



VILLAGE OF ESSEX JUNCTION TRUSTEES REGULAR MEETING AGENDA

Online Essex Junction, VT 05452 Tuesday, September 8, 2020 6:30 PM

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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: 320 966 24#
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.
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- 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. Discussion and potential action on Policy on Raising of Flags and Painting of Murals on Town of Essex/Village of Essex Junction Property
b. Discussion and potential action on creation and hire of Town/Village Assistant Manager
c. Nominate representative to attend Vermont League of Cities & Towns' Town Fair
d. Consider request to create ordinance restricting parking on Warner Avenue
e. Approve design of park at 1 Main St.
f. Discussion on how to publicize merger facts and figures
g. Discussion and potential action on merger charter
6. CONSENT ITEMS
a. Approve change in Trustee meeting schedule from September 22, 2020 to September 24, 2020
b. Approve minutes: August 25, 2020
c. Check Warrant #17214—8/28/20; #17215—9/4/20
7. READING FILE
a. Board Member Comments
b. Vermont Community Leadership Network
c. Green Up Day #2 in October
d. Memo from Travis Sabataseo re: Recap of Abundant Sun Training on Promoting Dignity and Respect
e. Update on racial justice work in Essex
f. Memo from Greg Duggan re: Dates for racial justice training for elected officials
g. Upcoming meeting schedule
8. EXECUTIVE SESSION
a. An executive session is not anticipated
9. ADJOURN

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

Certification: 09/04/2020 Date Posted Initials

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager
Cc: Ron Hoague; Police Chief; Dennis Lutz, Public Works Director; Owiso Makuku, Interim Essex Community Development Director
From: Greg Duggan, Deputy Manager
Re: Draft Policy on Raising of Flags and Painting of Murals on Town of Essex and Village of Essex Junction Property
Date: September 4, 2020

Issue

The issue is for the Trustees/Selectboard to review a draft Policy on Raising of Flags and Painting of Murals on Town of Essex and Village of Essex Junction Property.

Discussion

The Trustees and Selectboard recently heard a request from an Essex High School student to install a Black Lives Matter mural at Five Corners. Neither the Town nor Village have a policy on creating murals on municipal property. Similarly, no policy exists for flying flags on municipal flagpoles.

Interim Essex Community Development Director Owiso Makuku drafted a policy for raising flags and painting murals, with input from the Manager's Office, Police Department, and Public Works Department. The intention is to create a policy that can be applied to any request, regardless of the content or message of the proposed flag or mural.

Staff recognizes that some subjectivity will be involved in the Trustee/Selectboard decision. Mission statements of the Village and Town may help provide guidance in decision-making, and have been included in the draft policy.

Staff believes one of the most important considerations, particularly with murals proposed for roadways, is not to interfere with the public safety of pedestrians and vehicles.

Examples of flag and mural policies are attached from the Essex Westford School District and Montpelier.

Staff asks that the Trustees/Selectboard provide feedback on the policy before it is adopted.

Cost

None.

Recommendation

This memo is primarily for discussion. If the Selectboard/Trustees feel ready after discussing the draft ordinance, they may wish to accept the Policy on Raising of Flags and Painting of Murals on Town of Essex and Village of Essex Junction Property for adoption at a future date.

DRAFT

Policy on Raising of Flags and Painting of Murals on Town of Essex and Village of Essex Junction Property

Objective:

This policy will outline the parameters for the approval to raise, fly and maintain non-governmental flags and the painting of murals that support a non-governmental group, moral or value-laden position or are otherwise intended to make a statement.

Position:

It is the position of the Town of Essex Selectboard (Selectboard) and Village of Essex Junction Board of Trustees (Trustees) that no flag or mural, as outlined in the above/corresponding objective will be raised, flown or painted on Town property without the express approval of the Selectboard/Trustees after a public presentation at a warned meeting. The underlying intent of the approval shall be rooted in the Mission Statement of the Town/Village (see below for mission statements) and shall reflect the statements embedded in the Heart and Soul of Essex document, specifically, "We value diversity and welcome everyone". No flag or mural that is in conflict with the morals, values and celebration of diversity of the Town/Village shall adorn Town/Village property, or State or Federal property within the boundaries of the Town of Essex/Village of Essex Junction.

