

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

Online
Essex Junction, VT 05452
Tuesday, May 12, 2020
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

COVID-19 UPDATE: Due to the Covid-19/coronavirus pandemic, **this meeting will be held remotely.** 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: 684 051 95#
- 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 phone or computer and introduce yourself before requesting the floor from the President.


1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. Consider request to recognize graduating Essex High School seniors near 5 Corners
6. **CONSENT ITEMS**
 - a. Approve FY21 Lincoln Hall lease for Essex CHIPS
 - b. Approve Manager's Annual Appointments
 - c. Approve minutes: April 28, 2020
 - d. Check Warrant #17197—05/01/2020; #17198—05/08/2020
7. **READING FILE**
 - a. Board Member Comments
 - b. Memo from Robin Pierce re: Village Center Development
 - c. Letter from James L. Jutras re: Grant Match Vermont Phosphorus Innovation Challenge Stage 3
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6951.

Certification: 05/08/2020
Date Posted

J Mitchell
Initials

Memorandum

To: Village Trustees
From: Tammy Getchell, Assistant to the Manager 
Re: Request to recognize graduating Essex High School seniors near 5 Corners
Date: May 8, 2020

Issue

The issue is for the Trustees to discuss a request from Kara Janaro, Bethany Williams and Lisa Lubas, and whether or not the Trustees will authorize an action.

Discussion

A number of residents have raised funds totaling \$6,000 to purchase posters of each senior at EHS (example photos attached). The group has asked for permission to place the posters in and around 5 Corners to recognize the graduating seniors of EHS, since the COVID-19 pandemic has caused all senior graduation activities to be canceled.

Cost

None.


Recommendation

It is recommended the Trustees discuss the request from local residents to find ways to recognize the EHS graduating class of 2020.





Memorandum

To: Village Trustees
From: Tammy Getchell, Assistant to the Manager 
Re: FY21 2nd floor lease for Lincoln Hall to Essex C.H.I.P.S.
Date: May 8, 2020

Issue

The issue is whether the Trustees will approve a FY21 2nd floor lease to Essex C.H.I.P.S.

Discussion

The FY20 lease for the 2nd floor of Lincoln Hall to Essex C.H.I.P.S. expires June 30, 2020. A new lease for FY21 is attached to this memo. Historically, Essex C.H.I.P.S. agrees to pay the Village of Essex Junction \$1.00 per year for use of the 2nd floor to operate their program.

Essex C.H.I.P.S. has a current certificate of liability insurance on file.

Cost

None.

Recommendation

It is recommended the Trustees approve the FY21 lease of the 2nd floor of Lincoln Hall to Essex C.H.I.P.S. to commence July 1, 2020 and end June 30, 2021.

VILLAGE OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
2ND FLOOR LEASE

LEASE made this _____ day of _____, 2020 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and ESSEX CHIPS (Community Health Initiatives and Programs for Students), (hereinafter referred to as "Lessee").

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the second floor of Lincoln Hall, Essex Junction, Vermont.

This lease is for the period of July 1, 2020 through June 30, 2021, unless sooner terminated as herein provided. It is understood that the Village of Essex Junction reserves the right to use the area above the Senior Center in Lincoln Hall for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay Lessor rent of \$1.00 per year, payable in advance to the Village Treasurer.
2. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, and Lessee shall pay for all other utility costs incurred during the Lease term.
3. Lessee is permitted to connect to Cable TV provided they pay all associated costs.
4. Lessee shall be permitted to use Lessor's copier at \$.10 per B/W copy and \$.25 per color copy.
5. Lessee shall keep the premises clean and, in such repair, as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the lessee or guests shall be the responsibility of the lessee to fix in a timely manner.

Lessee may make non-structural changes to the premises without the prior written consent of the Lessor.

The Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition.

6. Lessee shall not sublet the premises nor assign this Lease without the approval of the Village Board of Trustees. Occupancy shall be limited to the Lessee. Lessee shall be responsible for providing a key to the Lessor and allow access at all times. Lessee will provide a permission list for Lessor outlining individuals

VILLAGE OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
2ND FLOOR LEASE

who can access keys. Lessor will not provide keys to any individuals not on the list without the express permission of the Executive Director or Unified Manager.

7. The Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
8. Lessee agrees to indemnify and hold harmless the Lessor from and against any loss, cost, damage and expense resulting from injury to any person or damage to or destruction of any property, caused by any act, omission or neglect of the Lessee, its agents, servants, employees or other persons in, upon or about the premises at the Lessee's invitation or consent. Lessee shall carry a minimum of \$1,000,000 general liability insurance to include property damage and name the Lessor as an additional insured. The Lessee shall provide the Lessor with a Certificate of Insurance within thirty (30) days of execution of this Lease.
9. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.
10. The Lessor may, at its option, choose to terminate this Lease prior to its expiration by providing the Lessee with written notice at least sixty (60) days prior to the termination date specified in the notice.
11. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
12. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: Village of Essex Junction
c/o Evan Teich, Unified Manager

VILLAGE OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
2ND FLOOR LEASE

2 Lincoln Street
Essex Junction, VT 05452

Lessee: Essex CHIPS
c/o David Voegelé, Executive Director
2 Lincoln Street
Essex Junction, VT 05452

13. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
14. Fire Safety: No boxes or materials will be located within one foot of any radiators or block any entrances or exits. No electrical work shall be performed by anyone other than a licensed electrician.
15. Load Bearing Capacity: The second floor of Lincoln Hall has a maximum load limit of 50 lbs. per square foot.
16. Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

VILLAGE OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
2ND FLOOR LEASE

IN WITNESS WHEREOF, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF: Lessor: **VILLAGE OF ESSEX JUNCTION**

By: _____
Evan K. Teich, Unified Manager

STATE OF VERMONT
COUNTY OF CHITTENDEN

At Essex Junction, Vermont, this _____ day of _____, 2020, Evan K. Teich, Unified Manager of the Village of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the Village of Essex Junction.

Before me, _____
Notary Public

IN PRESENCE OF: Lessee: **ESSEX CHIPS**

By: _____
David Voegele, Executive Director

STATE OF VERMONT
COUNTY OF CHITTENDEN

At Essex Junction, Vermont, this _____ day of _____, 2020, David Voegele of Essex CHIPS (**C**ommunity **H**ealth **I**nitiatives and **P**rograms for **S**tudents) personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed.

Before me, _____
Notary Public



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: May 8, 2020
SUBJECT: FY21 Annual Appointments

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

Issue

The issue is whether or not the Trustees approve the Manager's annual appointments of a Village Treasurer/Tax Collector, Village Clerk, Village Attorney, Village Fire Chief and Village Engineering Consultant, in accordance with the Village Charter, Article II, Section 209.

Discussion

The Unified Manager would like to appoint the following for FY21:

Susan McNamara-Hill—Village Treasurer/Tax Collector and Village Clerk
Claudine Safar—Village Attorney
Chris Gaboriault—Village Fire Chief
Hamlin Consulting Engineers—Village Engineering Consultant

Cost

The cost associated with this issue has been budgeted.

Recommendation

It is recommended the Trustees approve the Manager's annual appointments for the period July 1, 2020 to June 30, 2021.

**VILLAGE TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
Tuesday, April 28, 2020**

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Charles Cole, Fire Department Chief.

OTHERS PRESENT: Ken Signorello; Margaret Smith; Liz Subin; Irene Wrenner.

1. CALL TO ORDER

Andrew Brown called the meeting of the Village of Essex Junction Board of Trustees back to order at 9:46 PM, from a recess after Joint Business with the Essex Town Selectboard.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan added a new agenda item 5b, to Approve the Annual Meeting Warning. The following business items changed as follows: 5c, Approve street vending permit for Mr. Ding-a-ling Ice Cream (tabled 04/14/2020); 5d Approve Lamoille Street Waterline and Roadway Improvements bid; and 5e, Discuss how to help local businesses. Mr. Duggan also added budget handouts for item 5a and a memo and Annual Meeting warning for new item 5b.

3. APPROVE AGENDA

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, to approve the agenda, as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

5. BUSINESS ITEMS

a. Update on Village Annual Meeting

Mr. Duggan pointed out multiple options for scheduling the Village Annual Meeting, detailed in the memo included with this business item. There was no discussion on this item.

b. Approve Annual Meeting Warning

Mr. Duggan explained coordination efforts between the Essex Westford School District's (EWSD) voting and the Village Annual Meeting. The Essex Clerk and EWSD agreed to plan a combined vote for June 2, running from 10 a.m. to 7 p.m. Mr. Duggan discussed state law that requires an annual meeting to be held within 30 to 40 days of it being warned. He said the Trustees could warn it for June 2 during this meeting. All votes would be cast by ballot, as is currently being allowed by the state, and the clerks are encouraging people to vote by absentee ballot. An informational meeting would be held remotely on June 1.

The Trustees discussed various ways to protect poll workers from COVID-19 during voting hours. These included having barriers at the tables, masks and hand sanitizer available and foot traffic carefully directed. Mr. Brown and Mr. Chawla suggested mailing the ballots to active voters instead of holding the vote at the school, now that the Governor allows this, to promote health and safety. Ms. Macy said the expense for this mailing would need to come out of the FY20 budget in an estimated amount of \$5000. Mr. Duggan relayed that the Clerks would prefer to avoid this based on the practical challenges posed with preparing a mailing of 15,000

ballots with return envelopes. Mr. Chawla wondered whether the Clerk's office would consider recruiting new volunteer poll workers, considering the aging population and vulnerability of the current group; Mr. Teich agreed to look into this. The Trustees also discussed the merits of establishing a drive-up voting process. The majority of the board was in favor of not sending ballots but, instead, implementing a drive-through option and carefully planned traffic flow to alleviate risk.

Mr. Brown asked if the Trustees would propose changes to the budget, previously approved for this vote, in consideration of COVID-19. The Trustees made no budget changes.

