

VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, August 25, 2020
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

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

- **WATCH:** the meeting will be live-streamed on [Town Meeting TV](#).
- **JOIN ONLINE:** [Join Microsoft Teams Meeting](#). Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 827 482 137#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING:** Please use “Chat” to request to speak, only. **Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the “Chat” feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:30 PM]

2. **AGENDA ADDITIONS/CHANGES**

3. **APPROVE AGENDA**

4. **PUBLIC TO BE HEARD**

- a. Comments from Public on Items Not on Agenda

5. **BUSINESS ITEMS**

- a. *Interview and potential appointment to Bike/Walk Advisory Committee
- Ramón Matanzo
- b. Consider adoption of revised Village of Essex Junction General Rules and Personnel Regulations—Travis Sabatano
- c. Request to award sole source purchase of air compressor system—Chris Gaboriault

6. **CONSENT ITEMS**

- a. Approve minutes: August 11, 2020, August 17, 2020—Special
- b. Check Warrant #17211—08/10/2020; #17212—08/14/2020; #17213—08/21/2020

7. **READING FILE**

- a. Board Member comments
- b. Email from Susan McCormack re: Wow! See Click Fix report

8. **EXECUTIVE SESSION**

- a. An executive session may be necessary for appointment of a public official

9. **ADJOURN**


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

Certification: 08/21/2020

Date Posted


Initials

Memorandum

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

Issue

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

Discussion

I have attached an email from BWAC Chair, Micah Hagan regarding the resignations of Patrick LaClair, Phoebe Spencer and Jeff Frolik from the Bike/Walk Advisory Committee. This creates several vacancies on the committee.

Ramón Matanzo has stepped forward for consideration to join the Bike/Walk Advisory Committee.

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

Committee/Board	Open seats	Term(s) ending	Status
Bike/Walk Advisory Committee	3	June 30, 2023 June 30, 2023 June 30, 2023	Advertising has not started for the recently vacated seats

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

Cost

None.

Recommendation

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

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

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


> From: Ramón Matanzo
> Sent: Monday, August 3, 2020 2:07 PM
> To: Village of Essex Administration <admin@essexjunction.org>
> Subject: Interest to Join
>
>
>
> Good Afternoon Micah,
>
> I'm interested in joining Essex Junction's Village Walk/Bike committee.
>
> Elijah Massey has shared an overview of the committee's goals and objectives, and if approved, I
would like to actively participate in discussions regarding the walk/bike developments in our
community.
>
> Let me know if you'd need additional information and how to proceed.
>
> Thank you,
> Ramón E. Matanzo



Mon 8/17/2020 9:47 PM

Micah Hagan <micah.hagan@essexjunction.org>

Re: Board Appointments

To:  Tammy Getchell

Hi Tammy,

I have some BWAC Committee edits to make. I spoke with Patrick LaClair, and he is no longer interested in participating in the committee at this time due to life challenges presented by the COVID changes. Also Pheobe and Jeff have both opted to leave the committee, so we can take their names off the list. Who should I go through to request updates to the website?

Thanks!

-Micah

On Tue, May 5, 2020 at 5:32 PM Tammy Getchell <tgetchell@essexjunction.org> wrote:


Hello,

I'm sending inquiries to boards, committees and commissions regarding the seats with upcoming term expirations. I am also updating our list for contact information and offices (chair, clerk, etc.)

- A. Please confirm that the individual(s) highlighted below are recommended for reappointment and have confirmed their interest in doing so.
- B. Please provide me with any corrections to the information listed.

I will need confirmed reappointment recommendations before **JUNE 3rd**. Thank you for your assistance.

MEMORANDUM

To: Trustees; Evan Teich, Unified Manager
CC: Brad Luck, Director EJRP
From: Travis Sabatasso, HR Director 
Date: August 20, 2020
Re: Revisions to General Rules and Personnel Regulations

Issue

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

Discussion

The enclosed version of the Personnel Regulations reflects all of the proposed changes. A brief summary is below:

1. Language has been added specifying what the pay increase will be for grade changes and promotions. This practice has not been consistent historically and has varied greatly depending on the employee. Pay structures need to show consistency to create pay equity across the organization. 5.5% was chosen as it represents half of the 11% difference between each pay grade. This aligns with the Town practice, and is very much in line with other Municipalities current practices.
2. Changes were made to the overtime section of the Personnel Regulations that impact only EJRP. This language was added to accommodate the demands and nature of the work within EJRP. This language has been reviewed by Village legal counsel.
3. Changes were made to the job structure section.
 - a. The movement of the Grounds and Facilities Technician and the Assistant Zoning Administrator/Admin Assistant to Community Development Director Positions are in response to the most recently salary analysis done by Gallagher Flynn. Further Village research conducted in house verifies the need to adjust these positions.
 - b. The Grounds and Facilities Foreman position is being added at the level indicated by the most recent salary analysis. This is a new position, but there is no intention of filling it in the near future. This position is being added to create future growth opportunities within EJRP.
 - c. The Assistant Site Coordinator position was previously part time at EJRP. Due to several resignations the structure of EJRP has been revised and this position is being made Full-Time. As a Full-Time position it needs to be added to the Personnel Regulations.

Cost

The cost relating to EJRP will be covered by the program budget. The only cost to the general fund will be a 5.5% increase to the current employee in the Assistant Zoning Administrator/Admin Assistant to Community Development Director Position.

Recommendation

It is recommended that the Trustees adopt 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 8/25/2020~~06/23/2020~~

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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 Unified 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 Unified 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 Unified 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 shall receive pay increases as follows:

For the period beginning July 1, 2020 through June 30, 2021, increases shall be as follows and will be awarded on the anniversary date of employment:

All employees shall receive a cost of living adjustment of 1.5%.

An employee is also eligible for a merit-based increase ranging from 0% to 0.75%. The merit-based increases are assigned as follows:

- Evaluation score ranging from 4.0-5.0 = 0.75%
- Evaluation score ranging from 3.0-3.99 = 0.50%
- Evaluation score ranging from 2.0-2.99 = 0.25%
- Evaluation score ranging from 0.00-1.99 = 0.0%

An employee's change in job classification, or promotion to a new role, that results in a movement to a higher grade will result in a 5.5% increase for each grade change, or pay will be the minimum for the new grade (whichever is higher). An employee's change in job classification, or change in position, will result in a 5.5% decrease for each grade decrease.

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 Unified 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 Unified 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 Unified 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 Unified 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 Unified Manager. If employees are unable to resolve issues with their Department Head they may address their concerns or ideas to the Unified Manager with the understanding that all discussion with the Unified 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 Unified Manager, with the advice of the Trustees, shall appoint all personnel with departmental supervisory capacity. The Unified Manager shall also seek the advice of the Library Trustees in the appointment of the Library Director.

203. ASSIGNMENT OF DUTIES

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

The Unified Manager shall approve all job descriptions or any changes thereto, except the Unified 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 Unified Manager and posted for employee review. These rules shall be enforced by the Department Head and/or the Unified 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 Unified 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 Unified 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 Unified Manager. In the event of any serious emergency, medical assistance shall be called immediately.

214. CLOSING A VILLAGE DEPARTMENT

The Unified 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 Unified 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 in compliance with Vermont Sick Leave Law 21 V.S.A. §§ 481 – 486. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the Unified Manager. Sick time is a privilege and is to be used only for legitimate absences.

Department Heads and the Unified 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 at the end of the calendar year, and must take at least 50% of their yearly vacation accrual. If the department's staffing needs directly cause the disapproval of a timely leave request, or cause a revocation of approved leave the employee shall be paid for all hours in excess of 240 vacation hours prior to the addition of the new yearly entitlement.

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

Employees who retire or resign with 10 business days' notice, or who are laid off for reasons of economic necessity, shall be paid for unused, accrued vacation time at the rate of pay in effect at the time of the separation.

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)
Indigenous Peoples' 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 Unified Manager by May 1st.

✓ The Essex Junction Recreation and Parks will not close on Presidents Day, Bennington Battle Day, Indigenous Peoples' 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 Unified 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 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.

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

- Employees will pay a dollar amount equal to 14% of the cost of the Platinum Standard medical premium.
- *Employees will pay a dollar amount equal to 1% of the cost of the high deductible health plan option

*If health insurance premiums for the plans the Village offers increase by 10% or more from plan year 2020 to plan year 2021 the employee contribution shall be 2% of the premium.

(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 80% of the deductible and co-pay. The employee shall be responsible for the remaining 20%.

(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 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 Unified 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 spousal 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 have jury duty time paid at their regular base pay.

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 Unified Manager's prior approval.

308. SELF-BETTERMENT PHYSICAL FITNESS PROGRAM

The Village believes that healthy employees are better employees. Employees who participate in the programs designed or managed by the Town and Village's health and wellness committee may receive annual health and wellness bonuses not to exceed \$350 per year.

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 Unified Manager.

313.6. ~~The following employees are exempt from the FLSA and shall not receive any overtime pay. Exempt employees include the Unified 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. Employees in positions that are classified as exempt from the FLSA shall not receive any Overtime pay. In addition~~

elected official who have a salary established by the Board of Trustees shall not receive any overtime pay. A current list of exempt positions can be found in Appendix VI.

313.7. Due to the demands and the nature of the work, sections 313.2 and 313.3 shall not apply to recreation department employees. Recreation employees may be required to work outside of their agreed upon schedule and/or on Sundays or Holidays, and shall be paid at their regular hourly rate. They will arrange with the Recreation Director if time off should be rescheduled for another day. Section 313.1 shall still apply for hours worked over 40 in a week.

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 Pay Out. Employees who leave employment in good standing shall have sick time paid out in accordance with Appendix VII.

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 Unified 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 Unified Manager, who shall give a written reply within one week.
- (2) The Unified 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 Unified Manager or Department Head, with the approval of the Unified Manager, may suspend, for disciplinary reasons, any employee in their department. The Unified Manager or Department Head, with the approval of the Unified 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 Unified 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 Unified 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 Unified 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 Unified 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 Unified Manager.

503. WORKING ON HOLIDAYS

Salaried employees who work on a holiday may take another day off in lieu of the holiday, with the Unified 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 Unified 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

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 the end of the calendar year (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 in compliance with Vermont Sick Leave Law 21 V.S.A. §§ 481 – 486. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the Unified Manager.

. 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 in compliance with Vermont Sick Leave Law 21 V.S.A. §§ 481 – 486. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the Unified Manager.

