



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

Online
Essex Junction, VT 05452
Tuesday, May 26, 2020
8:00 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

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

- The meeting will be live-streamed on [Town Meeting TV](#).
- [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: 567 879 777#
- 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 Chair/President.

1. **CALL TO ORDER** [8:00 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**
 - a. Waive requirement to review and record write-in ballots by hand
 - b. Approve revisions to Village of Essex Junction General Rules and Personnel Regulations
 - c. Approve new schedule for utility billing
6. **CONSENT ITEMS**
 - a. Approve minutes: May 5, 2020—Special; May 12, 2020
 - b. Check Warrant #17199—05/18/2020; Warrant#17200—05/22/2020
7. **READING FILE**
 - a. Board Member Comments
 - b. Letter from James Jutras re: Village of Essex Junction, Solid Waste ID-124 Results and Response to PFAS testing
 - c. Letter from James Jutras re: SFY 2018 TAP Grant
 - d. Memo from Greg Duggan and Tammy Getchell re: notifications for Village Meeting voting
 - e. Email from SeeClickFix re: Public comment added to Pothole #7830117
 - f. Letter from Donald L. Hamlin Consulting Engineers re: Village Engineer Reappointment
 - g. Memo from George Tyler and Raj Chawla re: Action Steps for Helping Local Restaurants and Bars Hurt by the Pandemic
 - h. Survey results for Essex Junction Eating/Drinking Establishments during COVID-19
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: 05/22/2020
Date Posted

J. Mitchell
Initials



MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Susan McNamara-Hill, Village Clerk
DATE: May 26, 2020
SUBJECT: 2020 Annual Meeting

Issue

The issue is whether or not the Trustees should waive the requirement that write-in ballots be reviewed by hand as permitted by the guidance provided by the Secretary of State's office.

Discussion

The temporary election law changes put in place due to the COVID-19 pandemic contains the following provision:

4. *If a municipality uses a tabulator, ballots do not have to be reviewed by hand, under the following circumstances:*
- a. *There is no election of officers on the ballot and, as such, no write-in spaces; or*
 - b. *There is an election of officers but the total write-in vote counted by the tabulator is not higher than the total for the winning candidate(s) that was named on the ballot.*

During normal circumstances all ballots that the tabulator indicates have write-ins on them have to be reviewed and the names recorded. This process is time consuming and with the number of ballots expected for the upcoming election on June 2nd could add hours to the poll workers' day. Based on the special provision above, the board could waive the requirement to review and record the write-in votes for any office as long as the tabulator does not indicate more write-in votes than the winning candidate(s) for that office.

The EWSD board approved waiving the requirement to review and record write-in votes at their meeting on May 19th.

Cost

There is no new or additional cost associated with this issue (and may be cost saving)

Recommendation

Staff recommends that the Trustees approve the request to waive the requirement to review and record write-in ballots by hand for the June 2nd election as long as the conditions of the Secretary of State's guidance under 4(b) are met.



State of Vermont
Office of the Secretary of State
128 State Street
Montpelier, VT 05633-1101

[phone] 802-828-2363
<https://sos.vermont.gov>

James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary

April 24, 2020

Permitted Processes for Local Elections Conducted in 2020

Pursuant to the authority granted in Act 92, §3 (2020), and in agreement with the Governor:

The Secretary of State hereby permits, in the year 2020, the legislative body of any municipality that has an upcoming local election to adopt one or more of the following procedures for use in conducting that election:

1. *A municipality may proactively mail a ballot for a local election to every registered voter or to every "active" voter.*
 - a. *The ballot shall be mailed no less than 15 days before the election.*
 - b. *Every article to be voted at the election shall be included on the ballot (Municipalities with floor meetings may convert those meetings to Australian ballot pursuant to Section 4 of Act 92).*
 - c. *A postage paid return envelope and instructions on how to vote and return the ballot must be included with each ballot sent to a voter.*
 - d. *A ballot shall be sent forthwith to any person who registers to vote after the initial mailing of ballots has occurred.*
 - e. *Ballots must be returned by the close of the polls on election day and all other absentee ballot procedures contained in Title 17 shall be followed.*
2. *A municipality may implement a drive-up voting procedure where voters complete the voting process without leaving their vehicle. Each voter shall:*
 - a. *Be checked off the entrance checklist by an election official in the same manner as the voter would be in a standard polling place;*
 - b. *Be provided a ballot to vote and directed to an identified location where their vehicle may be parked during the voting process;*
 - c. *Be able to deposit their ballot directly into a secure ballot box that may be brought to the window of the vehicle or located in such a manner that it can be accessed from the vehicle, and again be checked off an exit checklist before leaving the voting location.*

A person may fill out a voter registration form and submit it to an election official for processing before receiving a ballot. An area shall be provided for those filling out registration forms to leave the line of traffic and complete the form before being checked off the checklist and provided a ballot.

Municipalities should consult with the Secretary of State's office in developing these procedures.

3. *A municipality may hold their polling location outside and otherwise follow standard polling place rules.*
4. *If a municipality uses a tabulator, ballots do not have to be reviewed by hand, under the following circumstances:*
 - a. *There is no election of officers on the ballot and, as such, no write-in spaces; or*
 - b. *There is an election of officers but the total write-in vote counted by the tabulator is not higher than the total for the winning candidate(s) that was named on the ballot.*
5. *A municipality may waive the deadline to file nominating paperwork for local offices contained in 17 V.S.A. §2681 and allow those consent forms to be filed until a date determined by the municipality that will facilitate the ballots being prepared no later than 20 days before the election as required by 17 V.S.A. § 2681a.*
6. *Any polling place for a local election, whether employing the processes allowed by this directive or not, shall be conducted in a manner consistent with current guidance regarding social distancing, group size/building capacity orders, or other measures issued by the Department of Health or Centers for Disease Control and Prevention, or contained in any current Executive Orders of the Governor.*

A municipality that intends to use any of the procedures permitted by this directive is strongly encouraged to consult with the Elections Division of the Secretary of State's office for assistance in implementing these processes.

With the exception of the allowance of the permitted procedures above, the elections shall be carried out in all other respects in accordance with the applicable provisions of Title 17 of the Vermont Statutes.



James C. Condos
Vermont Secretary of State

MEMORANDUM

To: Trustees; Evan Teich, Unified Manager
From: Travis Sabatase, HR Director JS
Date: May 21, 2020
Re: Revisions to General Rules and Personnel Regulations

Issue

The issue is whether the Trustees will accept proposed revisions to the Village of Essex Junction General Rules and Personnel Regulations.

Discussion

The Village of Essex Junction will be implementing a furlough program in response to the current COVID-19 climate. A section regarding furloughs has been added to the General Rules and Personnel Regulations to create a policy around future furlough plans.

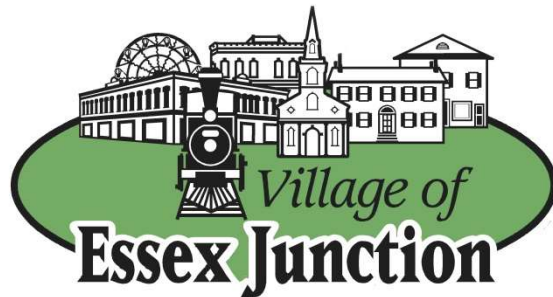
In addition to the changes around furlough programs, carrier specific language for health insurance has been removed, and the job structure section has been updated to reflect the addition of new positions. These two changes are not substantive and are intended to be a cleanup of the General Rules and Personnel Regulations. A track changes version is enclosed.

Cost

None.

Recommendation

It is recommended that the Trustees accept the proposed revisions to the Village of Essex Junction General Rules and Personnel Regulations.



VILLAGE OF ESSEX JUNCTION

GENERAL RULES

and

PERSONNEL REGULATIONS

As of ~~2/27/18~~5/26/2020

INTRODUCTION

This manual has been prepared to assist officials and employees of the Village of Essex Junction. Our community expects a high level of service from each of us and will, undoubtedly, receive it as long as everyone "gives their best." As an official or employee of the Village of Essex Junction, you are in fact working for each and every taxpayer who contributes to the support of the Municipal government.

The registered voters of the Village of Essex Junction elect a Board of Trustees. This Board is charged with the responsibility of establishing policy within the limits and provisions of the Village Charter and State Statutes.

The Village of Essex Junction operates under the Council-Manager form of government. This type of municipal operation is very similar to the way a business operates. Essex Junction's citizens receive a great variety of services through the various Municipal departments such as Fire, Public Works, Water, Wastewater, Library, Administration, and Community Development.

The Trustees and the Village Meeting adopt a budget for each year's operation. The various departments are operated within this budget under the general direction of the Municipal Manager. While as a Municipal employee your ultimate employer is the taxpayer, there is a chain of command. In most cases, your Department Head is your immediate supervisor and above that is the Municipal Manager and the Trustees.

PURPOSE, ENACTMENT AND EFFECT

It is the purpose of these Regulations to establish formal procedures for administrative action concerning personnel. The Regulations are enacted pursuant to 24 VSA Section 1121 and 1122.

Any statute, Village Charter, or Collective Bargaining Agreement provision which is contrary to these Regulations shall be considered superior to these Regulations; and if any provision is held invalid, such invalidity shall not affect other provisions or applications of these Regulations.

MISSION STATEMENT

Our purpose is to support and enrich the lives and community spirit of our citizens through efficient and effective provision of the following services: highway, general administration, water, wastewater, sanitation, library, planning, zoning, economic development and fire protection.

GOAL STATEMENTS

1. To be responsive to citizens' desires to shape their community by balancing the diverse demands of the present generation with anticipated future needs, and maximizing the use of resources in delivering quality public services.
2. To retain and attract quality, customer-oriented employees by providing an environment that encourages, rewards, and recognizes employees for hard work, efficiency, creativity and enthusiasm.

ORGANIZATIONAL VALUES

The Village of Essex Junction values its citizens. It demonstrates this fact by listening and being willing to go the extra mile to address their concerns.

The Village of Essex Junction values its employees. It demonstrates this sentiment through progressive personnel policies and encouraging continuous learning.

The employees value the Village of Essex Junction by being professional, creative and committed to providing exceptional service.

The quality of life and environment within the Village of Essex Junction are enhanced by a partnership and spirit of close cooperation among its citizens, elected and appointed officials and Village employees.

Each one of us is the Village.

Each one of us is striving for success.

We are what make the difference between a good organization and an excellent one.

As such, we value and will strive to adhere to the following principles in all of our actions.

Practice Open, Honest, and Accessible Communication – Talk straight to each other. Listen to and appreciate each other's thoughts and ideas. Confront issues in a positive, constructive manner. Encourage and seek participation by the people who will be affected by the decisions made.

Demonstrate Honesty and Integrity – Trust, integrity and a lasting working relationship are fostered when every action is conducted in a truthful and forthright manner.

Exercise Fiscal Responsibility and Accountability – Careful management of our financial resources demonstrates our respect for each other because it is our taxes that support our organization. Fiscal responsibility recognizes that most problems cannot be solved by money alone and therefore demands fresh, proactive approaches and creativity in addressing issues. Fiscal responsibility is accepting responsibility for the resources entrusted to us.

Provide Friendly and Courteous Service to All – Our mission is serving people. Therefore, our first responsibility is delivering quality services in a friendly, effective and efficient manner. We also seek "win-win" solutions to resolve each other's concerns.

Welcome Diversity and Promote Equal Opportunity – Diversity provides a unique opportunity to learn from and celebrate the mosaic of individuals and cultures in our community. Our organization

provides an environment that is fair to all employees and those we serve.

Treat Others with Respect, Sensitivity and Dignity – Live the “golden rule” in every interaction by demonstrating a deep regard for the diversity, needs, feelings and beliefs of all people and acknowledging the ideas and opinions of everyone. Make decisions that serve the best interest of all of the people, including those who choose not to participate.

Work Together as a Team – Work cooperatively as a group to address and to resolve problems. Collaboration using the knowledge and skills of each other increases effectiveness and innovation.

Emphasize Initiative and Creativity – Encourage and reward new ideas. Change is welcomed because it enhances the opportunity for the organization and individuals to grow and excel.

Support a Human Environment – Recognize the importance of human needs such as enjoyment and satisfaction in one’s work. Provide an environment that is nurturing, spirited, caring and informal and allows individuals to stretch beyond their normal capabilities. Make certain every individual balances their professional life with their personal life. Celebrate accomplishments by consistently acknowledging good performance.

Pursue Excellence and Professionalism – Strive to continually improve the way we deliver services and perform our day-to-day activities by being more accurate, thorough, responsive, efficient and effective. The successful completion of a task is more important than who gets the credit. A professional attitude dictates an objective analysis of issues, free of personal biases and with a commitment to the organization and to the community.

ARTICLE 1
GENERAL RULES FOR PUBLIC OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS

101. EFFECT

The provisions of these rules shall apply alike to all public officials, volunteer firefighters and all employees of the Village, regardless of the time of the creation of the position or the time of their appointment.

These rules and regulations are subject to change at any time by majority vote of the Village Trustees.

102. DEFINITIONS

Department Head is the appointed Fire Chief or an employee who has direct supervision and responsibility for personnel of a municipal department.

Employee - Full-Time is an employee who works at least thirty (30) hours per week, year round. Full-time employees are eligible for all benefits and may only be discharged for cause. Full-time employees who work less than forty (40) hours per week will have their fringe benefits, such as vacation leave, sick leave and holiday pay, pro-rated (e.g., an employee who normally works 30 hours per week would be paid for 30 hours when taking a vacation week).

Employee - Part-Time is any person who routinely works less than thirty (30) hours per week, or is hired for seasonal work only. A part-time employee is an at-will employee and may be discharged at any time without cause. Part-time employees who work an average of at least 18 hours per week and are over age 18 are eligible for paid sick leave in accordance with state law. Part-time employees are not eligible for benefits, except that those who are scheduled to work at least twenty (20) hours per week year round and have completed an initial six month probationary period are entitled to vacation, holiday, and sick leave on a prorated basis. All employees have access to the Employee Assistance Program.

Seasonal Employee is any employee hired to perform services on a seasonal basis. Seasonal employees are not eligible for benefits and are not included in the merit pay scale. Seasonal employees may be discharged at any time without cause.

Public Official is any person who is elected by the voters of the Village or has been appointed by the Village Trustees.

Volunteer Firefighter is any person appointed to the Essex Junction Fire Department. In accordance with the Fair Labor Standards Act, they are volunteers and not employees. Volunteer firefighters are appointed by the Essex Junction Fire Chief. All appointed volunteer firefighters are at-will. They are not eligible for benefits, except for the Employee Assistance Program, and may be discharged at any time without cause by the Fire Chief or by the Village Trustees. Pay rates for volunteer firefighters are set by the Fire Chief and approved by the Village Trustees. Volunteer firefighters are not included in the merit pay scale.

