 State Education Taxes Collected by Cities and Towns

8. EXECUTIVE SESSION

- a. An executive session is not anticipated

9. **RECESS SELECTBOARD**

**JOINT BUSINESS\*\***

*\*\*The Selectboard and Trustees meet together to discuss and act on joint business. Each board votes separately on action items.*

1. **CALL TO ORDER SELECTBOARD & TRUSTEES** [7:45 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. Accept and award Summer FYE2021 Paving Bid
- b. Update on COVID-19

6. **CONSENT ITEMS**

- a. Approve minutes: April 6, 2020 – (Trustees and Selectboard)
- b. Approve minutes: March 5, 2020—Subcommittee on Governance

7. **READING FILE**

- a. Board Member Comments
- b. Email from Meghan O'Rourke re: Your Town Meeting TV is Remote But We Remain Near!
- c. VTANG Letter to Community Leaders from David W. Shevchik, Jr.
- d. Email from Sandi Dury re: moratorium on "small cells" and other wireless infrastructure permits process and deployment during COVID-19 emergency
- e. Upcoming meeting schedule

8. **EXECUTIVE SESSION**

- a. An executive session is not anticipated

9. **RECESS TRUSTEES MEETING**

10. **ADJOURN SELECTBOARD MEETING**

**BOARD OF TRUSTEES**

1. **CALL TO ORDER** [8:30 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. Update on Village Annual Meeting
- b. Approve street vending permit for Mr. Ding-a-ling Ice Cream (tabled 04/14/2020)
- c. Approve Lamoille Street Waterline and Roadway Improvements bid
- d. Discuss how to help local businesses

6. **CONSENT ITEMS**

- a. Reappoint representatives to Chittenden County Regional Planning Commission Planning Advisory Committee
- b. Approve minutes: April 14, 2020
- c. Check Warrant #17195—04/17/2020; #17196—04/24/2020

7. **READING FILE**

- a. Board Member Comments
- b. Letter from Arbor Day Foundation
- c. Letter from James L. Jutras re: Comments on Solid Waste Rules
- d. Letter from Eamon Twohig re: Village of Essex Junction; Solid Waste ID-124; Results and Response to PFAS testing
- e. Brownell Staff and Directors Reports – February, March

8. **EXECUTIVE SESSION**

- a. An executive session is not anticipated

9. **ADJOURN**

*Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair or President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair or President. This agenda is available in alternative formats upon request. Meetings, like all programs and activities of the Village of Essex Junction and the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341 TTY: 7-1-1 or (800) 253-0191.*

Certification: \_\_\_\_\_ 04/24/2020 \_\_\_\_\_



**Memorandum**

**To:** Trustees; Evan Teich, Unified Manager  
**Cc:** Susan McNamara-Hill, Clerk  
**From:** Greg Duggan, Deputy Manager GSD  
**Re:** Village annual meeting  
**Date:** April 24, 2020

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**Issue**

The issue is for the Trustees to discuss plans for the annual Village Meeting.

**Discussion**

Village staff, the Village President and the Essex Westford School District continue to discuss dates to hold annual meetings for the Village and school district.

The Village is looking at Tuesday, June 16. The School District prefers Tuesday, June 2, to leave adequate time for a re-vote if necessary, and because the Westford Town Clerk is unavailable for a few days in early June.

Village Meeting needs to be held within 30 to 40 days of being warned. The following windows are available based on upcoming Trustee meetings. There is also the option to hold a special Trustee meeting to warn Village Meeting for a different date.

April 28: May 28 – June 7

May 12: June 11 – June 21

May 26: June 25 – July 5

**Cost**

N/a

**Recommendation**

This memo is for discussion purposes.

On Apr 16, 2020, at 2:05 PM, Tammy Getchell <[tgetchell@essexjunction.org](mailto:tgetchell@essexjunction.org)> wrote:

Good afternoon, Mr. Hathaway,

The Manager, on behalf of the Village Trustees, has asked me to forward some questions regarding your request for a street vending permit. If you could respond to the questions by replying to this email, I will include them in the next meeting packet. The Manager has invited you to attend the meeting as well, in the event the Trustees have further questions.

The next meeting will be held April 28th and meetings are held online at this time due to COVID-19 public health concerns and the Governor's Order. Prior to the meeting, I will provide you with a link to connect to the meeting on your computer, or you can call in on your phone with a conference call code.

Below are the questions:

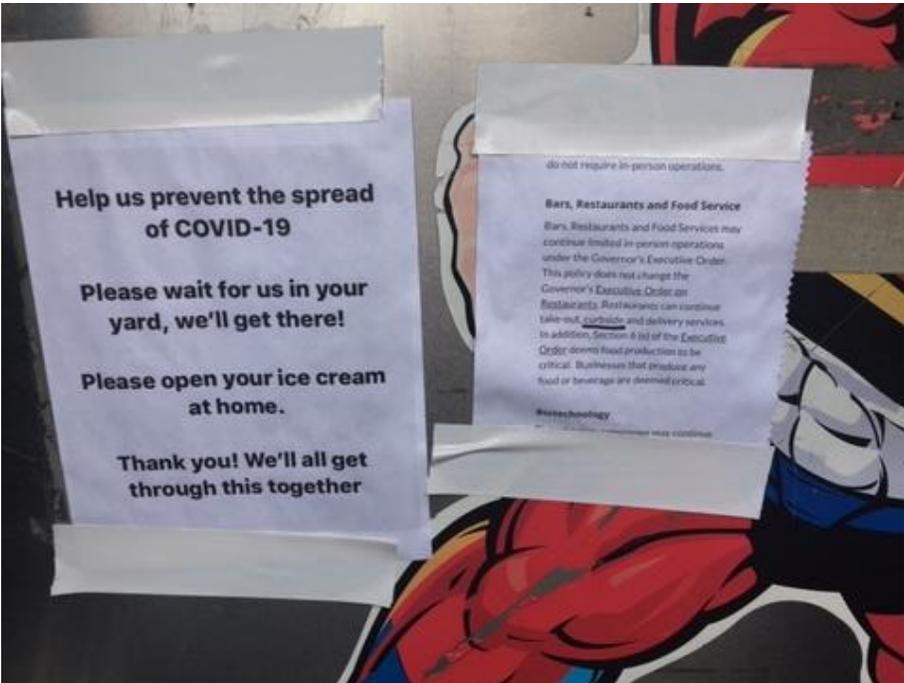
1. As a follow up from the meeting last night, just a reminder for our next meeting to have some additional information about Mr. Ding-a-Ling, such as:
  - a. when they plan on starting, basically before or after the stay at home order
  - b. are they considered a restaurant or similar which would allow them to operate
  - c. what are the practices they will institute to ensure COVID isn't spread to or from customers
  - d. how will they be certain to not create crowds of people
  - e. how will they be maintain a 6 foot buffer from one customer to the next, especially with children running from their home to the vehicle
  - f. personally, I get concerned about them driving through MSP during the school meal distribution - is it possible for us to not allow them to operate there during those times?

Thank you for your time to answer these additional questions. Please let me know if I can assist in any way.

Email from Gary Hathaway April 16, 2020:

We would like to start ASAP. We are considered curbside service (see attached emails) our drivers are equipped with gloves and masks. Hand sanitizer for driver and customer we have instructions per the state as to 6 foot rule. We ask that they not open any product until they are home, we are not taking any trash from customers. We have asked our customers to stay in their driveways or yard we will come to them. Whatever you decide about the school lunch program we have no problem following. We are used to being out after school is out this time of year anyway. We would not want to interfere with the

lunch program. We were out over the weekend and these went very smoothly, parents were awesome as were the kids. We will not allow a customer to return or exchange any product so not to contaminate our freezers.





Mr. Ding-a-ling serves socially distanced ice cream

[STAFF WRITER](#)

Apr 15, 2020 Updated 14 hrs ago

Mr. Ding-a-ling ice cream trucks will be back in Colchester soon, complying by social distancing directives related to COVID-19.

Ice cream trucks may be the perfect remedy to social distancing. And who knows ice cream better than Mr. Ding-a-ling?

The Colchester selectboard approved a peddler's license for Mr. Ding-a-Ling, a fleet of ice cream trucks that toot through towns in New York, Massachusetts and Vermont.

In a statement, Mr. Ding-a-ling said that it intends to carry out business as usual, while being conscious of social distancing: "Just remember we will come to you... We can stop at everybody's driveway or everybody's yard."

The ice cream company is also taking special requests online and by phone.

Mr. Ding-a-ling ice cream began with one truck in 1975 and has since grown to run 66 trucks, rife with ice cream. The iconic trucks have been driving through neighborhoods in Vermont for 20 years.

VILLAGE OF ESSEX JUNCTION  
STREET VENDING PERMIT

APPLICATION

Name of Business MR. DODD - A. LEVY ICE CREAM  
THE ICE CREAM MAN LLC

Name of Owner(s) GARY HATHAWAY

Address 153 CHURCH RD

City/State/Zip COLCHESTER, VT 05446

Telephone 802-378-4632

Nature and Type of Activity NEIGHBORHOOD ICE CREAM SALES

License Plate Number of Vehicle(s) 47142-ML NEW YORK REG.

Date 4/8/2020 Signature [Handwritten Signature]

Date \_\_\_\_\_ Signature \_\_\_\_\_

APPROVAL

Required Certificate of Insurance received.

Conditions:

- 1) Keep required \$1 million of general liability insurance in place.
- 2) Vending is restricted to class 3 residential roads.
- 3) No parking except to serve customers.
- 4) No street vending is allowed between the hours of 9 PM and 7 AM.
- 5) The Village of Essex Junction, through its Municipal Manager, reserves the right to revoke the street vending permit at any time.
- 6) Permit is good for one year from date of issue.

\_\_\_\_\_  
Municipal Manager

\_\_\_\_\_  
Date



**MEMORANDUM**

**TO:** Evan Teich, Unified Manager, Trustees  
**FROM:** Rick Jones, Village Public Works Superintendent  
**DATE:** April 16th, 2020  
**SUBJECT:** Lamoille Street waterline and roadway improvements

**Issue**

The issue is whether the Trustees will approve the Lamoille Street waterline and roadway improvements.

**Discussion**

Lamoille Street has a undersized water line (mostly 4”) and the roadway has failed. This project will bring the waterline to an 8” waterline and will improve water quality and better fire flows for the fire hydrants. The roadway will be rebuilt and some storm water improvements made.

The Village went out to bid for this work and the results were

Don Weston Excavating inc.	\$419,850.00
Munson Earth-Moving corp.	\$422,649.00
Ormond Bushey and Sons inc.	\$443,875.00
J. Hutchins, inc.	\$588,333.00
GW Tatro Construction, inc	\$603,675.00
DCS, inc	\$624,015.50

Hamlin’s estimate for this project was \$562,169.64

**Cost**

The low bid would be \$419,850. The funds would be split between the capital fund and water fund, at 67 percent and 33 percent, respectively.

**Recommendation**

It is staff’s recommendation that the Trustees award the bid to Don Weston Excavating for the amount of \$419,850.00.

DONALD L. HAMLIN  
CONSULTING ENGINEERS, INC.  
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9  
Essex Junction  
Vermont 05453

136 Pearl Street  
Essex Junction, Vermont

Tel. (802) 878-3956  
Fax (802) 878-2679  
www.dlhce.com

April 15, 2020

Mr. Evan Teich, Unified Manager  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452

Re: Lamoille Street Waterline and Roadway Improvements

Dear Mr. Teich:

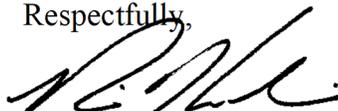
Please find enclosed a copy of the bid tabulation for the project, "Lamoille Street Waterline and Roadway Improvements". We have reviewed the submitted bids and determined that the apparent low bidder, Don Weston Excavating, Inc., is in fact the low bidder with a bid of \$419,850.00. We have reviewed their bid submittal package and found it to be complete. While completing the bid tabulation, we noted that the bid submitted by Ormond Bushey & Sons, Inc. contained one math error; however, the error was not significant and did not change the resulting low bidder.

We have spoken to Mr. Jeff Weston, project supervisor, and he has assured us that his firm wishes to pursue the project.

We have completed several projects both in the Village of Essex Junction and in other municipalities where Don Weston Excavating, Inc. has performed the work and recommend that they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please contact me.

Respectfully,



Richard F. Hamlin, P.E.  
Chief of Engineering

cc: Ricky Jones

enc.