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 MVP VT Platinum plan, the MVP Gold Standard plan, or the MVP 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 Unified 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 \$675 per year to be reimbursed at 130% of cost to cover any taxes associated with such reimbursement. 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 Pay Scale

Pay Scale effective July 1, 2017									
Grade	Minimum	Minimum		Quartile 2		Midpoint		Quartile 3	Maximum
	Hourly Rate	Annual		25th		50th		75th	None
1	\$ 10.96	\$22,796.80		\$ 11.73		\$ 12.55		\$ 13.43	
2	\$ 12.14	\$25,251.20		\$ 13.61		\$ 15.05		\$ 16.53	
3	\$ 13.86	\$28,828.80		\$ 15.54		\$ 17.20		\$ 18.86	
4	\$ 15.40	\$32,032.00		\$ 17.23		\$ 19.08		\$ 20.93	
5	\$ 17.11	\$35,588.80		\$ 19.15		\$ 21.21		\$ 23.26	
6	\$ 18.96	\$39,436.80		\$ 21.23		\$ 23.50		\$ 25.79	
7	\$ 21.06	\$43,804.80		\$ 23.60		\$ 26.13		\$ 28.65	
8	\$ 23.37	\$48,609.60		\$ 26.18		\$ 28.98		\$ 31.79	
9	\$ 25.96	\$53,996.80		\$ 29.07		\$ 32.18		\$ 35.30	
10	\$ 28.80	\$59,904.00		\$ 32.26		\$ 35.72		\$ 39.17	
11	\$ 31.96	\$66,476.80		\$ 35.79		\$ 39.63		\$ 43.47	
12	\$ 34.54	\$71,843.20		\$ 38.67		\$ 42.98		\$ 46.98	
13	\$ 43.00	\$89,440.00		\$ 46.58		\$ 50.16		\$ 53.76	

An employee's change in job classification, or promotion to a new role, that results in a movement to a higher grade will result in a 5.5% increase for each grade change, or pay will be the minimum for the new grade (whichever is higher). An employee's change in job classification, or change in position, will result in a 5.5% decrease for each grade decrease.

Appendix VI

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	Assistant Site Coordinator	FT
NE	5	Ass't Zoning Administrator/ Admin Ass't. to Community Dev. Director	FT
NE	5	Equip Operator/Maint. Tech I	FT
NE	5	Equip Op/Maint. Tech/Crew Leader	FT
NE	5	Grounds and Facilities Technician	FT
NE	5	Wastewater Plant Operator II	FT
NE	6	Accountant	FT
NE	6	Administrative Assistant	FT
NE	6	Ass't Zoning Administrator/ Admin Ass't. to Community Dev. Director	FT
NE	6	Business Coordinator	FT
NE	6	Circulation Librarian	FT
NE	6	Grounds and Facilities Foreman	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	Asst. Chief WW Plant Operator	FT

Appendix VI

EXEMPT/ NON-EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
NE	8	Stormwater Coordinator/Wastewater Operator	FT
E	8	Grounds & Facilities Director	FT
E	8	Preschool Director	FT
E	8	Program Director	FT
NE	8	Public Works Foreman	FT
E	9	Asst. to the Manager	FT
E	9	School Age Child Care Directors	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 Director	FT
E	13	Recreation & Parks Director	FT
E	13	Manager	FT



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

MEMORANDUM

TO: Village Trustees; Evan Teich; Sarah Macy
FROM: Chris Gaboriault, Essex Junction Fire Department
DATE: August 13, 2020
SUBJECT: Air Compressor

Subject: Air Compressor for Essex Junction Fire Department

Request for Quote: Reynolds & Sons – Unicus 4i Bauer Compressor

Price Quoted: \$84,954.10 (\$1,000.00 deduction using Street Department to unload)

Background: Essex Junction Fire Department is replacing our air compressor, used to fill our Self-Contained Breathing Apparatus bottles. Our current compressor is approximately 35 years old and no longer serviceable if the unit breaks down. Essex Junction Fire Department requested a single source bid to stay with a Bauer Compressor, the same manufacturer on our current unit. Other than yearly maintenance, this compressor has remained 100% reliable over the past 35 years. Reynolds & Sons is the only Bauer authorized dealer in the State of Vermont.

Justification: Due to our long history with Bauer Compressors, Essex Junction Fire Department has chosen to remain with the Bauer brand. This unit is sold and serviced by Reynolds & Sons in Barre, Vermont. Our station configuration provides limitations on where an air compressor can be located. The Unicus 4i is a self-contained compressor and fill station. The compressor is housed inside noise dampening compartment walls that allows us to place this unit on the bay floor without introducing loud noise on the station floor.

Options being purchased include CO Monitor, which prevents the system from introducing Carbon Monoxide into the breathing cylinders. Two additional 6000PSI Storage tanks that will allow us to fill bottles without interruption. Dual-Fill which allows us to fill multiple bottles at the same time and RFID data logging. RFID data logging will allow us to maintain records of when a bottle was filled, who performed that operation and prevent a bottle fill if hydrostatic testing is out of date. This improvement will allow us to provide training on system use and provide each individual trained with a unique log in that will be required prior to future use. Our Self-Contained Breathing Apparatus bottles are already equipped with RFID chips and can be incorporated into the system immediately.

Recommendation: The Essex Junction Fire Department recommends the Trustees waive the bid process and authorize the purchase from Reynolds & Sons for the Unicus 4i Breathing Air Compressor System.

REYNOLDS

Supplies. Support. Solutions.

Breathing Air Compressor System

Essex Junction Fire Department

8/3/2020

Todd Goulette

802-238-0953

todd@reynoldsandson.com



Valid through: 12/15/2020

UNICUS 4i®

UNICUS 4i 13H-E1, 10 hp, 4-Stage, 6000 PSIG Compressor \$ 67,528.00

13 SCFM, 1420 RPM (E1 = 1 Phase or E3 = 3 Phase)

P2 SECURUS - Electronic moisture monitoring for purification

Solid State Auto Cascade System

3-Position Containment Fill Station. NFPA 1901 2016 edition

Two (2) ASME 6000 PSI Cyinders installed on integral rack.

Options: \$ 25,341.00

Subtotal: \$ 92,869.00

Discount: \$ (9,286.90)

Installation, Delivery, Start-up and Training: \$ 2,372.00

Tax: \$ -

Total \$ 85,954.10

Options	Qty	Price	Extended
CO Monitor	1	\$ 4,162.00	\$ 4,162.00
ASME 6000 PSI Storage	2	\$ 3,540.00	\$ 7,080.00
Dual-Fill	1	\$ 1,364.00	\$ 1,364.00
100' Remote Fill Hose	0	\$ 3,369.00	-
RFID Data Logging	1	\$ 12,735.00	\$ 12,735.00



UNICUS® 4i

4 AND 5-STAGE HIGH PRESSURE BREATHING AIR COMPRESSORS

This game-changing filling station employs our state-of-the-art control system centered around a 15-inch HMI touch screen interface, which allows the operator to manage the entire system from the single-point touch screen. UNICUS 4i has several innovative optional features including BAUER Gas-Tek™ monitoring system, Lab On Locale 2™ and RFID Reader.

› PRESSURE:

5000 to 6000 PSIG
(345 to 414 BAR)

› CHARGING RATE:

13 to 26.4 SCFM
(368 to 748 L/MIN)

› POWER:

10 to 20 HP
(7.5 to 15 kW)

FIRE



› UNICUS 4i



› UNICUS 4i
(SHOWING INSIDE FRONT)



› UNICUS 4i
(SHOWING INSIDE BACK)

STANDARD SCOPE OF SUPPLY

- › BAUER breathing air purification system with SECURUS
- › **BAUER 15-inch HMI touch-screen** interface
- › Solid state auto cascade system
- › Compressor low oil pressure and high temperature safety shutdowns
- › Emergency stop push button
- › Ergonomic system-operations panel
- › Ergonomically designed stainless steel fill adaptors with integral bleed valve
- › Automatic condensate drain system with non-corrosive condensate reservoir and integrated float sensor and automatic "Full" indication and compressor shutdown
- › Two (2) ASME code stamped air cylinders installed in an integral rack designed to hold four cylinders
- › NFPA 1901 2016 edition compliant 3 position containment fill station accommodates SCBA or SCUBA cylinders up to 31" overall length

SYSTEM FOOTPRINT

DIMENSIONS L x W x H inches (mm)

- › 101" x 38" x 78" (2565mm x 965mm x 1981mm)

WEIGHT pounds (kg)

- › 4350 - 4550 lb (1973 - 2064 kg)

*Weights are based on a unit equipped with 4 ASMEs

AVAILABLE ACCESSORIES (FACTORY INSTALLED)

- › **BAUER Gas-Tek™** gas monitoring system
- › **Lab on Locale 2™** accredited remote air testing system
- › **RFID Reader** which reads and records data from the RFID equipped cylinders
- › Hose reel for 100' of high pressure breathing air hose
- › Reg/RF
- › Dual Fill/3 position
- › Tri Fill/3 position
- › Additional air storage cylinders

TECHNICAL DATA

Model	Charging Rate ¹		Number of Stages	Motor		FAD ²	Purification System
	SCFM	L/MIN		HP	kW		
5000 PSIG (345 BAR)							
UNICUS 4i -26 - E3	26.4	748	4	20	15	22	P5 SECURUS
UNICUS 4i -20 - E3	21	595	4	15	11	17.5	P5 SECURUS
6000 PSIG (414 BAR)							
UNICUS 4i -13- E1/E3	13	368	4	10	7.5	10.8	P2 SECURUS
UNICUS 4i -18- E3	18	510	4	15	11	15	P5 SECURUS
UNICUS 4i -25- E3	25.2	714	5	20	15	21	P5 SECURUS

1) Based on recharging an 80 cubic foot tank from 500 to 3000 psig.

2) Compressor capacity referenced to standard inlet conditions. Tolerance +/- 5%

**VILLAGE TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
August 11, 2020**

TRUSTEES: Andrew Brown, President; Raj Chawla; Dan Kerin; George Tyler. (Amber Thibeault not in attendance)

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Sarah Macy, Assistant Manager/Finance Director; Robin Pierce, Community Development Director

OTHERS PRESENT: Annie Cooper; Helen Diplock; Ann Duaney White; Terry Hess; Brian Hsiang; Timothy Miller; Russell Mills; Frank Naef; Judy Naef; Rosanne Prestipino; Brian Schnell; Ken Signorello; Sarah Stultz; Irene Wrenner.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

Mr. Teich requested the addition of letters from residents regarding Park Terrace.