GEORGE TYLER made a motion, seconded by ANDREW BROWN, to warn the Village Annual Meeting for Tuesday, June 2 and an informational meeting about the budget for Monday, June 1. The motion passed 5-0.

b.c. Approve street vending permit for Mr. Ding-a-ling Ice Cream (tabled 04/14/2020)

Mr. Teich said that since the vending permit for Mr. Ding-a-Ling Ice Cream was tabled during the Trustees' previous meeting, the business's owner, Mr. Hathaway, provided answers and assurances in response to an email sent to him by staff. The Trustees discussed these assurances as well as their continued concerns with approving this street vending permit during the COVID-19 pandemic. The majority of the Trustees were reassured by the information provided by Mr. Hathaway. Mr. Chawla requested the Trustees table the permit approval until the governor gives further direction with this age group, then revisit it at each meeting until advisement is granted. Mr. Teich relayed a conversation he had with Police Chief Garey, who pointed out that Mr. Ding-a-Ling Ice Cream would still need to follow the social distancing rules in effect during their time of their operation, if the permit is granted. The majority of the Trustees agreed that, if they approve the permit, they should inform Mr. Hathaway of their concerns and strict expectations of ensuring social distancing.

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the permit for Mr. Ding-a-Ling.

- Ms. Thibeault requested that, in the event Chief Garey receives any complaints about the ice cream truck, these complaints be provided to the Trustees, where they may decide whether the permit will continue.
- Ms. Thibeault also requested that the permit only be granted once the business's Certificate of Insurance is on file with the Clerk's office.

Mr. Tyler and Mr. Kerin approved the friendly amendments to the motion, which Mr. Brown summarized to read:

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the permit for Mr. Ding-a-Ling, contingent upon the Certificate of Insurance and that any complaints the Police Department receives come to the Trustees, with regard to Mr. Ding-a-Ling and social distancing. The motion passed 4-1 by roll call, with the dissenting vote by Mr. Chawla.

e.d. Approve Lamoille Street Waterline and Roadway Improvements bid

Mr. Brown asked whether the Trustees had any concerns with awarding the Waterline and Roadway Improvements bid. Hearing none, he called for a motion.

AMBER THIBEAULT made a motion, seconded by GEORGE TYLER, that the Trustees award the bid for Lamoille Street Waterline and Roadway Improvements to Don Weston Excavating for the amount of \$419,850.00. The motion passed 5-0.

d.e. **Discuss how to help local businesses**

Mr. Tyler introduced a letter he drafted to the owners of local restaurants and bars to gather their ideas for how the Trustees can support businesses moving forward with reopening and getting through the COVID-19 restrictions. The Trustees discussed the possibility of using some of the economic development fund to support businesses. Mr. Kerin agreed with the idea of reaching out to businesses but encouraged the Trustees to broaden the scope to include other non-essential businesses. The Trustees discussed the possibility of offering businesses creative solutions by being flexible with ordinances. Mr. Tyler said they may want to consider identifying strategic locations and public areas to encourage outdoor pop-up businesses. He said he would engage the 29 Village bars and restaurants first, then more businesses.

6. CONSENT ITEMS

AMBER THIBEAULT made a motion, seconded by GEORGE TYLER, that the Trustees approve the Consent Agenda:

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

The motion passed 5-0.

7. READING FILE

- a. Board Member Comments
- b. **Letter from Arbor Day Foundation**
 - Mr. Tyler commended the Tree Committee for achieving the Tree City USA distinction from the Arbor Day Foundation.
- a. Letter from James L. Jutras re: Comments on Solid Waste Rules
- b. Letter from Eamon Twohig re: Village of Essex Junction; Solid Waste ID-124; Results and Response to PFAS testing
- c. Brownell Staff and Directors Reports – February, March

8. EXECUTIVE SESSION

- a. An executive session is not anticipated

9. ADJOURN

DAN KERIN made a motion, seconded by ANDREW BROWN, that the Trustees adjourn the meeting. The motion passed 5-0 at 10:39 PM.