Flags

No flag shall be raised on public lands within the boundaries of the Town of Essex/Village of Essex Junction without the express consent of the Selectboard/Trustees after a majority vote. Flags raised on public lands within the Village of Essex Junction shall only need the consent of the Trustees. Presentation(s) for the raising of flags shall include the intent behind the raising of the particular flag and/or the specific location(s). Requests for approvals for the raising of flags shall specify:

1. Location(s) desired for the flag(s).
2. Duration of the occupation on each flagpole
3. Plans for maintenance while the flag is raised
4. Timeline for removal after time period has expired
5. The design of the flag being requested.
6. Any additional information requested by the Selectboard/Trustees.

Flags shall be allowed for periods of no greater than 90 days without a return to the Selectboard/Trustees for an extension of time. The Selectboard reserves the right to refuse any request for a flag with images or words that violate the rights of any citizen, protected class(es) or is deemed not to meet a standard of moral or ethical decency.

Murals

No murals shall be drawn, painted or otherwise depicted on public property within the boundaries of the Town of Essex/Village of Essex Junction without the express consent of the

Selectboard/Trustees after a majority vote. Murals located on public highways shall also receive approval from the Vermont Agency of Transportation. Based on safety considerations and MUTCD guidelines, preferred locations for murals on public highways are limited to Educational Drive off Main Street in the Village, and Commonwealth Avenue between VT Route 15 and the entrance to NBT Bank. Murals on public lands within the Village of Essex Junction shall only need the consent of the Trustees and, if necessary, the Vermont Agency of Transportation. Presentation(s) for the mural shall include the intent behind the particular mural and/or the specific location(s). Requests for approvals for the creation of murals shall specify:

1. Locations desired for the mural(s)
2. Duration of the occupation mural
3. Media intended to be used for the creation of the mural
4. Process for the creation of the mural (by volunteers, artists, etc.)
5. Plans for maintenance of the mural while it exists
6. Process for removal of the mural and restoration of the original surface
7. Timeline for removal after time period has expired
8. The design of the mural being requested.
9. Any additional information requested by the Selectboard/Trustees.

Murals shall be allowed for periods of no greater than 90 days without a return to the Selectboard/Trustees for an extension of time. The Selectboard/Trustees reserves the right to refuse any request for a mural with imagery or words that violate the rights of any citizen, protected class(es) or is deemed not to meet a standard of moral or ethical decency.

Town Mission Statement (from Annual Report):

The Town of Essex is committed to preserving the high quality of life enjoyed by our residents, providing fiscally sound, responsive municipal services, and delivering those services in an effective, efficient and professional manner.

Village Mission Statement (from Annual Report):

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, community development, economic development and fire protection.

PROCEDURE
Essex Westford Educational Community Unified Union School District
Flagpole and Government Speech
Revised and Approved on 07/07/2020

There is a distinction between government speech and private speech. District flagpoles are a form of government speech, under the control and management of the District. It is impermissible to fly any flag without the approval of the school board.

The following guidelines outline the procedure for bringing a request to the EWSD Board of School Directors.

Guidelines:

- 1. The school board will consider requests from students and EWSD stakeholders when there is sufficient reason to believe that such messaging via the flag pole will promote student well-being.**
- 2. The board reserves the right to approve flags requested for an indeterminate time frame as long as they are aligned with the EWSD vision and values.**
- 3. Evidence of student support must be submitted. Previously approved flag requests may be renewed by the board in subsequent years without new evidence of student support.**
- 4. Flag requests need to be approved only once per calendar year. Approved flags may then be flown at all district schools.**
- 5. The board cannot approve requests to fly flags with symbols that are prohibited from government speech, including religious symbols.**

The Superintendent will submit the request to the board chair. The request will be presented to the school board in open session at a future board meeting.

The EWSD Board of School Directors has the right to evaluate whether the flag is offensive or is contrary to the values of EWSD.

July 7, 2020

Montpelier Street Painting Policy

Statutory Authority: Under 19 V.S.A. § 303, the City Council of Montpelier has general supervision and control over all roads within the City's limits. This authority is subject to the general power of the Vermont Agency of Transportation's (VTRANS) general supervision of all transportation functions on State Highways under 19 V.S.A. § 14 and VTRANS' concurrent jurisdiction over all Class 1 Town Highways, under 19 V.S.A. § 1101.

Purpose: The City of Montpelier's primary obligation is to maintain public roads in a safe manner to allow citizens of the City and the general public to travel safely across and within the City's geographical boundaries. This maintenance includes plowing, sanding, patching, re-paving, as well as painting and re-painting traffic lines and signals on the pavement in compliance with state and federal standards.

In recent years, individuals and groups have requested permission from the City to paint decorative and political displays on various public streets, which are a closed forum that the City strictly controls. Any project painted or installed within a public street is ultimately a piece of public art, controlled by the City, and is a statement of the City's values, consistent with government speech. The City has historically denied such painting requests and has strictly limited what projects it will accept and allow. To facilitate its review of future installations or requests, the City Council has promulgated and adopted the following policy consistent with this history.