Library Substitute is any employee hired to fill in on an "as-needed basis" at the Brownell Library. Library substitutes are not eligible for benefits and are not classified in the merit pay scale. All library substitutes are to be paid the same hourly wage as established by the Library Director and Municipal Manager. Library Substitutes may be discharged at any time without cause.

Library Volunteer is any person who has been offered and accepted a volunteer position at the Brownell Library. All applicants for volunteer positions at the library are required to undergo a criminal record check per Section 8 of the "Administrative Procedures Regarding Hiring."

103. EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Village of Essex Junction is committed to and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, ancestry, national origin, genetics, place of birth, age, sex (including pregnancy), sexual orientation, genetic information, gender identity or disability, if he or she is qualified for the position. The municipality shall, without regard to these matters, recruit, hire, upgrade, assign, and train all employees. In addition, the municipality shall administer all personnel actions, such as compensation, benefits and municipal sponsored training without regard to these matters. Reasonable accommodations will be made for employees who are qualified individuals with a disability and for any qualified person with a disability seeking employment with the municipality.

104. APPOINTMENTS

Where no specific rule of the Village Charter is made to the contrary, the state statutes shall determine how appointments shall be made.

105. RECORDS

All records shall be available to the Board of Trustees or their representative if they are conducting an official investigation in accordance with the Village Charter or acting as the Personnel Board.

106. MONIES RECEIVED

Every official or employee shall turn over, as soon as practical, all monies received by him/her in their official capacity to the Treasurer with a statement showing the source from which the same was received.

107. OATH

Members of the Board of Trustees shall, before assuming their duties, take the oath prescribed by law.

108. SALARIES

All officials, employees and volunteer firefighters of the Village shall receive such salaries as may be provided by the Village Trustees. No official or employee receiving a salary from the municipality shall be entitled to retain any portion of any fees collected by him/her in the performance of their duties as municipal official or employee.

All municipal employees, with the exception of the volunteer firefighters, seasonal employees and library substitutes, will be placed in the municipality's merit pay scale and will be eligible for merit increases based on the evaluation rating received on their review dates.

109. TERMINATION OF OFFICE

Every official, volunteer firefighter and employee, upon the expiration of their term or dismissal, shall deliver to their successor all books and records which may be the property of the Village, and shall deliver to the Manager any other municipal property in their possession. If no successor has been appointed within one week after the termination of office, such property shall be delivered to the Municipal Manager or Trustees.

110. REFERENCES

The Village of Essex Junction will not provide references beyond confirming dates of employment. All reference requests are to be referred to the Municipal Manager in accordance with the "Policy Regarding Providing References for Former Employees."

111. TRAVELING EXPENSE

Request for travel expense funds for official business, special education or training shall be submitted on an authorized form. Authorization forms are to be signed by the employee's supervisor. Mileage shall be reimbursed in accordance with IRS allowance and shall be computed based on employee's

regular work site as base.

No municipal vehicle shall be used regularly for commuting to and from work, nor shall any public official receive mileage reimbursement for commuting to and from work, unless waived by the Municipal Manager on a case-by-case basis.

Employees and volunteers attending conferences or other training will be reimbursed for the cost of meals. If a meal is not provided, the municipality shall reimburse public officials and employees up to \$15 for breakfast, \$15 for lunch and \$25 for dinner (including gratuities). In order to receive reimbursement, an Expense Voucher shall be completed and receipts provided. At no time will the municipality reimburse public officials for alcohol or tobacco related products.

112. SMOKING

Smoking will not be allowed inside any building or vehicle owned by the Village of Essex Junction. Smoking will be permitted outdoors (except at the Wastewater Treatment Plant, where no smoking is allowed within the gates).

113. EMPLOYEE ASSISTANCE PROGRAM

The services of Invest EAP, a Vermont-based Employee Assistance Program (EAP), are available for all employees as well as all of their household members. Invest EAP may be accessed 24 hours a day and seven days a week (24/7), free of charge and confidentially, for help identifying and dealing with the stressors and distractions in their life.

114. OPEN DOOR POLICY.

The Village has an open door policy for employees. In order to maintain an open door policy, employees are encouraged to discuss concerns, issues, problems, and/or ideas with Department Heads or the Manager. If employees are unable to resolve issues with their Department Head they may address their concerns or ideas to the Manager with the understanding that all discussion with the Manager may be reviewed with the Department Head. The open door policy is not intended to be a means to override department rules or circumvent proper steps to resolve issues

115. ETHICS POLICY.

The Village has an Ethics Policy. The Ethics Policy will be distributed to all employees; board, commission and committee members; elected and appointed officials; and fire fighters upon appointment and annually thereafter per Section 11 of the Ethics Policy. Each person receiving the Ethics Policy shall sign the Ethics Policy acknowledgement form.

ARTICLE 2 EMPLOYEE RULES AND REGULATIONS

201. EFFECT

These rules and regulations apply to all municipal employees and are subject to change at any time by majority vote of the Village Trustees.

202. APPOINTMENT OF SUPERVISORY PERSONNEL

The Manager, with the advice of the Trustees, shall appoint all personnel with departmental supervisory capacity. The Manager shall also seek the advice of the Library Trustees in the appointment of the Library Director.

203. ASSIGNMENT OF DUTIES

The Manager and Department Head shall have the right to assign duties. Where the duties of an office are not provided by any law, the Manager may designate such duties.

The Manager shall approve all job descriptions or any changes thereto, except the Manager's job

description and any changes thereto shall be approved by the Trustees.

204. EMPLOYMENT OF PERSONNEL

Department Heads shall follow the “Administrative Procedures re: Hiring” when filling positions in their departments.

205. DEPARTMENTAL RULES

Rules for each department shall be developed which prescribe procedures, hours, shifts, work standards, work schedules, departmental organization and similar items and shall enforce the Village of Essex Junction Personnel Regulations. These rules shall be approved by the Manager and posted for employee review. These rules shall be enforced by the Department Head and/or the Manager and infractions thereof may subject the employee to suspension and/or dismissal.

206. PROBATIONARY EMPLOYEE

Full-time: A probationary employee is one who is being considered for full-time work on a regular basis. No fringe benefits are granted until the first of the month after date of hire, except for sick, vacation and holiday benefits.

Part-time: A probationary employee is one who is being considered for a part-time position of at least 20 hours per week year-round. Pro-rated part-time benefits of sick, vacation and holidays are not granted until satisfactorily completing the initial six month probationary period.

Completion: The employee is considered and remains a probationary employee until completion of six (6) months of employment, and may be extended to one year at the Department Head's recommendation and the Village Manager's approval, and receiving a satisfactory evaluation.

207. DISCHARGE FOR CAUSE

After successful completion of their probationary period a full-time employee may be suspended or discharged for cause.

Subject to its obligations to employees with disabilities, the municipality shall have cause to terminate an employee who is unable to perform the customary duties or responsibilities of their assigned position per Section 403.

Part-time employees remain “at-will” employees and may be discharged at any time without cause.

208. EVALUATIONS

Performance evaluations will be conducted at least twice a year in the first year of employment (at six months employment and end of one year of employment) then annually thereafter by the Supervisor with the assistance of other supervisory personnel who have observed the performance of the employee. Evaluations will be based upon existing criteria and such other criteria as are determined by the Supervisor after consultation with the Manager. If an employee is promoted or changes jobs, that employee shall be evaluated (appraised) after six (6) months on the job and at the one year mark, then annually thereafter on the anniversary date of hire for the new job.

An employee should review and sign each evaluation acknowledging receipt.

Performance evaluations shall be conducted within two weeks of an employee's annual review date unless both parties agree to another date.

209. PERSONNEL FILE

An individual file shall be kept on all personnel. Each employee shall have the right to inspect their own personnel file periodically by making an appointment with the Human Resources Director for this purpose. Maintenance of personnel files shall be as outlined in the policy.

210. EMPLOYEE ORGANIZATIONS

Employees of the Village may fully and freely associate themselves in organizations of their own choosing for their mutual benefit. No employee shall be required to join any such organization as a condition of employment.

211. PRESCRIPTION MEDICATIONS

(a) Medications prescribed by accredited physicians and used by the person for whom prescribed, at the prescribed dosage levels, do not fall within the prohibition of the Village of Essex Junction Substance Abuse Policy.

(b) However, employees who must take prescribed medications during the work day are responsible for the safekeeping of the medication(s). Failure to store the medication(s) safely and securely is cause for disciplinary action. In order that the Village may protect the health and safety of all employees, and maintain the professional standards required in fulfilling its duties to the public, each employee has the duty of reporting their use of any prescription medication(s) which may affect job performance to their Department Head prior to reporting to work while using the medication(s), so that appropriate safeguards may be discussed and arranged. Failure to comply with this requirement is cause for disciplinary action.

212. ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages on any property owned by the Village of Essex Junction is prohibited. No employee shall be under the influence of alcohol or any illegal drug while working for the Village.

213. ACCIDENTS

Personnel involved in, or having any knowledge of, any accident to any property or equipment owned or operated by the Village shall immediately report the accident and pertinent information to the Department Head or Manager. In the event of any serious emergency, medical assistance shall be called immediately.

214. CLOSING A VILLAGE DEPARTMENT

The Manager may close a Village Department (including the Library) due to inclement weather, safety, employee funeral, etc. The Village Trustees shall be notified of all such decisions. If the Manager closes a Village Department, employees shall receive full pay during normal working hours.

215. BUILDING SECURITY

It is the responsibility of all employees to ensure that the building in which they work is secure upon closing for the day and that all doors and windows are locked. It is also employees' responsibility to shut off the lights when they are the last person out of the building.

216. ABSENCE WITHOUT LEAVE

No employee may be absent from duty without permission of his Department Head. Absence without leave shall be sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for three (3) consecutive working days without notice shall be considered to have resigned.

217. PERSONAL AFFAIRS

All employees are expected to maintain their personal affairs, including their financial dealings, in keeping with an acceptable standard of conduct. It is assumed that each employee will not let their private life reflect unfavorably on the Village or their work with the Village.

ARTICLE 3 EMPLOYEE BENEFITS

The benefits listed below are for full-time employees except that part-time employees scheduled to work at least 20 hours per week year-round, and who have completed an initial six month probationary period, are entitled to paid sick leave, vacation and holidays on a pro-rated basis. In addition, part-time employees who work at least 18 hours per week are entitled to paid sick leave in accordance with Vermont Statute 21 §482 & 483. (See Appendix III)

301. SICK LEAVE:

Full-time employees will accumulate 1.5 sick days (12 hours) per month which may be used for the following reasons:

- Employee's own illness or injury
- To obtain medical treatment, including routine exams
- To care for a sick or injured family member
- To arrange for or assist a family member in arranging medical or legal services relating to domestic violence, sexual assault, or stalking
- To care for dependent because the school or business where that individual is normally located is closed for public health or safety reasons

For the purposes of sick leave, family member is defined as parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child.

Sick leave may also be used for medical or dental appointments.

Sick time is a privilege and is to be used only for legitimate absences.

Department Heads and the Manager will have the authority to require that an employee who is on sick leave be examined by a physician selected by the municipality. This option would afford the Village with a "second opinion" regarding sick leave. This would, of course, not prevent an employee from seeing their own physician.

302. VACATION

Vacation time will be accrued at the following rates:

New hire to 5 years:	3 weeks (10 hours/month)
5 years to 10 years:	4 weeks (13.34 hours/month)
After 10 years:	5 weeks (16.67 hours/month)
After 20 years:	5 weeks, 2 days (18 hours/month)

Employees may not accrue more than 240 vacation hours on their annual anniversary date, and must take at least 50% of their yearly vacation accrual.

All requests for vacation time must be approved by the Department Head.

303. HOLIDAYS

The holidays to be observed with pay are:

New Year's Day
Martin Luther King Day (3rd Monday in January)
Presidents Day*✓
Memorial Day
Independence Day (July 4th)
Bennington Battle Day (August 16th) ✓
Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October) ✓
Veterans Day (November 11th) ✓

Thanksgiving Day
Day after Thanksgiving Day
**Workday before/after Christmas Day
Christmas Day
Two (2) personal holidays (choice of the employee)***

* The Administration, Community Development, and Library departments shall close on President's Day. In lieu of President's Day, the Public Works and Wastewater departments shall take the day off before or after July 4th as decided upon by the Manager by May 1st.

✓ The Essex Junction Recreation and Parks will not close on Presidents Day, Bennington Battle Day, Columbus Day and Veterans Day. Unless these days align with a day that the Essex Westford School District is scheduled to be off, in lieu of these holidays, Essex Junction Recreation and Parks shall close when the School District is closed due to inclement weather. If by May 1 there have not been 4 closed days, employees will be given the remaining days as personal holidays. Employees shall work or use paid leave for any additional days beyond 4 that schools are closed.

** Workday before or workday after Christmas. Date will be set by the Manager by May 1st of each year.

*** Personal Holidays may be taken in increments of ½ hour or more at a time.

If an employee is on authorized sick leave during a paid holiday, the employee will not be assessed sick leave for that day.

Holiday pay will be for eight (8) hours in a day. Teams shall make provisions for how to handle holidays.

Whenever possible, the Village of Essex Junction will follow the federally recognized dates for these holidays. When any holiday falls on a Sunday, the following Monday shall be considered a holiday. If a holiday falls on a Saturday, the preceding Friday shall be considered a holiday.

304. VARIOUS INSURANCES

The first of the month after the date of hire, employees shall be eligible for the Village's Health Plan, Cafeteria Plan, the Dental Plan, Vision Plan, Life Insurance Plan, Short Term Disability and the Retirement Savings Program. Employees shall be eligible for all other benefits upon their date of hire (e.g. sick, vacation, holiday, personal days).

304.1. Health Insurance: The Village shall enroll all full-time employees in ~~one of three~~ BCBSVT Group Health Insurance plans covering the employee and dependents of the employee, unless the employee opts out. When an employee terminates, the health plan will terminate at the end of that month in which the employee has their last work day. Benefits will be provided in accordance with Federal law (i.e., COBRA) or state law for civil union partners. ~~The plans offered are:~~

- ~~Platinum Standard~~
- ~~Gold Standard~~
- ~~Blue Rewards Gold GDHP~~

(a) The Village will pay the following premium amounts for employees:

- Either a dollar amount equal to 86% of the cost of the Platinum Standard medical premium, or the premium cost of the plan chosen, whichever is less;

(b) The employee contribution to the medical premium will be paid through (pre-tax) payroll deduction.