05/01/20

Town of Essex / Village of EJ Accounts Payable

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04:22 pm

Check Warrant Report # 17197 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 05/01/20 To 05/01/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	04/10/20	MATERIALS, SUPPLIES, COMP 210-45551.641 006985 420 JUVEN COLLECTION-PRNT & E	14.99	28375	05/01/20
42665	AMAZON/SYNCB	04/10/20	MATERIALS, SUPPLIES, COMP 210-45551.610 006985 420 SUPPLIES	193.02	28375	05/01/20
42665	AMAZON/SYNCB	04/10/20	MATERIALS, SUPPLIES, COMP 210-41320.340 006985 420 COMPUTER EXPENSES	227.67	28375	05/01/20
42665	AMAZON/SYNCB	04/10/20	MATERIALS, SUPPLIES, COMP 210-41320.600 006985 420 Emergency Prep. Supplies	13.48	28375	05/01/20
42665	AMAZON/SYNCB	04/10/20	MATERIALS, SUPPLIES, COMP 210-45551.837 006985 420 CHILDRENS PROGRAMS	174.96	28375	05/01/20
04940	COMCAST	04/03/20	Cable TV EJFD 4/10-5/9 210-42220.535 02077220420 TELEPHONE SERVICES	21.34	28386	05/01/20
23215	ESSEX EQUIPMENT INC	04/27/20	supplies 210-43110.432 107456700001 R&M Services - Vehicles	26.59	28392	05/01/20
19005	FIRSTLIGHT FIBER	04/15/20	Telephone EJFD 3/15-4/14 210-41945.022 7082860 Telephone - Fire Station	50.21	28395	05/01/20
24785	GRAINGER	04/22/20	Marker Paint 210-42220.610 9511676166 SUPPLIES	18.83	28399	05/01/20
14910	GROTEN RAPHAEL	04/24/20	YOUTH PROGRAM 210-45551.837 042420RG CHILDRENS PROGRAMS	300.00	28403	05/01/20
24325	RADIO NORTH GROUP INC	04/17/20	Pagers Batteries 210-42220.611 24142046 NEW EQUIPMENT-RADIOS	2195.00	28415	05/01/20
24325	RADIO NORTH GROUP INC	04/17/20	Pagers Batteries 210-42220.443 24142046 RADIO MAINTENANCE	2181.00	28415	05/01/20
19740	SAFELITE WINDSHIELD WORLD	04/21/20	Windshield Repair 210-42220.432 01857610530 VEHICLE MAINTENANCE	99.97	28420	05/01/20
19885	VELOCITYEHS	04/09/20	MSDSonline HQ Account - R 210-41942.022 217700 R&M Bldg - Fire Station	214.77	28430	05/01/20
19885	VELOCITYEHS	04/09/20	MSDSonline HQ Account - R 210-41942.020 217700 R&M Bldg - 2 Lincoln St	85.91	28430	05/01/20
19885	VELOCITYEHS	04/09/20	MSDSonline HQ Account - R 210-43110.434 217700 MAINT. BUILDINGS/GROUNDS	286.35	28430	05/01/20
19885	VELOCITYEHS	04/09/20	MSDSonline HQ Account - R 210-41942.021 217700 R&M Bldg - Brownell	71.59	28430	05/01/20
19885	VELOCITYEHS	04/09/20	MSDSonline HQ Account - R 210-41942.026 217700 R&M Bldg - Maple St Park	143.18	28430	05/01/20
36130	VERIZON WIRELESS	04/18/20	WIRELESS CELL SERVICE 210-43110.530 9852822742 Communications	35.02	28431	05/01/20
36130	VERIZON WIRELESS	04/19/20	telephones 210-43110.530 9852862436 Communications	195.21	28432	05/01/20
29825	VT GAS SYSTEMS	04/21/20	MSP VT Gas April 210-41948.026 1578756420 Natural Gas - Maple St	218.95	28435	05/01/20
29825	VT GAS SYSTEMS	04/22/20	VT Gas 03/17 to 04/17/202 210-43110.623 19812 HEATING/NATURAL GAS	282.05	28436	05/01/20
29825	VT GAS SYSTEMS	04/22/20	VT Gas 03/17 to 04/17/202 210-41948.021 19812 Natural Gas - Brownell	589.99	28436	05/01/20
29825	VT GAS SYSTEMS	04/22/20	VT Gas 03/17 to 04/17/202 210-41948.020 19812 Natural Gas - 2 Lincoln	479.79	28436	05/01/20
29825	VT GAS SYSTEMS	04/22/20	VT Gas 03/17 to 04/17/202 210-41948.022 19812 Natural Gas - Fire Statio	264.31	28436	05/01/20

05/01/20

Town of Essex / Village of EJ Accounts Payable

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04:22 pm

Check Warrant Report # 17197 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 05/01/20 To 05/01/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	04/22/20	VT GAS SYSTEMS VT Gas 03/17 to 04/17/202 19812	210-41948.023 Natural Gas - Park St Sch	256.14	28436	05/01/20
29825	04/21/20	VT GAS SYSTEMS MSP VT Gas April 810044420	210-41948.026 Natural Gas - Maple St	237.09	28438	05/01/20
07565	04/23/20	W B MASON CO INC MSP Paper Towels 209856616	210-45220.610 SUPPLIES	227.96	28440	05/01/20
24855	04/29/20	PETTY CASH - CAITLIN FAY EJRP Petty Cash 042920D	226-45121.610 SUPPLIES	59.54	28414	05/01/20
24855	04/29/20	PETTY CASH - CAITLIN FAY EJRP Petty Cash 042920D	226-45120.610 SUPPLIES	10.00	28414	05/01/20
24855	04/29/20	PETTY CASH - CAITLIN FAY EJRP Petty Cash 042920D	226-45121.330 OTHER PROFESSIONAL SVCS	134.00	28414	05/01/20
25715	04/16/20	DONALD L. HAMLIN CONSULT VEJ-Pearl Street Link Con 04162017820	230-46801.007 PEARL ST. LINKING SIDEWAL	6231.88	28388	05/01/20
V9632	04/16/20	HOYLE, TANNER & ASSOC, IN Densmore Dr 0062641	230-46801.022 Densmore Dr, FEMA	3533.75	28405	05/01/20
36130	04/19/20	VERIZON WIRELESS telephones 9852862436	254-43200.535 TELEPHONE SERVICES	180.12	28432	05/01/20
29825	04/22/20	VT GAS SYSTEMS VT Gas 03/17 to 04/17/202 19812	254-43200.623 HEATING/NATURAL GAS	249.79	28436	05/01/20
V10616	04/24/20	EVOQUA WATER TECH LLC 3605 Gal BIOXIDE 904431776	255-43200.619 CHEMICALS	9192.75	28393	05/01/20
07010	04/20/20	GREEN MOUNTAIN POWER CORP 39 Cascade St 3/18/20 to 0132407420	255-43200.622 ELECTRICAL SERVICE	9868.17	28400	05/01/20
03180	04/06/20	SAFETY SYSTEMS OF VT LLC First Light Issue Correct 19625	255-43200.570 MAINTENANCE OTHER	130.00	28421	05/01/20
V2159	04/24/20	SURPASS CHEMICAL CO INC 5018 Gal Sodium Hypo 345191	255-43200.619 CHEMICALS	4385.73	28425	05/01/20
19885	04/09/20	VELOCITYEHS MSDSonline HQ Account - R 217700	255-43200.570 MAINTENANCE OTHER	715.89	28430	05/01/20
29825	04/22/20	VT GAS SYSTEMS VT Gas 03/17 to 04/17/202 19812	255-43200.623 HEATING/NATURAL GAS	2006.82	28436	05/01/20
29825	04/22/20	VT GAS SYSTEMS VT Gas 03/17 to 04/17/202 19812	256-43220.001 SUSIE WILSON PS COSTS	40.22	28436	05/01/20
29825	04/22/20	VT GAS SYSTEMS VT Gas 03/17 to 04/17/202 19812	256-43220.002 WEST ST PS COSTS	40.93	28436	05/01/20
29825	04/22/20	VT GAS SYSTEMS VT Gas 03/17 to 04/17/202 19812	256-43200.623 HEATING/NATURAL GAS	85.36	28436	05/01/20