3. APPROVE AGENDA

GEORGE TYLER made a motion, seconded by RAJ CHAWLA, to add the recently emailed letters regarding Park Terrace. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Brian Schnell said that, in his opinion, the selection process to engage a contractor to support the community discussion about policing should have included a Request for Proposals (RFP). He suggested that the boards apply an equity lens to their selection process, in the future so as to not exclude multiracial organizations from opportunities.

Ms. Naef requested clarification on how to engage in the meeting through Microsoft Teams.

Ms. Duaney White requested the Trustees consider putting a guided tutorial on the website for how to navigate meetings using technology.

5. BUSINESS ITEMS

a. Approve study of closing portion of Park Terrace

Mr. Pierce introduced the issue that some drivers on Park Terrace, which is two way for a short distance from Park Street and then one-way going to School Street, have caused a perennial problem by driving the wrong way down Park Terrace and parking illegally on the road. He said monitoring and policing this street has not been practicable. He proposed a study to determine whether a closure of a portion of the street would solve this problem. He described the location of the proposed closure and its impact on properties on this street. Mr. Peirce said the proposed study would include interviewing residents of the street while collecting traffic data.

The Trustees discussed the current construction activities on Park Terrace to build a garage and living units, noting complaints they have heard about construction vehicles blocking driveways. They wondered how this would also be addressed through proposal. The Trustees discussed whether the timing for this study should after the garage is built and the road is widened. They considered current, near term and longer term impacts the construction may have on traffic. They

discussed whether other neighborhoods also impacted by “cut through” traffic should be studied and whether other options, like speed tables or bump outs should be considered instead of closing off the road.

Ms. Duaney White introduced herself as a homeowner on the road for 37 years. She described the struggle residents have had with traffic issues over time and said blocking the street is a bad idea. She described drivers who illegally travel the wrong way on the road but stressed that the biggest problem she recently sees is parked trucks taking up too much space and blocking the road and driveways. She said a loading dock application from McGillicuddy’s to the Planning Commission was denied and, as a result, delivery trucks stop in the middle of the road every day. She said, in her opinion, using the road with these trucks and the construction trucks, is one of the biggest issues at this time. She suggested that a bump out or consistent enforcement of the current, unclosed road could solve the traffic “cut through” and speeding problems better than road closure. She also suggested that any planned traffic study should be paid for by the developer building on the street. She described potential challenges with back up of traffic if the road were to be closed, as people turn around to exit and then wait to turn left off the road. She described multiple ways the proposal would cause problems, in her opinion. She also said that the agenda item, as it was written, was problematic because it seemed to suggest that the study would be approved not that there would be a discussion of a proposal under consideration.

Mr. and Ms. Naef said they have been living on Park Terrace for 40 years. Ms. Naef described driving on the street as a “nightmare”. She talked about trucks left in the middle of the street, people cutting through McGillicuddy’s, and drivers speeding on the road going the wrong way. She talked about near misses she has had to serious injury and said Police do not give drivers on the street tickets. She also gave an example of what she perceived as lack of enforcement when someone was trying to break into cars. She said she worries about ambulances and firetrucks not being able to get in or out. Mr. Naef agreed with his wife’s description and also agreed that the wording of this agenda item was problematic. He gave measurements of the current width of the street, 19 feet, and explained how much room delivery trucks take up. He said he was told that signals and cameras would be too expensive for the street, but he suggested that this could be an effective solution for enforcement. He requested that residents be invited to participate in the traffic study.

Annie Cooper acknowledged that the residents on Park Terrace would, on her opinion, be responsible for changing the culture of traffic so they should be involved with the study.

The Trustees discussed the comments made from the members of the public and said they want to read the suggestions outlined in the letters presented to them. Mr. Kerin suggested that the traffic study be conducted once the new building is complete but, in the meantime, implement paint, signage, or bump outs and increased enforcement to see if these strategies may work. Mr. Brown suggested \$2000 be used to try out some of the solutions in the short term. Mr. Chawla said the problem of no loading dock also needs a solution urgently.

Ms. Duaney White and Mr. and Mrs. Naef said that they love their neighborhood, want to be part of the solution, and requested being part of the study and next steps.

ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the Trustees request staff work with the residents of School Street and Park Terrace on low cost solutions with a budget not to exceed \$2000 and tabling the study. The motion passed 4-0.

- b. **Approve temporary closure of Memorial Way for Open and Outside event (Aug. 14-16)**
Mr. Tyler described the proposal to temporary close Memorial Way for the Open and Outside event. Mr. Pierce said that they would accept volunteers from the Trustees to help with the event and talked about the activities and businesses involved.

DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees give Staff approval to close off the slip road in front of TD Bank for the Open and Outside event. The motion passed 4-0.

c. Update on Crescent Connector—Evan Teich

d. Mr. Teich provided the Trustees and public an update on the Crescent Connector. He talked about the project team moving forward with documents that propose a breakup of phases. This would accommodate the impact of COVID and provide time for easement discussions, while allowing continued progress on the project.

e. Discussion and potential action on merger, charter, and separation

Mr. Brown introduced, and the Trustees discussed, five points regarding potential action on merger, charter, and separation. They talked about the collaborative process, to date, with the Selectboard and the work still needed to take place prior to August 21 if a question were to be placed on the November ballot regarding merger. The Trustees agreed to formally ask the Selectboard to work on the Charter with them over the week in an attempt to meet the deadline. They discussed frustrations with what they perceived indecisiveness in the process but pointed out many decisions were made jointly and collectively over the past year. They talked about the contention from subsets of the public and messaging from the Essex Retorter. They discussed the House Government Operations Committee's role in the process. Mr. Chawla suggested that the Village Trustees finish a version of the merged Charter, have the Selectboard finish a version then have a newly formed Governance Subcommittee work on negotiations. Mr. Teich suggested that, if they do not get a question on the November ballot, the March vote could include the question with a deadline of January. He suggested that if an Australian ballot is approved in November the March vote should see a large turnout.

Ms. Cooper said the current momentum in the community should signify that the vote should take place in November. She suggested that once the question is on the ballot, the time from now to the vote could be used to educate the community on the proposed merger plan.

Ms. Stultz said she is torn about the possibility of a November vote because she would like more information about the advantages and disadvantages of dissolution. She suggested the momentum on the issue will not stop and that tax equity is an issue that needs a solution.

Ms. Macy showed a portion of the first draft she is working on to demonstrate concrete numbers about how departments are funded between the Village and the Town outside the Village. She showed how she plans to illustrate this with merger, separation and status quo.

The Trustees talked about a proposed timeline for working toward something for the ballot over the next week. They decided to finish a Trustees version of the Charter on a special meeting to be warned for Monday August 17th. They said they would provide it to the Selectboard for their Tuesday August 18th meeting in preparation for a possible special Joint meeting to be warned for Thursday August 20th. The Trustees agreed that there would be no need to formulate a response to the Selectboard's proposal to modify the Town Charter to 3-3, as this could be discussed through this timeline.

The Trustees discussed what to do about the 3-3 proposal currently with the House Government Ops Committee. They agreed that the Trustees should write a letter to table the proposal until there is a decision by both the Trustees and the Selectboard on the merger.

The Trustees agreed that Mr. Brown and Mr. Tyler should write a summary of the evening's decisions to be provided to the Selectboard.

f. **Discussion and potential action for moving to Australian ballot voting for budget approval**

The Trustees discussed agreed that a question should be placed on the November ballot of whether the voters would like to move to Australian ballot of budget voting.

RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees direct staff to work with the Village Attorney to include the necessary language on the November 2020 ballot to ask voters whether or not to move to Australian ballot voting for the Village municipal budget. The motion passed 4-0.

6. CONSENT ITEMS

GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees approve the Consent Agenda:

- a. Approve two vouchers per household for Open and Outside
 - Increase the \$10 vouchers available to two per Village household and that the tickets can be picked up from the Village offices on the dates and times previously mentioned in the memo from Robin Pierce dated August 11, 2020.
- b. Approve use of Village Conference Room for 1 Main Street park design charrette
 - Approve the use of the meeting room at 2 Lincoln for a Charrette for the 1 Main Street Park on August 14th from 10-noon.
- c. Approve minutes: July 28, 2020
- d. Check Warrant #17210—07/31/2020

The motion passed 5-0.

7. READING FILE

- a. Board Member Comments
 - Mr. Brown talked about the youth development celebration scheduled for Saturday to recognize Essex's new recognition as a Quality Youth Development Community where youth are valued and engaged.
 - Mr. Brown commented on a concern he heard about Champlain Valley Exposition(CVE)'s approval of a Grace Potter concert. He explained that CVE is a nonprofit, private business who can make these types of decisions, but if a someone has a suggestion for them, they can reach out to Tim Shea at CVE directly. He also suggested that if any members of the public see things happening that are illegal they should call the police department.
 - Mr. Tyler extended thanks to Ms. Cooper for her work on the Open and Outside event, and to Ms. Macy and Mr. Teich for pulling through with all of the recent work.
- b. Memo from Greg Duggan re: Update on Essex clean-up day
 - Mr. Brown expressed thanks to Ms. Stultz for her work on the Clean Up day, to make up for Green Up Day, on September 26.
- c. Memo from Robin Pierce re: Village Center Development: 3 Maple Street
 - Mr. Brown explained that the Maple Street project will continue and is paid for completely by private development funds.
- d. Email from Lillie Bleau re: Essex policing needs to change
- e. Racial justice work plan from Creative Discourse
- f. Upcoming meeting schedule

8. EXECUTIVE SESSION

- a. ***An executive session is not anticipated**
No executive session took place.

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9. ADJOURN

DAN KERIN made a motion, seconded by RAJ CHAWLA, to adjourn. The motion passed 4-0 at 9:45 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

VILLAGE OF ESSEX JUNCTION TRUSTEES

SPECIAL MEETING MINUTES

AUGUST 17, 2020

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

ADMINISTRATION: Evan Teich, Unified Manager

OTHERS PRESENT: Diane Clemens, Annie Cooper, Elaine Haney, Town Meeting TV.