(c) The Village provides a Health Reimbursement Arrangement (HRA) to pay the first \$2,250 of the deductible and co-pay for individuals, and the first \$4,500 of the deductible and co-pay

for Employee & dependent(s), 2-person (Employee & Spouse), and families.

(d) If an employee opts out of the Village's health insurance, and provides evidence that the employee has health insurance through another source, 25% of the Village's cost of the ~~BCBSVT~~ Platinum plan premium for which the employee is eligible shall be paid to the employee monthly.

304.2. Cafeteria Plan (Optional): The Village shall offer a Section 125 (Cafeteria Plan) to all full-time employees. The plan shall include the following components:

(a) Premium Conversion: Allows employee paid premiums to be paid with pre-tax dollars.

(b) Election of Dependent Care Assistance: Allows up to \$5,000 per year to be deducted pre-tax from employee's pay to be reimbursed to the employee to pay eligible dependent care expenses.

(c) Flexible Spending Account for Health Care Reimbursement: Allows up to \$2,500 per year to be deducted pre-tax from employee's pay to be reimbursed to the employee to pay eligible (not reimbursed by insurance) health care expenses.

304.3. Dental and Vision Insurance: The Village provides dental and vision insurance for all full-time employees and dependents at no cost to the employee. The current carriers are Northeast Delta Dental and Vision Service Plan.

304.4. Life Insurance: A life insurance policy shall be carried for each full-time employee with a death benefit payable to the employee's named beneficiary of 2 ½ times base salary up to \$100,000.

304.5. Short Term Disability: A policy shall be carried providing a weekly benefit to each full-time employee in the event of time lost from work due to non-occupational accident or sickness. The weekly benefit is 66.66% of base salary up to \$400.

304.6. Retirement Savings Plan: Full-time employees are required to contribute 5% of their earnings and the Village contributes 10% towards the retirement savings plan. The current plan is a Defined Contribution Plan through ICMA Retirement Corp.

305. LEAVE OF ABSENCE

305.1. LEAVE OF ABSENCE WITHOUT PAY

Any request for a leave of absence shall be submitted in writing to an employee's immediate supervisor. The request shall state the reason for the leave of absence and the approximate length of time off desired. Written authorization for leaves of absence shall be furnished by the employee's immediate supervisor.

305.2. PERSONAL LEAVE

Paid leave of absence for bereavement of immediate family, weddings in the immediate family, etc. may be granted upon approval of the Department Head. These personal leaves shall not exceed five (5) days in any one year.

The Manager, at his or her discretion, may grant additional personal leave in excess of five (5) days in one year for a death in the immediate family.

305.3. MATERNITY LEAVE

Full-time employees may take six (6) weeks of continuous (eight (8) weeks for caesarian delivery) beginning on the delivery date and receive from the Village that portion of their normal salary which is not paid by short-term disability for those six weeks (eight weeks for caesarian). The employee shall not receive more than 100% of their usual salary during maternity leave from these combined sources. Accumulated sick leave time may be used for maternity leave prior to delivery date. For maternity leaves of more than six weeks (eight weeks for caesarian) after delivery for medical reasons, the Village's disability program combined with sick leave may be utilized. If an employee is also eligible for Parental and Family Leave, any leave taken under this section will count towards an employee's twelve (12) weeks of Parental and Family Leave.

305.4. SPOUSAL LEAVE

Full-time employees may take up to five (5) continuous days of paternity leave with full pay upon the birth of a child. If an employee is also eligible for Parental and Family Leave, any leave taken under this section will count toward an employee's twelve (12) weeks of

Parental and Family Leave.

305.5 ADOPTION LEAVE

Full-time employees may take up to five (5) days of paid leave when adopting a child. If an employee is also eligible for Parental and Family Leave, any leave taken under this section will count toward an employee's twelve (12) weeks of Parental and Family Leave.

305.6 PARENTAL AND FAMILY LEAVE WITHOUT PAY

(a) A full-time employee, with one year or more days of service, shall be entitled to take unpaid leave for a period not to exceed 60 working days (12 weeks) in a 12 month period for parental leave (to include birth or adoption). Equivalent leave is available for an employee if he or she is seriously ill or his or her children, stepchildren, foster children, ward of the employee who lives with the employee, parents, spouses, or parent of employee's spouse are seriously ill. Serious illness means an accident, disease, or physical or mental condition that (a) poses imminent danger of death, (b) requires inpatient care in a hospital, or (c) requires continuing in-home care under the direction of a physician.

(b) Full-time employees are also eligible for unpaid short-term leave up to four hours in any 30 day period, not to exceed 24 hours in any 12 month period for the following reasons:

(a) to participate in preschool or school activities of the employee's child, stepchild, foster child, or ward; (b) to attend or accompany the employee's child or other family member, as defined in 21 VSA, 472a(2), to routine medical or dental appointments; (c) to accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; and (d) to respond to a medical emergency of the employee's family member as defined in 21 VSA 472a(4). Employees should make reasonable efforts to schedule appointments outside of normal working hours.

(c) Employees may use accumulated paid leave time (sick, compensatory, personal holiday or vacation) while out on parental and family leave.

306. JURY DUTY

All full-time employees will be paid the difference in their regular wages and the fees they might receive for each day missed from work while serving on jury duty.

307. TUITION REIMBURSEMENT

The Village shall pay up to six (6) education credits per fiscal year for an accredited college or university with reimbursement to be limited to the University of Vermont rate for in-state students. A grade of "C" or better must be achieved in the classes in order to receive reimbursement. Educational courses requested shall be related to jobs within the Village classification system, in line with departmental priority, and subject to the Manager's prior approval.

308. SELF-BETTERMENT PHYSICAL FITNESS PROGRAM

The Village shall pay each participating employee upon receipt of notice of payment of the monthly membership fee paid by the employee for enrollment in a self-betterment physical fitness program or club. Self-defined programs must have prior approval by the Manager and Department Head if not in the following list: physical fitness programs/club, recreational activities that improve health fitness such as Maple Street Pool pass, Essex Junction Parks & Recreation fitness programs, athletic footwear. The notice of payment receipt shall be given to the employee's supervisor. Reimbursement of the maximum of \$350 per fiscal year will be made to the employee. Partial payments may occur quarterly with the payment date determined by the Treasurer.

309. PERSONAL PROPERTY

The Village shall reimburse an employee for personal property lost or damaged provided that (1) the loss or damage was in no way caused by the personal negligence of the employee, and (2) adequate proof is made that the loss or damage was incurred in the performance of a function particular to the job. In the event of prescription eyeglasses (other than sunglasses), dental plates or cellphones are

lost or damaged, the Village shall reimburse the employee up to two thirds (2/3) of the cost of the lost or damaged item, subject to the same provisions set forth in the preceding sentence.

312. WORK DAYS AND WORK WEEK

The municipal work week shall be forty (40) hours per week. Employees will be paid weekly. No payroll checks will be issued in advance.

(a) All employees' work schedules shall provide for a fifteen- minute rest period each regular one-half shift. Employees may combine their two fifteen-minute rest periods earned during their regular work day, but may not exchange them for their 30 minute meal period provided for 312(b). Should the employee be required to work any additional two hours beyond the regular work period, they shall be entitled to an additional 15-minute rest period.

(b) All employees shall be granted a 30-minute meal period during each eight (8) hour work shift. Whenever possible, the meal period shall be scheduled at the middle of the shift. Employees required by their supervisor to remain on the job site during the meal period shall be paid for such period.

(c) Employees whose work conditions require it shall be granted a fifteen minute personal clean-up period immediately prior to the end of each work shift.

313. OVERTIME

313.1. In accordance with the Fair Labor Standards Act (FLSA), hourly employees will be paid overtime (time and one half) for hours worked over 40 in one week. All requests for overtime pay must be approved by the Supervisor.

313.2. Hourly employees required to work hours outside of the agreed upon schedule will be paid overtime.

313.3. Hourly employees required to work on Sundays and Holidays shall be paid double time. Holidays are the day of the Holiday and the days observed by the Village, the length of the day is 12 AM through 11:59 PM. Personal holidays are not considered holiday for this purpose.

313.4. Hourly employees may elect to accrue compensatory time in lieu of cash payment. The rate of time accrued shall be one –and-one-half hours of compensatory time off for each hour overtime worked (except for hours worked on Sundays and holidays which will be double time). The total amount of accrued compensatory time shall not exceed 200 hours.

313.5. Employees may convert up to 40 hours of accrued compensatory time to pay each fiscal year, with a minimum request of 4 hours. The request must be submitted on a form specific to this purpose (see Appendix I) and approved by the Supervisor. Conversion over the 40 hours maximum per year may be granted at the discretion of the Manager.

313.6. The following employees are exempt from the FLSA and shall not receive any overtime pay. Exempt employees include the Manager, Finance/MIS Director, HR Director/Clerk/Treasurer, Community Development Director, Library Director, Assistant Library Director, Water Quality Superintendent, Public Works Superintendent, elected officials who have a salary established by the Board of Trustees, and any other supervisory positions established by the Board of Trustees.

314. FULL-TIME EMPLOYEE BENEFITS RELATED TO SICK LEAVE

314.1. Sick Leave Conversion. A full-time employee who has accumulated 75 or more sick days (600 hours) may convert (on a 2:1 basis) up to 10 sick days into up to 5 days additional vacation or pay per year. (See Appendix II)

314.2. Sick Leave to Personal Hours. A full-time employee earns two hours of personal time as a reward for not using sick time during 60 consecutive days, provided the employee submits the paperwork on sick/personal time to be verified by the payroll department. All accrued personal time shall be used within the fiscal year. Earnings for May and June shall be taken in the next fiscal year.

314.3. Sick Leave Buy Back. When a full-time employee of the Village has completed 15

years of service and has accrued over 800 hours of sick time, the employee shall be eligible for a partial sick time buy back when he/she leaves employment with the Village in good standing. Any unused accrued sick time over 800 hours shall be eligible. Any eligible sick time shall be "bought back" by the Village at a 2:1 ratio (i.e. for every two hours of sick time, one hour shall be paid to the employee upon termination). One thousand (1,000) hours shall be the limit for purchase (e.g. 500 hour buy back cap).

314.4. Sick Leave Pay Out. A full-time employee who retires on or after age 62 or dies shall be entitled to pay equal to 100% of any accumulated sick leave up to a maximum of 100 days.

315. LAYOFFS AND FURLOUGHS

315.1 Layoffs: Any municipal employee may be laid off when it is necessary to reduce the number of employees in any department because of a shortage of work or funds, abolition of a position, change in departmental functions or organizations, or for related reasons which do not reflect discredit on the employee. Employees shall be laid off insofar as possible in inverse order of length of service within the class of positions. Persons laid off in accordance with the foregoing procedure shall be entitled to have their names placed at the head of a reinstatement list, according to their seniority.

315.2 Furloughs: In the event of unforeseen circumstances, including, but not limited to, budget shortfalls, technology failures, disease, loss of grant funding, etc., the Village may determine to place one or more employee(s) on partial or full Furlough. A Furlough is a form of leave from employment during which the employee is not paid wages for time spent on such leave, although the employee remains employed. Typically, Furloughs are an alternative to a layoff and therefore protect an employee's employment.

The Unified Manager, with input from Department Heads, will determine which positions will be assigned to be on Furlough. The Unified Manager will also determine the length and frequency of any Furloughs, and what insurances, leaves and other benefits will be continued or discontinued during the Furloughs.

If an employee holds a position covered by a collective bargaining agreement, the Village will give advance notice of and or bargain with the Association regarding proposed Furloughs to the extent that it is legally required to do so under the particular collective bargaining agreement and the law.

316. SENIORITY

Earned seniority shall not be lost due to authorized leave of absence or military service. All seniority rights shall be lost by resignation or dismissal.

317. METHODS OF REINSTATEMENT

Whenever a vacancy occurs in any position, the Manager shall reinstate in the same position in which they were formerly employed any person who had been appointed and who had been temporarily separated from the position, and their seniority of service shall be governed by the date of their original appointment, subject to passing a physical examination, if the layoff was longer than thirty (30) days.

318. ARMED SERVICES

(1) Any full-time employee of the Village who is a duly qualified member of the reserve components of the armed forces of the United States of America or State of Vermont and:

(a) who, in order to receive military training with the armed forces of the United States, not to exceed fifteen (15) days in any one fiscal year, leaves a position other than a temporary position, and,

(b) who gives evidence defining the date of departure and the date of return for purposes of

military training thirty (30) days prior to the date of departure, and

(c) who shall further give evidence of the satisfactory completion of such training immediately thereafter, and

(d) who is still qualified to perform the duties of such position, shall upon return be entitled to be restored to their previous or similar position with the same status, pay and seniority. In such circumstances, seniority shall continue to accrue during such period of absence. Such period of absence shall be construed as an absence with leave. Under such circumstances, the Village shall pay the employee the difference between what they are paid by the military during such training period, and what they would have earned with the Village. Such period of absence shall not be deducted from the employee's vacation pay, or counted as vacation time.

(2) If an employee is called to active duty, they shall be entitled to accrue and maintain all benefits for a period of thirty (30) days after the employee has been placed on active duty. Under such circumstances, the Village shall pay the employee the difference between what they are paid by the military during such time period, and what they would have earned with the Village.

After thirty days, the Village will not make up the difference in pay. Also, benefits will no longer accrue during this time period or be paid for by the Village.

Each employee shall also have such other re-employment rights as provided by (and subject to the conditions of) 38 U.S.C. Section 4304.

ARTICLE 4 EMPLOYEE CONDUCT (ALL EMPLOYEES)

401. EMPLOYEE CONDUCT

If an employee's conduct falls below a desirable standard, they may be subject to disciplinary action. A few examples of causes for which an employee may be disciplined are:

- (1) Failure to follow the orders of one's Supervisor.
- (2) Being absent without permission.
- (3) Being habitually absent or tardy.
- (4) Being wasteful of material, property or working time.
- (5) Inability to get along with fellow employees.
- (6) Drinking on the job or arriving on the job under the influence of alcohol or narcotics.
- (7) Conduct which is unbecoming a Village employee.
- (8) Any criminal offense.
- (9) Unethical behavior.
- (10) Loss of a license or certificate issued by State and/or Federal authority needed to conduct daily work.

401.1. VIOLENCE

Violence, or the threat of violence, by or against any employee of the Village of Essex Junction or other person is unacceptable and contrary to Village policy, and will subject the perpetrator to serious disciplinary action and possible criminal charges.