**Lamoille Street Waterline and Roadway Improvements Project**

Date: 04/15/20

**Bid Tabulation**

					Hamlin Engineering	Don Weston Excavating, Inc.	Munson Earth-Moving Corp.	Ormond Bushey & Sons, Inc.	J. Hutchins, Inc.	G W Tatro Construction, Inc.	DCS, Inc					
ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL				
1) Clearing and Grubbing	1	ls	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00	\$ 500.00	\$ 500.00	\$ 2,050.00	\$ 2,050.00	\$ 3,390.00	\$ 3,390.00	\$ 5,000.00	\$ 5,000.00	\$ 13,500.00	\$ 13,500.00
2) Sawcut Pavement	500	lf	\$ 3.55	\$ 1,775.00	\$ 2.00	\$ 1,000.00	\$ 4.00	\$ 2,000.00	\$ 1.80	\$ 900.00	\$ 1.00	\$ 500.00	\$ 4.00	\$ 2,000.00	\$ 4.00	\$ 2,000.00
3) Excavation of Pavement	2,660	sy	\$ 6.59	\$ 17,529.40	\$ 5.00	\$ 13,300.00	\$ 2.40	\$ 6,384.00	\$ 2.70	\$ 7,182.00	\$ 4.00	\$ 10,640.00	\$ 3.00	\$ 7,980.00	\$ 2.00	\$ 5,320.00
4) Cold Plane Pavement 12" Strip at Joint	12	sy	\$ 26.85	\$ 322.20	\$ 20.00	\$ 240.00	\$ 32.00	\$ 384.00	\$ 40.25	\$ 483.00	\$ 100.00	\$ 1,200.00	\$ 30.00	\$ 360.00	\$ 46.00	\$ 552.00
5) Excavation for New Roadway Subbase	2,225	cy	\$ 22.28	\$ 49,573.00	\$ 15.00	\$ 33,375.00	\$ 13.00	\$ 28,925.00	\$ 19.80	\$ 44,055.00	\$ 20.00	\$ 44,500.00	\$ 20.00	\$ 44,500.00	\$ 30.00	\$ 66,750.00
6) Install 2" Thick Extruded Polystyrene Panels Provided by Owner	45,000	sf	\$ 0.25	\$ 11,250.00	\$ 0.30	\$ 13,500.00	\$ 0.10	\$ 4,500.00	\$ 0.08	\$ 3,600.00	\$ 0.10	\$ 4,500.00	\$ 0.15	\$ 6,750.00	\$ 0.25	\$ 11,250.00
7) Sand Borrow	250	cy	\$ 28.08	\$ 7,020.00	\$ 42.00	\$ 10,500.00	\$ 35.00	\$ 8,750.00	\$ 27.00	\$ 6,750.00	\$ 45.00	\$ 11,250.00	\$ 63.00	\$ 15,750.00	\$ 30.00	\$ 7,500.00
8) Dense Graded Crushed Stone	1,460	cy	\$ 38.15	\$ 55,699.00	\$ 32.00	\$ 46,720.00	\$ 32.00	\$ 46,720.00	\$ 28.20	\$ 41,172.00	\$ 40.00	\$ 58,400.00	\$ 42.00	\$ 61,320.00	\$ 38.00	\$ 55,480.00
9) Plant Mixed Gravel	500	cy	\$ 37.54	\$ 18,770.00	\$ 32.00	\$ 16,000.00	\$ 36.00	\$ 18,000.00	\$ 28.20	\$ 14,100.00	\$ 45.00	\$ 22,500.00	\$ 44.00	\$ 22,000.00	\$ 40.00	\$ 20,000.00
10) New Bituminous Concrete Driveway and Apron	325	sy	\$ 51.27	\$ 16,662.75	\$ 17.00	\$ 5,525.00	\$ 46.00	\$ 14,950.00	\$ 79.00	\$ 25,675.00	\$ 76.00	\$ 24,700.00	\$ 60.00	\$ 19,500.00	\$ 56.00	\$ 18,200.00
11) New Bituminous Concrete Pavement - 2", Type II	2,445	sy	\$ 12.00	\$ 29,340.00	\$ 10.00	\$ 24,450.00	\$ 13.00	\$ 31,785.00	\$ 10.00	\$ 24,450.00	\$ 12.00	\$ 29,340.00	\$ 14.00	\$ 34,230.00	\$ 11.50	\$ 28,117.50
12) New Bituminous Concrete Pavement - 1-1/2", Type III	2,470	sy	\$ 9.00	\$ 22,230.00	\$ 7.50	\$ 18,525.00	\$ 10.50	\$ 25,935.00	\$ 8.80	\$ 21,736.00	\$ 10.00	\$ 24,700.00	\$ 10.00	\$ 24,700.00	\$ 9.00	\$ 22,230.00
13) New 8" Wet Tap	2	each	\$ 5,747.25	\$ 11,494.50	\$ 4,000.00	\$ 8,000.00	\$ 4,800.00	\$ 9,600.00	\$ 5,533.00	\$ 11,066.00	\$ 6,000.00	\$ 12,000.00	\$ 3,900.00	\$ 7,800.00	\$ 6,000.00	\$ 12,000.00
14) New 8" CL 52 DI Waterline	1,050	lf	\$ 102.39	\$ 107,509.50	\$ 86.00	\$ 90,300.00	\$ 60.00	\$ 63,000.00	\$ 73.50	\$ 77,175.00	\$ 101.00	\$ 106,050.00	\$ 100.00	\$ 105,000.00	\$ 126.00	\$ 132,300.00
15) New 3/4" Corporation Stop	28	each	\$ 675.02	\$ 18,900.56	\$ 161.00	\$ 4,508.00	\$ 62.00	\$ 1,736.00	\$ 120.00	\$ 3,360.00	\$ 200.00	\$ 5,600.00	\$ 250.00	\$ 7,000.00	\$ 151.00	\$ 4,228.00
16) New 3/4" Curb Stop and Box	28	each	\$ 304.55	\$ 8,527.40	\$ 116.00	\$ 3,248.00	\$ 500.00	\$ 14,000.00	\$ 200.00	\$ 5,600.00	\$ 275.00	\$ 7,700.00	\$ 300.00	\$ 8,400.00	\$ 440.00	\$ 12,320.00
17) New 3/4" Copper Water Service	700	lf	\$ 60.00	\$ 42,000.00	\$ 26.00	\$ 18,200.00	\$ 25.00	\$ 17,500.00	\$ 61.00	\$ 42,700.00	\$ 52.00	\$ 36,400.00	\$ 50.00	\$ 35,000.00	\$ 65.00	\$ 45,500.00
18) New 8" Gate Valve	1	each	\$ 1,830.98	\$ 1,830.98	\$ 2,500.00	\$ 2,500.00	\$ 1,300.00	\$ 1,300.00	\$ 1,268.00	\$ 1,268.00	\$ 2,000.00	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00	\$ 1,400.00	\$ 1,400.00
19) New 4" Gate Valve	1	each	\$ 1,220.66	\$ 1,220.66	\$ 600.00	\$ 600.00	\$ 700.00	\$ 700.00	\$ 780.00	\$ 780.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 935.00	\$ 935.00
20) New 8" x 8" x 4" Tee	1	each	\$ 915.49	\$ 915.49	\$ 200.00	\$ 200.00	\$ 410.00	\$ 410.00	\$ 752.00	\$ 752.00	\$ 750.00	\$ 750.00	\$ 350.00	\$ 350.00	\$ 775.00	\$ 775.00
21) New 4" CL 52 DI Waterline	10	lf	\$ 75.68	\$ 756.80	\$ 60.00	\$ 600.00	\$ 65.00	\$ 650.00	\$ 151.00	\$ 1,510.00	\$ 108.00	\$ 1,080.00	\$ 100.00	\$ 1,000.00	\$ 114.00	\$ 1,140.00
22) Connect New Waterline to Existing Waterline	1	each	\$ 2,159.93	\$ 2,159.93	\$ 1,800.00	\$ 1,800.00	\$ 4,700.00	\$ 4,700.00	\$ 2,475.00	\$ 2,475.00	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00	\$ 6,000.00	\$ 1,800.00	\$ 1,800.00
23) New Hydrant Assembly	1	each	\$ 6,829.57	\$ 6,829.57	\$ 4,600.00	\$ 4,600.00	\$ 5,400.00	\$ 5,400.00	\$ 8,285.00	\$ 8,285.00	\$ 5,850.00	\$ 5,850.00	\$ 3,900.00	\$ 3,900.00	\$ 6,200.00	\$ 6,200.00
24) Remove Existing Hydrant	1	each	\$ 475.00	\$ 475.00	\$ 900.00	\$ 900.00	\$ 675.00	\$ 675.00	\$ 1,100.00	\$ 1,100.00	\$ 660.00	\$ 660.00	\$ 275.00	\$ 275.00	\$ 900.00	\$ 900.00
25) Abandon Existing Gate Valve	4	each	\$ 250.00	\$ 1,000.00	\$ 100.00	\$ 400.00	\$ 220.00	\$ 880.00	\$ 250.00	\$ 1,000.00	\$ 170.00	\$ 680.00	\$ 150.00	\$ 600.00	\$ 300.00	\$ 1,200.00
26) Cut, Cap and Abandon Existing Waterline	3	each	\$ 910.30	\$ 2,730.90	\$ 600.00	\$ 1,800.00	\$ 950.00	\$ 2,850.00	\$ 1,300.00	\$ 3,900.00	\$ 675.00	\$ 2,025.00	\$ 2,500.00	\$ 7,500.00	\$ 1,200.00	\$ 3,600.00
27) Remove Existing Drainage Structure	2	each	\$ 768.20	\$ 1,536.40	\$ 450.00	\$ 900.00	\$ 780.00	\$ 1,560.00	\$ 900.00	\$ 1,800.00	\$ 250.00	\$ 500.00	\$ 700.00	\$ 1,400.00	\$ 1,100.00	\$ 2,200.00
28) Remove Existing Drainage Pipe	268	lf	\$ 17.20	\$ 4,609.60	\$ 6.00	\$ 1,608.00	\$ 9.00	\$ 2,412.00	\$ 10.50	\$ 2,814.00	\$ 29.00	\$ 7,772.00	\$ 20.00	\$ 5,360.00	\$ 13.00	\$ 3,484.00
29) New Drainage Structure	3	each	\$ 4,479.73	\$ 13,439.19	\$ 2,040.00	\$ 6,120.00	\$ 3,000.00	\$ 9,000.00	\$ 2,620.00	\$ 7,860.00	\$ 3,895.00	\$ 11,685.00	\$ 3,500.00	\$ 10,500.00	\$ 3,000.00	\$ 9,000.00
30) New 12" SDR 35 PVC Drainage Pipe	23	lf	\$ 90.33	\$ 2,077.59	\$ 37.00	\$ 851.00	\$ 51.00	\$ 1,173.00	\$ 47.00	\$ 1,081.00	\$ 85.00	\$ 1,955.00	\$ 100.00	\$ 2,300.00	\$ 68.00	\$ 1,564.00
31) New 12" HDPE Drainage Pipe	250	lf	\$ 62.06	\$ 15,515.00	\$ 37.00	\$ 9,250.00	\$ 42.00	\$ 10,500.00	\$ 52.00	\$ 13,000.00	\$ 69.00	\$ 17,250.00	\$ 80.00	\$ 20,000.00	\$ 40.00	\$ 10,000.00
32) Connect New Drainage Pipe to Existing drainage Pipe	3	each	\$ 250.00	\$ 750.00	\$ 520.00	\$ 1,560.00	\$ 350.00	\$ 1,050.00	\$ 1,091.00	\$ 3,273.00	\$ 1,700.00	\$ 5,100.00	\$ 800.00	\$ 2,400.00	\$ 325.00	\$ 975.00
33) Remove and Reset Existing Catch Basin Frame and Grate	6	each	\$ 862.66	\$ 5,175.96	\$ 650.00	\$ 3,900.00	\$ 700.00	\$ 4,200.00	\$ 737.00	\$ 4,422.00	\$ 750.00	\$ 4,500.00	\$ 500.00	\$ 3,000.00	\$ 425.00	\$ 2,550.00
34) Remove Existing Manhole Frame and Cover, Replace with New	3	each	\$ 1,168.78	\$ 3,506.34	\$ 300.00	\$ 900.00	\$ 740.00	\$ 2,220.00	\$ 920.00	\$ 2,760.00	\$ 1,200.00	\$ 3,600.00	\$ 1,000.00	\$ 3,000.00	\$ 1,050.00	\$ 3,150.00
35) Remove and Reset Mailbox	2	each	\$ 125.00	\$ 250.00	\$ 150.00	\$ 300.00	\$ 200.00	\$ 400.00	\$ 100.00	\$ 200.00	\$ 215.00	\$ 430.00	\$ 200.00	\$ 400.00	\$ 75.00	\$ 150.00
36) Remove and Reset Existing Street Sign	3	each	\$ 45.73	\$ 137.19	\$ 100.00	\$ 300.00	\$ 100.00	\$ 300.00	\$ 25.00	\$ 75.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 300.00	\$ 75.00	\$ 225.00
37) Supply and Spread Topsoil	220	cy	\$ 54.51	\$ 11,992.20	\$ 45.00	\$ 9,900.00	\$ 50.00	\$ 11,000.00	\$ 64.00	\$ 14,080.00	\$ 83.00	\$ 18,260.00	\$ 60.00	\$ 13,200.00	\$ 71.00	\$ 15,620.00
38) Seed, Fertilize, Lime and Matting	2,000	sy	\$ 3.05	\$ 6,100.00	\$ 3.00	\$ 6,000.00	\$ 2.00	\$ 4,000.00	\$ 2.65	\$ 5,300.00	\$ 3.25	\$ 6,500.00	\$ 7.00	\$ 14,000.00	\$ 4.50	\$ 9,000.00
39) Tree Pruning	1	ls	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00	\$ 611.00	\$ 611.00	\$ 3,500.00	\$ 3,500.00	\$ 1,400.00	\$ 1,400.00	\$ 3,400.00	\$ 3,400.00
40) Catch Basin Inlet Protection	10	each	\$ 309.75	\$ 3,097.50	\$ 30.00	\$ 300.00	\$ 160.00	\$ 1,600.00	\$ 63.00	\$ 630.00	\$ 73.00	\$ 730.00	\$ 160.00	\$ 1,600.00	\$ 70.00	\$ 700.00
41) Remove and Reset Driveway Pavers	1	ls	\$ 1,000.00	\$ 1,000.00	\$ 700.00	\$ 700.00	\$ 1,900.00	\$ 1,900.00	\$ 823.00	\$ 823.00	\$ 1,300.00	\$ 1,300.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
42) Lawn Mowing	1	ls	\$ 500.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 600.00	\$ 600.00	\$ 200.00	\$ 200.00	\$ 450.00	\$ 450.00	\$ 1,100.00	\$ 1,100.00	\$ 1,200.00	\$ 1,200.00
43) Traffic Control	1	ls	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00	\$ 8,000.00	\$ 4,900.00	\$ 4,900.00	\$ 3,400.00	\$ 3,400.00	\$ 26,000.00	\$ 26,000.00	\$ 4,600.00	\$ 4,600.00
44) Dust Control	1	ls	\$ 5,000.00	\$ 5,000.00	\$ 200.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 900.00	\$ 900.00	\$ 5,600.00	\$ 5,600.00	\$ 2,100.00	\$ 2,100.00	\$ 5,000.00	\$ 5,000.00
45) Passing Compaction Test on Native Material	30	each	\$ 250.00	\$ 7,500.00	\$ 16.00	\$ 480.00	\$ 90.00	\$ 2,700.00	\$ 60.00	\$ 1,800.00	\$ 115.00	\$ 3,450.00	\$ 400.00	\$ 12,000.00	\$ 100.00	\$ 3,000.00
46) Sewer Service Crossing	14	each	\$ 250.00	\$ 3,500.00	\$ 10.00	\$ 140.00	\$ 975.00	\$ 13,650.00	\$ 540.00	\$ 7,560.00	\$ 610.00	\$ 8,540.00	\$ 500.00	\$ 7,000.00	\$ 1,500.00	\$ 21,000.00
47) Mobilization	1	ls	\$ 26,960.03	\$ 26,960.03	\$ 43,000.00	\$ 43,000.00	\$ 32,800.00	\$ 32,800.00	\$ 16,665.00	\$ 16,665.00	\$ 64,496.00	\$ 64,496.00	\$ 45,000.00	\$ 45,000.00	\$ 51,000.00	\$ 51,000.00

Total = \$ 562,169.64

Total = \$ 419,850.00

Total = \$ 422,649.00

Total = \$ 443,878.00

Total = \$ 588,333.00

Total = \$ 603,675.00

Total = \$ 624,015.50

Value Reported in Bid Package = \$ 443,875.00

**Memorandum**

**To:** Trustees; Evan Teich, Unified Manager

**Cc:** Rick Garey, Police Chief; Robin Pierce, Community Development Director

**From:** Greg Duggan, Deputy Manager GSD

**Re:** Options to help local businesses

**Date:** April 24, 2020

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**Issue**

The issue is for the Trustees to discuss ways to support local businesses during and after the covid-19 pandemic.

**Discussion**

The Trustees have briefly discussed ideas to support local businesses, such as hosting an Essex Eats Out night, or providing socially distanced picnic tables in the downtown area.

A draft letter from Village Vice President George Tyler is attached to help the discussion.

**Cost**

N/a

**Recommendation**

This memo is for discussion purposes.

To Our Valued Local Business Owner,

The necessary but painful closure of many Essex Junction businesses has been hard on everyone, but it's been particularly tough for our local eating and drinking establishments. Adding to the problem is the uncertainty of when you'll be allowed to seat and serve customers inside your establishment and how new social distancing requirements will impact your business.

The Essex Junction Village government has limited resources, but we'd like to help all of us get through these difficult times. For that reason, we'd like to know how the Covid-19 pandemic has affected your business, and we'd like to hear your ideas about how we might help. Please just write us a note at the bottom of this page and on the other side of this letter and return it to us in the enclosed self-addressed, stamped envelope.

Also, if you're interested, these are some ideas we're exploring:

- 1) Encourage more outdoor eating by suspending local ordinances that hinder outdoor seating, eating, and beverage consumption. (Good Idea? Yes \_\_\_ No \_\_\_)
  
- 2) Where appropriate and possible, financially assist establishments with the purchase of outdoor furniture and/or refitting seating space to comply with social distancing. (Good Idea? Yes \_\_\_ No \_\_\_)
  
- 3) Close off sidewalks and/or parking spaces and/or other public spaces, possibly some streets, and install chairs and tables that would be reserved for customers of nearby eating and drinking establishments. (Good Idea? Yes \_\_\_ No \_\_\_)

Please let us know your ideas and, more important, how your business is doing in these trying times. Take all the space you need below and on the back of this page and return it in the enclosed envelope. Thank you!

**Memorandum**

**To:** Trustees; Evan Teich, Unified Manager

**Cc:** John Alden, Planning Commission; Robin Pierce, Community Development Director

**From:** Greg Duggan, Deputy Manager *GSD*

**Re:** Appointing Essex Junction representative and alternate to CCRPC Planning Advisory Committee

**Date:** April 24, 2020

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**Issue**

The issue is whether the Trustees will reappoint John Alden and Robin Pierce as Essex Junction's representative and alternate, respectively, on the Chittenden County Regional Planning Commission's Planning Advisory Committee.