CALL TO ORDER

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

AGENDA ADDITIONS AND CHANGES

Mr. Teich requested that three documents be added to the agenda: 1) an email from Vermont Teens for the Future to be added to the reading file regarding posting of Black Lives Matter signage in the Village; 2) a document from Trustee Chawla pertaining to the charter amendment business item containing information regarding how to incorporate the authority of an elected board to regulate tobacco and cannabis products into a municipal charter; 3) a document from Trustee Tyler pertaining to the charter amendment business item containing a summary of proposed revisions to the Essex Town merger charter.

AMBER THIBEAULT made a motion, seconded by DAN KERIN, to add the three document to the appropriate sections of the agenda. The motion passed 5-0.

PUBLIC TO BE HEARD

There were no comments from the public at this time.

BUSINESS ITEMS

- a. Discussion and potential action to warn a joint meeting with the Town Selectboard for Thursday, August 20 at 6:30 p.m.**

Mr. Brown said that a letter he'd sent to Selectboard Chair Haney had proposed that the Selectboard and Trustees hold a special joint meeting on August 20th to discuss the Trustees' recommendations for a merger charter and whether to submit a finalized charter to the Town Clerk on Friday in time to be placed on a ballot in November. Mr. Brown said he wasn't sure if a consensus of the Trustees had actually proposed such a meeting. Mr. Tyler responded that he may have been responsible for the misunderstanding because he and Mr. Brown had jointly composed the letter to Chair Haney and he made have misunderstood the Trustees' intentions. Mr. Chawla said that he would be agreeable to meeting with the Selectboard but suggested that the Trustees table the question until they've completed their revisions of the charter. The Board agreed to table the question.

- b. Discussion and potential action to finalize the Village proposed merger charter language**

Mr. Brown lead the Trustees in the process of reviewing and revising the working version of draft Town of Essex charter, last edited jointly by the Essex Town Selectboard and Essex Junction Trustees at their meeting on June 29, 2020, which would merge the Village of Essex Junction and Town of Essex into a unified community with a single government.

After completing their review and revision, with the assistance of Mr. Teich, Mr. Brown invited comments from members of the public.

Ms. Cooper asked the Trustees if it was possible to merge the budgets of the Town and Village governments with no impact on Town taxpayers who live outside the Village. Mr. Tyler responded that the charter provisions would reduce such impacts but it wasn't possible to merger the two budgets with no tax impact.

Ms. Cooper then expressed concern that instating Town and Village voting wards into the merger charter might reduce the pool of qualified candidates who run for office in the new government.

Mr. Brown then asked the Trustees to revisit the question of meeting with the Selectboard to discuss the Trustees' revisions of the Charter and possibly having both boards jointly put it on the ballot in November. Mr. Tyler asked if a special Trustee meeting for Thursday had been warned. Mr. Teich responded that meeting hadn't been warned but that he would have staff warn the meeting. There was general discussion among the Trustees of whether to only send the revised version of the Charter to the Selectboard for their review or to also send the revised charter to the Town Clerk with a request to place it on the ballot for Village voters in November.

GEORGE TYLER made a motion, seconded by DAN KERIN to send an amended version of the charter to the Essex Town Selectboard for their review at a special meeting on August 20, 2020, and the possible submission of the charter to the Essex Town Clerk to place on a ballot for the November 2020 Elections. The motion passed 5-0.

ANDREW BROWN then made a motion, seconded by DAN KERIN, to warn a special meeting of the Essex Junction Board of Trustees. The motion passed 5-0.

Mr. Brown then described the recent 'Open and Outside' event sponsored by the Village as a success and thanked all the Trustees and Staff who worked to make it possible. Mr. Chawla agreed with Mr. Brown and added that it was refreshing to hear some live music and witness some community spirit again.

RAJ CHAWLA made a motion, seconded by DAN KERIN, to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 9:42 p.m.

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Town of Essex / Village of EJ Accounts Payable

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08:54 am

Check Warrant Report # 17211 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01(GENERAL FUND) All check #s 08/07/20 To 08/07/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	07/27/20 SPARK PLUG 1 EA NGK 552020938839	210-43110.432 R&M Services - Vehicles	7.18	29730	08/07/20
07305	AIRGAS USA LLC	08/05/20 AR CD25300 9103813042	210-43110.610 SUPPLIES	201.77	29731	08/07/20
07305	AIRGAS USA LLC	08/05/20 CNCT MT SERS .035" MD 9103813043	210-43110.610 SUPPLIES	24.90	29731	08/07/20
42665	AMAZON/SYNCB	07/10/20 SUPPLIES, PROGRAM MATERIA 0069853720	210-45551.340 COMPUTER EXPENSES	169.99	29732	08/07/20
42665	AMAZON/SYNCB	07/10/20 SUPPLIES, PROGRAM MATERIA 0069853720	210-45551.640 ADULT COLLECTION-PRINT &	112.58	29732	08/07/20
42665	AMAZON/SYNCB	07/10/20 SUPPLIES, PROGRAM MATERIA 0069853720	210-45551.837 CHILDRENS PROGRAMS	40.96	29732	08/07/20
42665	AMAZON/SYNCB	07/10/20 SUPPLIES, PROGRAM MATERIA 0069853720	210-41320.600 Emergency Prep. Supplies	309.02	29732	08/07/20
24780	AUTO ELECTRIC INC	07/27/20 battery cable for winch t 28629	210-43110.432 R&M Services - Vehicles	591.50	29736	08/07/20
V9976	AVONDA AIR SYSTEMS, INC	07/29/20 SERVICES 9466	210-41943.021 Contractual Svcs - Browne	230.95	29737	08/07/20
23190	BAILEY SPRING & CHASSIS	08/03/20 brake repair W17173	210-43110.432 R&M Services - Vehicles	160.00	29738	08/07/20
00530	BRODART CO	07/21/20 YOUTH PRIZE BOOKS B5941345	210-49345.000 LIBRARY DONATION EXPENDIT	36.69	29743	08/07/20
21210	CINTAS LOC # 68M 71 M	08/01/20 WATERBREAK COOLER AGRMENT 9097763914	210-43110.610 SUPPLIES	50.00	29746	08/07/20
35260	EAST COAST PRINTERS INC	07/24/20 face masks 07242012	210-43110.612 UNIFORMS,BOOTS,ETC	240.00	29753	08/07/20
19410	EAST COAST SIGNALS	06/30/20 June service calls 6480201953	210-43123.730 Traffic Control	1490.00	29754	08/07/20
38955	F W WEBB COMPANY	07/24/20 SCRWDVR TMPRPRF MGNTC 32 67994981	210-45220.610 SUPPLIES	36.54	29760	08/07/20
34895	GAUTHIER TRUCKING, INC.	08/01/20 11 Jackson St 1496618	210-43110.565 RUBBISH REMOVAL	150.11	29766	08/07/20
34895	GAUTHIER TRUCKING, INC.	08/01/20 Railroad Ave 1496620	210-43110.565 RUBBISH REMOVAL	455.85	29766	08/07/20
34895	GAUTHIER TRUCKING, INC.	08/01/20 Beech Street 1496753	210-43110.565 RUBBISH REMOVAL	61.97	29766	08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20 July Fuel 261375	210-41944.026 Gasoline - Maple St Park	196.91	29767	08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20 July Fuel 261375	210-43110.626 Vehicle Fuels	1141.99	29767	08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20 July Fuel 261375	210-41944.022 Gasoline - Fire Station	274.16	29767	08/07/20
23420	P & P SEPTIC SERVICE INC.	07/14/20 Pool Portolets July T536063	210-41320.600 Emergency Prep. Supplies	400.00	29784	08/07/20
V9862	PERCY RENTALS, SALES & SE	07/24/20 lawn mower blades 37464	210-43110.432 R&M Services - Vehicles	58.25	29786	08/07/20
25140	PIKE INDUSTRIES INC	07/27/20 Asphalt 1091437	210-43120.610 Summer Const - Supplies	131.84	29787	08/07/20
25140	PIKE INDUSTRIES INC	08/04/20 Asphalt and emulsion 1092525	210-43120.610 Summer Const - Supplies	1082.08	29787	08/07/20

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17211 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 08/07/20 To 08/07/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24410	PRIORITY EXPRESS INC	07/26/20	COURIER SERVICE 7/20-7/26 80272031	210-45551.536 POSTAGE/DELIVERY	41.48	29788 08/07/20
37430	R R CHARLEBOIS INC	07/17/20	park brake and filter SPO1074	210-43110.432 R&M Services - Vehicles	193.25	29789 08/07/20
37430	R R CHARLEBOIS INC	07/24/20	FTL ABP.N10G.36000006 SPO1093	210-42220.432 VEHICLE MAINTENANCE	-11.72	29789 08/07/20
24830	REINHART FOODSERVICE	07/24/20	paper towels 355557	210-43110.610 SUPPLIES	354.00	29791 08/07/20
05280	S & D LANDSCAPES LLC	07/23/20	MSP, Cascade, Park St Wor 172943	210-45220.330 OTHER PROFESSIONAL SVCS	2123.40	29793 08/07/20
37965	S D IRELAND CONCRETE	07/28/20	Rivendell 83793	210-43124.570 Sidewalk and Curb Mainten	499.50	29794 08/07/20
39425	SCOTT & PARTNERS INC	07/15/20	ARCHITECTURAL SERVICES 6/ 2939	210-41942.021 R&M Bldg - Brownell	435.00	29797 08/07/20
42565	SEVEN DAYS	07/15/20	Employment Ads 205227	210-45110.550 PRINTING & ADVERTISING	200.00	29799 08/07/20
29835	SHERWIN-WILLIAMS	08/03/20	RETURN HOSE 40609	210-43110.610 SUPPLIES	52.93	29800 08/07/20
24770	TROWEL TRADES SUPPLY INC	07/27/20	rebar 1/2â€X10' GRADE 60 850355000	210-43110.610 SUPPLIES	5.40	29804 08/07/20
00710	UPS STORE	03/11/20	shipping back signs 00000006010	210-43120.610 Summer Const - Supplies	38.35	29806 08/07/20
11935	VIKING-CIVES USA	07/21/20	PTO SOLENOID ONLY NEW STY 4498976	210-43110.432 R&M Services - Vehicles	481.00	29808 08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	210-41948.021 Natural Gas - Brownell	57.21	29810 08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	210-41948.020 Natural Gas - 2 Lincoln	57.38	29810 08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	210-43110.623 HEATING/NATURAL GAS	72.27	29810 08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	210-41948.023 Natural Gas - Park St Sch	114.15	29810 08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	210-41948.022 Natural Gas - Fire Statio	50.88	29810 08/07/20
25955	AT&T MOBILITY	06/23/20	EJRP Cell Phones 28727992 620	226-45120.535 Telephone	271.85	29734 08/07/20
31275	DON WESTON EXCAVATING INC	03/25/20	Pool Area Concrete 21937	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	8500.00	29750 08/07/20
31275	DON WESTON EXCAVATING INC	03/25/20	Pool Area Concrete 21938	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	9000.00	29750 08/07/20
31275	DON WESTON EXCAVATING INC	03/25/20	Pool Area Concrete 21939	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	9500.00	29750 08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20	July Fuel 261375	226-45120.626 GAS, GREASE & OIL	137.70	29767 08/07/20
36240	DUBOIS & KING INC	07/21/20	Crescent Connector Invoic 70	230-46801.008 CRESCENT CONNECTOR	69827.93	29751 08/07/20
V9632	HOYLE, TANNER & ASSOC, IN	07/28/20	Densmore Drive project 92 0063139	230-46801.022 Densmore Dr, FEMA	34051.00	29771 08/07/20
24130	VT DEPT ENVIRONMENTAL CON	06/22/20	Crescent Connector Stormw 7778INDSA	230-46801.008 CRESCENT CONNECTOR	330.67	29809 08/07/20