402. GRIEVANCE PROCEDURES

Full-time employees who believe that they have received inequitable treatment because of some condition of their employment may personally, or through their representative, appeal for relief through the following steps:

- (1) Employees are expected to discuss any grievance initially with their immediate Department Head. Then, if the matter is not settled, the employee may choose to submit the grievance in writing to the Manager, who shall give a written reply within one week.
- (2) The Manager may be requested in writing to bring the matter before the Trustees who, for the purposes of this section, shall act as the Personnel Board.
- (3) These steps should be followed in sequence. A step may be skipped if the complaint is against the employee's supervisor for harassment, discrimination, "whistle blowing" or some other matter where the employee is concerned about retaliation.
- (4) The Village maintains an "open door" policy for all employees. The requirements of written presentations are not intended to preclude the use of frank and informal conferences as a means of reaching settlements.

403. SUSPENSIONS AND DISMISSALS

(a) The Manager or Department Head, with the approval of the Manager, may suspend, for disciplinary reasons, any employee in their department. The Manager or Department Head, with the approval of the Manager, may dismiss an employee at any time for cause. Cause shall include but not be limited to those causes for disciplinary action defined in Section 401, or physical or mental disability. Prior to suspension or dismissal, the employee shall be notified in writing of the charges against the employee, the reasons for the suspension or dismissal, and their right to attend a hearing with the Manager and/or Department Head. The employee may bring representation to the hearing and will be allowed to present evidence in their defense. After the hearing, if suspension or dismissal is carried out, the employee shall be notified in writing of their right to appeal to the Trustees in accordance with Section 403 (b). Copies of the notice shall be forwarded to the Trustees.

(b) Within ten (10) days of the receipt of such notice, an employee may request a hearing before the Trustees by filing such request with the Manager. The Trustees then shall proceed to hold such hearing not less than ten (10) days nor more than twenty (20) days after receipt by the Manager of the hearing request. At the hearing, the employee is entitled to be represented by counsel and to answer and be heard on the charges. Within ten (10) days of the conclusion of the hearing, the Trustees shall forward the written findings of fact and their decision to the employee. The Trustees may support the action of the Manager or may modify it.

(c) The provisions of Section 401 shall not apply to probationary employees who, during such probationary period, may be freely suspended or discharged.

404. HEARINGS

The Trustees, upon notification of a request for investigation and hearing, shall cause copies of the written charges to be served personally upon the official or employee against whom such charges are filed, or shall have the same mailed to their address notifying them of the time and place of the hearing. An investigation of charges may be broad in their character and evidence may be heard upon any facts or circumstances pertinent or applicable to such charges.

405. FINDING AND DECISION

The finding and decision of the Trustees following the hearing of charges shall be final. Notice of the decision shall be sent to the employee.

ARTICLE 5 SALARIED EMPLOYEES

501. FLEX TIME

Salaried employees may flex their hours over a two week period. If they work extra hours one day, they can take the hours off another day.

502. WORKING FROM HOME

Salaried employees may work at home with the approval of the Manager.

503. WORKING ON HOLIDAYS

Salaried employees who work on a holiday may take another day off in lieu of the holiday, with the Manager's approval.

ARTICLE 6 VOLUNTEER FIREFIGHTERS RULES AND BENEFITS

601. EFFECT

The provisions of these rules and benefits shall apply to all volunteer firefighters of the Village.

These rules and benefits are subject to change at any time by majority vote of the Village Trustees.

602. MEMBERSHIP

(1) Volunteers may express their interest in serving with the Essex Junction Volunteer Fire Department by completing an application form.

(2) Volunteers may be appointed by the Essex Junction Fire Chief based on the needs of the department and subject to passing a physical.

(3) No volunteer shall be denied appointment or be dismissed from the Essex Junction Volunteer Fire Department on the basis of race, color, religion, national origin or sex.

(4) A volunteer firefighter may be dismissed or suspended by the Fire Chief on written notice, but shall be entitled to a hearing on such dismissal or suspension before the legislative body of the municipality if a written request for a hearing is submitted to the legislative body by the firefighter dismissed or suspended within five days after receipt of notice thereof. The legislative body may revoke such dismissal or suspension, and may order reinstatement of a firefighter suspended or dismissed.

603. ATTENDANCE

Volunteer firefighters are required to attend 5 training sessions per quarter.

604. APPOINTMENTS

(1) In accordance with the Essex Junction Village Charter, the Fire Chief shall be appointed to a one year term by the Village Manager with the approval of the Village Trustees. Residents of the Village or a member of the Fire Department who resides in the Town of Essex shall be eligible to hold the office of Village Fire Chief.

(2) The Fire Chief shall appoint the Assistant Fire Chiefs. The Captain(s) and Lieutenant(s) of the department shall be appointed by the Fire Chief.

605. PAY

(1) Volunteer firefighters shall receive a minimum starting hourly rate of pay. In addition, after every five years of service \$.25 per hour will be added to the volunteer firefighter's base pay. Pay adjustments will be effective on July 1st, the first day of the new fiscal year, if the budget allows.

(2) The Chief shall receive an hourly premium of \$3.00 per hour. The Assistant Chiefs shall receive an hourly premium of \$2.50 per hour. The Captains shall receive an hourly premium of \$2.00 per

hour. The lieutenants shall receive an hourly premium of \$1.50 per hour.

(3) Work Related Training: Volunteer firefighters shall not receive pay during routine (in-town) training or for attending fire department meetings. Volunteer firefighters shall be paid their regular rate for non-routine (out-of-town) training approved by the Fire Chief or training officer. The volunteer firefighter's time shall not be reimbursed for time outside of the training sessions (i.e., travel time, overnight, etc.).

606. RELIGIOUS BELIEFS ACCOMMODATION POLICY

It is the Village of Essex Junction's policy to respond to requests from volunteer firefighters for reasonable accommodation for religious beliefs to the extent required by applicable law. The volunteer firefighter must make their need and the basis for that need known to the Fire Chief. The request shall be in writing and include pertinent information such as the name of the religion, the name of a local religious leader, what is the precise accommodation needed, the reason it is needed and demonstration that it is not subject to waiver or reasonable modification. Upon receipt of the written request, the Fire Chief shall give the volunteer firefighter a written response to the request. Generally, reasonable accommodation for religious beliefs will be granted if:

- (1) The volunteer firefighter establishes that the request is based on a genuinely held religious belief, to be verified by the volunteer firefighter's religious leader or by other proof of applicable religious doctrine if the Fire Chief deems it necessary, in which case the volunteer firefighter, religious leader, or applicable doctrine should attest that the religious requirement is not waivable or subject to reasonable modification.
- (2) The volunteer firefighter can perform all the essential functions of their position with reasonable accommodations;
- (3) Reasonable accommodation can be made without imposing undue hardship on the Essex Junction Volunteer Fire Department;
- (4) The volunteer firefighter agrees to notify the Fire Chief immediately if changes in circumstances eliminate the need for accommodation; and
- (5) The accommodation does not result in illegal discrimination as to other volunteer firefighters.

607. EMPLOYEE ASSISTANCE PROGRAM POLICY

The Village of Essex Junction has adopted an Employee Assistance Program (EAP). The program is offered to all volunteer firefighters and their families.

The Employee Assistance Program provides volunteer firefighters and their families with **confidential**, professional assistance for their personal problems. Volunteer firefighters and immediate family members are encouraged to use this voluntary program.

It is recognized that almost any human problem can be successfully treated, provided it is identified in its early stages and referral is made to an appropriate source of care. This applies whether the problem is one of physical or mental illness, emotional distress, finances, marital or family distress, alcohol or drug abuse, legal problems or other concerns.

The Village of Essex Junction is proud to offer the above program to its volunteer firefighters. The Employee Assistance Program reinforces our commitment to have healthy volunteer firefighters delivering the best possible service to the public.

APPENDIX I

COMPENSATORY TIME CONVERSION FORM

Employee Name: _____

Date of Request: _____

Requested number of Comp Time Hours to be converted to pay (minimum of 4 hrs.):

Gross compensation expected (hours to be converted x hourly rate): _____

Accrued comp time balance before conversion: _____

Accrued comp time balance expected after conversion: _____

Number of comp time hours previously converted this fiscal year (max is 40): _____

Total number of hours converted this fiscal year after this conversion: _____

APPENDIX II
SICK TIME CONVERSION FORM

Employee ID # _____

Employee Name: _____

Date of Request: _____

Check one:

☐ Requested number of Sick Days to be converted to Vacation: _____

☐ Requested number of Sick Days to be converted to Pay: _____

Accrued sick time balance before conversion: _____ hours (must be at least 600).

Accrued sick time balance expected after conversion: _____ hours

Accrued vacation time balance before conversion: _____ hours

Accrued vacation time balance expected after conversion: _____ hours

Number of sick days previously converted this fiscal year (max. is 10 days): _____

Total number of sick days converted this fiscal year after this conversion: _____

Sick Time to Personal Time

I hereby certify that I did not take any sick time between _____ and _____
and would like to receive two (2) hours of personal time.

Employee

Date

Employee ID # _____

For HR/Payroll Department:

Approved

Date

APPENDIX III

VILLAGE OF ESSEX JUNCTION PART-TIME EMPLOYEE BENEFITS IMPLEMENTATION

The Village of Essex Junction General Rules and Personnel Regulations states in Article 3, Employee Benefits, that part-time employees scheduled to work at least 20 hours per week year-round, and who have completed an initial six month probationary period, are entitled to paid sick leave, vacation and holidays on a pro-rated basis. In addition, state law enacted in 2016 requires that employers provide paid sick leave to employees that work at least 18 hours per week.

Purpose

The purpose of this document is to provide detail in how the part time benefits are to be accrued and guidance in how they are to be used.

Opt out

Employees meeting the above criteria may opt out of the benefits provided if they do not wish to adhere to the requirements listed below, except for paid sick leave as required by state law.

Definitions: **“Week”** means the normally scheduled work week (i.e., 20 or 24 hours).
 “Day” means 1/5 of the normally scheduled work week.

Paid leave hours are intended to offset, not add to, the employees' normally scheduled paid work week. If an employee has worked their normally scheduled week, they are not entitled to additional paid leave time. The exception is that when a Village paid holiday falls in the work week, the employee shall receive their holiday pay plus pay for all hours worked. Supervisors should consider paid holidays when scheduling part-time staff hours.

Paid Holidays: 13 Village scheduled holidays, plus 2 personal holidays of the employee's choice to be prorated based upon employees normal work schedule. The two personal holidays are available at the beginning of each fiscal year (July 1) and **must** be used during the fiscal year; they do not carry over.

An employee scheduled to work 20 hours per week will receive 4 hours of holiday pay for the week that includes a holiday. The 2 personal holidays would be at 4 hours each, or 8 hours total.

An employee scheduled to work 24 hours per week will receive 4.8 hours of holiday pay for the week that includes a holiday. The 2 personal holidays would be 4.8 hours each, or 9.6 hours total.

Part-time employees may not be paid for more than their normally scheduled day when using Personal Holiday pay. Personal Holiday time may be taken in units of ½ hour or more at the discretion of the employee. However, staffing needs should be considered when taking personal holiday time. Department head must be notified if employee plans to use two personal holidays in a row.

Paid Vacation: New Hire to 5 years, 3 weeks (15 days); 6 years to 10 years, 4 weeks (20 days); after 10 years, 5 weeks (25 days), after 20 years, 5 weeks and 2 days (27 days). Employees **must** use 50% of their annual vacation accrual each year and may carry over unused accrued vacation time but are limited to a balance of 6 weeks at their anniversary date (120 hours for 20 hour/week employees, 144 hours for 24 hour/week employee). Vacation time is accrued monthly to be prorated based on employee's normal work schedule.

An employee scheduled to work 20 hours per week will accrue:

- 7.5 days per year (5 hours per month) if new hire to 5 years
- 10 days per year (6.67 hours per month) if 5 years to 10 years
- 12.5 days per year (8.33 hours per month) after 10 years of employment
- 13.5 days per year (9 hours per month) after 20 years of employment

An employee scheduled to work 24 hours per week will accrue:

- 9 days per year (6 hours per month) if new hire to 5 years
- 12 days per year (8 hours per month) if 5 years to 10 years
- 15 days per year (10 hours per month) after 10 years of employment.

Part-time employees may not be paid for more than their normally scheduled week when using paid vacation. Requests for vacation time must be approved by the Department Head. Vacation time may be used in units of ½ hour or more with the approval of the Department head. Employees must use accrued paid vacation time before requesting unpaid leave.

Paid Sick Leave for employees who work at least 20 hrs/week: 18 days per year, accrued monthly. Employees may carry over unused accrued sick leave from year to year. The 18 days per year are prorated according to employee's normal work schedule:

An employee scheduled to work 20 hours per week will accrue 9 days of sick leave per year, or 6 hours per month.

An employee scheduled to work 24 hours per week will accrue 10.8 days of sick leave per year, or 7.2 hours per month.

Part-time employees may not be paid for more than their normally scheduled day when using paid sick leave.

Paid sick leave may be used for the following reasons:

- Employee's own illness or injury
- To obtain medical treatment, including routine exams
- To care for a sick or injured family member
- To arrange for or assist a family member in arranging medical or legal services relating to domestic violence, sexual assault, or stalking
- To care for dependent because the school or business where that individual is normally located is closed for public health or safety reasons

For the purposes of sick leave, family member is defined as parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child. Except for emergency situations, employees should make every effort to schedule appointments outside of their regular work day.

Paid Sick Leave for employees who work an average of 18 hrs/week: 48 hours per year, accrued monthly. Employees may carry over unused accrued sick leave from year to year. Part-time employees may not be paid for more than their normally scheduled day when using paid sick leave.

Paid sick leave may be used for the following reasons:

- Employee's own illness or injury
- To obtain medical treatment, including routine exams
- To care for a sick or injured family member
- To arrange for or assist a family member in arranging medical or legal services relating to domestic violence, sexual assault, or stalking
- To care for dependent because the school or business where that individual is normally located is closed for public health or safety reasons

For the purposes of sick leave, family member is defined as parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child. Except for emergency situations, employees should make every effort to schedule appointments outside of their regular work day.

Part-time employees are not entitled to payment for unused sick time upon separation from employment.

**APPENDIX IV
VILLAGE OF ESSEX JUNCTION
SUMMARY OF FULL-TIME EMPLOYEE BENEFITS**

All benefits (except paid holidays which start immediately) start the first of the month after date of hire.