**Discussion**

The Chittenden County Regional Planning Commission (CCRPC) has a Planning Advisory Committee (PAC) that oversees the CCRPC's regional planning activities and policy development. Member municipalities have a representative and alternate on the PAC. Terms begin on July 1 and last for two years.

Essex Junction's current representative, John Alden, and alternate, Robin Pierce, both wish to be reappointed.

**Cost**

N/a

**Recommendation**

Staff recommends the Trustees reappoint John Alden and Robin Pierce as Essex's representative and alternate, respectively, on the Chittenden County Regional Planning Commission's Planning Advisory Committee.

April 17, 2020

Mr. Evan Teich  
Unified Manager, Town of Essex and Village of Essex Junction  
81 Main Street  
Essex Junction, VT 05452

Dear Mr. Teich:

The Chittenden County Regional Planning Commission [bylaws](#) provide for several standing committees including a Planning Advisory Committee (PAC) to oversee the CCRPC's regional planning activities and policy development as specifically described in items 1-13 of Article XI – Committees; E. Planning Advisory Committee.

The terms of PAC members will be for two years beginning July 1<sup>st</sup>. Municipalities beginning with A-K shall appoint a representative to serve beginning in odd numbered fiscal years.

We ask you to please have your legislative body take action to appoint/reappoint a representative and alternate to the PAC for both the Town of Essex and the Village of Essex Junction for a term of two years beginning July 1, 2020 through June 30, 2022.

Please complete the included appointment form and submit it to [evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org) by May 31, 2020. Thank you very much for your assistance in this matter.

Sincerely,



Emma Vaughn  
Communications Manager

*Attachment*

cc: Current **Essex** PAC Representative: Darren Schibler  
Current **Essex** PAC Alternate: Vacant  
Elaine Haney, Chair, Essex Selectboard

Current **Essex Junction** PAC Representative: John Alden  
Current **Essex Junction** PAC Alternate: Robin Pierce  
Andrew Brown, President, Essex Junction Board of Trustees

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
April 14, 2020**

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Rick Garey, Chief of Police; Jim Jutras, Water Quality Superintendent; Robin Pierce, Community Development Director.

1. **CALL TO ORDER**

Mr. Brown called the meeting to order at 6:30 p.m. and explained how the meeting would proceed, with changes instituted to adhere to the COVID-19 state of emergency declared by Governor Scott, pursuant to addendum 6 of Executive Order 0120 and Act 92, which authorized public bodies to meet electronically. He said that Trustees would participate remotely via Microsoft Teams and invited the public to participate remotely using conference call-in information.

2. **AGENDA ADDITIONS/ CHANGES**

Mr. Duggan added item 5b to the agenda, for the Trustees to approve a resolution regarding Essex Junction's COVID-19 response, and he submitted a memo regarding this item. He also added item 7d to the agenda's reading file, an Email from Elaine Haney regarding a Letter and request to Legislature for Assistance. He submitted an additional handout for item 7b, a VT Digger article: Sewage sludge spreading leads to farm groundwater PFAS contamination. Ms. Thibeault requested that item 6b be pulled from the consent items to be addressed as Business Item 5c.

3. **APPROVE AGENDA**

**GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees accept the amendments to the agenda. VOTING: 5-0; motion carried.**

4. **PUBLIC TO BE HEARD**

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

There were no comments from the public at this time.

5. **BUSINESS ITEMS**

a. **Approval of two parking agreements and update on Village Center development**

Mr. Pierce provided an update on recent demolition and construction plans, approved by the Planning Commission, for a four-story building with a parking garage on Park Street. He requested that the Trustees authorize the execution of two related parking agreements.

He said the first agreement would be for temporary parking at 12 Park Street during construction at 11 Park Street.

Regarding the second agreement, he pointed out that it was originally for 33 parking spaces in the garage to be provided to the municipality as permanent parking. Once a certificate of occupancy (CO) is issued for the site, he said, in this agreement the Village would make a cash payment of \$100,000 to the property owner for a letter stating the owner donated \$420,000 worth of perpetual public parking to the Village. Mr. Pierce explained that the agreement was recently reduced to 31 spaces to achieve needed turning radii, and due to the developer giving the Village additional

sidewalk space at the front of the property, with the \$100,000 cash payment remaining the same. The Trustees discussed the decrease in parking spaces with Mr. Pierce and supported the arrangement, even with less spaces. They also talked about the possibility of increasing the number of accessible spaces, which would also decrease the total number of spaces. Mr. Peirce stated that the original MOU provided to the Village attorney was not yet been signed, although it was approved. He clarified for Mr. Chawla that the \$100,000 donation is subject to federal tax. Ms. Thibeault requested to view the agreements to be signed but they were not available.

**GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees authorize the Village manager to execute two parking agreements, one for temporary parking at 12 Park Street and one for up to 31 permanent parking spaces at 11 Park Street, once the agreements have been approved by Village Staff, the Village attorney, and the property owners, and the property has received a certificate of occupancy.**

- Ms. Thibeault said she is not opposed to the project but would not approve someone to sign an agreement she has not seen.

**VOTING: 4-1; motion carried, with dissenting vote from AMBER THIBEAULT.**

**b. Approve Resolution regarding Essex Junction COVID-19 Response**

Ms. Thibeault recused herself from this item, for a potential conflict of interest. Mr. Duggan described the proposed resolution regarding Essex's COVID-19 response, noting that it is modeled after a resolution passed in Winooski. This resolution acknowledges the state and federal mandates in response to the COVID-19 pandemic and their impact on the community of Essex. He pointed out that the Resolution encourages the State of Vermont to consider relief related to tax penalties, evictions, healthcare, utility shutoffs, education funds, etc. He said it also encourages the state to leverage federal funds and extend actions for at least 60 days after the federal orders are lifted. The Trustees discussed the importance of this Resolution to assert that taxpayers should not bear the burden of State and Federal decisions regarding COVID-19. They discussed their hope to attract people to re-engage with local businesses during a "reopening Essex" strategy. Mr. Kerin suggested connecting this idea to the annual Block Party.

**RAJ CHAWLA made a motion, and DAN KERIN seconded, that the Trustees approve the resolution regarding the Essex COVID-19 Response. ROLL CALL VOTING: 4-0, Amber Thibeault recused; motion carried.**

**c. Approve street vending permit for Mr. Ding-A-Ling Ice Cream**

Ms. Thibeault proposed that the Trustees consider tabling the approval of a street vending permit for Mr. Ding-A-Ling Ice cream, while COVID-19 social distancing practices are still in place. The Trustees discussed needing more information on how food trucks are required to address social distancing. Mr. Chawla said he preferred to wait to approve the permit until after the Governor approves reopening businesses. Mr. Tyler volunteered to work with staff to communicate with the State of Vermont for more information on restaurant reopening strategies and timeline.

**GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to table this item until the next meeting of the Essex Junction Board of Trustees. VOTING: 5-0; motion carried.**

**6. CONSENT ITEMS**

**DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees approve the Consent Agenda:**

**a. Approve banner application for KidSafe Community Yard Sale August 8-9**

- Ms. Thibeault requested that Mr. Teich confirm this application included a certificate of insurance and fee.

- b. ~~Approve street vending permit for Mr. Ding-A-Ling Ice Cream~~
- This item was addressed as Business item 5c.
- c. **Approve minutes: March 24, 2020; April 2, 2020**
- d. **Check Warrant #17191—03/21/2020; #17192—03/27/2020; #17193—04/03/2020; #17194—04/10/2020**

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

7. **READING FILE**

a. **Board Member Comments**

- Mr. Brown said the Trustees and Essex Westford School District are considering rescheduling the Village Annual Meeting to June 11, and a more substantive discussion of this will take place at the next meeting of the Trustees.
  - Mr. Brown noted that there have been sound ordinance concerns regarding noisy motorcycles and said the Essex police are not staffed to enforce noise ordinance violations of vehicles at this time.
  - Mr. Brown expressed thanks to Essex Junction Recreation and Parks as well as Essex Parks and Recreation for hosting the Easter Egg Hunt.
  - Mr. Teich said the closure of municipal buildings due to COVID-19 is extended to May 15.
  - Ms. Thibeault pointed out that the Clerk's office is closed to the public as of April 10. Mr. Teich said the office is still taking phone calls about title searches, issuing marriage licenses, and issuing death certificates.
  - Mr. Thibeault said that it was her understanding that the Champlain Valley Exposition may house patients who are COVID-19 positive, even though the notification to the Trustees was that they were only housing patients who were not. Mr. Teich agreed to look into this.
- b. Memo from James Jutras re: UPDATE More details on PFAS testing of farm soil and groundwater
- c. Upcoming meeting schedule
- d. Email from Elaine Haney regarding a Letter and request to Legislature for Assistance

8. **EXECUTIVE SESSION**

a. **An executive is not anticipated**

An executive session did not take place.

9. **ADJOURN**

**RAJ CHAWLA made a motion, and AMBER THIBEALT seconded, that the Trustees adjourn the meeting. VOTING: 5-0; motion carried at 7:15 PM.**

Respectfully Submitted,  
Cathy Ainsworth

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
09345	04/03/20	BASIC Monthly Fee for COBRA Adm	210-41320.210	42.50	28248	04/17/20
		40505110	HEALTH INS & OTHER BENEFIT			
41280	02/17/20	BOUCHARD-PIERCE Washer Dryer	210-42220.889	1825.00	28250	04/17/20
		8571650	ROUTINE EQUIPMENT PURCHAS			
17025	04/13/20	COONRADT AMY Joint Board Mtg 4/6	210-41320.530	32.34	28257	04/17/20
		0035	COMMUNICATIONS			
23615	02/17/20	FIRE NINJA SAFETY EQUIPME	210-42220.612	562.89	28261	04/17/20
		0027437	UNIFORMS,BOOTS,ETC			
23615	03/06/20	FIRE NINJA SAFETY EQUIPME	210-42220.612	51.96	28261	04/17/20
		0027491	UNIFORMS,BOOTS,ETC			
21760	02/25/20	FIRST NATIONAL BANK OMAHA	210-45110.530	37.49	28263	04/17/20
		EPR Credit Card February	COMMUNICATIONS			
		0492 220				
19805	02/25/20	FIRST NATIONAL BANK OMAHA	210-45110.550	297.00	28264	04/17/20
		Price Discount Seven Days	PRINTING & ADVERTISING			
		9572 2/20				
07010	04/08/20	GREEN MOUNTAIN POWER CORP	210-41947.026	29.30	28267	04/17/20
		MSP Power March	Electricity - Maple St			
		040820D 0				
07010	04/08/20	GREEN MOUNTAIN POWER CORP	210-41947.026	245.30	28268	04/17/20
		MSP Power March	Electricity - Maple St			
		040820D EJPR				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-41320.210	81.21	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-41510.210	40.61	28273	04/17/20
		Life Prem Vill May 2020	Group Insurance			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-43110.210	133.86	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-43151.210	21.65	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-45551.210	203.00	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-41970.210	81.20	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-45110.210	162.40	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
14025	04/09/20	LINCOLN NATIONAL LIFE INS	210-45220.210	78.73	28273	04/17/20
		Life Prem Vill May 2020	HEALTH INS & OTHER BENEFIT			
		050120V				
34995	02/18/20	MCMASTER CARR SUPPLY CO	210-42220.610	26.35	28274	04/17/20
		S-Hook-Not for Lifting,	SUPPLIES			
		34948521				
23080	04/11/20	MVP HEALTH CARE INC	210-41320.210	3663.22	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				
23080	04/11/20	MVP HEALTH CARE INC	210-43110.210	5047.68	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				
23080	04/11/20	MVP HEALTH CARE INC	210-43151.210	871.26	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				
23080	04/11/20	MVP HEALTH CARE INC	210-45551.210	5742.53	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				
23080	04/11/20	MVP HEALTH CARE INC	210-41970.210	1303.64	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				
23080	04/11/20	MVP HEALTH CARE INC	210-45110.210	7326.44	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				
23080	04/11/20	MVP HEALTH CARE INC	210-45220.210	1258.01	28277	04/17/20
		Health Premium Vill May 2	HEALTH INS & OTHER BENEFIT			
		050120V				

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
37605	04/13/20	NEW ENGLAND MUNICIPAL RES	12/6/19 RSOL 45432	210-41510.570 Other Purchased Services	72.50	28278	04/17/20
37605	04/13/20	NEW ENGLAND MUNICIPAL RES	9/28/19 RSOL 45436	210-41510.570 Other Purchased Services	36.25	28278	04/17/20
07635	04/04/20	O'ROURKE MEDIA GROUP	Annual Mtg Cancelled 290392	210-41320.550 PRINTING AND ADVERTISING	200.00	28280	04/17/20
22855	04/01/20	OVERDRIVE INC	EBOOKS 20082746	210-45551.641 JUVEN COLLECTION-PRNT & E	64.98	28281	04/17/20
V10729	04/02/20	OVERDRIVE INC	EBOOKS 20084201	210-45551.641 JUVEN COLLECTION-PRNT & E	168.31	28282	04/17/20
V10729	04/03/20	OVERDRIVE INC	EBOOKS 20085783	210-45551.641 JUVEN COLLECTION-PRNT & E	129.97	28282	04/17/20
23465	01/24/20	PITNEY BOWES, INC.	late fee 3310522342	210-41320.442 LEASED SERVICES	32.00	28285	04/17/20
05380	04/05/20	PURCHASE POWER	Postage 8000-9090-10	210-41320.536 POSTAGE	94.72	28286	04/17/20
18010	04/10/20	REYNOLDS & SON, INC.	Compressor Service 3370202	210-42220.570 MAINTENANCE OTHER	123.50	28287	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-41947.026 Electricity - Maple St	2539.94	28289	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-41947.023 Electricity - Park St Sch	267.18	28289	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-41947.021 Electricity - Brownell	746.05	28289	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-41947.022 Electricity - Fire Statio	402.00	28289	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-41947.020 Electricity - 2 Lincoln S	402.00	28289	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-43115.622 Electricity - St/Traffic	664.80	28289	04/17/20
17505	04/09/20	SAND HILL SOLAR LLC	Solar Village 3/6-4/7/20 216	210-43110.622 ELECTRICAL SERVICE	189.61	28289	04/17/20
23915	03/27/20	SD SERVICES LLC	Pierce Eng 1 19240	210-42220.432 VEHICLE MAINTENANCE	280.00	28290	04/17/20
37680	02/29/20	TARRANT, GILLIES & RICHA	Professional Services Feb 13499	210-41320.330 OTHER PROFESSIONAL SERVIC	40.00	28291	04/17/20
37680	03/31/20	TARRANT, GILLIES & RICHA	Professional Services Mar 13612	210-41320.330 OTHER PROFESSIONAL SERVIC	70.00	28291	04/17/20
07565	04/07/20	W B MASON CO INC	Hand Soap 209472166	210-45220.610 SUPPLIES	67.98	28298	04/17/20
07565	04/08/20	W B MASON CO INC	MSP Maint Supplies 209514178	210-45220.610 SUPPLIES	69.60	28298	04/17/20
21850	04/13/20	BOUCHER CLEANING SERVICES	Sr Center Cleaning March 576	225-45122.330 OTHER PROF SERVICES	100.00	28251	04/17/20
07305	03/31/20	AIRGAS USA LLC	Cylinder Rental 9969358549	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	307.41	28244	04/17/20
14025	04/09/20	LINCOLN NATIONAL LIFE INS	Life Prem Vill May 2020 050120V	226-45120.210 HEALTH INS & OTHER BENEFIT	242.08	28273	04/17/20
14025	04/09/20	LINCOLN NATIONAL LIFE INS	Life Prem Vill May 2020 050120V	226-45121.210 HEALTH INS & OTHER BENEFIT	157.27	28273	04/17/20