Definitions:

- a) Class 1 Town Highway is any public road or right of way that meets the classification laid out in 19 V.S.A. § 302 (a)(1)
- b) State Highway is any public road or right of way as defined by 19 V.S.A. § 1 (20).
- c) DPW means the Montpelier Department of Public Works as well as any employees, designees, or agents assigned to carry out the functions of the Department.
- d) Motor Vehicles shall include all vehicles propelled or drawn by power other than muscular power, except farm tractors, vehicles running only upon stationary rails or tracks, motorized highway building equipment, road making appliances, snowmobiles, or tracked vehicles or electric personal assistive mobility devices.
- e) Project shall mean any proposed art, mural, or other installation sought to be painted, installed, or otherwise affixed to a public road or right of way within the City of Montpelier.
- f) Existing Project shall mean a Project that has received all necessary approval from the City of Montpelier, whether it has or has not been installed.
- g) VTRANS means the Vermont Agency of Transportation or any subdivision thereof as well as its officers, employees, designees or agents.
- h) Primary Contact means an individual designated by a third party requesting to install a street painting or street art Project. This individual shall serve as the primary contact

between the group or individuals requesting the Project and all City and State officials and shall be responsible for making representations on behalf of the group or individuals.

Section 1. State Authority

In the case of a State Highway or Class 1 town highway, the City recognizes the State of Vermont's authority to review, object, and condition any street painting proposal. If a request is received for painting on a State Highway or Class 1 town highway, the Primary Contact shall be obligated to file a copy with VTRANS for review. The City may facilitate this process.

Section 2. Public Safety

Prior to any review by the Montpelier City Council, all Projects shall be submitted to the Montpelier Department of Public Works (DPW) and in the case of State Highways and Class 1 Town Highways to VTRANS to determine how the proposed project impacts any traffic or safety issues for motor vehicles or pedestrians. No Project shall be allowed that in the opinion of the DPW or VTRANS (in the case of State Highways and Class 1 town highways) causes an unreasonable degradation of pedestrian or motor vehicle safety. DPW or VTRANS, as applicable, may impose or recommend to the Council conditions on any Project to prevent or mitigate such safety concerns.

Section 3 Request Process

Any request to install a Project may originate from City Council and shall follow this review process with the City Manager acting as a Primary Contact for the project. If a private group or individual, desires to have a Project considered, it must be sponsored and introduced by one or more members of City Council for review and deliberation. If a private group or individual makes such a request, they must designate an individual to be a Primary Contact as part of the Project request package. The Primary Contact is responsible for submitting any and all forms required by the City Manager's Office as well as providing additional information upon request by the City Manager's Office, DPW, or VTRANS.

Section 4 Project Locations

In general, projects should only be located on local streets that carry less than 10,000 vehicles on an average day. This is for two important reasons: 1) projects on thoroughfares or streets that carry more than 10,000 vehicles per day typically require more complicated traffic control to install, and 2) they typically wear away more quickly than Projects painted on low-volume streets.

Projects should be located in a mid-block area away from intersections or markings leading up to an intersection. Projects must be designed to avoid interference with crosswalks and on-street parking spaces.

While Projects are not discouraged from residential neighborhoods, they carry a different impact than Projects proposed for either the designated downtown area or the Capital Complex. Projects proposed for residential neighborhoods must be, in the view of the City Council,

consistent with the character of the neighborhood and should have members of the neighborhood as co-sponsors.

Section 5 Prohibited Locations

City Council may, for any reason, deem certain areas or sections of roadway unsuitable for Projects. The reasons for such designations may include, but are not limited to, public safety, public health or welfare, environmental concerns, issues or problems with Existing Projects at a particular location, potential costs to the City, or any other consideration deemed appropriate by the City Council. Apart from such designations, there are more general locations where Projects are not a good fit because they may obscure, mimic, or confuse traffic control markings or create potential safety concerns. The following types of locations are not permitted for Projects:

- Portions of the roadway that include school zone markings or railroad markings;
- Approaches to signalized intersections (within 200 feet) as these typically include turn lane arrows, stop bars, etc.;
- Crosswalks, bike lanes, and parking spaces, unless the Project can be designed around such features and will not obscure them;
- Any other portions of the roadway in which a Project may obscure, mimic, or confuse pavement markings or regulatory devices; and
- Any section of roadway or intersection deemed by DPW or VTRANS to be unsuitable or unsafe.