- ☐ Paid Holidays: 13 scheduled holidays, plus 2 personal holidays of the employee's choice.
- ☐ Paid Vacation: New Hire to 5 years, 3 weeks; 6 years to 10 years, 4 weeks; after 10 years, 5 weeks; after 20 years, 5 weeks and 2 days. Vacation time is accrued monthly.
- ☐ Paid Sick Leave: 18 days per year, accrued monthly.
- ☐ Health Insurance: Employees have the option of choosing either the ~~BCBSVT-MVP VT~~ Platinum plan, the ~~BCBSVT-MVP~~ Gold Standard plan, or the ~~Blue-MVP Rewards~~ Gold CDHP High Deductible as defined in the health exchange (Vermont Health Connect). The Village contributes to the monthly premium in a dollar amount equal to 86% of the Platinum plan premium cost. The Village also provides an HRA to pay the first dollars of the annual deductibles and copays in the following amounts: \$2,250 for single subscribers, \$4,500 for employee & spouse, employee & child(ren), employee & family.
- ☐ Dental Insurance: Northeast Delta Dental covers 100% Diagnostic & Preventative; 80% basic; 50% Major (includes implant services). Annual maximum coverage \$1,500 per person. Village pays 100% of the premium, employee pays \$25-\$75 deductible per year. 50% orthodontic coverage for eligible children up to age 19 (lifetime max of \$1,250).
- ☐ Vision: Vision Service Plan, covers one vision exam per year (\$10 copay), \$130 frame allowance every other year; basic lenses every year (\$25 copay); \$130 allowance for contact lenses (may have \$60 copay). Village pays 100% of the premium.
- ☐ Short Term Disability/Life Insurance: \$400 per week short term disability coverage, 2 ½ times base salary up to \$100,000 life insurance. Village pays 100% of the premium.
- ☐ Retirement: ICMA Retirement Corporation 401A. Employees contribute 5% of their regular income, Village contributes 10%.
- ☐ Invest EAP Employee Assistance Program: Free assistance for all Village employees.
- ☐ Tuition Reimbursement: For courses related to jobs within the Village classification system and subject to Manager's approval. Limited to 6 credits per year, based on UVM in-state rates.
- ☐ Gym Membership/Self Betterment Programs: up to \$350 per year reimbursement for gym membership, recreational activities, athletic footwear. This is a taxable fringe benefit.
- ☐ Uniforms (Public Works & Waste Water Departments only): Uniform allowance up to \$750 per year. This is a taxable fringe benefit.

Optional Benefits:

- ☐ 457 Deferred Compensation Plan through the ICMA Retirement Corp. is a tax-deferred savings plan.
- ☐ FSA (Flexible Spending Account). Up to \$2,500 may be set aside, pre-tax to pay qualified medical expenses not covered by insurance and/or the HRA.

APPENDIX V
VILLAGE OF ESSEX JUNCTION
MERIT PAY SCALE

Salary Merit Pay Scale (assumes employee's at GOOD unless otherwise defined)

		Percentage Increase		
	Rating	Min - 25th percentile (low tier)	25% - 50% (mid-tier)	50% to Max. (top tier)
OUTSTANDING	5.00	6.00%	5.000%	4.500%
	4.75	5.75%	4.75%	4.325%
Very Good/Outstanding	4.50	5.50%	4.500%	4.150%
	4.25	5.25%	4.250%	3.975%
VERY GOOD	4.00	5.00%	4.000%	3.800%
	3.75	4.75%	3.875%	3.600%
Good/Very Good	3.50	4.50%	3.750%	3.400%
	3.25	4.25%	3.625%	3.200%
GOOD	3.00	4.00%	3.500%	3.000%
	2.75	3.50%	3.125%	2.675%
Adequate/Good	2.50	3.00%	2.750%	2.350%
	2.25	2.50%	2.375%	2.025%
ADEQUATE	2.00	2.00%	2.000%	1.700%
	1.75	1.50%	1.500%	1.275%
Marg./Adequate	1.50	1.00%	1.000%	0.850%
	1.25	0.50%	0.500%	0.425%
MARGINAL	1.00	0.00%	0.000%	0.000%

Pay Scale effective July 1, 2017							
Grade	Minimum Hourly Rate	Minimum Annual	Quartile 2 25th	Midpoint 50th	Quartile 3 75th	Maximum None	
0	9.51	19,780.80	10.06	11.14	12.21		
1	10.25	21,320.00	11.48	12.72	13.96		
2	11.79	24,523.20	13.21	14.61	16.05		
3	13.46	27,996.80	15.09	16.70	18.31		
4	14.95	31,096.00	16.73	18.52	20.32		
5	16.61	34,548.80	18.59	20.59	22.58		
6	18.41	38,292.80	20.61	22.82	25.04		
7	20.45	42,536.00	22.91	25.37	27.82		
8	22.69	47,195.20	25.42	28.14	30.86		
9	25.20	52,416.00	28.22	31.24	34.27		
10	27.96	58,156.80	31.32	34.68	38.03		
11	31.03	64,542.40	34.75	38.48	42.20		
12	33.53	69,742.40	37.54	41.73	45.61		
13	41.75	86,840.00	45.22	48.70	52.19		

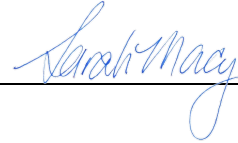
VILLAGE OF ESSEX JUNCTION
JOB STRUCTURE

EXEMPT/ NON-EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
NE	n/a	Library Substitute	PT
NE	n/a	Seasonal Grounds Maint./General Labor & Administrative Support	PT
NE	0	Library Assistant/Shelver	PT
NE	1	(No classifications at present)	
NE	2	Library Technical Ass't II Circ. Dept.	PT
NE	3	Library Technical Ass't I Circ. Dept.	PT
NE	3	Library Technical Ass't I Youth & Circ. Dept.	PT
NE	3	Equip Operator/Maint. Tech II	FT
NE	3	Wastewater Plant Attendant	FT
NE	4	Grounds and Facilities Technician	FT
NE	4	Library Technical Assistant I Tech. Svcs.	PT
NE	4	Library Ass't Youth & YA Services	PT
NE	4	Secretary to Water Quality Superintendent	PT
NE	4	Office Assistant	PT
NE	4	Preschool Assistant Teacher	FT
NE	5	Assistant Youth Librarian	FT
NE	5	Assistant Librarian	FT
NE	5	Ass't Zoning Administrator/ Admin Ass't. to Community Dev. Director	FT
NE	5	Ec. Dev/Community Relations Ass't.	FT
NE	5	Equip Operator/Maint. Tech I	FT
NE	5	Equip Op/Maint. Tech/Crew Leader	FT
NE	5	Office Coordinator	FT
NE	5	Wastewater Plant Operator II	FT
NE	6	Accountant	FT
NE	6	Administrative Assistant	FT
NE	6	Business Coordinator	FT
NE	6	Circulation Librarian	FT
NE	6	Licensed Childcare Site Coordinator	FT
NE	6	Water System Technician	FT
NE	6	Youth Services Librarian	FT
E	7	Afterschool Enrichment Director	FT
E	7	Assistant Library Director	FT
E	7	Licensed Childcare Assistant Director	FT
NE	7	Preschool Head Teacher	FT
NE	7	Wastewater Plant Op I	FT
NE	8	Ass't. Chief WW Plant Operator	FT
NE	8	Environmental Technician-Stormwater <u>Coordinator/Wastewater Operator</u>	FT
E	8	Grounds & Facilities Director	FT

E	8	Preschool Director	FT
EXEMPT/			
NON-EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
E	8	Program Director	FT
NE	8	Public Works Foreman	FT
E	9	Asst. to the Manager	FT
EXEMPT/			
NON-EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
E	10	Library Director	FT
E	10	Community Development Director	FT
E	11	Clerk/Treasurer/Tax Collector	FT
E	11	Licensed Childcare Director	FT
E	11	Water Quality Superintendent	FT
E	11	Public Works Superintendent	FT
E	12	Finance/MIS Director	FT
E	13	Recreation & Parks Director	FT
E	13	Manager	FT

Memorandum

To: Village Trustees; Evan Teich, Unified Manager
From: Sarah Macy, Finance Director/Assistant Manager
Re: Change Utility Billing Cycle to Triannual
Date: May 20, 2020



Issue:

The issue is whether the Trustees will authorize a change from quarterly utility billing to triannual billing.

Discussion:

Currently the Village bills water and sewer customers four times per year. Each of the four bills includes fixed fees and two of the four bills include usage fees. This cycle presents two challenges that we are proposing be solved by moving to triannual billing (three bills per year) each of which would include four months of fixed fees and four months of usage fees.

The first challenge is one of timing. From the start of the billing process through the collection and disconnection phase takes more than three months, mostly because of the statutory timeline for notifying customers or disconnecting. This means that the next billing cycle is starting before the previous one is complete. We use a printing and mailing service to print and mail the bills. There is a delay between the time the bills are produced in the system and when they are mailed. It's typically less than a week but we are often in the middle of collections that week causing some people to receive bills showing a previous balance that they've paid. This is solved with a simple phone call but could be alleviated some by completing one full cycle before moving on to the next billing cycle.

The second challenge is the inconsistency of bill amount and billing period using the current method. For an average residential user, the bill with fixed fees only is \$77 for a 3 month period then the following quarter the bill includes the \$77 in fixed fees for 3 months and usage charges for 6 months. For a resident using 120 gallons per day the combination bill would be \$177.

This change would align the billing cycles of the Village and Town. All utility bills would have the same reading date, same billing date, and same due date. They would all cover the previous four months for fixed and usage charges. This move eliminates confusion for customers, provides more consistent billing amounts for customers, and helps Finance and Clerk departments realize additional efficiencies.

The attached timeline shows the billing cycles of the two entities from September 2018 through current as well as the proposed transition after the fall bill to triannually and moving forward projected out until February 2022. Waiting until after the fall bill allows for a more natural transition without any partial bills. It also allows us to include a detailed informational flier in the fall bill alerting customers to the change.

Staff in Finance, Clerk, and both Village and Town Public Works have been discussing this transition and support it unanimously.

Cost:

Reduced cost of postage and printing moving from 4 to 3 annual bills.

Recommendation:

Staff recommends the Trustees authorize staff to transition utility billing to a triannual billing cycle.

Phase in Plan 2 -- Fall 2020; use October reading to align dates move to 3x/year first bill after that

Village				Town			NOTES
MONTH	Notes	Usage	Fixed	MONTH	Notes	Usage	
Sep-18	Read 9/30			Sep-18			
Oct-18	Bill 10/30			Oct-18	Read 10/15		
Nov-18	Due 11/30			Nov-18	Bill 11/15		
Dec-18				Dec-18	Due 12/15		
Jan-19	Bill 1/28			Jan-19			
Feb-19	Due 2/28			Feb-19			
Mar-19	Read 3/30			Mar-19			
Apr-19	Bill 4/30			Apr-19	Read 4/15		
May-19	Due 5/30			May-19	Bill 5/15		
Jun-19				Jun-19	Due 6/15		
Jul-19	Bill 7/30			Jul-19			
Aug-19	Due 8/30			Aug-19			
Sep-19	Read 9/30			Sep-19			
Oct-19	Bill 10/30			Oct-19	Read 10/15		
Nov-19	Due 11/30			Nov-19	Bill 11/15		
Dec-19				Dec-19	Due 12/15		
Jan-20	Bill 1/28			Jan-20			
Feb-20	Due 2/28			Feb-20			
Mar-20				Mar-20			
Apr-20	Read 4/20 **COVID**			Apr-20	Read 4/20		
May-20	Bill 5/30			May-20	Bill 5/30		
Jun-20	Due 6/30			Jun-20	Due 6/30		
Jul-20	Bill 7/30			Jul-20			
Aug-20	Due 8/30			Aug-20			
Sep-20				Sep-20			
Oct-20	Read 10/15			Oct-20	Read 10/15		
Nov-20	Bill 11/15			Nov-20	Bill 11/15		
Dec-20	Due 12/15			Dec-20	Due 12/15		
Jan-21				Jan-21			
Feb-21	Read 2/15			Feb-21	Read 2/15		
Mar-21	Bill 3/15			Mar-21	Bill 3/15		
Apr-21	Due 4/15			Apr-21	Due 4/15		
May-21				May-21			
Jun-21	Read 6/15			Jun-21	Read 6/15		
Jul-21	Bill 7/15			Jul-21	Bill 7/15		
Aug-21	Due 8/15			Aug-21	Due 8/15		
Sep-21				Sep-21			
Oct-21	Read 10/15			Oct-21	Read 10/15		
Nov-21	Bill 11/15			Nov-21	Bill 11/15		
Dec-21	Due 12/15			Dec-21	Due 12/15		
Jan-22				Jan-22			
Feb-22	Read 2/15			Feb-22	Read 2/15		

**VILLAGE TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
SPECIAL MEETING MINUTES
Tuesday May 5, 2020**

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Susan McNamara-Hill, Clerk/Treasurer.

ESSEX WESTFORD SCHOOL DISTRICT (EWSD) SCHOOL BOARD MEMBERS: Martha Heath, Chair; Kim Gleason, Vice Chair; Patrick Murray, Clerk; Al Bombardier; Diane Clemens; Brendan Kinney; Tilly Krishna, Student Representative; Todd Odit; Laura Printon, Student Representative; Andre Roy; Keeley Schell; Liz Subin.

EWSD STAFF: Beth Cobb, Superintendent; Brian Donahue, Chief Operating Officer.

OTHERS PRESENT: Katie Ballard; Annie Cooper; Karen Dolan; Lorna Michaud; Nanette Rogers; Natasha Wheel

1. CALL TO ORDER

Andrew Brown called the special meeting of the Village of Essex Junction Board of Trustees to order at 6:36 PM.

2. AGENDA ADDITIONS/CHANGES

There were no changes or additions to the agenda.

3. APPROVE AGENDA

A motion to approve the agenda was not required because no changes were made.

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

b. Discuss voting process for Annual Village Meeting

Mr. Brown welcomed the EWSD Board members and administrators to the meeting. He explained coordination efforts between the EWSD Board, Village and Town municipal staff, and the Board of Trustees to align the rescheduled Village Annual Meeting with the school vote. At their previous meeting, the Trustees warned the annual Village Meeting for June 2, with polls open on June 2 from 10 AM to 7 PM and an informational meeting to be held the evening of June 1.

Mr. Brown invited the Trustees and EWSD board to discuss how to align Village and School voting processes. Ms. Heath and the School Board members talked about their commitment to increasing voter participation on budget votes. They advocated for mailing ballots to all active voters. The Trustees discussed EWSD's proposal to determine whether they would move forward together with mailing ballots, despite concerns about feasibility and cost noted by the Village Clerk. Although the Trustees agreed to replicate the School Board process, a majority said they would prefer this ballot-mailing process not set a precedent for future years. They expressed preference for person-to-person engagement at the traditional Village Meeting. Alternately, the EWSD board members discussed their hope that this process be considered again in years ahead if it promotes democratic engagement.