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23080	04/11/20	Health Premium Vill May 2 050120V	226-45120.210 HEALTH INS & OTHER BENEFIT	2607.28	28277	04/17/20
23080	04/11/20	Health Premium Vill May 2 050120V	226-45121.210 HEALTH INS & OTHER BENEFIT	4966.86	28277	04/17/20
23395	04/08/20	Garden Supplies 511033	226-45115.610 SUPPLIES	90.95	28296	04/17/20
14025	04/09/20	Life Prem Vill May 2020 050120V	254-43200.210 HEALTH INS & OTHER BENEFIT	100.93	28273	04/17/20
23080	04/11/20	Health Premium Vill May 2 050120V	254-43200.210 HEALTH INS & OTHER BENEFIT	4526.23	28277	04/17/20
37605	04/12/20	3/3/20 UB Programming 45424	254-43200.330 OTHER PROFESSIONAL SERVIC	145.00	28278	04/17/20
42625	04/06/20	Digester/FlowEQ Mar 2020 79038	255-43330.016 Flow EQ Digester Reseal	491.24	28245	04/17/20
42625	04/06/20	Digester/FlowEQ Mar 2020 79038	255-43330.015 Primary Digester Block Re	1576.75	28245	04/17/20
11375	04/01/20	April Service 3018853	255-43200.565 GRIT DISPOSAL	976.98	28252	04/17/20
V10347	04/13/20	April Service 6329433	255-43200.570 MAINTENANCE OTHER	74.00	28271	04/17/20
14025	04/09/20	Life Prem Vill May 2020 050120V	255-43200.210 HEALTH INS & OTHER BENEFIT	209.19	28273	04/17/20
23080	04/11/20	Health Premium Vill May 2 050120V	255-43200.210 HEALTH INS & OTHER BENEFIT	7569.80	28277	04/17/20
03160	04/08/20	POLYMER FOR DEWATERING 20199	255-43200.619 CHEMICALS	6900.00	28283	04/17/20
14025	04/09/20	Life Prem Vill May 2020 050120V	256-43200.210 HEALTH INS & OTHER BENEFIT	95.15	28273	04/17/20
23080	04/11/20	Health Premium Vill May 2 050120V	256-43200.210 HEALTH INS & OTHER BENEFIT	3234.33	28277	04/17/20
37605	04/12/20	3/3/20 UB Programming 45424	256-43200.330 OTHER PROFESSIONAL SERVIC	290.00	28278	04/17/20
17505	04/09/20	Solar Village 3/6-4/7/20 216	256-43220.002 WEST ST PS COSTS	433.35	28289	04/17/20
17505	04/09/20	Solar Village 3/6-4/7/20 216	256-43220.001 SUSIE WILSON PS COSTS	284.35	28289	04/17/20
17505	04/09/20	Solar Village 3/6-4/7/20 216	256-43200.622 ELECTRICAL SERVICE	98.56	28289	04/17/20
36130	03/23/20	Pump Stations 2/24-3/23 9851178077	256-43200.434 PUMP STATION MAINTENANCE	144.52	28295	04/17/20
36130	03/23/20	Pump Stations 2/24-3/23 9851178077	256-43220.001 SUSIE WILSON PS COSTS	37.22	28295	04/17/20
36130	03/23/20	Pump Stations 2/24-3/23 9851178077	256-43220.002 WEST ST PS COSTS	37.22	28295	04/17/20

04/17/20

Town of Essex / Village of EJ Accounts Payable

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01:06 pm

Check Warrant Report # 17195 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 04/17/20 To 04/17/20 & Fund 2

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

71523.63

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
06490	04/08/20	Skate Park Fence COVID	040820D	210-41320.600 Emergency Prep. Supplies	1775.00	28299	04/24/20
14400	04/15/20	CLEANING 4/5-5/2 2 Lincol	4835	210-41943.020 Contractual Svc - 2 Linco	600.00	28300	04/24/20
14400	04/15/20	CLEANING 4/5-5/2 2 Lincol	4835	210-41943.021 Contractual Svcs - Browne	2212.75	28300	04/24/20
05290	04/20/20	supplies fluid film	552011158195	210-43110.610 SUPPLIES	228.00	28301	04/24/20
05290	04/21/20	parts for SS5000	552011233933	210-43110.610 SUPPLIES	8.66	28301	04/24/20
20440	04/19/20	VB, JT, SB MINUTES 3/24,	53	210-41320.530 COMMUNICATIONS	319.41	28302	04/24/20
42665	03/10/20	EJRP Amazon February	0432266 320	210-45220.610 SUPPLIES	26.99	28304	04/24/20
V10617	02/13/20	parts sidewalk machine	C64191	210-43110.432 R&M Services - Vehicles	43.14	28310	04/24/20
21120	04/15/20	Physical	0003797300	210-42220.566 PHYSICAL EXAMS	340.00	28311	04/24/20
21210	04/16/20	supplies shop towels	4048189566	210-43110.610 SUPPLIES	80.17	28312	04/24/20
17895	03/31/20	MSP Cleaning March	8865	210-41943.026 Contractual Svcs - Maple	2155.00	28313	04/24/20
17895	03/31/20	MSP Cleaning March	8865	210-41320.600 Emergency Prep. Supplies	525.00	28313	04/24/20
04940	04/12/20	TV Internet 04/19-05/18/	0091811 0420	210-43125.610 WINTER MAINTENANCE	32.83	28314	04/24/20
04940	04/12/20	TV Internet 04/19-05/18/	0091811 0420	210-43110.610 SUPPLIES	176.29	28314	04/24/20
V9941	04/08/20	Feb newsppr	030920A	210-45551.640 ADULT COLLECTION-PRINT &	46.68	28315	04/24/20
V9941	04/08/20	cancel training	031920 f	210-42220.500 TRAINING, CONFERENCES, DU	-98.24	28315	04/24/20
V9941	04/08/20	Error Google	040620H	210-15101.000 EXCHANGE - GENERAL	6.32	28315	04/24/20
V9941	04/08/20	march news	040720i	210-45551.640 ADULT COLLECTION-PRINT &	50.00	28315	04/24/20
V9941	01/20/20	MONTHLY SUBSCRIPTION APRI	20200401	210-41320.530 COMMUNICATIONS	14.50	28315	04/24/20
V9941	03/30/20	FDSnowDamage	DirectAutoBo	210-42220.432 VEHICLE MAINTENANCE	3096.18	28315	04/24/20
25715	04/15/20	VEJ-Chittenden Crossing	18817 3/1-3/	210-15102.000 EXCHANGE - ENGI/LEGAL	290.15	28318	04/24/20
25715	04/16/20	VEJ-Densmore Culvert	19807041620	210-43110.330 Professional Services	116.45	28318	04/24/20
25715	04/16/20	VEJ-11 Park St	20801041620	210-15102.000 EXCHANGE - ENGI/LEGAL	572.90	28318	04/24/20
25715	04/16/20	VEJ-Misc Assistance 2020	2081041620	210-43110.330 Professional Services	58.50	28318	04/24/20
25715	04/16/20	VEJ-Utility Map Update	2081841620	210-43110.330 Professional Services	111.75	28318	04/24/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10634	04/15/20	COMPUTER EXPENSES	INVUS47453	210-45551.340 COMPUTER EXPENSES	255.00	28320	04/24/20
23215	04/07/20	Park Fencing COVID	107417100001	210-41320.600 Emergency Prep. Supplies	89.60	28321	04/24/20
04640	02/26/20	side walk plow pin	VTBUR275669	210-43110.432 R&M Services - Vehicles	3.50	28322	04/24/20
04640	03/02/20	supplies	VTBUR275840	210-43110.432 R&M Services - Vehicles	7.00	28322	04/24/20
21845	04/17/20	YOUTH PROGRAMS, COMPUTER	0017041720	210-45551.837 CHILDRENS PROGRAMS	29.97	28324	04/24/20
21845	04/17/20	YOUTH PROGRAMS, COMPUTER	0017041720	210-45551.340 COMPUTER EXPENSES	208.00	28324	04/24/20
21845	04/17/20	YOUTH PROGRAMS, COMPUTER	0017041720	210-45551.530 TECHNOLOGY ACCESS	191.76	28324	04/24/20
19005	04/01/20	TELEPHONE TECHNOLOGY ACC	6966765	210-41945.021 Telephone - Brownell	0.95	28326	04/24/20
19005	04/15/20	communications	7082848	210-43110.530 Communications	35.52	28327	04/24/20
07010	04/13/20	April GMP non solar multi	0206201 0420	210-43115.622 Electricity - St/Traffic	9806.77	28331	04/24/20
07010	04/13/20	April GMP non solar multi	0206201 0420	210-43115.622 Electricity - St/Traffic	660.37	28331	04/24/20
07010	04/08/20	Solar Accounts	040820	210-41947.020 Electricity - 2 Lincoln S	100.25	28332	04/24/20
07010	04/08/20	Solar Accounts	040820	210-41947.022 Electricity - Fire Statio	100.25	28332	04/24/20
07010	04/08/20	Solar Accounts	040820	210-43110.622 ELECTRICAL SERVICE	55.22	28332	04/24/20
07010	04/08/20	Solar Accounts	040820	210-41947.021 Electricity - Brownell	192.51	28332	04/24/20
07010	04/08/20	Solar Accounts	040820	210-43115.622 Electricity - St/Traffic	260.28	28332	04/24/20
07010	04/08/20	Solar Accounts	040820	210-41947.023 Electricity - Park St Sch	40.07	28332	04/24/20
25625	04/02/20	EJRP Supplies COVID Item	1080 420	210-41320.600 Emergency Prep. Supplies	152.31	28341	04/24/20
V10462	03/31/20	March Legal	032020	210-41320.320 LEGAL SERVICES	610.50	28345	04/24/20
V10462	03/31/20	March Legal	032020	210-41970.320 LEGAL SERVICES	1030.50	28345	04/24/20
V10462	03/31/20	March Legal	032020	210-41320.320 LEGAL SERVICES	174.00	28345	04/24/20
24960	04/15/20	Dental Prem Vill May 2020	050120V	210-41320.210 HEALTH INS & OTHER BENEFI	267.59	28351	04/24/20
24960	04/15/20	Dental Prem Vill May 2020	050120V	210-41510.210 Group Insurance	70.86	28351	04/24/20
24960	04/15/20	Dental Prem Vill May 2020	050120V	210-43110.210 HEALTH INS & OTHER BENEFI	358.29	28351	04/24/20
24960	04/15/20	Dental Prem Vill May 2020	050120V	210-43151.210 HEALTH INS & OTHER BENEFI	52.02	28351	04/24/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020	210-45551.210	412.82	28351	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020	210-41970.210	74.38	28351	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020	210-45110.210	472.23	28351	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020	210-45220.210	70.86	28351	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
11345	04/08/20	SANITARY EQUIPMENT CO INC	parts ss5000	210-43110.610	125.45	28358	04/24/20
			0133983	SUPPLIES			
11345	04/13/20	SANITARY EQUIPMENT CO INC	supplies	210-43110.610	496.64	28358	04/24/20
			0134091	SUPPLIES			
29835	04/22/20	SHERWIN-WILLIAMS	paint supply for plows	210-43110.610	156.12	28359	04/24/20
			91610	SUPPLIES			
29835	04/23/20	SHERWIN-WILLIAMS	supplies	210-45220.610	19.60	28359	04/24/20
			91743	SUPPLIES			
12890	03/15/20	U S BANK	Bond Interest Payments	210-47216.000	34604.63	28366	04/24/20
			050120D	CAPITAL IMP - INTEREST			
11935	04/10/20	VIKING-CIVES USA	supplies	210-43110.610	492.60	28368	04/24/20
			4498064	SUPPLIES			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-41320.210	48.81	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-41510.210	13.61	28369	04/24/20
			050120V	Group Insurance			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-43110.210	67.93	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-43151.210	10.01	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-45551.210	81.17	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-41970.210	18.76	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-45110.210	86.81	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2	210-45220.210	13.61	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFI			
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal	223-46802.004	627.00	28345	04/24/20
			032020	Road Res-Q			
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal	223-46802.005	180.00	28345	04/24/20
			032020	Park Terr. ROW			
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal	223-46802.006	2049.00	28345	04/24/20
			032020	Public Parking 11 Park			
42665	03/10/20	AMAZON/SYNCB	EJRP Amazon February	225-45122.614	240.80	28304	04/24/20
			0432266 320	PROGRAM EXPENSES			
V9941	03/10/20	COMMERCIAL CARD SVCS	Senior Center Walmart	225-45122.610	19.71	28315	04/24/20
			031020D	OPERATIONAL SUPP/EXP			
V9941	03/10/20	COMMERCIAL CARD SVCS	SrCtr supplies	225-45122.430	48.91	28315	04/24/20
			031020DA	REPAIRS & MAINTENANCE			
V9941	03/10/20	COMMERCIAL CARD SVCS	Senior Center Christmas T	225-45122.430	74.94	28315	04/24/20
			031020DB	REPAIRS & MAINTENANCE			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	03/10/20	AMAZON/SYNCB	EJRP Amazon February 0432266 320	226-45120.610 SUPPLIES	-9.99	28304	04/24/20
42665	03/10/20	AMAZON/SYNCB	EJRP Amazon February 0432266 320	226-45115.610 SUPPLIES	114.95	28304	04/24/20
42665	03/10/20	AMAZON/SYNCB	EJRP Amazon February 0432266 320	226-45120.610 SUPPLIES	1160.32	28304	04/24/20
31275	03/25/20	DON WESTON EXCAVATING INC	Pool Deck Repairs 21934	226-45124.330 OTHER PROFESSIONAL SVCS	1400.00	28317	04/24/20
31275	03/25/20	DON WESTON EXCAVATING INC	Pool Deck Repairs 21935	226-45124.330 OTHER PROFESSIONAL SVCS	3500.00	28317	04/24/20
31275	03/25/20	DON WESTON EXCAVATING INC	Pool Deck Repairs 21936	226-45124.330 OTHER PROFESSIONAL SVCS	3053.00	28317	04/24/20
31275	03/30/20	DON WESTON EXCAVATING INC	Pool Deck Repairs 21940	226-45124.330 OTHER PROFESSIONAL SVCS	1036.00	28317	04/24/20
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020 050120V	226-45120.210 HEALTH INS & OTHER BENEFI	223.14	28351	04/24/20
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020 050120V	226-45121.210 HEALTH INS & OTHER BENEFI	341.96	28351	04/24/20
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2 050120V	226-45120.210 HEALTH INS & OTHER BENEFI	56.28	28369	04/24/20
21230	04/19/20	VISION SERVICE PLAN (CT)	Vision Prem Village May 2 050120V	226-45121.210 HEALTH INS & OTHER BENEFI	67.56	28369	04/24/20
25945	03/02/20	VT AFTERSCHOOL	Afterschool Essentials - 5762	226-45120.330 OTHER PROFESSIONAL SVCS	100.00	28372	04/24/20
25715	04/16/20	DONALD L. HAMLIN CONSULT	VEJ-Crescent Connector Pr 1283341620	230-46801.008 CRESCENT CONNECTOR	4425.00	28318	04/24/20
25715	04/16/20	DONALD L. HAMLIN CONSULT	VEJ-Crescent Connector Ph 18814041620	230-46801.008 CRESCENT CONNECTOR	579.85	28318	04/24/20
25715	04/16/20	DONALD L. HAMLIN CONSULT	VEJ-Lamoille Street Recon 1980541620	230-46801.021 Lamoille Water Line Repl	7149.15	28318	04/24/20
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal 032020	230-46801.008 CRESCENT CONNECTOR	607.50	28345	04/24/20
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal 032020	230-46801.008 CRESCENT CONNECTOR	1662.00	28345	04/24/20
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal 032020	230-46801.022 Densmore Dr, FEMA	660.00	28345	04/24/20
V10462	03/31/20	MONAGHAN SAFAR DUCHAM PL	March Legal 032020	230-46801.007 PEARL ST. LINKING SIDEWAL	289.25	28345	04/24/20
05290	04/21/20	ADVANCE AUTO PARTS	parts for SS5000 552011233933	254-43200.610 SUPPLIES	1.44	28301	04/24/20
25715	04/15/20	DONALD L. HAMLIN CONSULT	VEJ-Fairview PRV 18808 3/1/20	254-43330.010 Fairview Drive PRV	1272.75	28318	04/24/20
25715	04/16/20	DONALD L. HAMLIN CONSULT	VEJ-Lamoille Street Recon 1980541620	254-43330.009 Lamoille St Water Line	3521.23	28318	04/24/20
07010	04/13/20	GREEN MOUNTAIN POWER CORP	April GMP non solar multi 0206201 0420	254-43200.622 ELECTRICAL SERVICE	74.22	28331	04/24/20
24960	04/15/20	NORTHEAST DELTA DENTAL	Dental Prem Vill May 2020 050120V	254-43200.210 HEALTH INS & OTHER BENEFI	261.89	28351	04/24/20
11345	04/08/20	SANITARY EQUIPMENT CO INC	parts ss5000 0133983	254-43200.610 SUPPLIES	20.91	28358	04/24/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
11345	SANITARY EQUIPMENT CO INC	04/13/20	supplies 0134091	254-43200.610 SUPPLIES	82.77	28358	04/24/20
12890	U S BANK	03/15/20	Bond Interest Payments 050120D	254-43330.005 SERIES 3 BOND INTEREST	7647.67	28366	04/24/20
21230	VISION SERVICE PLAN (CT)	04/19/20	Vision Prem Village May 2 050120V	254-43200.210 HEALTH INS & OTHER BENEFIT	48.71	28369	04/24/20
05290	ADVANCE AUTO PARTS	04/21/20	parts for SS5000 552011233933	255-43200.610 SUPPLIES	1.44	28301	04/24/20
V10033	AQUA SOLUTIONS INC	04/13/20	Blower 1 Coupling IN20059	255-43200.570 MAINTENANCE OTHER	1095.21	28305	04/24/20
06870	ENDYNE INC	04/21/20	SHT 1 NY Bi-Monthly 329045	255-43200.577 CONTRACT LABORATORY SERVI	316.00	28319	04/24/20
06870	ENDYNE INC	04/22/20	SHT #2 Batch Land AP 329119	255-43200.577 CONTRACT LABORATORY SERVI	528.00	28319	04/24/20
21740	FIRST NATIONAL BANK OMAHA	04/17/20	WWTF March Visa charges 012441720	255-43200.570 MAINTENANCE OTHER	442.00	28325	04/24/20
21740	FIRST NATIONAL BANK OMAHA	04/17/20	WWTF March Visa charges 012441720	255-43200.610 SUPPLIES	15.89	28325	04/24/20
21740	FIRST NATIONAL BANK OMAHA	04/17/20	WWTF March Visa charges 012441720	255-43200.610 SUPPLIES	25.00	28325	04/24/20
34995	MCMASTER CARR SUPPLY CO	04/20/20	PVC Hex Drivers 38379022	255-43200.570 MAINTENANCE OTHER	74.01	28344	04/24/20
24960	NORTHEAST DELTA DENTAL	04/15/20	Dental Prem Vill May 2020 050120V	255-43200.210 HEALTH INS & OTHER BENEFIT	517.08	28351	04/24/20
11345	SANITARY EQUIPMENT CO INC	04/08/20	parts ss5000 0133983	255-43200.610 SUPPLIES	20.91	28358	04/24/20
11345	SANITARY EQUIPMENT CO INC	04/13/20	supplies 0134091	255-43200.610 SUPPLIES	82.77	28358	04/24/20
V2093	SLACK CHEMICAL COMPANY IN	04/08/20	2396 Gal Sod Bisulfite 401027	255-43200.619 CHEMICALS	3559.98	28360	04/24/20
V2124	STAPLES ADVANTAGE	03/28/20	tri fold towels 3443544934	255-43200.610 SUPPLIES	62.54	28362	04/24/20
V2124	STAPLES ADVANTAGE	03/28/20	paper supplies 3443544936	255-43200.610 SUPPLIES	39.29	28362	04/24/20
V2124	STAPLES ADVANTAGE	04/11/20	log books 3444966267	255-43200.610 SUPPLIES	73.96	28362	04/24/20
V2124	STAPLES ADVANTAGE	04/11/20	computer and office 3444966270	255-43200.610 SUPPLIES	40.58	28362	04/24/20
V2124	STAPLES ADVANTAGE	04/11/20	small notebooks 3444966271	255-43200.610 SUPPLIES	19.99	28362	04/24/20
V2159	SURPASS CHEMICAL CO INC	04/10/20	3942 Gal Sod Hydroxide 344802	255-43200.619 CHEMICALS	9515.99	28363	04/24/20
12890	U S BANK	03/15/20	Bond Interest Payments 050120D	255-43330.001 RZEDB Interest	20893.32	28366	04/24/20
21230	VISION SERVICE PLAN (CT)	04/19/20	Vision Prem Village May 2 050120V	255-43200.210 HEALTH INS & OTHER BENEFIT	96.97	28369	04/24/20
05290	ADVANCE AUTO PARTS	04/21/20	parts for SS5000 552011233933	256-43200.610 SUPPLIES	17.32	28301	04/24/20
33850	CENTRAL VERMONT PROPRTIE	04/01/20	ROW 889621 9500211289	256-43200.441 RIGHT OF WAY AGREEMENTS	20.00	28309	04/24/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
33850	CENTRAL VERMONT PROPERTIE	04/01/20	ROW 889621	256-14301.000	100.00	28309	04/24/20
			9500211289	PREPAID EXPENSES			
07010	GREEN MOUNTAIN POWER CORP	04/13/20	April GMP non solar multi	256-43200.622	464.64	28331	04/24/20
			0206201 0420	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	04/08/20	Solar Accounts	256-43200.622	319.84	28332	04/24/20
			040820	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	04/08/20	Solar Accounts	256-43220.001	229.30	28332	04/24/20
			040820	SUSIE WILSON PS COSTS			
07010	GREEN MOUNTAIN POWER CORP	04/08/20	Solar Accounts	256-43220.002	350.86	28332	04/24/20
			040820	WEST ST PS COSTS			
24960	NORTHEAST DELTA DENTAL	04/15/20	Dental Prem Vill May 2020	256-43200.210	175.92	28351	04/24/20
			050120V	HEALTH INS & OTHER BENEFIT			
11345	SANITARY EQUIPMENT CO INC	04/08/20	parts ss5000	256-43200.610	250.90	28358	04/24/20
			0133983	SUPPLIES			
11345	SANITARY EQUIPMENT CO INC	04/13/20	supplies	256-43200.610	993.28	28358	04/24/20
			0134091	SUPPLIES			
21230	VISION SERVICE PLAN (CT)	04/19/20	Vision Prem Village May 2	256-43200.210	33.98	28369	04/24/20
			050120V	HEALTH INS & OTHER BENEFIT			
Report Total					147772.45		