Section 6 Design Guidelines and Standards

Following a review by DPW and/or VTRANS, Projects shall be reviewed under the following guidelines and standards by the City Council. Compliance with these provisions is in the sole discretion of the City Council's whose review shall be final. These guidelines and standards are provided for the sake of any requesting party to facilitate what the City Council finds necessary to consider the allowance and adoption of a Project.

Any individual or group proposing a project is advised that Projects are not intended to create a forum for public expression. The roads of the City are closed forums. The City Council has and reserves the right to control what is depicted on all public streets within the City's jurisdiction. The City Council is not bound to grant approval of any Project even if it meets all of these Guidelines and Standards. The City Council retains sole, final, and absolute discretion to grant, deny, or impose any conditions on any proposed Project even if unrelated to these Guidelines and Standards.

A. Guidelines:

The following are the Guidelines that every Project must include or address to the satisfaction of the City Council.

1. Enhance community identity, pride, and unity;
2. Provide the highest quality artwork available, promoting excellence and demonstrating diversity and variety of media;
3. Increase public exhibition opportunities for artists and craftspeople who live or work in and around Montpelier;
4. Encourage public participation and interactions with public spaces;
5. Represent a positive interest or value worthy of public recognition;
6. Creating awareness of how surroundings impact experience;
7. Enrich the public environment for both residents and visitors through incorporation of the arts;
8. Strive for diversity; and
9. Reflect the social, ethnic and cultural fabric of the City.

B. Standards

All Projects must comply with the following Standards:

1. No logos, commercial speech, or advertising are allowed.
2. No living person's image or likeness shall be featured in a Project without that individual's express, written permission.
3. Projects shall comply with all copyright laws, the Visual Artists Rights Act, and all intellectual property laws.
4. Primary Contacts for Projects proposed on streets in a predominantly residential area outside the Designated Downtown or Capital Complex areas must reach out to adjoining neighbors in advance of filing the proposed Project to give them notice of the Project.
5. No image of the United States flag, the flag of the State of Vermont, the flag of the City of Montpelier, or the flag of any other sovereignty or jurisdiction may be painted on a roadway surface for two reasons: 1) painting a flag on a street is inconsistent with the provisions of the U.S. Flag Code; and 2) such images on a roadway over which motor vehicles travel and upon which soot, oil, and other detritus is deposited,

- has the potential for appearing or being disrespectful to a flag or image of a flag that is intended to be held aloft.
6. No profanity or obscene material shall be included in any Project.
 7. A Project may not be designed or located in a way so that it is or is perceived to be commenting on, modifying, or altering an Existing Project.
 8. Projects must be dedicated to or illustrative of an idea, concept, or principal that promote community and public good for the Citizens of Montpelier.
 9. The Project in whole, including the context, timing, and location of the proposed Project, must have a primarily positive message.
 10. It is important to ensure that Projects do not create areas that become slippery when wet. Designs must include sufficient blank space (non-painted areas) to ensure adequate roadway grip. Alternatively, the paint may be mixed with walnut shells, “shark grip” grit (chewed up plastic pieces), or similarly acceptable products to add grit and prevent a slip hazard.
 11. Projects may not mimic traffic control devices such as crosswalks or street signage.
 12. Any paint used must be low toxicity latex paint and must be lead-free.
 13. All Project materials must be used in compliance with all State and Federal regulations and according to manufacturer’s specifications.
 14. Primary Contact must clean up and dispose of paint in an appropriate manner. Paint may not be disposed of in the City storm drains, City sewers or waste containers.
 15. Paint shall be applied in a precise, high quality manner. Accidental spills, paint drips and messy edges must be cleaned up.
 16. All projects shall be installed for a fixed period-of-time not to exceed twelve months. The City Council shall make a final determination as to how long a Project may remain on the Street.
 17. Primary Contact may be required to provide proof of insurance and name the City as co-insured for any work performed on the Project.
 18. Primary Contact may be required to post a bond or similar surety to ensure compliance with these provisions.

The Primary Contact must obtain a City Council sponsor who will assist the Primary Contract and any group or individual seeking the project with the review process. This process begins by submitting to the City Manager's Office any forms created by the City Manager's Office for review of such Projects, which will at a minimum require the Primary Contact to describe the proposal in detail (including a design, mock-up with dimensions and measurements of the site and proposed project and narrative describing the steps of installation), provide a narrative addressing the guidelines and standards, address any technical compliance details, and apply for a Street Closure Permit Application.