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17211 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05280	S & D LANDSCAPES LLC	07/23/20	MSP, Cascade, Park St Wor 172943	233-46801.008 FIELD MAINTENANCE	10589.76	29793	08/07/20
14245	E.H. WACHS	07/28/20	U-W Operating Nut Set, St 187342	254-43200.614 DISTRIBUTION MATERIALS	910.57	29752	08/07/20
38955	F W WEBB COMPANY	07/30/20	GA 1000 200PSI 45 1/4NPT 68058527	254-43200.610 SUPPLIES	26.76	29760	08/07/20
04640	FASTENAL INDUSTRIAL & CON	07/28/20	S/S HCS 5/8-11X3 1/2 VTBUR281590	254-43200.430 WATER LINES MAINT-BREAKS	126.31	29761	08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20	July Fuel 261375	254-43200.626 GAS,GREASE AND OIL	113.05	29767	08/07/20
03070	MINUTEMAN PRESS	08/03/20	Vill water bills 52023	254-43200.536 POSTAGE	329.12	29778	08/07/20
43435	NORTRAX (PARTS)	07/29/20	various parts 2029134	254-43200.570 MAINTENANCE OTHER	435.12	29782	08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	254-43200.623 HEATING/NATURAL GAS	40.58	29810	08/07/20
V9533	CCP INDUSTRIES	07/30/20	FLANNEL,Rags 50# SW IN02581236	255-43200.570 MAINTENANCE OTHER	255.06	29744	08/07/20
23455	CHITTENDEN SOLID WASTE DI	07/28/20	118.98 WT June 20206ESS	255-43200.568 SLUDGE MANAGEMENT	10400.04	29745	08/07/20
04940	COMCAST	07/23/20	internet 0316028 7/20	255-43200.535 TELEPHONE SERVICES	163.30	29748	08/07/20
06870	ENDYNE INC	08/03/20	SHT NY Bi-Monthly with TC 340248	255-43200.577 CONTRACT LABORATORY SERVI	1590.00	29755	08/07/20
38955	F W WEBB COMPANY	07/29/20	VPIC Pilot 68028283	255-43330.014 VPIC HydroFlow Unit	87.11	29760	08/07/20
38955	F W WEBB COMPANY	07/29/20	HER60-015 11300 68046807	255-43200.570 MAINTENANCE OTHER	11.72	29760	08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20	July Fuel 261375	255-43200.626 GAS,GREASE AND OIL	126.26	29767	08/07/20
07010	GREEN MOUNTAIN POWER CORP	07/21/20	39 Cascade 6/18-7/20/20 0132407 0720	255-43200.622 ELECTRICAL SERVICE	9736.06	29768	08/07/20
03160	P & H SENESAC INC	07/23/20	POLYMER FOR DEWATERING 20217	255-43200.619 CHEMICALS	6900.00	29783	08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	255-43200.623 HEATING/NATURAL GAS	672.87	29810	08/07/20
38680	VT RURAL WATER ASSOC	08/05/20	NPDES Permit Pgm registra 080520D	255-43200.500 TRAINING, CONFERENCES, DU	18.00	29813	08/07/20
V10434	WESTON & SAMPSON ENG, INC	07/30/20	Second round PFAS samplin 8200500	255-43200.330 OTHER PROFESSIONAL SERVIC	4966.40	29816	08/07/20
20470	GLOBAL MONTELLO GROUP	07/31/20	July Fuel 261375	256-43200.626 GAS,GREASE AND OIL	89.30	29767	08/07/20
03070	MINUTEMAN PRESS	08/03/20	Vill water bills 52023	256-43200.536 POSTAGE	658.25	29778	08/07/20
36130	VERIZON WIRELESS	07/23/20	VPN pump station 9859392131	256-43220.002 WEST ST PS COSTS	36.21	29807	08/07/20
36130	VERIZON WIRELESS	07/23/20	VPN pump station 9859392131	256-43200.434 PUMP STATION MAINTENANCE	150.28	29807	08/07/20
36130	VERIZON WIRELESS	07/23/20	VPN pump station 9859392131	256-43220.001 SUSIE WILSON PS COSTS	36.21	29807	08/07/20

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17211 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 08/07/20 To 08/07/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	256-43220.001 SUSIE WILSON PS COSTS	43.44	29810	08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	256-43220.002 WEST ST PS COSTS	43.44	29810	08/07/20
29825	VT GAS SYSTEMS	07/22/20	service 6/18-7/21/20 20117	256-43200.623 HEATING/NATURAL GAS	46.31	29810	08/07/20
Report Total					192640.40		

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17212 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 08/14/20 To 08/14/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	08/04/20	22" FLEX 1 EA TRFLX 552021739196	210-43110.610 SUPPLIES	26.78	29821	08/14/20
38340	ALLEGIANCE TRUCKS	07/25/20	LIGHT,ROPE1050.35 1257903	210-42220.432 VEHICLE MAINTENANCE	853.21	29824	08/14/20
09345	BASIC	08/03/20	Monthly Fee for COBRA Adm 40506812	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	29828	08/14/20
17185	BOXWOOD TECHNOLOGY INCORP	07/13/20	NRPA Job Ad 3571047	210-45110.550 PRINTING & ADVERTISING	144.50	29834	08/14/20
17185	BOXWOOD TECHNOLOGY INCORP	07/13/20	NRPA Job Ad 3571053	210-45110.550 PRINTING & ADVERTISING	244.00	29834	08/14/20
20840	BULLDOG FIRE APPARATUS OF	07/31/20	Light PBFA1322	210-42220.432 VEHICLE MAINTENANCE	99.16	29835	08/14/20
21120	CHAMPLAIN MEDICAL URGENT	08/01/20	Questionnaire Review 0003971500	210-42220.566 PHYSICAL EXAMS	35.00	29842	08/14/20
21210	CINTAS LOC # 68M 71 M	08/06/20	SHOP TWL-RED- 4057930810	210-43110.610 SUPPLIES	80.17	29845	08/14/20
25120	CLICKTIME.COM	08/06/20	Town Timesheets - July 322241	210-41510.570 Other Purchased Services	72.00	29846	08/14/20
04940	COMCAST	07/28/20	Internet 8/4-9/3 EJFD 01792100 820	210-41945.022 Telephone - Fire Station	168.40	29849	08/14/20
31545	COSTCO #314	07/01/20	Costco Membership EJRP 070120D	210-45110.500 TRAINING, CONF, DUES	180.00	29851	08/14/20
31545	COSTCO #314	07/28/20	Supplies EJFD 31855622701A	210-42220.610 SUPPLIES	141.75	29851	08/14/20
35260	EAST COAST PRINTERS INC	07/24/20	Custom face masks 07162034	210-45551.610 SUPPLIES	250.00	29855	08/14/20
V10576	ECOPIXEL LLC	08/07/20	Aug web hosting domain re 2819	210-41320.530 COMMUNICATIONS	148.95	29856	08/14/20
03280	ENGINEERS CONSTRUCTION IN	07/29/20	TOPSOIL 2132	210-43120.610 Summer Const - Supplies	560.00	29858	08/14/20
23215	ESSEX EQUIPMENT INC	07/13/20	Security Fence Rental 107524520001	210-41320.600 Emergency Prep. Supplies	515.20	29860	08/14/20
23215	ESSEX EQUIPMENT INC	07/29/20	Trimmer Line 107582010001	210-45220.610 SUPPLIES	38.49	29860	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	water sewer charge 073020A	210-43110.410 WATER AND SEWER CHARGE	488.67	29861	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	water sewer charge 073020A	210-43117.000 Streetscape Maintenance	422.84	29861	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	Water Sewer MSP Building 201701741720	210-41941.026 W/S - Maple St Park	380.61	29861	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	Water Sewer MSP Pool 201701751720	210-41941.026 W/S - Maple St Park	560.56	29861	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	Water Sewer Maint Bldg 201701761720	210-41941.026 W/S - Maple St Park	28.60	29861	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	WATER/SEWER brownell 201707831720	210-41941.021 W/S - Brownell	132.39	29861	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	Water Sewer Cascade Pk 201721301720	210-41941.026 W/S - Maple St Park	28.60	29861	08/14/20
25600	ESSEX RESCUE, INC	07/29/20	Epinephrine 443	210-42220.615 EMS SUPPLIES	155.88	29862	08/14/20