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Unified Manager Evan Teich  
81 Main Street  
Essex Junction, VT 05452

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Essex Junction on earning recognition as a 2019 Tree City USA. Residents of Essex Junction should be proud to live in a community that makes the planting and care of trees a priority.

Essex Junction is one of more than 3,600 Tree City USA communities, with a combined population of 155 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Essex Junction is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Essex Junction and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe  
President

cc: Warren Spinner

enclosure

For more information, contact:  
Lauren Weyers  
lweyers@arborday.org



FOR IMMEDIATE RELEASE:

### **Arbor Day Foundation Names Essex Junction Tree City USA®**

**Lincoln, Neb. (March 27, 2020)** Essex Junction, Vermont, was named a 2019 Tree City USA® by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Essex Junction achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "The trees being planted and cared for by Essex Junction are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it's through volunteer engagement or public education."

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and protection from extreme heat and flooding. The Arbor Day Foundation recently launched the *Time for Trees* initiative to address these issues, with unprecedented goals of planting 100 million trees in forests and communities and inspiring 5 million tree planters by 2022. With Tree City USA recognition, Essex Junction has demonstrated a commitment to effective urban forest management and doing its part to help address these challenges for Essex Junction residents now and in the future.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](http://arborday.org).



Unified Manager's Office  
2 Lincoln Street  
Essex Junction, VT 05452

Office: (802) 878-6944  
Fax : (802) 878-6946  
[www.essexjunction.org](http://www.essexjunction.org)

April 21, 2020

Mr. Dennis Fekert, Certification Section Chief  
Solid Waste Management Program  
Waste Management and Prevention Division  
Department of Environmental Conservation  
Davis Building, 1<sup>st</sup> floor  
One National Life Drive  
Montpelier, VT 05602

Re: Comments on Solid Waste Rules

Dear Mr. Fekert,

Thank you for the opportunity to review and comment on the proposed revisions to the Solid Waste Management Rules. The following are general and specific comments from the Village of Essex Junction Wastewater facility.

**6-302** (a) (10) page 31: glycerol exemption. Please consider the addition of municipal anaerobic digesters to this list.

**6-304** Prohibitions (1) page 35: Item (1) may be item (a) by the numbering on the rest of the page. (e) as presented and without a definition for commercial septage appears in conflict with permitted land application sites. Please consider the addition of "permitted" where appropriate for treated septage, etc. or define commercial septage.

**6-703** Table A page 63: Consider the following edit: Minimum distance from waste management boundary to drinking water. ~~source not owned by the applicant.~~

**6-706** (c)(2)(A) Report of Discharge page 67. Please specify a 24-hour phone number or web portal reporting requirements. Differing ANR DEC reporting requirements may be in conflict with reporting criteria presented here.

**6-1302** (b) page 156: Residuals Management Facilities General Exemption 50 lb. bags. The reference noted for regulation of material greater than 50 lb should read 6-13043(a)

**6-1306** (b) Residuals Management Facility Operating Standards page 168: (a) application on.... frozen or snow-covered ground. "Snow Covered" has been broadly interpreted to consider from a dusting of snow to complete cover with snow. This section appears to assume surface application requiring with incorporation to follow. Please consider a revision for direct injection of biosolids when snow is present with ground exposed and soil is not frozen.

Thank you for your consideration.

James L. Jutras  
Water Quality Superintendent  
cc: Evan Teich, Unified Manager  
Greg Duggan, Deputy Manager  
Sarah Macy, Assistant Manager

**State of Vermont**  
**Department of Environmental Conservation**  
**Waste Management & Prevention Division**  
**1 National Life Drive – Davis 1**  
**Montpelier, VT 05620-3704**

*AGENCY OF NATURAL RESOURCES*

April 20, 2020

Attn. Andrew Brown, Village President  
 Village of Essex Junction  
 2 Lincoln St.  
 Essex Junction, VT 05452

RE: Village of Essex Junction; Sold Waste ID-124; Results and Response to PFAS testing

Dear Mr. Brown:

On November 13, 2019, the Vermont Department of Environmental Conservation (DEC) contacted all biosolids land application permittees with a directive to collect samples of soils and groundwater at certified land application sites and to have these samples analyzed for concentrations of per- and polyfluorinated substances (PFAS). On February 28, 2020, Waste Management and Prevention Division (WMPD) received a report from Weston & Sampson, contracted by the Village of Essex Junction detailing the sampling conducted December 11-13, 2019. Samples of soils and groundwater were collected at nine land application fields permitted via Solid Waste Management Facility Certifications F1502-A1: Site #2 (FES0201), Site #3 (FES0202), Site #5 (FES0203), Site #8 & #9 (FES0204), Site #10 (FES0205), Site #11 (FES0206), Site #14 (FES0207), Site #16 (FES0208). Samples were analyzed at Alpha Analytical Laboratory for twenty-four (24) PFAS via a modified EPA Method 537 by Isotope Dilution.

Groundwater Samples: On December 12 & 13, 2019, groundwater samples were collected from thirteen on-site, downgradient monitoring wells along the boundary of the Essex Junction sites: MW-1 (WES0201), MW-2 (WES0202), MW-4 (WES0204), MW-5 (WES0205), MW-7 (WES0207), MW-8 (WES0208), MW-9 (WES0209), MW-10 (WES0210), MW-11 (WES0211), MW-12 (WES0212), MW-14 (WES0214), MW-15 (WES0215), and MW-16 (WES0216). Analytical results were compared to the Vermont Groundwater Enforcement Standard (VGES) of 20 ng/L, or part per trillion (ppt), for the sum or any combination of five PFAS: perfluorooctanoic acid (PFOA), perfluorooctanesulfonic acid (PFOS), perfluorohexanesulfonic acid (PFHxS), perfluoroheptanoic acid (PFHpA), and perfluorononanoic acid (PFNA). **The groundwater sample from monitoring well MW-8, MW-9, and MW-16 contained levels of regulated PFAS compounds exceeding the VGES with a sum concentration of 35.35 ppt, 32.12 ppt, and 33.31 ppt respectively.**

The following table summarizes analysis results for PFAS (ng/L, or part per trillion) in groundwater samples:

Site	Sample ID	Concentration (ppt) - sum of 5 regulated PFAS	Concentration (ppt) - sum of 24 analyzed PFAS
Site #2	MW-1	ND<1.98	13.33
Site #3	MW-2	ND<2.00	16.99
Site #5	MW-4	2.5	10.41
Site #8	MW-5	ND<1.91	15.5
Site #8	MW-7	ND<2.05	15.88



Site #10	MW-8	<b>35.35</b>	314.42
Site #9	MW-9	<b>32.12</b>	253.72
Site #10	MW-10	3.49	55.88
Site #11	MW-11	ND<1.95	ND<1.95
Site #14	MW-12	ND<1.94	122
Site #14	MW-14	3.21	90.01
Site #16	MW-15	4.25	334.17
Site #16	MW-16	<b>33.31</b>	467.6

**Soil Samples:** On December 11, 2019, composite samples of surface soils were collected at the nine certified land application fields listed above. Total PFAS concentrations in soil ranged from below detection limits to 15.73 ng/g or part per billion (ppb). PFAS concentrations in all soil samples with detections were elevated relative ‘background’ concentrations obtained from a February 2019 study by University of Vermont: “PFAS Background in Vermont Shallow Soils.” There currently is not a standard or advisory limit that considers potential crop uptake of PFAS from the soils or the leachability of PFAS from soil into groundwater.

**Based on the VGES exceedances measured in groundwater from sites Site #9 (FES0204), Site #10 (FES0204), and Site #16 (FES0208), land application is temporarily halted at these locations and additional investigation is required.** Specifically, the Village of Essex Junction must retain the services of a qualified environmental consultant to conduct the following:

1. *Within 30 days of the date of this letter*, submit a work plan to the Division for review that identifies drinking water supplies within a ¼ mile of the land application site boundaries and a strategy for collecting a sample from these drinking water supplies, including:
  - a. Coordination with analytical laboratory for sample analysis via EPA Method 537.1
  - b. Sampling protocol, including quality assurance measures (i.e. trip and field blanks).
  - c. Timeline for completing sampling, including submission of a report to Division within 7 days of receipt of laboratory report.
  
2. *Within 60 days of the date of this letter*, conduct confirmatory groundwater sampling at MW-8, MW-9 and MW-16 using a low-flow sampling method and quality assurance measures and submit results to the Division within 7 days of receipt from the laboratory.