05/01/20

Town of Essex / Village of EJ Accounts Payable

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04:22 pm

Check Warrant Report # 17197 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 05/01/20 To 05/01/20 & Fund 2

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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		Report Total		45970.32		
				=====		

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05/08/20

Town of Essex / Village of EJ Accounts Payable

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12:57 pm

Check Warrant Report # 17198 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 05/08/20 To 05/08/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	04/20/20	Maint Battery 455201113386	210-45220.610 SUPPLIES	34.16	28442	05/08/20
05290	ADVANCE AUTO PARTS	04/20/20	Maint Battery 455201113388	210-45220.610 SUPPLIES	34.16	28442	05/08/20
05290	ADVANCE AUTO PARTS	04/22/20	Maint Supplies Oil Filter 455201133396	210-45220.610 SUPPLIES	131.24	28442	05/08/20
05290	ADVANCE AUTO PARTS	04/24/20	Maint Supplies - Lube 455201153404	210-45220.610 SUPPLIES	19.32	28442	05/08/20
05290	ADVANCE AUTO PARTS	04/22/20	Maint Supplies Filters 552011333963	210-45220.610 SUPPLIES	46.90	28442	05/08/20
05290	ADVANCE AUTO PARTS	04/23/20	spark plugs 552011458344	210-43110.610 SUPPLIES	56.27	28442	05/08/20
05290	ADVANCE AUTO PARTS	04/28/20	supplies air fliter 552011934269	210-43110.610 SUPPLIES	56.01	28442	05/08/20
23635	BAY STATE ELEVATOR COMPAN	05/01/20	ELEVATOR Brownell 532411	210-41942.021 R&M Bldg - Brownell	307.95	28449	05/08/20
00530	BRODART CO	03/11/20	ADULT BOOK B5886791	210-45551.640 ADULT COLLECTION-PRINT &	21.59	28454	05/08/20
21210	CINTAS LOC # 68M 71 M	05/01/20	WATERBREAK COOLER AGRMENT 9087527607	210-43110.610 SUPPLIES	50.00	28457	05/08/20
04940	COMCAST	04/19/20	2 Lincoln St 4/26-5/25 0136343420	210-41945.020 Telephone - 2 Lincoln St	153.35	28459	05/08/20
04940	COMCAST	04/19/20	2 Lincoln St 4/26-5/25 0136343420	210-33582.005 Town contribution other	-153.00	28459	05/08/20
38280	CRYSTAL ROCK BOTTLED WATE	04/28/20	Water 2 Lincoln 17722277420	210-41946.020 Gen Supplies - 2 Lincoln	11.50	28462	05/08/20
V10576	ECOPIXEL LLC	05/01/20	Web hosting April 2778	210-41320.530 COMMUNICATIONS	129.00	28464	05/08/20
08885	FAIL SAFE	04/29/20	Hose Testing INV011515	210-42220.570 MAINTENANCE OTHER	2219.00	28467	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-41320.600 Emergency Prep. Supplies	158.89	28468	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-41320.600 Emergency Prep. Supplies	80.00	28468	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-45110.550 PRINTING & ADVERTISING	5.00	28468	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-45110.340 COMPUTER EXPENSES	181.74	28468	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-45110.340 COMPUTER EXPENSES	160.00	28468	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-45110.550 PRINTING & ADVERTISING	32.00	28468	05/08/20
25390	FIRST NATIONAL BANK OMAHA	04/17/20	EJRP Credit Card April 4955 420	210-41320.600 Emergency Prep. Supplies	119.00	28468	05/08/20
34895	GAUTHIER TRUCKING, INC.	05/01/20	TRASH REMOVAL 1476540	210-41942.020 R&M Bldg - 2 Lincoln St	223.60	28476	05/08/20
34895	GAUTHIER TRUCKING, INC.	05/01/20	MSP Trash Removal 1477319	210-41943.026 Contractual Svcs - Maple	305.66	28476	05/08/20
20470	GLOBAL MONTELLO GROUP	04/30/20	April fuel CL256593	210-41944.022 Gasoline - Fire Station	190.84	28478	05/08/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	GLOBAL MONTELLO GROUP	04/30/20	April fuel CL256593	210-43110.626 Vehicle Fuels	782.03	28478	05/08/20
20470	GLOBAL MONTELLO GROUP	04/30/20	April fuel CL256593	210-41944.026 Gasoline - Maple St Park	27.65	28478	05/08/20
09375	GOOGLE INC	04/30/20	TECH ACCESS Brownell 3729367515	210-45551.530 TECHNOLOGY ACCESS	90.00	28479	05/08/20
04035	GOT THAT RENTAL & SALES I	04/27/20	Mower repair parts 71381	210-45220.610 SUPPLIES	171.16	28480	05/08/20
04035	GOT THAT RENTAL & SALES I	04/27/20	supplies air flilter 71508	210-43110.610 SUPPLIES	21.18	28480	05/08/20
11710	INVEST EAP	05/01/20	EAP 05/01/2020	210-42220.200 EMPLOYEE ASSISTANCE PROGR	216.00	28484	05/08/20
17240	KOFAX, INC.	04/10/20	RSOL SUB 5/1/20-21 527388	210-41320.330 OTHER PROFESSIONAL SERVIC	304.48	28487	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20	Copier leases 4/15-5/14/2 67755652	210-45551.442 Rental of Equipment	80.73	28491	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20	Copier leases 4/15-5/14/2 67755652	210-45551.442 Rental of Equipment	80.74	28491	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20	Copier leases 4/15-5/14/2 67755652	210-43110.442 EQUIPMENT RENTALS	72.59	28491	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20	Copier leases 4/15-5/14/2 67755652	210-41320.442 LEASED SERVICES	138.97	28491	05/08/20