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17212 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 08/14/20 To 08/14/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31875	ESSEX TOWN WATER DEPT	08/03/20	Water Sewer 75 Maple St 120812331720	210-41941.026 W/S - Maple St Park	80.99	29863	08/14/20
31875	ESSEX TOWN WATER DEPT	07/31/20	Water/Sewer Charge 201707791720	210-41941.022 W/S - Fire Station	82.74	29863	08/14/20
21740	FIRST NATIONAL BANK OMAHA	07/24/20	Evan Credit Card Bill 9572 720	210-41320.340 COMPUTER EXPENSES	302.64	29865	08/14/20
21760	FIRST NATIONAL BANK OMAHA	06/25/20	EPR Credit Card June 0492 620	210-45110.530 COMMUNICATIONS	37.49	29869	08/14/20
21760	FIRST NATIONAL BANK OMAHA	06/25/20	EPR Credit Card June 0492 620	210-41320.600 Emergency Prep. Supplies	329.35	29869	08/14/20
19005	FIRSTLIGHT FIBER	08/01/20	2 Lincoln Phone internet 7583656	210-41945.020 Telephone - 2 Lincoln St	250.30	29871	08/14/20
19005	FIRSTLIGHT FIBER	08/01/20	PHONE AND TECH ACCESS 7583757	210-41945.021 Telephone - Brownell	94.76	29872	08/14/20
19005	FIRSTLIGHT FIBER	08/01/20	PHONE AND TECH ACCESS 7583757	210-45551.530 TECHNOLOGY ACCESS	48.69	29872	08/14/20
34895	GAUTHIER TRUCKING, INC.	08/01/20	MSP Trash Removal 1497455	210-41943.026 Contractual Svcs - Maple	392.33	29878	08/14/20
09375	GOOGLE INC	07/31/20	TECH ACCESS 3768637149	210-45551.530 TECHNOLOGY ACCESS	90.00	29879	08/14/20
04035	GOT THAT RENTAL & SALES I	07/28/20	mower repair parts 75528	210-45220.610 SUPPLIES	51.26	29880	08/14/20
04035	GOT THAT RENTAL & SALES I	08/04/20	.LUTE,BRACKET 75816	210-43110.610 SUPPLIES	157.00	29880	08/14/20
04035	GOT THAT RENTAL & SALES I	08/04/20	weed whacker repair w5273	210-43110.432 R&M Services - Vehicles	61.98	29880	08/14/20
37715	INTEGRITY COMMUNICATIONS	07/10/20	Pool House Phone 38503	210-45110.330 OTHER PROFESSIONAL SVCS	195.77	29885	08/14/20
37715	INTEGRITY COMMUNICATIONS	07/27/20	TELEPHONE SERVICE 38575	210-41945.021 Telephone - Brownell	45.00	29885	08/14/20
V10130	LOWE'S BUSINESS ACCOUNT	07/15/20	KBLT 42-PC BIT 02173	210-43110.610 SUPPLIES	42.72	29893	08/14/20
V10130	LOWE'S BUSINESS ACCOUNT	08/01/20	O O Paint 10395	210-41335.812 NEW PROGRAMS	201.48	29893	08/14/20
V10130	LOWE'S BUSINESS ACCOUNT	07/31/20	O O supplies 11833	210-41335.812 NEW PROGRAMS	205.08	29893	08/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	210-15102.000 EXCHANGE - ENGI/LEGAL	1164.30	29900	08/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	210-41320.320 LEGAL SERVICES	1234.80	29900	08/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	210-41320.320 LEGAL SERVICES	607.50	29900	08/14/20
44745	NORTHEASTERN SECURITY	08/01/20	System Monitoring 985676	210-41943.021 Contractual Svcs - Browne	219.00	29906	08/14/20
23420	P & P SEPTIC SERVICE INC.	07/23/20	Bath House Toilet Repair T536774	210-41942.026 R&M Bldg - Maple St Park	180.00	29910	08/14/20
24855	PETTY CASH - CAITLIN FAY	08/13/20	EJRP Petty Cash Reimburse 081320D	210-45110.550 PRINTING & ADVERTISING	31.16	29914	08/14/20
25140	PIKE INDUSTRIES INC	08/11/20	asphalt 1093885	210-43120.610 Summer Const - Supplies	502.64	29916	08/14/20

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For Check Acct 01 (GENERAL FUND) All check #s 08/14/20 To 08/14/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24410	PRIORITY EXPRESS INC	08/02/20	COURIER SERVICE 80272032	210-45551.536 POSTAGE/DELIVERY	41.48	29917	08/14/20
24410	PRIORITY EXPRESS INC	08/09/20	COURIER SERVICE 80272033	210-45551.536 POSTAGE/DELIVERY	41.48	29917	08/14/20
43275	RYCANDON MECHANICAL, INC.	07/29/20	Park St Repairs 13312	210-41942.023 R&M Bldg - Park St School	1559.31	29921	08/14/20
37965	S D IRELAND CONCRETE	07/29/20	Rivendell sidewalk 83842	210-43124.570 Sidewalk and Curb Mainten	441.00	29922	08/14/20
37965	S D IRELAND CONCRETE	08/03/20	Rivendell sidewalk 84005	210-43124.570 Sidewalk and Curb Mainten	441.00	29922	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-41947.023 Electricity - Park St Sch	328.61	29923	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-41947.026 Electricity - Maple St	3124.10	29923	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-41947.020 Electricity - 2 Lincoln S	494.45	29923	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-41947.021 Electricity - Brownell	917.62	29923	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-41947.022 Electricity - Fire Statio	494.45	29923	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-43115.622 Electricity - St/Traffic	817.85	29923	08/14/20
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July 220	210-43110.622 ELECTRICAL SERVICE	233.28	29923	08/14/20
00275	SB SIGNS INC	07/21/20	COVID Park Signage 24045	210-41320.600 Emergency Prep. Supplies	1009.00	29924	08/14/20
29835	SHERWIN-WILLIAMS	07/22/20	MSP Paint 33752	210-45220.610 SUPPLIES	249.44	29926	08/14/20
17410	STAPLES BUSINESS CREDIT	07/04/20	Paper Pads 3450565630	210-42220.610 SUPPLIES	25.99	29929	08/14/20
37680	TARRANT, GILLIES & RICHAR	07/31/20	Legal Bill Richardson 14025	210-41320.330 OTHER PROFESSIONAL SERVIC	100.00	29932	08/14/20
29825	VT GAS SYSTEMS	07/22/20	MSP Gas July 1578756 720	210-41948.026 Natural Gas - Maple St	40.58	29942	08/14/20
29825	VT GAS SYSTEMS	07/22/20	MSP Gas July 810044 720	210-41948.026 Natural Gas - Maple St	72.57	29944	08/14/20
24520	VT SYSTEMS INC	06/01/20	Rec Trac Fees 66593	210-45110.530 COMMUNICATIONS	3656.50	29948	08/14/20
07565	W B MASON CO INC	07/07/20	Office Preschool Supplie 211776465	210-45110.610 SUPPLIES	63.30	29949	08/14/20
07565	W B MASON CO INC	07/27/20	Soap Dispensers 212325543	210-45220.610 SUPPLIES	148.90	29949	08/14/20
07565	W B MASON CO INC	07/30/20	Cleaning Supplies 212445489	210-45220.610 SUPPLIES	1196.73	29949	08/14/20
07565	W B MASON CO INC	08/03/20	Cleaning Supplies 212527536	210-45220.610 SUPPLIES	59.96	29949	08/14/20
06490	A H FENCE CO	06/29/20	Tennis Court Fence Work 062920D	226-45122.330 OTHER PROFESSIONAL SVCS	4204.60	29819	08/14/20
06490	A H FENCE CO	06/29/20	Pool Fence Work 062920DA	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2248.62	29819	08/14/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07305	AIRGAS USA LLC	07/31/20 Pool Chemicals 9972297357	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	275.42	29822	08/14/20