Based on results from confirmatory sampling, the Village may be required to develop a work plan for performing site investigation to define the degree and extent of the PFAS groundwater contamination at the land application sites to be approved by the Division, in accordance with Chapter 12-607 (Corrective Actions) of the Vermont Groundwater Protection Rule and Strategy (July 6, 2019).

Feel free to contact me with any questions.

Sincerely,



Eamon Twohig, Program Manager  
Residuals Management & Emerging Contaminants Program

C: Chuck Schwer, Division Director, Waste Management & Prevention Division  
Jim Jutras, Water Quality Superintendent, Village of Essex Junction



## Staff and Director's Report February 2020

### Report from the Director

#### Building

A window shutter on the south side of the building came loose. Volunteer Wayne removed the shutter from the building to prevent it from further damage. Wendy H contacted the restoration specialists who did the 2017 work on the building and they have taken it for some repair and will return it when they have time.

#### Staffing

Shelver Jade has moved on from her position. We are now in the process of hiring 2 new shelvers and a future Assistant Librarian in anticipation of Susan's April 7 retirement.

We appreciated the staff (including subs) who stepped up to cover shifts when Susan had to be out unexpectedly the week of Feb. 10 so she could be with her mother during her final days.

#### Meetings and Trainings

We closed the morning of Feb. 6 for staff development to begin planning summer reading, further discuss our philosophy of service that we hope to begin drafting later this year to ensure we offer equal service to all, and empower our front line staff.

Wendy H attended a Chittenden County Library Director's meeting on Feb. 10 in Winooski. The Winooski Director forgot about the meeting and didn't show up, but the attendees were able to access the building through a Winooski staff member who was in to empty the book drop, and continue on with the meeting and lock up afterward. It's wonderful to work with such flexible people and field!

Wendy H attended a webinar on Library Security for Small and Rural Libraries on Feb. 21 featuring national library security expert Steve Albrecht.

#### Programming

We purchased a Blu-ray player after realizing the Italian Club movie they planned on playing was not available in a DVD format. We focus on collection development with the DVD format because it's more accessible to the public (Blu-ray players can play DVDs, DVD players can't play Blu-ray), but occasionally films are only available in Blu-ray. We also are facing more laptops not being manufactured with disc drives, and we've traditionally used a laptop for movie programs. The Blu-ray player is much more simple to use, so it will be our default movie player moving ahead. The Blu-ray player was used for the first time to show foreign language film "Investigation of a Citizen Above Suspicion" for the Italian Club program on Feb. 21. The machine worked well, especially after we figured out how to get the English subtitles to work!

Wendy H. was contacted by Village resident Hugh Gibson who is a local beekeeper. He will be offering a beginning beekeeping program on March 18, including a packet of materials including flower seed packets of plant species known to be loved by bees.

### Other

In early February, we learned that the state failed meet the Dec. 31 deadline to renew the library courier service contract, and delivery rates would be going up (from \$15/stop to \$20/stop which is still a big savings for us than using the postal service) and they will be going out to bid because of missing this opportunity to renew the contract with the current vendor Green Mountain Messenger. Wendy H had had a number of conversations around this with libraries who receive delivery as she coordinated the initial pilot program through the Green Mountain Library Consortium (GMLC). There is a concern that the Dept. of Libraries (VTLib) has no idea how much work went into getting delivery coordinated initially as VTLib stayed with the original delivery vendor Green Mountain Messenger when GMLC handed over coordination of the delivery service to VTLib, and our state agency was not involved in getting the service off the ground. We hope the courier service doesn't fall apart with this transition, and that libraries aren't going to get hit with huge fee increases as Green Mountain Messenger had the most reasonable rates by far when launched the service, and when the State took over the service and went out to bid. Wendy H did speak to the owner of Green Mountain Messenger to learn what happened and to advocate for not increasing the rates drastically to libraries, despite the frustration they may be feeling with the State around this service and poor communication from those who manage the vendor relationship.

On Feb. 7, we experienced a significant snow event and the Library closed at 1pm because the snow was accumulating faster than it could be removed, and Public Works needed to focus their efforts on keeping the roads clear.

In December, the Vermont Dept of Libraries notified libraries that they would be cancelling the HeritageQuest database that was included in their database offerings to libraries as of Jan. 1. In response to a request for this database to possibly be offered through GMLC, Wendy H contacted ProQuest the vendor who offers this database to get a quote, and they were only able to give a quote for the lowest population number they offer for consortium pricing, which covers the whole state of Vermont. In February, Wendy set up a form to collect information on how many libraries would interested in paying for this service, and what they would be willing to pay. Unfortunately, the group response fell short of the \$23,000 needed to provide the service at a savings for a consortium and interested libraries will have to subscribe individually for this valuable genealogy database.

Wendy took a vacation Feb. 26-March 3 to spend time with her family.

**INTERLIBRARY LOAN STATISTICS**

<b>JAN</b>	<b>FY 19</b>		<b>FY 20</b>
ILL Sent	127	12%	142
ILL Requested	77	17%	90
Holds	438	-7%	406
Avg days to receive	7.5	11%	8.3

**COURIER STATISTICS**

<b>JAN</b>	<b>FY 19</b>		<b>FY 20</b>
GMM SENT	131	-8%	120
GMM REC'D	152	-1%	151
USPS SENT	22	64%	36
USPS REC'D	29	14%	33
Est. SAVINGS	\$ 220.01	-3%	\$ 214.20

**INTERLIBRARY LOAN STATISTICS**

<b>FEB</b>	<b>FY 19</b>		<b>FY 20</b>
ILL Sent	129	-26%	95
ILL Requested	74	14%	84
Holds	385	-18%	317
Avg days to receive	7.9	-6%	7.4

**COURIER STATISTICS**

<b>FEB</b>	<b>FY 19</b>		<b>FY 20</b>
GMM SENT	138	-11%	123
GMM REC'D	134	-22%	105
USPS SENT	25	-20%	20
USPS REC'D	29	-24%	22
Est. SAVINGS	\$ 253.98	-6%	\$ 237.93

**News from Tech Services:**

We have some new laptops to replace ones that we have had for a while. The older ones can then be switched out for some of the even older laptops we have volunteers working on. We also got a chrome book to experiment with for possible programs as well as being another back up and easy to take to meetings computer. We got a new touch screen computer, which we are going to set up as a self-checkout station. Hannah is working on getting software to lock the

computer down so that it will only be able to do self-checkout. She is hoping to have it all up and running within the month.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, February: 112
- Youth materials added, February: 72
- Magazine issues added, February: 91
- Total catalogued collection size February: 69940

Wi-Fi Statistics February

- Daily Average visits time-
- 6+ hrs 19
- 1-6 hrs 36
- 20-60 mins 31
- 5-20 mins 57
- Daily Average return rate-
- Occasional 18
- Weekly 60
- Daily 44
- First time 23
- Total Unique Clients (users connected devices) for the month 546

Twitter

- Number of Twitter followers- 52

Instagram

- Number of Instagram followers-237

Facebook Monthly Reach and Engagement  
February2020

- Number of engagements with our posts (likes, shares etc.) –120
- Total number of post views – 5119
- Number of Page Likes- 1154

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

Brownell Library Website monthly visitors:

- 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
- Feb-2020 Visits 2089 Page Views 5930

February numbers for the Adult Department:

- New Adult Patrons: 21
  - Cards Started for Essex Free Library: 2
- Attendance at 24 Adult Programs: 193
- Kolvoord Room: 20 Adult Events, 212 People Attending
- Adult Program Support: 103 hours
  
- Clif offered tech help 6 times assisting 11 people.
- Vermont Astronomical Society had 22 people for their two presentations about *Camera Basics* and *Which Way is North? And South and East and West?*
- The Must Read Monday group had 11 people for their discussion of *The Bluest Eye* by Toni Morrison.
- 1st Wednesdays: *Love and Rockets* and *Alternative Comics* brought 15 people in for the event.
- The Current Events Discussion Group drew in 52 people for 5 sessions. This month Sandy Baird added a Monday night session.
- Vermont Astronomical Society hosted a telescope health clinic and hosted 8 people.
- The Vermont Italian Club showed the movie, *Investigation of a Citizen Above*, which 20 people came to watch.
- Our 1<sup>st</sup> Wednesday Encore: *The Indian World of George Washington* was a bust with zero attendees.

## YOUTH DEPARTMENT

### UPDATES

- The Youth Department started summer planning with a brainstorm during our February Staff Development. This year, we will be bringing back popular programs like the Teddy Bear Picnic, Maker, and Mystery Word Week, and trying out some new options like Teen Writers Club, a Teen Maker Program, and maybe a Percy Jackson fandom event.
- Megan and Erna attended the Department of Libraries Summer Reading Workshop. Michael Caduto presented on Native American culture and folktales; we will ask him to perform this summer. The workshop was also a good opportunity to share ideas with Essex Free Library.
- We have started getting some of our Summer Reading Incentives (like reading logs), ordered summer reading T-shirts, and “Imagine Your Story” brag tags, which will go out to the first 250 summer reading registrations.
- Megan and Sarah attended a Vermont Reads Workshop about facilitating book discussions about race. The presenter, Dr. Laura Jiménez, asked participants to think about their identities and talk about their personal experience of race. She talked about the “master narrative” of African American History in the United States and how this year’s book, *The Hate You Give* by Angie Thomas, can be read as historical fiction. She offered participants entry points and context for talking about the book as well as tips on facilitating a book discussion. It was a wonderful workshop!
- Sarah reached her six month work anniversary in February. She has been a great addition to the team, diligent about talking to teens about what they want, as well as reaching out to librarians in the community.
- Erna drafted a brochure for English Language Learners in our community. So far she has shared it with librarians from the ELL Round Table, and with AALV, an organization which helps new Americans gain independence in their communities. AALV saw the brochure as very youth focused and recommended sharing the brochure with help desks at the schools and with Spectrum. That said, it could be helpful to someone of any age. Erna will continue seeking input. This may be something available at our circulation desks.
- Two Teen Trustees, Rachel Coe and Fatima Khan, have signed up to begin sometime this summer.
- Megan ordered and received two button makers for library programs. We have a 1 inch and 3 inch option with supplies for 1000 buttons each. This purchase was possible thanks to grants from the Lions Club and the Library Foundation.

### DISPLAYS

- **Bulletin Board:** Welcome with hearts and “We all love books”
- **Circulation Desk:** “Get Bowled Over by Books”
- **PB Area:** “Your Heart Belongs with Books”

### EXHIBITS

- **Picture Book Room:** Families
- **Youth Nonfiction:** Celebrating Black History Month
- **YA Room:** spREAD the Love

## PROGRAMS

- In February we finished up our Story Walk at Maple Street Park; this allowed families to read a book while out for a stroll.
- We also finished up our Winter Book Love display, which invited kids to share a book they love with their peers. This activity got kids talking about stories and writing. It was fun to see their enthusiasm for books!
- 2 kids and 1 adult made neon ruler paintings during **Art Lab**. This program allows participants to explore a rotating selection of art materials; this month's focus was on rulers and neon watercolors.
- Erna read stories, sang, rhymed and played with 13 kids and 2 adults at **Park Street School**.
- 49 kids and 37 adults attended **Story Time** in February. This month we shares stories and activities about community, beavers, and feelings (Mary K led one of these story times while Erna and Megan were at the Summer Reading Workshop), and clothing/individuality/culture.
- 5 kids joined Sarah for **Game Day**. This is a nice, zero-prep activity and it was fun to see different groups join in for a big game of Uno.
- Due to low attendance, Daisy moved to Wednesdays in the hopes of pulling in kids that may be less interested in the Wonder Wednesday program. 11 kids and 8 adults **Read with Daisy**.
- 35 kids and 3 adults attended **Wonder Wednesdays**. This month we:
  - Made a community out of cardboard using plastic connectors to build. There was a police station, ice cream shop, school, animal shelter, and houses.
  - Explored the art of collage (à la Henri Matisse and children's illustrators like Steve Jenkins, Lois Ehlert, and Eric Carle) and made valentines.
  - Made snowflakes out of tissue paper. Two attendees at this program decided to make flowers in addition to snowflakes. They kept ripping pieces of tissue paper and twirling them up into beautiful shapes. They were a great addition to the usual group.
- 2 kids and 1 adult attended **Preschool Yoga** with Danielle during a snow storm!
- Due to the snow storm on February 7<sup>th</sup>, the Library closed at 1pm, and we cancelled **Red Clover Story Time, Reading Buddies, and Dungeons & Dragons: Campaign Mode**.
- 2 teens attended **Teen Writers Club** with Sarah. One of our ongoing participants decided to hang posters to advertise this program at school. As a result, another teen came this month! The group did independent and collaborative writing exercises in a variety of genres/time periods, and the teens got a chance to bond.
- 25 kids and 19 adults attended **Music with Raph**.
- We finished up **Reading Buddies** in February. We only had 3 kids attend reading sessions this month, so the volunteers spent some time helping us with other projects, like a shift in Youth Fiction and helping us identify and label easier reads with orange tape. For the last session, the teens put on a puppet show and we had an ice cream party. This program is a great collaboration, but we do struggle to find readers. (We were lucky Sheila committed to bringing her "chickens" this year.) In the future, we may ask for fewer volunteers or offer different volunteer projects. At the same time, collaborating on this ADL community service project is a nice way to connect with local 8<sup>th</sup> graders. This year Erna noticed an 8th grader who looked pretty disinterested during the first session; later she learned that his sister had just dropped out of high school. That said, this volunteer came to every session and could work with any child assigned to him. He was good at finding appropriate books with his buddies and they took turns reading. It was important for him to have these positive interactions with kids, peers, and library staff.

- 5 teens attended **Teen Advisory Board (TAB)**. This month they made "anti-valentine pincushions" (heart-shaped pincushions with anti-valentines writing on them) and ate chocolate fondue.
- 7 kids, 6 teens, and 7 adults attended **Dungeons & Dragons: Family Night**.
- 2 kids and 2 adults came to our **Saturday Matinee: The Princess Bride**.
- 11 kids and 1 adult joined us for our **Tuesday Movie: Toy Story 4**.
- **Homeschool Book Clubs:**
  - For **Red Clover**, Erna read *Girl Running* by Annette Pimentel about the first woman to run the Boston Marathon and the non-fiction book *Hawk Rising* by Maria Gianferrari to 8 students. The students made sculptures of bird nests from playdough.
  - 4 kids and 4 teens attended **Dorothy's List**. In order to provide some common ground for discussion, Sarah read pieces of *Game Changer*, by Tommy Greenwald, and *Amal Unbound*, by Aisha Saeed. These students loved being read to!
  - 4 teens attended **GMBA**. This month we talked about mysteries, how we are shaped by the physical place we grow up in, and the *Isle of Blood and Stone*, by Makiia Lucier.
  - It's worth mentioning that the Home School Book Groups take Erna, Sarah, and Megan into a program, and this would be impossible without the help of Wendy Johnson, who covers our desk at this busy time!
- 31 students got a tour, a story, and a book from the book sale room during the **EJRP Hiawatha Camp Visit**. They also had time to make bookmarks. They brought 5 adults with them.
- 6 kids and 3 adults attended **Play Time for Little Ones**.
- 12 kids and 8 adults built creatively during **Lego Fun!** This program is a great chance for friends to meet and for parents to get down on the floor and play with their children.
- Sarah experimented with offering **Library Elementary Event Planners (LEEP)** during February break. No one attended.
- 16 kids and 3 adults created masks, bags, dinosaurs, puppets, fortune tellers, and just-for-fun designs out of construction paper during our February Break **Crafternoon**.