06675	NATIONAL BUSINESS TECHNOL	04/27/20	Copier usages 3/18-4/17/2 IN366200	210-45551.442 Rental of Equipment	4.84	28492	05/08/20
06675	NATIONAL BUSINESS TECHNOL	04/27/20	Copier usages 3/18-4/17/2 IN366200	210-43110.442 EQUIPMENT RENTALS	0.38	28492	05/08/20
06675	NATIONAL BUSINESS TECHNOL	04/27/20	Copier usages 3/18-4/17/2 IN366200	210-41320.442 LEASED SERVICES	7.88	28492	05/08/20
43435	NORTRAX (PARTS)	04/28/20	supplies 2010886	210-43110.432 R&M Services - Vehicles	45.81	28495	05/08/20
07635	O'ROURKE MEDIA GROUP	04/04/20	ANNUAL MTG CANCELED 290390	210-41320.560 TRUSTEES EXPENDITURES	200.00	28497	05/08/20
V10729	OVERDRIVE INC	04/07/20	ADULT AND YOUTH BOOKS 0445	210-45551.641 JUVEN COLLECTION-PRNT & E	133.97	28498	05/08/20
V10729	OVERDRIVE INC	04/07/20	ADULT AND YOUTH BOOKS 0445	210-45551.640 ADULT COLLECTION-PRINT &	25.95	28498	05/08/20
V10729	OVERDRIVE INC	03/26/20	Adult and Youth Books 2253	210-45551.641 JUVEN COLLECTION-PRNT & E	238.93	28498	05/08/20
V10729	OVERDRIVE INC	03/26/20	Adult and Youth Books 2253	210-45551.640 ADULT COLLECTION-PRINT &	117.49	28498	05/08/20
V10729	OVERDRIVE INC	04/22/20	YOUTH BOOKS 2432	210-45551.641 JUVEN COLLECTION-PRNT & E	170.42	28498	05/08/20
V10729	OVERDRIVE INC	04/15/20	YOUTH BOOKS 2546	210-45551.641 JUVEN COLLECTION-PRNT & E	104.99	28498	05/08/20
V10729	OVERDRIVE INC	04/08/20	YOUTH BOOKS 3287	210-45551.641 JUVEN COLLECTION-PRNT & E	52.99	28498	05/08/20
V10729	OVERDRIVE INC	04/16/20	YOUTH BOOKS 3997	210-45551.641 JUVEN COLLECTION-PRNT & E	12.99	28498	05/08/20
V10729	OVERDRIVE INC	04/17/20	YOUTH BOOKS 5463	210-45551.641 JUVEN COLLECTION-PRNT & E	288.99	28498	05/08/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10729	OVERDRIVE INC	04/10/20 YOUTH BOOKS 5987	210-45551.641 JUVEN COLLECTION-PRNT & E	191.00	28498	05/08/20
V10729	OVERDRIVE INC	04/20/20 YOUTH BOOKS 7864	210-45551.641 JUVEN COLLECTION-PRNT & E	73.96	28498	05/08/20
V10729	OVERDRIVE INC	04/13/20 ADULT AND YOUTH BOOKS 8009	210-45551.641 JUVEN COLLECTION-PRNT & E	118.97	28498	05/08/20
V10729	OVERDRIVE INC	04/13/20 ADULT AND YOUTH BOOKS 8009	210-45551.640 ADULT COLLECTION-PRINT &	437.24	28498	05/08/20
V10729	OVERDRIVE INC	04/06/20 ADULT AND YOUTH BOOKS 8598	210-45551.641 JUVEN COLLECTION-PRNT & E	210.76	28498	05/08/20
V10729	OVERDRIVE INC	04/06/20 ADULT AND YOUTH BOOKS 8598	210-45551.640 ADULT COLLECTION-PRINT &	396.97	28498	05/08/20
V10729	OVERDRIVE INC	04/21/20 YOUTH BOOKS 9634	210-45551.641 JUVEN COLLECTION-PRNT & E	9.99	28498	05/08/20
V10729	OVERDRIVE INC	04/14/20 YOUTH BOOKS 9890	210-45551.641 JUVEN COLLECTION-PRNT & E	81.98	28498	05/08/20
V9862	PERCY RENTALS, SALES & SE	04/28/20 lawn mower blades 36967	210-43110.610 SUPPLIES	334.59	28500	05/08/20
V10641	PPG ARCHITECTURAL COATING	04/30/20 paint for plows 823203057901	210-42220.610 SUPPLIES	145.73	28501	05/08/20
03180	SAFETY SYSTEMS OF VT LLC	05/01/20 ALARM MONITERING Brownell 19653	210-41942.021 R&M Bldg - Brownell	250.00	28506	05/08/20
40920	U I INSURANCE SERVICES IN	04/16/20 VF Vill Fire Insurance 9263	210-42220.210 ACCIDENT & DISABILITY INS	292.92	28512	05/08/20
40920	U I INSURANCE SERVICES IN	04/16/20 VF Vill Fire Insurance 9263	210-14301.000 PREPAID EXPENSES	3222.08	28512	05/08/20
19720	VERIZON CONNECT NWF, INC.	05/01/20 AVL MONTHLY SERVICE 2101124520	210-43110.442 EQUIPMENT RENTALS	131.60	28516	05/08/20
36130	VERIZON WIRELESS	04/18/20 Verizon shared bill 9852782458	210-42220.535 TELEPHONE SERVICES	160.04	28517	05/08/20
36130	VERIZON WIRELESS	04/18/20 Verizon shared bill 9852782458	210-41970.535 TELEPHONE SERVICES	40.01	28517	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20 Copier leases 4/15-5/14/2 67755652	225-45122.442 Rental of Equipment	94.15	28491	05/08/20
06675	NATIONAL BUSINESS TECHNOL	04/27/20 Copier usages 3/18-4/17/2 IN366200	225-45122.442 Rental of Equipment	0.27	28492	05/08/20
07305	AIRGAS USA LLC	04/30/20 Cylinder Rentals/ 9970071144	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	294.90	28443	05/08/20
24040	BUTLER SHAUN	04/23/20 Village Kids CXL Refund 74198	226-34781.120 Childcare - AS	121.50	28455	05/08/20
20470	GLOBAL MONTELLO GROUP	04/30/20 April fuel CL256593	226-45120.626 GAS, GREASE & OIL	22.34	28478	05/08/20
17240	KOFAX, INC.	04/10/20 RSOL SUB 5/1/20-21 527388	226-45110.330 OTHER PRFESSIONAL SVCS	108.74	28487	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20 Copier leases 4/15-5/14/2 67755652	226-45110.442 Equipment Rentals	177.89	28491	05/08/20
06675	NATIONAL BUSINESS TECHNOL	04/27/20 Copier usages 3/18-4/17/2 IN366200	226-45110.442 Equipment Rentals	97.35	28492	05/08/20
19490	SILVA KEITH	04/24/20 Village Kids CXL Refund 74219	226-34781.120 Childcare - AS	74.00	28508	05/08/20