The Trustees and School Board members discussed and agreed to mail ballots to all active voters in the Village, with the school vote on one side and the Village vote on the other side.. This mailing would not include voters whose registration is being challenged. Ms. McNamara-Hill said that mailing the 15,000 ballots to active voters will be challenging and she will call on the Board of Civil Authority to help with this process. She appealed to the State of Vermont for envelopes and will pick up some from various other clerk's offices around the state. She said that each return envelope must also have a stamp. Ms. McNamara-Hill agreed to check with the Secretary of State's office to clarify how to proceed if a re-vote is required. The board members thanked her and Westford Town Clerk Nanette Rogers, for their efforts.

The boards opened public comment on the issue.

Ms. Dolan said she appreciated the discussion on this issue and acknowledged the size of the mailing's undertaking. She echoed the interests of the EWSD board members, stating she approves of establishing a process to increase voter participation.

Ms. Cooper clarified that the special two-sided Village/EWSD ballot would only be sent to active voters in the Village, not to residents of Westford or the Town outside the Village. She agreed with the strategy, which she sees as a way to get as many people as possible to vote.

GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees approve mailing out Annual Meeting ballots to all active voters in the Village for the 2020 Annual Meeting election. The motion passed 5-0.

The EWSD Board Members left the meeting to reconvene in their School Board Meeting.

6. EXECUTIVE SESSION

a. An executive session is not anticipated

An executive session did not take place.

7. ADJOURN

DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees adjourn the meeting. The motion passed 5-0 at 7:20 PM.

**VILLAGE TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
Tuesday May 12, 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; Rick Garey, Chief of Police; Tammy Getchell, Assistant to the Manager; Rick Jones, Public Works Superintendent; Dennis Lutz, Public Works Director; Robin Pierce, Community Development Director.

OTHERS PRESENT: Annie Cooper; Kara Janaro; Stephanie Meunier; Ken Signorello; Margaret Smith; Irene Wrenner.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan added a new agenda item 5b, to discuss how to help local businesses during the pandemic. Mr. Duggan also added three handouts to accompany this item:

- Ideas for assisting Village Businesses 5.10.20
- Location of Bars and Restaurants in Essex and Essex Junction
- VTDigger Chambers of Commerce urge State to allow outdoor restaurants

3. APPROVE AGENDA

GEORGE TYLER made a motion, seconded by DAN KERIN, 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. **Consider request to recognize graduating Essex High School seniors near 5 Corners**

Mr. Brown introduced Essex High School's request to use municipal green space for congratulations posters that recognize graduating seniors. Ms. Janaro clarified that there would be 269 signs with a student's yearbook photo and others without, for students who do not have yearbook photos. She said the signs would be up for two weeks in early June and would be taken down overnight to avoid vandalism. Mr. Teich offered that they could use Lincoln Hall and the Town Offices at 81 Main Street to store the signs overnight. The Trustees supported this effort and provided guidance: to coordinate the effort with the library directors to use their lawns, and to use the lawn space at 81 Main and the Auxiliary lot around Lincoln Hall to the fire station. Mr. Brown requested that Mr. Teich and Mr. Duggan coordinate the logistics of this effort.

Ms. Meunier introduced herself as a parent of a 2020 graduating senior and thanked the Trustees for their support.

RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to waive ordinances related to signs for a period of two weeks to honor Essex graduating seniors by using signs as recommended. The motion passed 5-0.

b. Discuss how to help local businesses during the pandemic

Mr. Tyler introduced the discussion of how to support local businesses during the pandemic, clarifying that any decisions would need to prioritize state guidelines. He said restaurants and bars would be hit hard, with estimated 60% loss in seating capacity. Mr. Chawla and Mr. Tyler discussed strategies other parts of the state are using to encourage outdoor seating. The Trustees talked about the possibility of establishing small grants for Essex businesses to use for street seating, seating on village sidewalks, and in private lots. They pointed out that most businesses in the Village do not have outdoor space available. To resolve this, the Trustees considered putting together a plan for public-owned spaces to be used by businesses for outdoor service. This might include temporarily removing some parking from Railroad Avenue, Veterans Park and Lower Park Street, possibly closing some streets, and fixing up the newly purchased lot next to Firebird Café sooner. They discussed the need to partner with businesses and property owners to share responsibility for cleaning and anti-vandalism. Mr. Kerin added that they should consider how security would be established if the venues include alcohol. Mr. Chawla said the survey to businesses should help guide more formative planning and Ms. Thibeault said she would look forward to more guidance from the state. Mr. Teich encouraged the Trustees to be flexible with ordinances and the speed of turnaround on requests.

6. CONSENT ITEMS

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

- a. Approve FY21 Lincoln Hall lease for Essex CHIPS
Approval of 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, 2020
- b. Approve Manager's Annual Appointments
Approval of the Unified Manager's appointments for the period July 1, 2020- June 30, 2020: Susan McNamara-Hill as Village Treasurer/ Tax Collector and Village Clerk; Claudine Safar as Village Attorney; Chris Gaboriault as Village Fire Chief; and Hamlin Consulting Engineers as Village Engineering Consultant
- c. Approve minutes: April 28, 2020
- d. Check Warrant #17197—05/01/2020; #17198—05/08/2020

The motion passed 5-0.

7. READING FILE

a. Board Member Comments

- o Mr. Brown commended Essex Junction Recreation and Parks for early re-opening of childcare services. He expressed concern that EJRP has a 5% cancellation fee and encouraged them to issue full refunds. Mr. Teich agreed to discuss this with Mr. Luck but noted EJRP's significant loss of revenue from the past two months.
- b. Memo from Robin Pierce re: Village Center Development
- c. Letter from James Jutras re: Grant Match Vermont Phosphorus Innovation Challenge Stage 3

8. EXECUTIVE SESSION

- 101 a. **An executive session is not anticipated**
102 An executive session did not take place.
103
104

105 **9. ADJOURN**
106

107 **Mr. Brown called a brief recess to enter into the Joint Meeting of the Essex Junction**
108 **Trustees and the Essex Selectboard.**

109
110 **AMBER THIBEAULT made a motion, seconded by ANDREW BROWN to adjourn the**
111 **meeting at 9:35 PM.**

05/18/20

Town of Essex / Village of EJ Accounts Payable

Page 1 of 5

08:32 am

Check Warrant Report # 17199 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 05/15/20 To 05/15/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	05/01/20 supplies cleaner	210-43110.610	27.54	28530	05/15/20
		552012258756	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/05/20 supplies wire ties and ta	210-43110.610	13.27	28530	05/15/20
		552012634608	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/05/20 hand sanitizer	210-43110.610	95.36	28530	05/15/20
		552012634623	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/05/20 hand sanitizer	210-43110.610	5.51	28530	05/15/20
		552012634632	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/06/20 supplies	210-43110.610	4.59	28530	05/15/20
		552012734679	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/07/20 supplies light	210-43110.610	17.84	28530	05/15/20
		552012834739	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/08/20 toggle switch	210-43110.610	5.73	28530	05/15/20
		552012934762	SUPPLIES			
05290	ADVANCE AUTO PARTS	05/12/20 supplies	210-43110.610	60.04	28530	05/15/20
		552013359295	SUPPLIES			
07465	BIBENS ACE HARDWARE INC	03/10/20 supplies	210-43110.610	8.76	28535	05/15/20
		37278	SUPPLIES			
20915	BRANCH OUT BURLINGTON!	04/30/20 branch out burlington	210-43161.003	1981.65	28537	05/15/20
		2	Tree Advisory Committee			
00530	BRODART CO	02/28/20 ADULT BOOKS	210-45551.640	10.19	28539	05/15/20
		B5879062	ADULT COLLECTION-PRINT &			
00530	BRODART CO	02/28/20 ADULT BOOKS	210-45551.610	0.80	28539	05/15/20
		B5879062	SUPPLIES			
21210	CINTAS LOC # 68M 71 M	04/24/20 supplies	210-43110.610	102.48	28544	05/15/20
		5016886362	SUPPLIES			
45355	COBBLE CREEK NURSERY LLC	05/12/20 streetscape maintenance	210-43161.003	2494.00	28546	05/15/20
		VEJ12020	Tree Advisory Committee			
38955	F W WEBB COMPANY	05/01/20 supplies tee, memorial pa	210-43117.000	5.50	28551	05/15/20
		67086161	Streetscape Maintenance			
20705	FARRELL-LEA FARM	05/07/20 Maintenance	210-43117.000	4150.00	28552	05/15/20
		3532	Streetscape Maintenance			
21760	FIRST NATIONAL BANK OMAHA	03/26/20 EPR Credit Card March	210-45110.530	37.49	28554	05/15/20
		0492 520	COMMUNICATIONS			
19005	FIRSTLIGHT FIBER	05/01/20 Telephone 2 Lincoln 4/1-4	210-41945.020	246.92	28556	05/15/20
		7121654	Telephone - 2 Lincoln St			
19005	FIRSTLIGHT FIBER	05/01/20 PHONE AND TECH ACCESS BL	210-45551.530	48.69	28557	05/15/20
		7121758	TECHNOLOGY ACCESS			
19005	FIRSTLIGHT FIBER	05/01/20 PHONE AND TECH ACCESS BL	210-41945.021	82.89	28557	05/15/20
		7121758	Telephone - Brownell			
34895	GAUTHIER TRUCKING, INC.	05/01/20 rubbish removal Jackson S	210-43110.565	100.11	28560	05/15/20
		1476539	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	05/01/20 Rubbish removed Railroad	210-43110.565	455.85	28560	05/15/20
		1476541	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	05/01/20 rubbish removal bike path	210-43110.565	61.97	28560	05/15/20
		1476674	RUBBISH REMOVAL			
14025	LINCOLN NATIONAL LIFE INS	05/09/20 Life Jun 20 Village	210-41320.210	81.21	28573	05/15/20
		060120V	HEALTH INS & OTHER BENEFIT			
14025	LINCOLN NATIONAL LIFE INS	05/09/20 Life Jun 20 Village	210-41510.210	40.61	28573	05/15/20
		060120V	Group Insurance			