## FEBRUARY BY THE NUMBERS

- 5 New Youth Patrons
- Attendance at 28 Kids Programs: 235 Kids, 16 Teens, 93 Adults
- Attendance at 6 Teen Programs: 23 Teens, 11 Kids, 10 Adults
- Kolvoord Room: 20 Youth Programs, 209 People attending
- Youth Program Support: 10 Adult Hours, 22 Teen Hours
- Passive Programming: 22 Games Played, 25 Visits to Exploration Station, 0 Express Books
- Daily visits to Kitchen
- 0 Welcome Baby letters sent

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

### Report from the Director

March began a major transition for Brownell into pandemic operations. There is no road map for any of this, so using our collective knowledge, staff worked together to make what seemed like constant transitions through the month of March as advice and conditions changed throughout our state and country. Thankfully we have a lot of precautions already in place to mitigate germs with the range of people we serve – we had hand sanitizer dispensers installed in several places with a supply of hand sanitizer already in the dispensers, we had a supply of disinfecting wipes that are typically used to wipe down grimey returns, and disposable nitrile gloves in our first aid kits – all difficult to acquire in March from any vendors online or physical stores.

March brought growing anxiety on how to continue library operations while keeping staff and patrons safe. Libraries bring community together and share resources, and that is not the best model for a pandemic of this kind. Staff were amazing coming together creating back up plans to back up plans. Staff didn't want to cancel programs prematurely because of how much patrons valued them. Staff wanted to continue to offer public computers, but it got dangerous to offer one on one help like we normally do. Despite all the publicity for people to cough into their elbows to not spray germs, certain patrons coughed half heartedly into their hands as they checked out books. Town Administration wanted to continue regular operations, and we mostly did, until schools temporarily closed on March 17 as we did not want to become a daycare solution, which we can often feel like on the best of days. With schools closed for the rest of the school year, how to manage rolling out re-opening library services without being the social center for the wandering pack of tweens that uses Brownell as their base is on our minds.

In closing our doors, we didn't want to close the community's collection off to them, or lock them out of a place many settle in for the day, but it was no longer safe with Chittenden County reporting positive cases of COVID-19. Staff threw themselves into starting a closed stacks model of circulating materials responding to calls, emails and running the holds queue for online catalog requests. Staff ran around collecting the requested materials, or selecting materials for people who just wanted things, but didn't know what, and checked them out, wiped when down, put them in a paper bag with the patron's name on it, and left their items in our back vestibule so there wouldn't be one on one contact with the transaction. Staff gloved up and emptied the book drop several times each day, and put the materials on tables by date to quarantine them for a few days. There wasn't much research on how long the virus could live on books or DVDs, and the library listservs in the state had a lot of opinions, but facts were still unclear. Wendy H searched for the best science on how long the virus could live on surfaces and the opinions ranged, but paper was reported as a not hospitable place for the virus to live, though the plastic covers could harbor a living virus for potentially days. So many patrons appreciated the efforts to continue circulating books while other libraries closed, it helped staff keep going to hear kind words from our community.

On March 25, Brownell transitioned fully to online services at 5pm, when the Governor ordered all non-essential workers home. Staff has remained quite busy transitioning, creating and maintaining library services as much as possible with downloadable books, online programs, responding to email and voicemail, and thinking of the many patrons who don't have access to technology that are mostly cutoff and how we can begin to restore library services safely when the stay home order is lifted. We know we won't be opening the doors for business as usual without shared space, but are looking at options for a tiered approach to restoring physical services. Public libraries really help create a bridge to limit the digital divide, but this pandemic has taken away that bridge for now. Our public computers are used often by the most hygienically challenged, so figuring out a way to open access while keeping the users and staff safe is a high priority. We also need to consider, with the Library Bill of Rights, not adding any bias to computer use when our computers become available.

### Building

The building suffered no major issues in March, but a significant focus on how to keep it clean enough to remain safe for staff and patrons was a major focus. Wendy H was in regular touch with the owner of our cleaning Court Taylor about disinfecting and supplies as the outbreak ramped up. Wendy H inquired how to disinfect different surfaces like wood (bleach is not a good choice if you want the wood to be functional in the long run), what options there are for disinfecting cloth furniture. Our cleaners are scheduled to do a full building cleaning 3 days/week and that left gaps for staff to manage to be open daily. Wendy H went on missions to area stores to find Lysol for the wood, more bleach and spray bottles to mix solutions, finding a lot of empty shelves, but occasional pockets of supplies at Agway, or a lone bottle sitting on a shelf at Home Depot. She directed the cleaners to focus on high contact areas. When the building was open to the public, staff wiped down all the tables, railings, and door knobs before opening with the appropriate cleaning products to limit their exposure with surfaces sitting overnight and hoping germs would die, but also having the building safe for opening. We quickly learned bleach wipes were handy, but not efficient to clean a lot of surfaces as many wipes were needed for even one table. A bleach spray solution was more effective and far less expensive, and Wendy had found a couple of bottles of bleach in her visits to cleaning sections of stores. Wipes were left out in different areas to allow patrons to sanitize surfaces before they sat down, bottles tied to desks so they wouldn't disappear. On March 25 with the order to stay home, Wendy H recognized the Essex Police would still be operational and had been struggling to acquire their own supplies, so she directed staff to collect unopened cleaning supplies from around Brownell to bring to the police department to assist them in keeping their operations safe. A large bag of disinfecting cleaning supplies was dropped off at the end of the day.

What to keep out and what to put away was a daily question for staff as the days passed, particularly in the youth area. Youth staff slowly started removing the hardest to clean interactive materials. The Phone Soap lockers purchased for disinfecting Launchpads with UV light last year became a place for certain toys and puzzles to get disinfected for continued use.

After the Library closed to the public, fogging became available to all departments to keep staff safe. Fogging is a mist with a solution that is listed as non-toxic and is a spray that kills germs on surfaces like cloth furniture and any hard surface, it disinfects much more quickly than having to wipe down every surface as the mist covers more area much more quickly, and some

surfaces can't be wiped down, like cloth chairs. After fogging, it is safe to re-enter the building after 15 minutes when the mist has settled. Fogging service was initially provided by our cleaning service and then by Public Works. Wendy worked to communicate to fogging staff any anticipated building visits by staff and they worked around that, and our regular 9am-5pm pandemic staff in-house hours.

Wendy H was contacted by the flooring company that had the library in their queue to re-carpet the elevator floor and that work was completed before staff arrived on March 24.

### Staffing

Full time staff worked together to interview candidates for the Assistant Librarian position in March. With Assistant Librarian Susan early retirement coming up quickly in early April, getting someone hired to train while we still had Susan to share her knowledge became part of the March sprint while also managing the shifting services we offered throughout the days. We were happy to offer the Assistant Librarian position to Tech Services Library Assistant Wendy Johnson. Susan was amazing, taking hours to train in many forms starting with in person training, and then by phone and also socially distanced training on needed equipment in the library when social distancing became a requirement of our lives. Wendy J felt much more comfortable managing responsibilities in time for Susan's retirement.

While planning for Susan's retirement and hiring her replacement, soon to be mom Hannah continued to document, upgrade and plan for her upcoming maternity leave, all while staying tuned into if she should be taking extra precautions to protect herself. We all look forward to the safe arrival of Baby Wermer! Hannah is now working with several staff to ensure cataloging continues in her absence, especially now that Wendy Johnson is no longer working in Tech Services. Thankfully we have several experienced catalogers on staff who are familiar with cataloging on our Koha ILS, so we will be able to share managing the Tech Services cataloging flow in Hannah's absence. Wendy H is familiar with our technology equipment, and where to find all the latest documentation to support Brownell's technology equipment – Hannah keeping all our systems updated and having a regular computer replacement schedule should ensure few major hardware problems.

Wendy H met with HR Director Travis, Finance Director and Essex Free Library Director on March 3 to discuss steps to make our library sub rates more equitable to reduce competition for subs, and eventually possibly share library subs.

### Meetings and Trainings

Wendy H, Brownell Library Board Chair Christine and Brownell Foundation Chair Linda met on March 3 to touch base on continued efforts between the Foundation and Library staff to manage the Book Sale Room and any fund requests for library initiatives.

On March 17, Wendy H attended a required coronavirus department heads meeting at the Essex Police Department. Ideas were shared, plans were presented, and a reminder was made to hand in COOP (Continuity of Operations Plan) for each department. Wendy H was able to finish the Brownell COOP after the library was closed to the public. The COOP includes what staff is considered part of the planning team, and what things need to be addressed for closures

from one day to over a month. Even within the week the paperwork to complete the department COOP was handed out, Wendy H learned a lot that would not have been included as the scramble to adjust circulation settings for materials and how operations could be managed from a distance evolved. Much of the COOP is a plan in the standard forms provided for natural disasters like a flood and how to close and move operations, a pandemic requiring a complete shutdown of physical services is a very different sort of disaster.

As President of the Green Mountain Library Consortium (GMLC), Wendy H was in regular touch with the GMLC Board as the demand for downloadable books was expected to skyrocket as people became more nervous about going out in public for age, health or personal reasons, and the Overdrive service is provided through GMLC. As libraries began to close, some very suddenly, access to downloadable books became critical. The GMLC Board has regularly worked to get grants to help fund collections as demand for the service has gone up over the years to minimize the need to raise membership rates for the 150+ member libraries for the LUV Overdrive service. Popular titles have high demand, and while there is a 7:1 ratio for holds per copy, that can't be met at times with downloadable books often costing \$50-\$100 per copy, and publishers having additional licensing restrictions that are considered by the volunteer selectors. With the pandemic expected to impact LUV circulation, Wendy reached out to State Librarian Jason Broughton to request he consider providing funds to assist with collection purchases as the service is used statewide, and the demand would impact all users of the services as GMLC has limited funds for collections that are based off membership dues. After some back and forth, Wendy scheduled a meeting between Vermont Dept of Libraries staff, including the State Librarian and Assistant State Librarians and the GMLC Board to discuss what might be possible. Jason pledged he would do what he could, and GMLC and libraries across the state continue to wait for more information. A message was received on April 3 that Jason would be able to provide federal IMLS funds for LUV collections, but no further information has been provided to date. Other GMLC Board members have worked to add new Overdrive Advantage libraries to enable interested libraries to purchase e-titles that will be available to their cardholders only. Brownell has been an Advantage library for a few years and being able to respond to our own community's reading interests has been a wonderful option, and even more critical now. GMLC is run by volunteer power of professional librarians across the state, and it was inspiring to see the energy of this group of people looking to assist readers across the state with a collection to meet the demand as best as they could manage with budget limitations.

### Programming

Our month started off so normally with our regularly scheduled First Wednesday in March with the Poetics of Protest in Nina Simone's "Mississippi Goddam!" with Middlebury Professor Matthew Evans Taylor who engaged the attentive crowd with the history and music behind this protest song.

Programming became more of a concern after the first week of March, as bringing people together became a questionable activity. Staff felt committed to providing programs adding more restrictions for as long as possible knowing it would likely come to end as the virus spread. Wendy H and Hannah discussed the possibility of offering online programs and had gotten a subscription to GoToMeeting (GTM) for library staff to be able to connect when staff began to split up who was working in the building and who was working from home. GTM offers a phone in option as well as online audio and video meeting capability, so it would allow us to include

people who didn't have computer access, or broadband internet at home, so we decided it could be a great option. Staff began to discuss what could work to offer online. Changing the format of program offerings took a lot of consideration, and also direct staff support. Many Brownell programs are provided by volunteers, but managing online programs is not something we could depend on our volunteers to take over seamlessly. As time went on and online programs launched, we realized participants needed a lot more help getting settled into a program needing guidance to get their microphones and cameras on if they had them. We also learned from online meetings elsewhere we needed staff present to shut down users if we got hit with anyone looking to be disruptive or lewd, which was happening with some Zoom meetings in different places. GTM is a similar service and could become targeted as well. We are offering our weekly Current Events discussion that Wendy H and Library Assistant Tracey have been managing, and a Friday Knitting online meetup is happening every Friday afternoon. We have much gratitude to volunteer Current Events moderator Sandy Baird who has waded into the online meeting world to continue the weekly discussions despite her strong preference for face to face conversation, and volunteer Maggie Loftus who contacted Wendy H requesting an online knitting program and we worked with her to get her equipment so she could have a webcam to participate in and manage the group with Assistant Director Hannah offering tech support (Wendy H will take over assisting when Hannah is no longer available).

### Services

Throughout March we were faced with trying to shift services as the coronavirus outbreak arrived in Vermont. This began with postponing programs, and then offering curbside pickup to serve people uncomfortable with entering our public building. Even though our tax prep volunteers were willing to continue meeting to provide their free service to patrons, the AARP who offers this free tax prep program canceled the service as the service is geared towards seniors who were the first demographic to protect with this outbreak and should not be meeting face to face with anyone. As we anticipated more people not wanting to visit Brownell, Wendy H adjusted our circulation rules in our ILS to auto renew checked out items, expecting we may not be around to renew items as we normally would, and even if we don't charge fines, we didn't want to stress anyone getting item due notices, or overdue notices and no library open to return items to. Wendy H logged tickets with our support vendor to extend all due dates so no one would receive overdue notices if the auto-renew process didn't work, or people saw a past due date on their online accounts. We have so many diligent patrons, and we know everyone is managing a lot of new stresses, we didn't want to add to them!

The book drop was locked midday on March 25 in preparation for the stay home order with the assistance of volunteer Wayne Pierce, and Assistant Librarian Susan created a sign informing patrons to hold onto items until the Library re-opened.

We decided to extend expiration dates of any recently expired patron accounts over the phone rather than requiring them to come in so we could update their accounts in person and provide a new expiration sticker which is a requirement as a Homecard library and our normal procedure, and asked these patrons to return in person when it is safe so we can update their physical card. We are also offering short-term virtual cards to community members with long expired accounts and new patrons access to digital service. Initially people could call or email for this virtual card, and a Google form was developed by the end of March so new patrons can fill out from our website and we've received numerous requests for virtual cards through this form.

These short term virtual cards will expire in 3 months, and we can upgrade accounts to physical cards when we are able to serve patrons in person again.

Delivery of newspapers was looked into. We pick up the daily New York Times and USA Today from Central Beverage and that practice was discontinued when we closed to the public to protect staff from being exposed to additional germs at our local store. Hannah worked with our periodicals vendor to determine which papers could be put on hold when our doors were closed. The rep from our vendor reached out to different publishers and was able to get clear answers from a couple, and no answers from others as everyone struggles to manage this crisis in their own worlds. We have a local Lincoln St. neighbor checking our front door regularly to collect any newspapers that may be left as they are normally delivered to our now locked book drop. We did not want to face a pile of soggy paper, or have Essex Junction Public Works encounter soggy paper if snow clearing had to happen.

Wendy H initially worked with recent Town IT hire Joe Atherton to set up our phone system to have a voicemail for patrons to leave messages, as Joe used to work for a communications company. Joe connected with our phone system service provider to request assistance after acknowledging he didn't have the capacity to make changes to our system, and Wendy H worked with the owner of the company on March 26 to get a voicemail box set up on our main line. Staff are monitoring the voicemail calling in every 2 hours to get messages, and are returning calls from their cell phones using \*67 to block their personal numbers. Some patrons have settings on their phones to not receive blocked calls, and those are sorted out and occasionally require delayed contact when Wendy H or Wendy J is in the building as they each stop in weekly to get certain tasks completed.

Some staff had interest in launching a chat service from our website and after discussing it and looking into options, it was decided this service wouldn't work if we wanted to offer consistent, prompt, universally accurate service. Local resources are shifting constantly and we want to provide the correct answer, not the fastest answer we can find, and anyone using chat will also have access to email, and that is a better option for reference questions as resources are shifting constantly.