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20470	GLOBAL MONTELLO GROUP	04/30/20	April fuel CL256593	254-43200.626 GAS,GREASE AND OIL	44.85	28478	05/08/20
17240	KOFAX, INC.	04/10/20	RSOL SUB 5/1/20-21 527388	254-43200.330 OTHER PROFESSIONAL SERVIC	21.75	28487	05/08/20
04940	COMCAST	04/23/20	May internet 4/30-5/29 ww 0316028420	255-43200.535 TELEPHONE SERVICES	153.30	28460	05/08/20
06870	ENDYNE INC	05/01/20	Essex Jct. WWTF Rhino 330099A	255-43200.577 CONTRACT LABORATORY SERVI	115.00	28465	05/08/20
06870	ENDYNE INC	05/04/20	MPN Fecals SH #2 batch 330191	255-43200.577 CONTRACT LABORATORY SERVI	640.00	28465	05/08/20
20470	GLOBAL MONTELLO GROUP	04/30/20	April fuel CL256593	255-43200.626 GAS,GREASE AND OIL	67.80	28478	05/08/20
17240	KOFAX, INC.	04/10/20	RSOL SUB 5/1/20-21 527388	255-43200.330 OTHER PROFESSIONAL SERVIC	54.37	28487	05/08/20
24620	MILTON RENTAL AND SALES	05/01/20	Side by Side windscreen 1593305	255-43200.432 VEHICLE MAINTENANCE	545.60	28489	05/08/20
05485	NATIONAL BUSINESS LEASING	04/25/20	Copier leases 4/15-5/14/2 67755652	255-43200.442 Rental of Equipment	80.74	28491	05/08/20
06675	NATIONAL BUSINESS TECHNOL	04/27/20	Copier usages 3/18-4/17/2 IN366200	255-43200.442 Rental of Equipment	15.64	28492	05/08/20
V1661	NORTH CENTRAL LABORATORIE	04/29/20	supplies lab 438568	255-43200.618 SUPPLIES - LABORATORY	1706.59	28494	05/08/20
V2124	STAPLES ADVANTAGE	03/06/20	Supplies 3442269606	255-43200.610 SUPPLIES	38.61	28509	05/08/20
V2124	STAPLES ADVANTAGE	04/25/20	microphone 3445641992	255-43200.610 SUPPLIES	8.69	28509	05/08/20
02970	USA BLUE BOOK INC	04/22/20	supplies respirators 214503	255-43200.570 MAINTENANCE OTHER	26.65	28515	05/08/20
36130	VERIZON WIRELESS	04/18/20	Verizon shared bill 9852782458	255-43200.535 TELEPHONE SERVICES	167.59	28517	05/08/20
24130	VT DEPT ENVIRONMENTAL CON	03/26/14	Registration fee 17455	255-43200.330 OTHER PROFESSIONAL SERVIC	75.00	28520	05/08/20
20470	GLOBAL MONTELLO GROUP	04/30/20	April fuel CL256593	256-43200.626 GAS,GREASE AND OIL	283.14	28478	05/08/20
23980	INTERSTATE ALL BATTERY CE	04/24/20	AUTOMOTIVE BATTERY truck 903201013088	256-43200.570 MAINTENANCE OTHER	263.58	28483	05/08/20
17240	KOFAX, INC.	04/10/20	RSOL SUB 5/1/20-21 527388	256-43200.330 OTHER PROFESSIONAL SERVIC	21.75	28487	05/08/20
36130	VERIZON WIRELESS	04/23/20	Pump Stations 9853246170	256-43200.434 PUMP STATION MAINTENANCE	143.82	28518	05/08/20
36130	VERIZON WIRELESS	04/23/20	Pump Stations 9853246170	256-43220.001 SUSIE WILSON PS COSTS	37.05	28518	05/08/20
36130	VERIZON WIRELESS	04/23/20	Pump Stations 9853246170	256-43220.002 WEST ST PS COSTS	37.05	28518	05/08/20