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	210-43110.210 HEALTH INS & OTHER BENEFI	133.86	28573	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	210-43151.210 HEALTH INS & OTHER BENEFI	21.64	28573	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	210-45551.210 HEALTH INS & OTHER BENEFI	324.80	28573	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	210-41970.210 HEALTH INS & OTHER BENEFI	81.20	28573	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	210-45110.210 HEALTH INS & OTHER BENEFI	162.40	28573	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	210-45220.210 HEALTH INS & OTHER BENEFI	78.73	28573	05/15/20
25625	LOWE'S - 1080	05/02/20	EJRP Lowes April COVID 4191080 520	210-41320.600 Emergency Prep. Supplies	736.81	28574	05/15/20
V10130	LOWE'S BUSINESS ACCOUNT	05/02/20	sides truck 1 042020 02592	210-43110.432 R&M Services - Vehicles	147.19	28575	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	210-41320.320 LEGAL SERVICES	1203.00	28578	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	210-15102.000 EXCHANGE - ENGI/LEGAL	33.00	28578	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-41320.210 HEALTH INS & OTHER BENEFI	3663.22	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-43110.210 HEALTH INS & OTHER BENEFI	5047.68	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-43151.210 HEALTH INS & OTHER BENEFI	871.26	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-45551.210 HEALTH INS & OTHER BENEFI	9405.75	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-41970.210 HEALTH INS & OTHER BENEFI	1303.64	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-45110.210 HEALTH INS & OTHER BENEFI	7326.44	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	210-45220.210 HEALTH INS & OTHER BENEFI	1258.01	28580	05/15/20
24185	PEARSON & ASSOCIATES, INC	01/15/20	2 Lincoln St Electrical d 120117	210-41942.020 R&M Bldg - 2 Lincoln St	1401.05	28583	05/15/20
24185	PEARSON & ASSOCIATES, INC	12/16/19	2 Lincoln St Electrical D 1219112	210-41942.020 R&M Bldg - 2 Lincoln St	1584.35	28583	05/15/20
24185	PEARSON & ASSOCIATES, INC	02/19/20	2 Lincoln street Electric 220090	210-41942.020 R&M Bldg - 2 Lincoln St	1310.33	28583	05/15/20
25140	PIKE INDUSTRIES INC	05/12/20	Asphalt - Williston, 1075527	210-43120.610 Summer Const - Supplies	381.08	28584	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-41947.026 Electricity - Maple St	2760.06	28588	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-41947.023 Electricity - Park St Sch	290.33	28588	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-41947.021 Electricity - Brownell	810.73	28588	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-41947.022 Electricity - Fire Statio	436.80	28588	05/15/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-41947.020 Electricity - 2 Lincoln S	436.80	28588	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-43115.622 Electricity - St/Traffic	722.57	28588	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	210-43110.622 ELECTRICAL SERVICE	206.00	28588	05/15/20
24150	THE KAR SHOP	04/21/20	Repair damaged e'ee vehic 20200401	210-42220.432 VEHICLE MAINTENANCE	3037.00	28591	05/15/20
V2243	TRI-ANGLE METAL FAB	04/30/20	flag pole bracket 1076598	210-43120.610 Summer Const - Supplies	375.00	28595	05/15/20
23395	VILLAGE HARDWARE - WILLIS	05/05/20	grass seed and straw 511296	210-43120.610 Summer Const - Supplies	218.40	28597	05/15/20
07565	W B MASON CO INC	04/23/20	CORONA VIRUS EXPENSES 209855013	210-41320.600 Emergency Prep. Supplies	279.96	28602	05/15/20
07565	W B MASON CO INC	05/01/20	CORONA VIRUS EXPENSES 210060955	210-41320.600 Emergency Prep. Supplies	84.99	28602	05/15/20
07565	W B MASON CO INC	05/11/20	CORONA VIRUS EXPENSES 210249606	210-41320.600 Emergency Prep. Supplies	27.99	28602	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	223-46802.006 Public Parking 11 Park	681.00	28578	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	223-46802.006 Public Parking 11 Park	40.50	28578	05/15/20
21760	FIRST NATIONAL BANK OMAHA	03/26/20	EPR Credit Card March 0492 520	225-45122.330 OTHER PROF SERVICES	201.05	28554	05/15/20
21760	FIRST NATIONAL BANK OMAHA	03/26/20	EPR Credit Card March 0492 520	226-45120.500 TRAINING, CONF, DUES	1238.40	28554	05/15/20
21760	FIRST NATIONAL BANK OMAHA	03/26/20	EPR Credit Card March 0492 520	226-45120.500 TRAINING, CONF, DUES	-625.40	28554	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	226-45120.210 HEALTH INS & OTHER BENEFI	242.08	28573	05/15/20
14025	LINCOLN NATIONAL LIFE INS	05/09/20	Life Jun 20 Village 060120V	226-45121.210 HEALTH INS & OTHER BENEFI	157.27	28573	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	226-45120.210 HEALTH INS & OTHER BENEFI	2607.28	28580	05/15/20
23080	MVP HEALTH CARE INC	05/09/20	Vill Health Jun 2020 0000 000013624901	226-45121.210 HEALTH INS & OTHER BENEFI	4966.86	28580	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	230-46801.008 CRESCENT CONNECTOR	961.50	28578	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	230-46801.007 PEARL ST. LINKING SIDEWAL	264.00	28578	05/15/20
V10462	MONAGHAN SAFAR DUCHAM PL	04/30/20	April Legal Apr2020	230-46801.008 CRESCENT CONNECTOR	3937.50	28578	05/15/20
07635	O'ROURKE MEDIA GROUP	04/30/20	Invite To Bid Wetland 291343	230-46801.710 BRICK/MANSF STRM CA0462	140.00	28581	05/15/20
23435	CHAMPLAIN WATER DISTRICT	04/30/20	Water Village April 2020 043020D	254-43200.412 STATE WATER TAX	781.85	28542	05/15/20
23435	CHAMPLAIN WATER DISTRICT	04/30/20	Water Village April 2020 043020D	254-43210.412 STATE WATER TAX - GF	4697.10	28542	05/15/20
23435	CHAMPLAIN WATER DISTRICT	04/30/20	Water Village April 2020 043020D	254-43200.411 CWD WATER PURCHASE	34870.51	28542	05/15/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	04/30/20	CHAMPLAIN WATER DISTRICT Water Village April 2020 043020D	254-43210.411 CWD WATER PURC - GF	209490.66	28542	05/15/20
14025	05/09/20	LINCOLN NATIONAL LIFE INS Life Jun 20 Village 060120V	254-43200.210 HEALTH INS & OTHER BENEFIT	100.93	28573	05/15/20
23080	05/09/20	MVP HEALTH CARE INC Vill Health Jun 2020 0000 000013624901	254-43200.210 HEALTH INS & OTHER BENEFIT	4526.23	28580	05/15/20
24325	04/30/20	RADIO NORTH GROUP INC antenna for mrx 24142069	254-43200.610 SUPPLIES	66.35	28586	05/15/20
V10609	05/13/20	2G ENERGY INC. 05122020 Service 415082000383	255-43200.570 MAINTENANCE OTHER	2583.20	28529	05/15/20
19815	05/04/20	AMAZON CAPITAL SERVICES Tablet Accessories - Stor 1FRYH3MT6CHY	255-43200.570 MAINTENANCE OTHER	93.85	28533	05/15/20
19815	05/20/20	AMAZON CAPITAL SERVICES Stormwater Tablet Accesso 1T1QXD7T4H4J	255-43200.570 MAINTENANCE OTHER	185.49	28533	05/15/20
20660	05/13/20	BRENNTAG LUBRICANTS LLC Mobil Polyrex EM 6631073	255-43200.626 GAS, GREASE AND OIL	100.79	28538	05/15/20
11375	05/01/20	CASELLA WASTE MANAGEMENT May services WW 3028985	255-43200.565 GRIT DISPOSAL	976.98	28541	05/15/20
19005	05/01/20	FIRSTLIGHT FIBER Telephone internet WW 4/1 7121653	255-43200.535 TELEPHONE SERVICES	179.42	28555	05/15/20
09050	04/03/20	HACH COMPANY Cl 17 Sample Cells 11909982	255-43200.570 MAINTENANCE OTHER	1055.94	28565	05/15/20
09050	04/09/20	HACH COMPANY Cl 17 REAGENTS 11915952	255-43200.570 MAINTENANCE OTHER	379.14	28565	05/15/20
V1093	05/12/20	HOLLAND CO., INC. 3015 Gal Sod Aluminate 3102	255-43200.619 CHEMICALS	9599.76	28567	05/15/20
V10347	05/11/20	J.C. EHRLICH May PEST SERVICE 6636818	255-43200.570 MAINTENANCE OTHER	74.00	28570	05/15/20
14025	05/09/20	LINCOLN NATIONAL LIFE INS Life Jun 20 Village 060120V	255-43200.210 HEALTH INS & OTHER BENEFIT	209.20	28573	05/15/20
V10462	04/30/20	MONAGHAN SAFAR DUCHAM PL April Legal Apr2020	255-43200.320 LEGAL SERVICES	280.50	28578	05/15/20
23080	05/09/20	MVP HEALTH CARE INC Vill Health Jun 2020 0000 000013624901	255-43200.210 HEALTH INS & OTHER BENEFIT	7569.80	28580	05/15/20
V2124	05/02/20	STAPLES ADVANTAGE credit material not shipp 3446226535	255-43200.610 SUPPLIES	-39.29	28590	05/15/20
V2124	05/02/20	STAPLES ADVANTAGE supplies 3446226544	255-43200.610 SUPPLIES	109.59	28590	05/15/20
V2124	05/02/20	STAPLES ADVANTAGE supplies 3446226547	255-43200.610 SUPPLIES	5.67	28590	05/15/20
07565	05/05/20	W B MASON CO INC laboratory water 210127605	255-43200.618 SUPPLIES - LABORATORY	89.94	28602	05/15/20
24780	05/12/20	AUTO ELECTRIC INC fix crane on truck 14 28553	256-43200.570 MAINTENANCE OTHER	142.00	28534	05/15/20
14025	05/09/20	LINCOLN NATIONAL LIFE INS Life Jun 20 Village 060120V	256-43200.210 HEALTH INS & OTHER BENEFIT	95.15	28573	05/15/20
23080	05/09/20	MVP HEALTH CARE INC Vill Health Jun 2020 0000 000013624901	256-43200.210 HEALTH INS & OTHER BENEFIT	3234.33	28580	05/15/20
17505	05/11/20	SAND HILL SOLAR LLC Village Solar 217	256-43220.002 WEST ST PS COSTS	470.90	28588	05/15/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	256-43220.001 SUSIE WILSON PS COSTS	309.01	28588	05/15/20
17505	SAND HILL SOLAR LLC	05/11/20	Village Solar 217	256-43200.622 ELECTRICAL SERVICE	107.00	28588	05/15/20
Report Total					353459.11		

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07465	BIBENS ACE HARDWARE INC	05/14/20 supplies paint brush 37756	210-43110.610 SUPPLIES	9.31	28610	05/22/20
00530	BRODART CO	03/11/20 ADULT BOOKS B5886700	210-45551.640 ADULT COLLECTION-PRINT &	30.21	28613	05/22/20
00530	BRODART CO	03/11/20 ADULT BOOKS B5886700	210-45551.610 SUPPLIES	1.60	28613	05/22/20
00530	BRODART CO	04/01/20 ADULT BOOKS B5893688	210-45551.640 ADULT COLLECTION-PRINT &	367.44	28613	05/22/20
00530	BRODART CO	04/01/20 ADULT BOOKS B5893688	210-45551.610 SUPPLIES	13.60	28613	05/22/20
00530	BRODART CO	04/08/20 YOUTH BOOKS B5895406	210-45551.641 JUVEN COLLECTION-PRNT & E	9.71	28613	05/22/20
00530	BRODART CO	04/08/20 YOUTH BOOKS B5895406	210-45551.610 SUPPLIES	0.80	28613	05/22/20
00530	BRODART CO	04/08/20 ADULT BOOKS B5895410	210-45551.641 JUVEN COLLECTION-PRNT & E	44.94	28613	05/22/20
00530	BRODART CO	04/08/20 ADULT BOOKS B5895410	210-45551.610 SUPPLIES	5.60	28613	05/22/20
00530	BRODART CO	04/08/20 YOUTH BOOKS B5895425	210-45551.641 JUVEN COLLECTION-PRNT & E	9.15	28613	05/22/20
00530	BRODART CO	04/08/20 YOUTH BOOKS B5895425	210-45551.610 SUPPLIES	0.80	28613	05/22/20
00530	BRODART CO	04/08/20 YOUTH BOOKS B5895426	210-45551.641 JUVEN COLLECTION-PRNT & E	13.49	28613	05/22/20
00530	BRODART CO	04/08/20 YOUTH BOOKS B5895426	210-45551.610 SUPPLIES	0.80	28613	05/22/20
00530	BRODART CO	04/13/20 YOUTH BOOKS B5896349	210-45551.641 JUVEN COLLECTION-PRNT & E	39.18	28613	05/22/20
00530	BRODART CO	04/13/20 YOUTH BOOKS B5896349	210-45551.610 SUPPLIES	2.40	28613	05/22/20
00530	BRODART CO	04/13/20 YOUTH BOOKS B5896350	210-45551.641 JUVEN COLLECTION-PRNT & E	8.89	28613	05/22/20
00530	BRODART CO	04/13/20 YOUTH BOOKS B5896350	210-45551.610 SUPPLIES	0.80	28613	05/22/20
21210	CINTAS LOC # 68M 71 M	05/14/20 supplies shop towels 4050539743	210-43110.610 SUPPLIES	90.86	28619	05/22/20
25120	CLICKTIME.COM	05/07/20 TOE Timesheets - April 315073	210-41510.570 Other Purchased Services	72.00	28622	05/22/20
04940	COMCAST	05/12/20 TV Internet VPW 5/19-6/1 0091811520	210-43125.610 WINTER MAINTENANCE	32.83	28624	05/22/20
04940	COMCAST	05/12/20 TV Internet VPW 5/19-6/1 0091811520	210-43110.610 SUPPLIES	176.29	28624	05/22/20
04940	COMCAST	04/27/20 Internet 01792100520	210-41945.022 Telephone - Fire Station	168.40	28625	05/22/20
04940	COMCAST	05/03/20 Cable TV EJFD 02077220520	210-41945.022 Telephone - Fire Station	42.68	28626	05/22/20
V9941	COMMERCIAL CARD SVCS	05/10/20 bikerack hose@NEST 050720 E	210-43110.610 SUPPLIES	94.00	28627	05/22/20
V9941	COMMERCIAL CARD SVCS	05/10/20 BURLINGTON FREE PRESS 050720D	210-45551.640 ADULT COLLECTION-PRINT &	41.56	28627	05/22/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	COMMERCIAL CARD SVCS	05/06/20	Door Lock 193783	210-41942.022 R&M Bldg - Fire Station	600.00	28627	05/22/20
V9941	COMMERCIAL CARD SVCS	05/01/20	PHOTO STOCK SHUTTERSTOCK	210-41320.530 COMMUNICATIONS	14.50	28627	05/22/20
V9941	COMMERCIAL CARD SVCS	04/24/20	IN MEMORY YANDOW UVM 20200424	210-41320.560 TRUSTEES EXPENDITURES	16.50	28627	05/22/20
25290	EBSCO SUBSCRIPTION SERVIC	09/19/19	Resource EF/BL 10001117251	210-45551.641 JUVEN COLLECTION-PRNT & E	337.50	28629	05/22/20
25290	EBSCO SUBSCRIPTION SERVIC	09/19/19	Resource EF/BL 10001117251	210-45551.640 ADULT COLLECTION-PRINT &	337.50	28629	05/22/20
03280	ENGINEERS CONSTRUCTION IN	05/04/20	topsoil 1849	210-43120.610 Summer Const - Supplies	280.00	28631	05/22/20
23215	ESSEX EQUIPMENT INC	05/19/20	upside down paint 107487900001	210-43110.610 SUPPLIES	38.30	28632	05/22/20
04035	GOT THAT RENTAL & SALES I	05/14/20	supplies broom 72297	210-43110.610 SUPPLIES	34.99	28637	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	210-41947.020 Electricity - 2 Lincoln S	89.34	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	210-41947.022 Electricity - Fire Statio	89.34	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	210-43110.622 ELECTRICAL SERVICE	35.02	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	210-41947.021 Electricity - Brownell	162.21	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	210-43115.622 Electricity - St/Traffic	200.35	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	210-41947.023 Electricity - Park St Sch	38.05	28638	05/22/20
20445	HD SUPPLY CONSTRUCTION &	05/08/20	3.5GAL TRI-POXY COATED sp 50012956500	210-43110.610 SUPPLIES	119.99	28639	05/22/20
33495	INGRAM LIBRARY SERVICES I	04/21/20	ADULT BOOKS SUPPLIES 45087581	210-45551.610 SUPPLIES	0.45	28641	05/22/20
33495	INGRAM LIBRARY SERVICES I	04/21/20	ADULT BOOKS SUPPLIES 45087581	210-45551.640 ADULT COLLECTION-PRINT &	9.50	28641	05/22/20
33495	INGRAM LIBRARY SERVICES I	04/21/20	ADULT BOOKS SUPPLIES 45087582	210-45551.610 SUPPLIES	0.90	28641	05/22/20
33495	INGRAM LIBRARY SERVICES I	04/21/20	ADULT BOOKS SUPPLIES 45087582	210-45551.640 ADULT COLLECTION-PRINT &	36.57	28641	05/22/20
45410	J B SIMONS INC	05/16/20	Uniforms 107492	210-42220.612 UNIFORMS,BOOTS,ETC	422.00	28643	05/22/20
14585	MUNICIPAL EMERGENCY SERVI	05/01/20	SCBA Repair IN1454169	210-42220.570 MAINTENANCE OTHER	27.75	28650	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20	Dental Jun 20 Village 060120V	210-41320.210 HEALTH INS & OTHER BENEFI	267.59	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20	Dental Jun 20 Village 060120V	210-41510.210 Group Insurance	70.86	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20	Dental Jun 20 Village 060120V	210-43110.210 HEALTH INS & OTHER BENEFI	358.29	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20	Dental Jun 20 Village 060120V	210-43151.210 HEALTH INS & OTHER BENEFI	52.02	28653	05/22/20