### Moving ahead during this pandemic

Brownell staff continue to juggle operating our busy library from their homes. We are grateful for the kind notes sent by some patrons for our efforts, and heartbroken for those who are cut off from the collections, the computers and the interactions some patrons rely on to feel like part of our community. Administration has indicated they want to make budget adjustments moving towards FY21 to level fund next fiscal year, and are looking to departments to offer suggestions on what can be cut to achieve this. They did indicate they would try to assist with some fund balance, which is the money that is carried over from unspent department budgets each year. With Brownell's planned 2.76% FY21 increase, we expect we can achieve a budget reduction with some significant belt tightening, and hope we are not expected to take on higher cuts to carry other departments. We expect Library services to be more important than ever as a community resource with people facing the loss of jobs and other services, and look to the Library for computers to access services and our physical resources to engage their minds. The CDC has offered guidelines on how to safely handle books which is in line with what we were practicing prior to closing the building. Wendy H is connecting with Caitlin Corless at Essex Free

regularly to discuss how we might be able to safely offer physical services again, and when. Much of our decision making will be based on Governor Scott's orders for how many people can share a space safely, and best practices to do so.. Essex Free does not have as much space to work with and different technology, so we may not be able to align services, but we will make our best efforts to do what we can. Providing public computers and connecting the public with our physical collection are our highest priorities as we know many people are struggling without our resources from people applying for government services and job seeking online, and also people of all ages who just want or need the comfort of a physical books. We regularly get voicemail from seniors hoping to get a paper book because they can't download books. We get emails from families looking forward to our reopening because their kids have read everything they have in their homes and they are faced with being locked in, with no school or access to school libraries until September. We understand electronic books are not an acceptable substitute for many, for different reasons, and the added screentime of online work and school is causing screentime burnout which makes electronic books less appealing to some who may have been accepting of digital books prior to this outbreak. We work with schools to promote literacy, and summer is usually our busiest season with families with no school access and we hope to find a balance between providing physical resources while not becoming a daycare center. This pandemic has required a lot of changes for everyone, and public libraries are very sensitive to the role we play in enriching and supporting our communities.

ILL Service Update

As of March 17, 2020, and until further notice, the ILL courier system has suspended services due to the impact of the COVID-19 virus. Because of the price of postal mail, it was not cost effective to maintain ILL services. April 1st, the Vermont Department of Libraries has contracted with a new courier provider, and we expect some bumps as the service goes live with a new vendor.

<b>INTERLIBRARY LOAN STATISTICS</b>			
<b>MAR</b>	<b>FY 19</b>		<b>FY 20</b>
ILL Sent	143	-41%	84
ILL Requested	79	-43%	45
Holds	359	-18%	293
Avg days to receive	6.8	12%	7.6
<b>COURIER STATISTICS</b>			
<b>MAR</b>	<b>FY 19</b>		<b>FY 20</b>
GMM SENT	154	-49%	78
GMM REC'D	145	-41%	85
USPS SENT	31	-55%	14
USPS REC'D	21	-5%	20
Est. SAVINGS	\$ 297.34	-54%	\$ 136.98

## Youth Department

### Updates

We started March off like any other month. The youth department assisted with interviews for the Assistant Librarian position, and Megan worked with Alison to hire two new shelvers: Sara Boudreaux and Tina Kalfus both have library experience and will be joining us when the library reopens (assuming their circumstances don't change in the meantime).

The Youth Department began the process of creating a community board and brochure area for youth and families. This will offer a go-to place for patrons looking for this kind of information, and it will free up some space on our Juvenile Fiction shelves for a new Wonderbook Collection. Wonderbooks offer a physical text alongside an audiobook option, they are made by Findaway, the same company that provides Launchpads and Playaways. We often get middle grade readers looking to both read and listen to a text. These devices may also be a good option for struggling readers or youth with Dyslexia.

Erna met with Gulnora Nasirova, a professor at the Uzbekistan State University of World Languages. Her project, sponsored by American Councils for International Education in Washington, D.C., is focused on learning about the role of children's literature and incorporating more training for teachers of young English learners in Uzbekistan. Erna answered some questions and let her observe Music with Raph.

Sarah attended a Teen Mental Health Workshop at CHIPs which focused on assessing risk with teens who may be suffering from behavioral/emotional/thinking distortion. She brought back notes and information to share with the team.

The Youth department also received the button makers! These were paid for through grants from the Lions Club and the Brownell Foundation. Shortly after receiving these, we learned that the larger button maker is actually broken and difficult to work with. This will be returned for repair when life returns to normal.

With the beginning of the COVID 19 outbreaks in Vermont, the library did its best to get materials into our young patron's hands. We offered temporary cards and extended expiration dates. We began postponing in-person programs and considering virtual programs. We began daily cleaning routines for surfaces, door knobs, light switches and some toys. Many of our toys were removed from the Picture Book Room.

When our doors shut, we continued working in the building. Like the adult side, we were circulating materials in a pick-up model. Patrons could call, email or place holds. We would pull items, check them out and disinfect them. These would be available in paper bags in our rear vestibule for patron pick up. Returned books were quarantined for three days before being disinfected and reshelfed. In addition to this new workflow, we worked on projects that are difficult to get to most days: We added orange tape to easier reads in the Juvenile Graphic Novels, Juvenile Fiction, and Easy Readers. We started labelling books that are by Vermont Authors and Illustrators. We worked on weeding. We also began offering virtual programs.

By the end of March, we were all working from home and trying to figure out how to support our community without a physical building, spaces or materials. So far the Youth Department's focus is on:

- **Continued Virtual Programs:** We are continuing to offer TAB, Teen Writers Club, and Storytimes. In April we will add a Virtual Read Aloud of a classic children's book. We may also add a program for our LEEPers (Library Elementary Event Planners) and a virtual book discussion. We are looking into ways to support our avid Dungeons and Dragons fans, but our Dungeon Master is in the National Guard and unable to help with this service at this time. Virtual Programming is still an experiment for us! Teens seem more receptive so far, and it may be that they really appreciate an opportunity to connect with their peers in this way. Story Time has been less well attended, but this also makes sense: Young Children are less likely to focus on a screen for long, and potential changes in who is watching young children during the day (we have a lot of grandparents and nannies that participate in early childhood programming with little ones) paired with the challenges facing parents working from home may make a synchronous story time difficult to attend.
- **Providing access to high quality resources:** Megan checks holds lists and recommendations for ebooks and digital audiobooks daily. The Youth Team is also sharing resources on Facebook, with a focus on high quality content that entertains, provides at home wellness opportunities (exercise and mindfulness), or resources for parents. While we devote a lot of attention to programming during normal operation, it may be just as important to embrace our role as content curators and to help our patrons navigate the swell of digital media at this time.
- **Planning for Summer:** While April and May programs seem very uncertain right now, the Youth Department is spending time planning summer activities. We are factoring in potential limits on the size of gatherings and the need for virtual or outside options.
- **Professional Development:** We are all taking time to learn new skills which can improve our programs and services. Megan is learning about Media Mentorship, Erna is learning about early literacy, and Sarah is learning about the developmental needs of teens.
- **Budget Spending:** Megan is planning her materials buying so that she can easily submit orders when we can receive shipments again.

When all is said and done, March has been a big adjustment, and in typical fashion, youth staff have been all-in, trying to figure out how to make this work and how to be there for our community.

### Exhibits

- Picture Book Room: Butterflies & Fairies
- Youth Nonfiction: Award Books
- YA Room: Lucky You!

### Displays

- Bulletin Board: St Patrick's Day with a leprechaun, rainbow, pot of gold coins and shamrocks.
- Circulation Desk: "Find Books at the end of the Rainbow" with a rainbow and a pot o'books
- Picture Book Area: "Most Awesome Reading Collection Here" with butterflies

#### Events pre Covid 19 Shut Down

- 6 kids and 2 adults joined us for the **Monday Matinee: *Abominable***.
- 25 kids and 16 adults attended **Story Times** . Erna read Jungle Stories and participants learned to sign with Julie. They also made Altoid tin shakers. Megan read food stories and invited participants to talk about favorite foods, buying and making food, as well as table etiquette. She incorporated movement songs and one dual language title. She did her best with spanish pronunciations.
- 3 kids and 2 adults attended **Game Day**.
- Erna led both of our **Wonder Wednesday** programs in March. 16 kids attended a Weather focused session, during which Erna showed participants our weather station, shared information about barometric pressure and UVI, and invited youth to make clouds in a jar and a tornado in a bottle. Her second program celebrated the Festival of Colors. She coordinated with local business, the Sherpa Dahal , to provide nepalese snacks (naan, pakora, and samosas), shared stories and information about Holi (the Festival of Colors), and led a collaborative art project where participants spray painted a large white sheet with food coloring. 24 kids and 4 adults attended.
- 17 kids and 5 adults **Read with Daisy**. So far the numbers for this program seem to have increased with the move to a Wednesday afternoon time slot.
- 9 kids and 5 adults attended **Preschool Yoga**.
- No one showed for the repeat **Red Clover Story Time**.
- 17 kids, 2 teens and 4 adults attended **Chess Club**. These numbers are way up from the last time we offered this program. Fridays before Dungeons and Dragons may be a good time slot!
- 4 kids, 5 teens and 2 adults attended **Dungeons & Dragons: Campaign Mode**.
- 9 kids and 9 adults attended **Art Lab**. This program usually draws only a family or two, so this was a wonderful surprise. Participants made process-based art out of painted 3D cereal boxes.
- Erna visited **Park Street School**, read stories and rhymed with 15 students.
- 1 teen attended **Teen Writers Club**.
- 7 kids and 5 adults attended **Music with Raph**.
- 6 teens attended the **Teen Advisory Board (TAB)**.
- 53 children entered our drawing for 2 tickets to the **Flynn's production of *Snowy Day***. Olivia Custer won. Unfortunately, the show had to be cancelled due to the Coronavirus.
- 4 kids, 5 teens, and 2 adults attended **Dungeons & Dragons: Family Night**.
- 3 kids, 1 teen, and 4 adults attended the **Saturday Matinee: *Night at the Museum***.
- The rest of our programs for March were **postponed**, including: Crafternoon, Story Times, Homeschool Books Groups, Read with Daisy, Wonder Wednesdays: Artsy Paper Bag Stars and Puffy Paint, Play Time for Little Ones, Chess Club, D&D Campaign Mode, Lego Fun!, LEEP (Library Elementary Event Planners), Music with Raph, D&D Family Night, and the Tuesday Movie: *Dora and the Lost City of Gold*

#### Virtual events post Covid 19 Shut Down

- 2 kids and 2 adults attended two **Virtual Story Times** in March. Erna was quick to jump in and offer this program, and there was a learning curve with new technology and a virtual audience. Having the kids in the room during story time allows us to tailor the program to the kids' interests and abilities. Hearing their feedback and appreciation, and seeing their faces is so important! Youth staff will continue to evaluate how to offer virtual

story times and is learning about copyright restrictions and what publishers are opening up access to books for librarians to record storytimes and allow for anytime viewing with uploaded videos, and also evaluating what is available without copyright issues in the public domain.

- 5 teens attended two **Virtual TAB** meetings. Sarah is offering this program weekly instead of once a month. The teens seem to appreciate having other teens to talk with and an adult role model outside the home. This group chatted about the pandemic, how their lives have been impacted, and how they are staying positive and grounded.
- 5 teens attended two meetings of the **Virtual Teen Writers Club**. This is also a weekly offering. Sarah kicks off the session by inviting participants to share about their week and how they are doing, and then she has them do some writing exercises and offer each other feedback. It's a great opportunity to talk technique and learn from each other. One of the teens said this event was her favorite part of the week! In addition to the virtual program, Sarah is sharing writing prompts with the group.
- Raph reached out to us towards the end of March and offered a **Virtual Music Time**. We will promote this program on YouTube as it offers another familiar face, and it is a good way to support one of our well loved program providers.

### March by the numbers

- New Youth Patrons: Not Available
- Attendance at 20 Kids Programs: 206 Kids, 3 Teens, 60 Adults
- Attendance at 8 Teen Programs: 27 Teens, 8 Kids, 4 Adults
- Kolvoord Room: 11 Youth Programs, 136 People attending
- Youth Program Support: 22 Adult Hours, 6 Teen Hours
- Passive Programming: 12 Games Played and 8 Visits to Exploration Station
- 8 Doll House Visits
- 0 Welcome Baby letters sent

### News from Tech Services

The new graphic novel shelves have been installed and the adult graphic novel collection has been moved to the mid level. Wendy Johnson has been hired as the new full time Assistant Librarian job. She will be greatly missed in Tech Services but we are all excited for her new role. There will be a lot of adjustment in Tech Services as Wendy starts her new job and Hannah goes on maternity leave but we are coming up with plans to keep things moving once the library re-opens. While working from home both Hannah and Wendy are working on catching up on things such as updating the procedures manual and improving our system for staff technology training.

### Materials added in the Adult and Juvenile Collections this month:

- Adult materials added, March: 201
- Youth materials added, March: 151
- Magazine issues added, March: 144
- Total catalogued collection size March: 70129

#### Wi-Fi Statistics March

- Daily Average visits time-
- 6+ hrs 19
- 1-6 hrs 24
- 20-60 mins 25
- 5-20 mins 47
- Daily Average return rate-
- Occasional 13
- Weekly 45
- Daily 41
- First time 17
- Total Unique Clients (users connected devices) for the month 473

#### Twitter

- Number of Twitter followers- 53

#### Instagram

- Number of Instagram followers-247

#### Facebook Monthly Reach andEngagement

##### March 2020

- Number of engagements with our posts (likes, shares etc.) –826
  - Total number of post views – 11965
- Number of Page Likes- 1171

##### February2020

- Number of engagements with our posts (likes, shares etc.) –120
  - Total number of post views – 5119
- Number of Page Likes- 1154

##### 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

Brownell Library Website monthly visitors:

- 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
- Feb-2020 Visits 2089 Page Views 5930
- March-2020 Visits 2559 Page Views 7794

March Circulation Department Numbers:

- New Adult Patrons: 14
  - Virtual Adult Cards Created: 4
- New Overdrive Users: 41
  - March 2019: 15
  - March 2018: 7
  - March 2017: 11

- Attendance at 16 Adult Programs: 155
- Kolvoord Room: 9 Adult Events, 75 People Attending
- Adult Program Support: 55 hours
  
- Clif offered tech help 2 times assisting 3 people. We had to cancel 7 days of technology help due to the pandemic.
- 12 people came to the Must Read Monday group discussion on the various mystery novels each person picked to read.
- 1st Wednesdays: *The Poetics in Nina Simone's 'Mississippi Goddam!'* brought 44 people in for the event.
- The Current Events Discussion Group drew 24 people for 3 sessions in the Kolvoord Room. Virtually, Sandy hosted 2 online sessions and 19 participated, including our Tracey who was on hand to help with tech support.
- Vermont Astronomical Society hosted 17 people for a talk on *Sketching Celestial Objects*.
- Hannah queued up the broadcast of the 1<sup>st</sup> Wednesday Encore: *What You Didn't Know About Evangelicalism*, but no one showed up.
- The AARP Tax Preparers were able to come in 4 days to help 31 people with their taxes. We had to cancel 5 days of tax help, which meant calling 40 people to tell them they may want to find help elsewhere. AARP has not given any information out about if they will be offering tax help before July so that we could reschedule those that were relying on the appointments.
- Friday Knits group had 1 virtual session with 5 people.
- We canceled 3 community groups from using the KCR because of the pandemic.

Since the library has been closed to the public, the circulation staff has been busy working from home. Here are some of the things we have accomplished or are ongoing: Donation dvd spreadsheet, donation book spreadsheet, training coworkers, new book list (catching up from November 2019), tech assistance (mostly for Overdrive), staff scheduling, processing paperwork for two new shelvers, inventory NYT bestseller list & editor's choice, tech support for online programs, research for various subjects, adult series project, various online tutorials, webinars, and meetings, COVID resource documentation, FPF & Facebook updates, website changes, monthly report, cleaning up catalog, cleaning up patron database, writing SQL reports, cataloging, monitoring & responding to email (especially frontdesk), renewing patron accounts, changing passwords, creating virtual cards, reader's advisory, patron acquisitions, trialing new databases, and writing book reviews.