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Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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		Report Total		19602.89		
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Community Development Department

2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6950
Fax: (802) 878-6946

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: May 12, 2020
SUBJECT: Village Center Development.

Issue

The issue is whether the Trustees wish to know about development in the Village Center District, and agreements for parking.

Discussion

Per the Governor's recent order construction has recommenced, albeit in a slower fashion than it usually is. Construction at 11 Park Street and 3 Maple Street recommenced a little over a week ago.

Parking: Staff and the Village attorney have been working on two agreements. An agreement for temporary parking with the owners at Chittenden Crossing for parking at 12 Park Street to alleviate the temporary loss of parking at 11 Park Street during construction on that site has been deemed by the attorney and staff to be suitable for distribution to the property owners for review and signing once the Unified Manager approves the document. The agreement for a permanent easement for public parking at 11 Park Street is currently not ready for signing.

Cost

N/a

Recommendation

This is an information memo. No action necessary.



Unified Manager's Office
81 Main St
Essex Junction, VT 05452

Office: (802) 878-6944
Fax : (802) 878-6946
www.essexjunction.org

April 9, 2020

Re: Grant Match Vermont Phosphorus Innovation Challenge Stage 3

To Whom it may concern,

Title of project: **Vermont Phosphorus Innovation Challenge Stage 3**

Period of performance: **1/15/20 through 2/26/21**

Nature of match: **Cash, in-kind, chemicals, equipment, etc.**

Value of match: **\$60,000**

The Village of Essex Junction WRRF is working in partnership with Dr. Appala Raju Badireddy on the Vermont Phosphorus Innovation Challenge (VPIC) Stage 3 project (aka PePhlo). Stage 3 efforts will move research work from the laboratory to the field in effort to scale up the application to a working field prototype.

The funds to be used for the match portion of this project are exclusively from the Essex Junction Vermont wastewater facility operating and capital budgets. Any grants applied for will not include federal sources. No federal funds are being used as part of this match. Any funds provided will be exclusively for this VPIC Stage 3 project.

Sincerely,

James L. Jutras
Water Quality Superintendent

cc: Evan Teich, Unified Manager
Greg Duggan, Deputy Manager
Sarah Macy, Assistant Manager