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24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	210-45551.210 HEALTH INS & OTHER BENEFI	680.40	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	210-41970.210 HEALTH INS & OTHER BENEFI	74.38	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	210-45110.210 HEALTH INS & OTHER BENEFI	472.23	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	210-45220.210 HEALTH INS & OTHER BENEFI	70.86	28653	05/22/20
24100	PERMA-LINE CORP OF NEW EN	05/14/20 TRAFFIC SIGNS 180120	210-43120.610 Summer Const - Supplies	752.00	28656	05/22/20
24855	PETTY CASH - CAITLIN FAY	05/20/20 EJRP Petty Cash Reimburse 052020D	210-45110.550 PRINTING & ADVERTISING	159.98	28657	05/22/20
24855	PETTY CASH - CAITLIN FAY	05/20/20 EJRP Petty Cash Reimburse 052020D	210-41320.600 Emergency Prep. Supplies	187.00	28657	05/22/20
25140	PIKE INDUSTRIES INC	05/15/20 Asphalt - Williston, 1075860	210-43120.610 Summer Const - Supplies	891.52	28658	05/22/20
18010	REYNOLDS & SON, INC.	05/11/20 Hose 3371566	210-42220.889 ROUTINE EQUIPMENT PURCHAS	380.89	28659	05/22/20
18010	REYNOLDS & SON, INC.	05/18/20 Gloves 3371918	210-42220.612 UNIFORMS,BOOTS,ETC	376.00	28659	05/22/20
26250	SCOTT'S LINE STRIPING, IN	05/16/20 road paint 20009	210-43123.730 Traffic Control	1575.00	28661	05/22/20
V2243	TRI-ANGLE METAL FAB	05/15/20 supplies banner bracket 1076712	210-43117.000 Streetscape Maintenance	125.00	28666	05/22/20
22070	VILLAGE COPY & PRINT INC.	05/15/20 Voter instructions 8049	210-41320.820 ELECTIONS	1372.95	28668	05/22/20
22070	VILLAGE COPY & PRINT INC.	05/19/20 VILLAGE NEWSLETTERS 8050	210-41320.530 COMMUNICATIONS	2594.30	28668	05/22/20
07565	W B MASON CO INC	05/05/20 supplies 210125188	210-42220.610 SUPPLIES	28.99	28671	05/22/20
07565	W B MASON CO INC	05/08/20 WW Masks Covid 19 210213083	210-41320.600 Emergency Prep. Supplies	139.98	28671	05/22/20
17995	MML INVESTORS SERVICES, L	05/18/20 Retirement Seminar 051820D	226-45110.330 OTHER PRFESSIONAL SVCS	196.00	28648	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	226-45120.210 HEALTH INS & OTHER BENEFI	223.14	28653	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	226-45121.210 HEALTH INS & OTHER BENEFI	341.96	28653	05/22/20
41950	OCCUPATIONAL HEALTH CENTE	02/06/20 CDL Physical B Hoffmeiste 1206737502	226-45120.330 OTHER PROFESSIONAL SVCS	124.00	28655	05/22/20
41950	OCCUPATIONAL HEALTH CENTE	02/25/20 CDL Physical R Gallo 1206748517	226-45120.330 OTHER PROFESSIONAL SVCS	123.00	28655	05/22/20
40025	E J PRESCOTT INC	05/13/20 supplies hydrant parts 5698762	254-43200.614 DISTRIBUTION MATERIALS	351.79	28628	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20 Dental Jun 20 Village 060120V	254-43200.210 HEALTH INS & OTHER BENEFI	261.89	28653	05/22/20
42625	ALDRICH & ELLIOTT PC	05/07/20 April Design and const se 79097	255-43330.015 Primary Digester Block Re	2243.27	28605	05/22/20
42625	ALDRICH & ELLIOTT PC	05/07/20 April Design and const se 79097	255-43330.016 Flow EQ Digester Reseal	1415.30	28605	05/22/20

05/22/20

Town of Essex / Village of EJ Accounts Payable

Page 4 of 4

02:46 pm

Check Warrant Report # 17200 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 05/22/20 To 05/22/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20660	BRENNTAG LUBRICANTS LLC	05/14/20	Mobil Delvac Xtreme 6631875	255-43200.626 GAS,GREASE AND OIL	130.47	28612	05/22/20
V10734	ENCORE ESSEX JUNCTION SOL	04/20/20	Fixed Monthly Payment (3/ 2004WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	28630	05/22/20
38955	F W WEBB COMPANY	05/12/20	boiler system regulator 67170958	255-43200.570 MAINTENANCE OTHER	304.56	28633	05/22/20
V10329	NORTH WILLISTON CATTLE CO	05/15/20	Biosoilds 248	255-43200.567 SLUDGE PROCESSING	85500.00	28652	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20	Dental Jun 20 Village 060120V	255-43200.210 HEALTH INS & OTHER BENEFIT	517.08	28653	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	256-43200.622 ELECTRICAL SERVICE	126.91	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	256-43220.001 SUSIE WILSON PS COSTS	139.05	28638	05/22/20
07010	GREEN MOUNTAIN POWER CORP	05/08/20	Solar Accounts 04/07/20 t 05/08/2020 D	256-43220.002 WEST ST PS COSTS	177.62	28638	05/22/20
24960	NORTHEAST DELTA DENTAL	05/15/20	Dental Jun 20 Village 060120V	256-43200.210 HEALTH INS & OTHER BENEFIT	175.92	28653	05/22/20
Report Total					110119.41		

...



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

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

May 15, 2020

Mr. Eamon Twohig, Program Manager
Residuals Management & Emerging Contaminants Program
Department of Environmental Conservation
Waste Management & Prevention Division
1 National Life Drive – Davis 1
Montpelier, VT 05602-3704

Re: Village of Essex Junction, Solid Waste ID-124 Results and Response to PFAS testing

Dear Mr. Twohig,

We are in receipt of your revised April 20, 2020 letter to Village President Andrew Brown regarding follow-up PFAS testing at our biosolids land application site. Based on elevated groundwater results and other conditions stated within your letter, please find this summary of compliance action taken.

1a. Essex Junction hired Weston & Sampson Engineers for the required follow-up sampling. Sampling of drinking water wells and ground water wells occurred on **Wednesday, May 13, 2020.**

- 4 Ground Water Monitoring wells were sampled; Three permitted wells identified in the 4/20/20 letter and one abandoned well located between WES 02016 (retesting required) and WES 02015.
- The abandoned ground water monitoring well was sampled "with qualification" because it was found with a bailer inside and without a cover. Additional purging was done prior to sampling.
- We identified 5 private drinking water wells on Cascade Street within ¼ mile radius of the land application site. Samples were collected with testing requested with the required protocol.
- The Farm drinking water well reported previously is the only other know drinking water well in the immediate area.

2 a. To confirm: testing will be done using analytical method EPA 537.1.

- All test results will be forwarded to the Agency of Natural Resources within 7 days of receipt.

Please let me know if you have any questions regarding this compliance response.

Sincerely,

Submitted by email

James L. Jutras
Water Quality Superintendent

cc: Andrew Brown, President, Village of Essex Jct. Board of Trustees
Evan Teich, Unified Municipal Manager

\\192.168.2.150\SharedFiles\ADMIN. GENERAL FILES\2020 Letters\PFAS Follow-up Sample Plan.doc



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

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May 27, 2020

Mr. Joel Perrigo
State of Vermont
Highway Division
Municipal Assistance Bureau
One National Life Drive
Montpelier, VT 05633-5001

RE: Village of Essex Junction SFY 2018 TAP Grant: for a larger, replacement vacuum/pipeline flusher Truck

Dear Mr. Perrigo,

Thank you for your ongoing time and discussion regarding the SFY 2018 Transportation Alternatives Program (TAP) grant to Essex Junction. The grant provided a total of \$283,000 towards the purchase of a larger vacuum/pipeline flusher truck. Due to the Buy America provisions required under Executive Order #13788 (E.O.), we have not been able to proceed with purchase of a replacement truck. We are unaware of any Vacuum/pipeline flusher truck that can meet the provisions of the Executive Order.

Whereas the grant cannot be executed, we hereby release the grant back to VTrans so funds may potentially be allocated elsewhere.

Thank you for your ongoing support of municipal highway pollution prevention projects. We look forward to working with you again in the near future.

Sincerely,

A handwritten signature in blue ink, appearing to read "James L. Jutras", is written over a faint, larger version of the same signature.

James L. Jutras
Water Quality Superintendent

cc: Evan Teich, Unified Manager
Greg Duggan, Deputy Manager
Sarah Macy, Finance Director
Ricky V. Jones, Public Works Superintendent

Memorandum

To: Trustees; Evan Teich, Unified Manager
Cc: Susan McNamara-Hill, Clerk
From: Greg Duggan, Deputy Manager; Tammy Getchell, Assistant to the Manager
Re: Publicizing Village Annual Meeting
Date: May 22, 2020

Issue

The issue is informing the Trustees what work has been done so far to publicize Village Annual Meeting.

Discussion

For annual meeting, the Trustees and Essex Westford School District Board agreed on May 5 to mail ballots to all active voters. Since then, staff has taken several steps to publicize the special format for annual meeting.

The annual meeting warning was sent to The Essex Reporter and other media outlets on May 8, and was also posted at municipal locations.

A press release about the decision to mail ballots was sent on May 7 to The Essex Reporter, Burlington Free Press, Town Meeting TV, and Channel 3, and was posted to Front Porch Forum.

Ballots have been mailed to all active voters in the Village (and school district ballots were also mailed to active voters in all of Essex, and in Westford).

The Village newsletter, which contains information about the revised voting processes, was mailed to all Village households the week of May 18.

The annual report has been printed and is available at municipal locations, as well as online at the Village website. (The newsletter and report were both ready to be mailed in March, but were put on hold once the COVID-19 pandemic disrupted normal business and schedules; both documents were subsequently edited to address COVID-19-related changes to Village business.)

Staff has posted information about the ballots, Village Meeting, and the annual report to Facebook and Front Porch Forum.

Cost

Advertising costs with the Essex Reporter were \$150.

Recommendation

This memo is informational.

From: SeeClickFix <donotreply@seeclickfix.com>
Date: May 20, 2020 at 6:35:13 AM EDT
To: "rickessexjunction@yahoo.com" <rickessexjunction@yahoo.com>
Subject: Public comment added to Pothole #7830117

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST



Sarah S commented on **Pothole #7830117**

Thank you to the crews that fixed the potholes as well as our drive apron. That was the fastest service I could have ever imagined!

Pothole #7830117



6 Juniper Ridge Rd Essex, VT, 05452, USA
Closed
Normal Priority
Assigned to Rick J

Huge potholes at the top of Hubble's Falls Road in front of the curbing across Juniper Ridge. There is also a pretty good size pothole in front of our drive...

[View in SeeClickFix](#)



SeeClickFix Inc
770 Chapel Street, New Haven, CT 06510

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

May 13, 2020

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

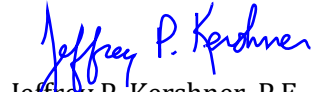
Re: Village Engineer Reappointment

Dear Mr. Teich:

Thank you for taking the time to discuss the Village Engineer reappointment for the upcoming year. Please accept this letter as confirmation of our firm's willingness to continue to serve as the Village Engineer for the Village of Essex Junction. We very much appreciate the opportunity to work with you and the Village staff in providing engineering services to our community.

We thank you again for your consideration.

Respectfully,



Jeffrey P. Kershner, P.E.
President

From: George Tyler and Raj Chawla

To: Essex Junction Trustees

5.22.20

Action Steps for Helping Local Restaurants and Bars Hurt by the Pandemic

- We'll trust that the national franchise establishments (McDonald's, Wendy's, etc.) will take care of their own needs.
- We'll assume that access to the parking lot for the businesses in the Essex Town Center/Hannaford's/Eurowest complex will all come under the guidelines of the property owner.
- We recommend that staff contact some of the establishments that sell liquor, including beer and wine, to get a sense of how many of them might want to serve liquor to an expanded area outside their buildings. This might require having the state ease restrictions on existing permits and also put in place a process for expediting applications for businesses that wish to sell liquor outside their buildings. Raj and I would gladly do this but we don't have copies of liquor sales permits approved by the Town government.
- We recommend that both the selectboard and trustees ease enforcement of ordinances and zoning regulations that impede outdoor food and beverage sales. Related to this, as an example, one restaurant complained that they posted additional signage to broadcast they were open, and were quickly confronted by a local official who told them that zoning regulations prohibited additional signs. This is exactly the sort of thing we need to lighten up about.
- We still don't have enough of a response from business owners to know how many of them might be interested in having us help them procure outside seating/tables. The responses we've gotten so far have been positive (Yes, they would like this), but it's still premature for us to invest significant funds in furniture that might not be requested. Generally we think it would be preferable to give out small grants (\$500 - \$1500) via a simplified application process so that the businesses can purchase their own materials. We could possibly roughly link the amount of the grant to the seating area lost by the business.
- We're moving ahead and putting picnic tables on the Village-owned property in front of the Firebird Café. We believe we should consider creating a few more public seating areas in the Village center. The challenge isn't so much about creating the space as cleaning and securing the space. We could probably create some kind of part-time position for this (there may be students who anticipated getting a rec department job this summer who'd be interested).
- In relation to the above, we believe the Village should push ahead on plans to create a greenspace/pocket park on the recently purchased property in front of Firebird. Social distancing requirements could last into the fall and winter. It would be nice to have an attractive, permanent seating area in that location.

Survey for Essex Junction Eating/Drinking Establishments during COVID-19

TOTAL RESPONSES:

Village Businesses: 6

Town Businesses: 1

Customers: 1

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. These are some of the ideas we're exploring:

Q1: Encourage more outdoor eating by suspending local ordinances that hinder outdoor seating, eating, and beverage consumption. Good Idea?

Responses from Village Businesses

YES	NO
5	1

Other responses (Town or customers)

YES	NO
3	0

Q2: Close off sidewalks and/or parking spaces and/or other public spaces, possibly some streets, and install chairs and tables for customers of nearby eating and drinking establishments. Good idea?

Responses from Village Businesses

YES	NO
4	2

Other responses (Town or customers)

YES	NO
2	0

Q3: Creating ‘pop-up’ events with tables, chairs, planters, and (possibly) entertainment that circulate to different locations around the Town Center and Village Center. Good idea?

Responses from Village Businesses

YES	NO
4	2

Other responses (Town or customers)

YES	NO
2	0

Q4: Please let us know if any of these ideas appeal to you and, more important, please tell us your ideas for how we might help. We’d also very much like to hear how your business is doing in these difficult times. Please use the space below.

Responses from Village Businesses

1. We at MARK BBQ are doing well with the support of our community.
2. Our business is failing and the police are making up reasons to “shake down” owners and customers. This all needs to stop. We pay taxes to operate our business and we’re being unfairly targeted with random and illogical policies and procedures. Get out of the way and let us do what we do.

Other responses (Town or customers)

1. - idea: Temporarily allow businesses to use more signage to let customers know when they are open. Some of us have put extra signs out, and we’re visited by zoning almost immediately. Yes rules are rules, but couldn’t things be relaxed after doing NO business for weeks?
- ease restrictions on food trucks and where they can be. We own a food truck, and were told by Lowe’s they’d like for us to visit their parking lot, but Essex won’t allow it. Our retail storefront was closed for over 6 weeks, and business coming now is very slow. We need to be able to go where the people are.