25595	AMERICAN RED CROSS	07/29/20 Lifeguarding Review 22286710	226-45124.330 OTHER PROFESSIONAL SVCS	38.00	29826	08/14/20
20680	EPIC DRIVING LLC	08/01/20 Driver's Ed Program 30	226-45115.330 OTHER PROFESSIONAL SVCS	6525.00	29859	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20 Water West St Gardens 201712771720	226-45115.330 OTHER PROFESSIONAL SVCS	131.56	29861	08/14/20
34710	FUNNY BUSINESS ENTERTAINM	08/06/20 CMS End of Summer Celebra 082120D	226-45122.330 OTHER PROFESSIONAL SVCS	975.00	29876	08/14/20
33195	LIMOGE & SONS GARAGE DOOR	06/30/20 Pool House Service Window 68593TE	226-45124.330 OTHER PROFESSIONAL SVCS	525.00	29891	08/14/20
20400	MURRAY ADAM G	07/31/20 College App Workshop 073120D	226-45115.330 OTHER PROFESSIONAL SVCS	1640.00	29902	08/14/20
24855	PETTY CASH - CAITLIN FAY	08/13/20 EJRP Petty Cash Reimburse 081320D	226-45122.580 TRAVEL	20.00	29914	08/14/20
24855	PETTY CASH - CAITLIN FAY	08/13/20 EJRP Petty Cash Reimburse 081320D	226-45122.610 Supplies	55.92	29914	08/14/20
24855	PETTY CASH - CAITLIN FAY	08/13/20 EJRP Petty Cash Reimburse 081320D	226-45122.580 TRAVEL	157.00	29914	08/14/20
24855	PETTY CASH - CAITLIN FAY	08/13/20 EJRP Petty Cash Reimburse 081320D	226-45122.610 Supplies	38.44	29914	08/14/20
24830	REINHART FOODSERVICE	07/20/20 CMS Snack 353877	226-45122.610 Supplies	138.97	29918	08/14/20
24830	REINHART FOODSERVICE	07/27/20 CMS Snack 356198	226-45122.610 Supplies	146.00	29918	08/14/20
24830	REINHART FOODSERVICE	08/03/20 CMS Snack 358209	226-45122.610 Supplies	146.84	29918	08/14/20
10435	SCREENMYLOGO.COM	07/24/20 Pool Mgr Uniforms 18149	226-45124.610 SUPPLIES	10.00	29925	08/14/20
10435	SCREENMYLOGO.COM	07/28/20 CMS Staff Hats 18156	226-45122.610 Supplies	493.50	29925	08/14/20
23495	STUDENT TRANSPORTATION OF	07/27/20 CMS Field Trip 7/24 70107830	226-45122.580 TRAVEL	862.01	29930	08/14/20
23495	STUDENT TRANSPORTATION OF	07/31/20 CMS Field Trip 7/31 70107915	226-45122.580 TRAVEL	558.74	29930	08/14/20
23495	STUDENT TRANSPORTATION OF	07/31/20 CMS Field Trip 7/31 70107916	226-45122.580 TRAVEL	663.62	29930	08/14/20
25940	TEACHING STRATEGIES LLC	06/23/20 Teaching Strategies Gold 062320D	226-45121.330 OTHER PROFESSIONAL SVCS	251.00	29933	08/14/20
25315	VESPA'S PIZZA PASTA & DEL	08/05/20 Staff Meeting Food 080520D	226-45122.610 Supplies	134.00	29941	08/14/20
07565	W B MASON CO INC	07/07/20 Office Preschool Supplie 211776465	226-45121.610 SUPPLIES	24.99	29949	08/14/20
19210	WEIN CHARLES	08/03/20 EJLL Refund 82912	226-34779.115 Youth Prog - RP	100.00	29951	08/14/20
31275	DON WESTON EXCAVATING INC	08/03/20 LamoiilleStreetWaterlineRo 5 72720	230-20201.002 RETAINAGE PAYABLE	15182.12	29852	08/14/20
31275	DON WESTON EXCAVATING INC	08/03/20 LamoiilleStreetWaterlineRo 5 72720	230-46801.021 Lamoiille Water Line Repl	71381.03	29852	08/14/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	230-46801.008 CRESCENT CONNECTOR	997.50	29900	08/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	230-46801.008 CRESCENT CONNECTOR	1642.50	29900	08/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	230-46801.007 PEARL ST. LINKING SIDEWAL	141.00	29900	08/14/20
38955	F W WEBB COMPANY	07/02/20	Touchless Bathroom Fixtur 67556838	233-46801.011 Pool Improvements	2804.08	29864	08/14/20
31275	DON WESTON EXCAVATING INC	08/03/20	LamoilleStreetWaterlineRo 5 72720	254-20201.002 RETAINAGE PAYABLE	7477.76	29852	08/14/20
31275	DON WESTON EXCAVATING INC	08/03/20	LamoilleStreetWaterlineRo 5 72720	254-43330.009 Lamoille St Water Line	35157.82	29852	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	water sewer charge 073020A	254-43200.410 WATER AND SEWER CHARGE	26.80	29861	08/14/20
V10130	LOWE'S BUSINESS ACCOUNT	07/21/20	WTR dEPT SUPPLIES 02698	254-43200.610 SUPPLIES	244.55	29893	08/14/20
43435	NORTRAX (PARTS)	08/04/20	hoses, elbow fitting, o-r 2030343	254-43200.570 MAINTENANCE OTHER	117.99	29908	08/14/20
43435	NORTRAX (PARTS)	08/05/20	Tooth and Pin 2030593	254-43200.570 MAINTENANCE OTHER	36.38	29908	08/14/20
42625	ALDRICH & ELLIOTT PC	08/05/20	digester EQ Inspect svcs 79275	255-43330.016 Flow EQ Digester Reseal	85.21	29823	08/14/20
42625	ALDRICH & ELLIOTT PC	08/05/20	digester EQ Inspect svcs 79275	255-43330.015 Primary Digester Block Re	1467.24	29823	08/14/20
11375	CASELLA WASTE MANAGEMENT	08/01/20	August svc 39 Cascade 3065884	255-43200.565 GRIT DISPOSAL	991.63	29838	08/14/20
06870	ENDYNE INC	08/10/20	weekly TKN 340905	255-43200.577 CONTRACT LABORATORY SERVI	35.00	29857	08/14/20
06870	ENDYNE INC	08/10/20	Weekly TKN 340906	255-43200.577 CONTRACT LABORATORY SERVI	35.00	29857	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	WATER/ SEWER 073120B	255-43200.410 WATER AND SEWER CHARGE	1754.09	29861	08/14/20
38955	F W WEBB COMPANY	08/04/20	VIPC 68047494	255-43330.014 VPIC HydroFlow Unit	104.90	29864	08/14/20
19005	FIRSTLIGHT FIBER	08/01/20	telephone internet 7/1- 7583655	255-43200.535 TELEPHONE SERVICES	175.94	29870	08/14/20
V10347	J.C. EHRLICH	07/28/20	July PEST MAINT SERVICE 7546889	255-43200.570 MAINTENANCE OTHER	74.00	29886	08/14/20
V10462	MONAGHAN SAFAR DUCHAM PL	07/01/20	July Village Legal 2020 JUL2020D	255-43200.320 LEGAL SERVICES	695.00	29900	08/14/20
V2159	SURPASS CHEMICAL CO INC	08/05/20	4827 gal Sod Hypochlorite 349182	255-43200.619 CHEMICALS	4455.32	29931	08/14/20
38680	VT RURAL WATER ASSOC	08/06/20	Bernie Fleury W - WW Ethi 080620D	255-43200.500 TRAINING, CONFERENCES, DU	18.00	29947	08/14/20
07565	W B MASON CO INC	07/31/20	Lab Water 212488364	255-43200.618 SUPPLIES - LABORATORY	89.94	29949	08/14/20
33850	CENTRAL VERMONT PROPERTIE	08/04/20	Susie Wilson FM ROW 90010 9500215430	256-43220.001 SUSIE WILSON PS COSTS	500.00	29841	08/14/20
05020	ESSEX JCT VILLAGE OF	07/31/20	WATER/ SEWER 073120B	256-43200.410 WATER AND SEWER CHARGE	82.74	29861	08/14/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12235	NEW ENGLAND CENTRAL RAILR	08/05/20	ROW 8951	256-43200.441	1470.81	29903	08/14/20
			163663	RIGHT OF WAY AGREEMENTS			
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July	256-43200.622	121.07	29923	08/14/20
			220	ELECTRICAL SERVICE			
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July	256-43220.002	533.07	29923	08/14/20
			220	WEST ST PS COSTS			
17505	SAND HILL SOLAR LLC	08/12/20	Village Solar July	256-43220.001	349.76	29923	08/14/20
			220	SUSIE WILSON PS COSTS			

					196577.32		
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Report Total

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	08/10/20	HOSE CLAMP 16 BX 10 EA I 552022339471	210-43110.610 SUPPLIES	7.00	29955	08/21/20
05290	ADVANCE AUTO PARTS	08/11/20	SUPPLIES FOR BOOK RETURN 552022439535	210-41942.021 R&M Bldg - Brownell	16.02	29955	08/21/20
05290	ADVANCE AUTO PARTS	08/11/20	3/8 X 50 AIR HOSE W 552022453862	210-43110.610 SUPPLIES	49.14	29955	08/21/20
05290	ADVANCE AUTO PARTS	08/13/20	PB LUBE SPRAY'1 EA BLSTF 552022639595	210-43110.610 SUPPLIES	63.84	29955	08/21/20
05290	ADVANCE AUTO PARTS	08/14/20	HOSE CLAMP 28 BX 10 EA I 552022739671	210-43110.610 SUPPLIES	7.00	29955	08/21/20
04940	COMCAST	07/23/20	MSP Internet 0176315 720	210-41945.026 Telephone - Maple St Park	608.34	29970	08/21/20
04940	COMCAST	07/23/20	Park St Internet 0210908 720	210-41945.023 Telephone - Park St Sch	293.51	29971	08/21/20
17025	COONRADT AMY	08/11/20	MINUTES 8/3 SB JT 0041	210-41320.530 COMMUNICATIONS	18.76	29972	08/21/20
38280	CRYSTAL ROCK BOTTLED WATE	08/18/20	Water 2 LINCOLN 17722277 082	210-41946.020 Gen Supplies - 2 Lincoln	17.75	29973	08/21/20
23215	ESSEX EQUIPMENT INC	08/13/20	DRILL, CORDLESS KIT 107600000001	210-43110.610 SUPPLIES	197.70	29977	08/21/20
05020	ESSEX JCT VILLAGE OF	07/31/20	WATER BILL 4/1-6/30 2 Lin 201707801720	210-41941.020 W/S - 2 Lincoln St	82.74	29978	08/21/20
05020	ESSEX JCT VILLAGE OF	07/31/20	WATER/ SEWER 4/1-6/30 spr 201707811720	210-41942.020 R&M Bldg - 2 Lincoln St	51.48	29978	08/21/20
21150	FINDAWAY LLC	07/30/20	YOUTH MATERIALS 325397	210-45551.641 JUVEN COLLECTION-PRNT & E	524.19	29982	08/21/20
34895	GAUTHIER TRUCKING, INC.	08/01/20	TRASH REMOVAL 7/1-7/31 1496619	210-41942.020 R&M Bldg - 2 Lincoln St	223.60	29984	08/21/20
23560	GORDON STAMP & ENG.	08/17/20	NAME PLATE MAHNS 83639	210-41320.610 SUPPLIES	13.90	29985	08/21/20
07010	GREEN MOUNTAIN POWER CORP	08/13/20	non-solar accounts 7/13-8 0206000001 0	210-43115.622 Electricity - St/Traffic	9772.16	29987	08/21/20
07010	GREEN MOUNTAIN POWER CORP	08/13/20	non-solar accounts 7/13-8 0206000001 0	210-43115.622 Electricity - St/Traffic	612.51	29987	08/21/20
20445	HD SUPPLY CONSTRUCTION &	08/04/20	SONOTUBES FOR MAPLE ST PE 50013650134	210-43120.610 Summer Const - Supplies	131.49	29991	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-41320.210 HEALTH INS & OTHER BENEFI	81.21	29993	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-41510.210 Group Insurance	40.61	29993	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-43110.210 HEALTH INS & OTHER BENEFI	133.85	29993	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-43151.210 HEALTH INS & OTHER BENEFI	21.65	29993	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-45551.210 HEALTH INS & OTHER BENEFI	243.60	29993	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-41970.210 HEALTH INS & OTHER BENEFI	81.20	29993	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	210-45110.210 HEALTH INS & OTHER BENEFI	162.40	29993	08/21/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	08/11/20 Life Prem Sept 20 Village	210-45220.210	78.73	29993	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
25625	LOWE'S - 1080	08/02/20 EJRP Lowe's July	210-41320.600	112.15	29995	08/21/20
		4191080 720	Emergency Prep. Supplies			
25625	LOWE'S - 1080	08/02/20 EJRP Lowe's July	210-45220.610	217.81	29995	08/21/20
		4191080 720	SUPPLIES			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-41320.210	3663.22	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-43110.210	5047.68	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-43151.210	871.26	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-45551.210	8102.11	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-41970.210	1303.64	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-45110.210	7326.44	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa	210-45220.210	1258.01	29997	08/21/20
		090120V	HEALTH INS & OTHER BENEFIT			
06675	NATIONAL BUSINESS TECHNOL	08/18/20 Meter usages 7/48-8/17/20	210-45551.442	36.57	29998	08/21/20
		IN380787	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	08/18/20 Meter usages 7/48-8/17/20	210-43110.442	0.61	29998	08/21/20
		IN380787	EQUIPMENT RENTALS			
06675	NATIONAL BUSINESS TECHNOL	08/18/20 Meter usages 7/48-8/17/20	210-41320.442	32.65	29998	08/21/20
		IN380787	LEASED SERVICES			
25140	PIKE INDUSTRIES INC	08/17/20 Asphalt	210-43120.610	570.56	30003	08/21/20
		1094581	Summer Const - Supplies			
25140	PIKE INDUSTRIES INC	08/18/20 asphalt	210-43120.610	511.36	30003	08/21/20
		1095275	Summer Const - Supplies			
V1976	ROCKY'S PIZZA	08/20/20 Open Outside	210-41335.812	310.00	30006	08/21/20
		VOUCHERS	NEW PROGRAMS			
V2124	STAPLES ADVANTAGE	06/27/20 Ink	210-42220.610	580.47	30011	08/21/20
		3449829704	SUPPLIES			
23395	VILLAGE HARDWARE - WILLIS	08/11/20 straw	210-43120.610	49.36	30018	08/21/20
		511904	Summer Const - Supplies			
07565	W B MASON CO INC	07/23/20 Office Supplies	210-45110.610	85.18	30021	08/21/20
		212262440	SUPPLIES			
07565	W B MASON CO INC	08/04/20 Office Supplies	210-45110.610	83.89	30021	08/21/20
		212580500	SUPPLIES			
23000	WHITCOMB	08/04/20 5" MINUS	210-43120.610	274.88	30022	08/21/20
		00709599	Summer Const - Supplies			
06675	NATIONAL BUSINESS TECHNOL	08/18/20 Meter usages 7/48-8/17/20	225-45122.442	0.12	29998	08/21/20
		IN380787	Rental of Equipment			
20395	ABBOTT MICHAEL	08/18/20 Fly Fishing Camp 8/10-14	226-45115.330	968.00	29953	08/21/20
		081820D	OTHER PROFESSIONAL SVCS			
42665	AMAZON/SYNCB	07/10/20 EJRP Amazon FY20	226-45122.610	2061.40	29957	08/21/20
		0432266 0720	Supplies			
42665	AMAZON/SYNCB	07/10/20 EJRP Amazon FY20	226-45115.610	127.59	29957	08/21/20
		0432266 0720	SUPPLIES			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	07/10/20	EJRP Amazon FY20 0432266 0720	226-45121.610 SUPPLIES	89.92	29957 08/21/20
42665	AMAZON/SYNCB	07/10/20	EJRP Amazon FY21 0432266 072A	226-45122.610 Supplies	741.61	29957 08/21/20
42665	AMAZON/SYNCB	07/10/20	EJRP Amazon FY21 0432266 072A	226-45115.610 SUPPLIES	265.72	29957 08/21/20
42665	AMAZON/SYNCB	07/10/20	EJRP Amazon FY21 0432266 072A	226-45124.610 SUPPLIES	257.32	29957 08/21/20
42665	AMAZON/SYNCB	07/10/20	EJRP Amazon FY21 0432266 072A	226-45121.610 SUPPLIES	53.97	29957 08/21/20
25955	AT&T MOBILITY	07/23/20	EJRP Cell Phones 8727992 720	226-45120.535 Telephone	275.00	29959 08/21/20
26065	CARRERA CAROLYN	08/17/20	EJRP Archery Camp 081720D	226-45115.330 OTHER PROFESSIONAL SVCS	275.00	29966 08/21/20
19285	ESSEX JUNCTION LITTLE LEA	08/06/20	EJLL Registrations 080620D	226-34779.115 Youth Prog - RP	6270.00	29979 08/21/20
26115	GYM CLOSET	08/19/20	EJRP Sports Equipment 28323400	226-45115.610 SUPPLIES	1207.72	29990 08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	226-45120.210 HEALTH INS & OTHER BENEFI	242.08	29993 08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20	Life Prem Sept 20 Village 090120V	226-45121.210 HEALTH INS & OTHER BENEFI	157.27	29993 08/21/20
23080	MVP HEALTH CARE INC	08/08/20	Health Prem Sept 20 Villa 090120V	226-45120.210 HEALTH INS & OTHER BENEFI	2607.28	29997 08/21/20
23080	MVP HEALTH CARE INC	08/08/20	Health Prem Sept 20 Villa 090120V	226-45121.210 HEALTH INS & OTHER BENEFI	4966.86	29997 08/21/20
06675	NATIONAL BUSINESS TECHNOL	08/18/20	Meter usages 7/48-8/17/20 IN380787	226-45110.442 Equipment Rentals	102.77	29998 08/21/20
23420	P & P SEPTIC SERVICE INC.	08/11/20	Programs Portolet Rental T538061	226-45115.330 OTHER PROFESSIONAL SVCS	120.00	30001 08/21/20
24855	PETTY CASH - CAITLIN FAY	08/18/20	EJRP Petty Cash Reimburse 081820D	226-45122.330 OTHER PROFESSIONAL SVCS	25.00	30002 08/21/20
24855	PETTY CASH - CAITLIN FAY	08/18/20	EJRP Petty Cash Reimburse 081820D	226-45122.610 Supplies	28.03	30002 08/21/20
24855	PETTY CASH - CAITLIN FAY	08/18/20	EJRP Petty Cash Reimburse 081820D	226-45122.580 TRAVEL	758.70	30002 08/21/20
25760	PNC EQUIPMENT FINANCE	07/21/20	Vehicle Payment 196839000720	226-45120.421 TRUCK LEASE	12239.30	30004 08/21/20
24830	REINHART FOODSERVICE	08/10/20	CMS Snack 360511	226-45122.610 Supplies	187.96	30005 08/21/20
24830	REINHART FOODSERVICE	08/17/20	CMS Snack 362940	226-45122.610 Supplies	169.19	30005 08/21/20
23495	STUDENT TRANSPORTATION OF	08/10/20	CMS Field Trip 8/7 70107971	226-45122.580 TRAVEL	706.75	30013 08/21/20
23495	STUDENT TRANSPORTATION OF	08/10/20	CMS Field Trip 8/7 70107972	226-45122.580 TRAVEL	590.09	30013 08/21/20
23495	STUDENT TRANSPORTATION OF	08/17/20	CMS Field Trip 8/14 70108004	226-45122.580 TRAVEL	443.56	30013 08/21/20
25280	THE LIFEGUARD STORE	08/10/20	Lifeguard Supplies INV968838	226-45124.610 SUPPLIES	82.00	30015 08/21/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25315	VESPA'S PIZZA PASTA & DEL	08/07/20 Camp REACH Snack 080720D	226-45122.610 Supplies	77.00	30017	08/21/20
25315	VESPA'S PIZZA PASTA & DEL	08/14/20 Camp Snack 081420D	226-45122.610 Supplies	55.00	30017	08/21/20
V9632	HOYLE, TANNER & ASSOC, IN	08/17/20 Densmore Dr. 7-12 to 8-8- 0063269	230-46801.022 Densmore Dr, FEMA	27202.30	29992	08/21/20
05590	STONE ENVIRONMENTAL INC	08/11/20 Phosphorus Ctrl Plan 7/1- 13662	230-46801.725 CA0530 Phosphorus Control	999.60	30012	08/21/20
07010	GREEN MOUNTAIN POWER CORP	08/13/20 non-solar accounts 7/13-8 0206000001 0	254-43200.622 ELECTRICAL SERVICE	64.97	29987	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20 Life Prem Sept 20 Village 090120V	254-43200.210 HEALTH INS & OTHER BENEFIT	100.93	29993	08/21/20
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa 090120V	254-43200.210 HEALTH INS & OTHER BENEFIT	4526.23	29997	08/21/20
29835	SHERWIN-WILLIAMS	08/18/20 BRUSH 2" TRIM 4878-4	254-43200.610 SUPPLIES	28.16	30010	08/21/20
38955	F W WEBB COMPANY	08/12/20 VIPC 68204951	255-43330.014 VPIC HydroFlow Unit	108.59	29980	08/21/20
18000	FERGUSON WATERWORKS #590	08/14/20 yard hydrants 0968696	255-43200.570 MAINTENANCE OTHER	2925.15	29981	08/21/20
24785	GRAINGER	08/13/20 110 VFD,2-WAY Valve, Mapl 9619684518	255-43330.014 VPIC HydroFlow Unit	187.58	29986	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20 Life Prem Sept 20 Village 090120V	255-43200.210 HEALTH INS & OTHER BENEFIT	209.19	29993	08/21/20
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa 090120V	255-43200.210 HEALTH INS & OTHER BENEFIT	7569.80	29997	08/21/20
06675	NATIONAL BUSINESS TECHNOL	08/18/20 Meter usages 7/48-8/17/20 IN380787	255-43200.442 Rental of Equipment	20.44	29998	08/21/20
24785	GRAINGER	08/13/20 110 VFD,2-WAY Valve, Mapl 9619684518	256-43200.434 PUMP STATION MAINTENANCE	929.32	29986	08/21/20
07010	GREEN MOUNTAIN POWER CORP	08/13/20 non-solar accounts 7/13-8 0206000001 0	256-43200.622 ELECTRICAL SERVICE	383.04	29987	08/21/20
14025	LINCOLN NATIONAL LIFE INS	08/11/20 Life Prem Sept 20 Village 090120V	256-43200.210 HEALTH INS & OTHER BENEFIT	95.16	29993	08/21/20
23080	MVP HEALTH CARE INC	08/08/20 Health Prem Sept 20 Villa 090120V	256-43200.210 HEALTH INS & OTHER BENEFIT	3234.33	29997	08/21/20
02050	RON BUSHEY'S SUNOCO	08/10/20 truck #14 19 81020	256-43200.570 MAINTENANCE OTHER	2008.59	30007	08/21/20

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Check Warrant Report # 17213 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 08/21/20 To 08/21/20 & Fund 2

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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		Report Total		130717.82		
				=====		

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From: Susan McCormack

Sent: Thursday, August 6, 2020 8:29 AM

To: Ricky Jones <rick@essexjunction.org>

Cc: Evan Teich <eteich@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>

Subject: Wow!

Hi Rick - last night we reported a pothole forming at the edge of our road on See Click Fix. We hoped someone would address this by the end of the summer. We were pleasantly surprised this morning, when someone from your crew was already here filling the whole with dirt. He also offered to come back with some topsoil and grass seed. Please know how much we appreciate all you and your crew do to keep our public infrastructure in good condition. Best, Sue & Linda

--

Susan McCormack
she/her