Step 1 Technical Review

When the City Manager determines the Project proposal to be sufficient for review under this policy, then the proposal will be sent to DPW for review. The City Manager shall also forward the Project proposal to VTRANS if it involves a State Highway or Class 1 Town Highway.

Step 2 Review by City Council

Barring any opinion by DPW and/or VTRANS that a Project presents an unreasonable degradation of pedestrian or motor vehicle safety, which cannot be mitigated by conditions, the City Manager shall schedule the Project to be reviewed at the City Council's next regularly scheduled meeting. The City Manager shall include the approximate address on the Project in any public notice as notice to adjoining property owners of the proposal

In its sole discretion, the City Council may approve, deny, or approve with conditions. The City Council may also refuse to take up the review of a Project or table the Project at any time during its review.

Step 3 Installation

Following the necessary approval, adoption, and agreements, the Primary Contact shall coordinate with the DPW and the Montpelier Police Department in advance of the installation.

If necessary, on busier streets or near signalized intersections, the Primary Contact may be required to hire traffic control during the installation of the Project.

No Project may involve any excavation or modification to existing signage or pavement markings. The Primary Contact shall be responsible for protecting all public and private facilities placed in the public right-of-way.

The Primary Contact must thoroughly document the installation and final product through photographs and provide those images to the City upon completion.

All Projects become City property immediately upon completion.

Section 8 Post-Installation

Following installation:

1. All installation materials and equipment shall be immediately removed from the site.

2. The City will inspect the Project after installation to ensure compliance with the City Council's approval and to ensure the site has been cleaned in an appropriate manner.
3. The City will own the work after inspection and acceptance of the final installation, however maintenance and repair of the painting remains the responsibility of the Primary Contact.
4. The City may revoke the Approval for the Project for any reason and at any time, even after installation.
5. Following the expiration of the time-period set by the City Council, the Project shall be removed or painted over as directed by City unless it is renewed or extended by the City Council.

Section 9 Maintenance & Repair

Notwithstanding the fact that any Project becomes City property immediately upon completion, the maintenance and repair of the painting is the responsibility of the Primary Contact, which shall be memorialized in an agreement between the City and the Primary Contact that shall accompany every Project allowed by the City Council. Under these terms:

- the Primary Contact is responsible for all ongoing maintenance of the painted work, including touch-ups, graffiti removal and repainting due to street maintenance or utility cuts;
- the Primary Contact is responsible for repainting after significant wear or completely removing the paint at the end of the permit period using a method to be approved by the City;
- the Primary Contact will bear the cost of all maintenance, repair and removal;
- the City bears no responsibility to repair or replace the project, however the City has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport or restore the project elements located within the City right-of-way in whole or in part, in the City's sole discretion.

Draft: City of Montpelier Policy

FLAG DISPLAY

SECTION INDEX: Flag Display

1. Purpose
2. Reference
3. Application
4. Guidance

1. PURPOSE

It is the intent of the City of Montpelier to establish a City-wide policy which follows the United States and State of Vermont provisions governing the display of flags, including the United States flag, the State flag, the City flag, and the POW/MIA flag. Any additions must be approved by the Montpelier City Council.

2. REFERENCE

United States and State of Vermont provisions governing the display of flags. These can be found in the United States Code, Title 4, Chapter 1 and the Vermont Statutes Annotated, Title 1, Chapter 11 (hereinafter “Flag Code and Protocol”).

3. APPLICATION

This Policy applies to all buildings owned or controlled by the City of Montpelier and all individuals employed by or who volunteer with the City of Montpelier, unless a provision of the policy conflicts with a contract or statute (e.g., Collective Bargaining Agreement, Civil Service Rule, or Memorandum of Understanding).

4. GUIDANCE

- a. Display and Care of Flags:
 - i. The City of Montpelier follows the Federal and State of Vermont Flag Code and Protocol governing the display and care of flags, including the United States flag, the State flag, the City flag, and the POW/MIA flag.
- b. Display of Additional Flags Indoors or Outdoors:
 - i. In addition to the above flags, other “Special Flags or Banners” may be displayed outside or inside Montpelier City Hall. Such Special Flags or Banners may only be displayed upon approval from the Montpelier City Council.

1. Examples of Special Flags or Banners include, but are not limited to, Sister City flags, Heritage Month flags (e.g., Black History Month, Pride Month, Asian/Pacific American History, National Hispanic Heritage, and Indigenous peoples' heritage), flags received in recognition of awards, flags received from visiting groups, or flags designating an event or accomplishment.
2. When selecting or approving a request for flying a Special Flag, the City Council shall consider and make a determination that the Special Flag meets at least one or more of the following criteria:
 - a. Whether the United States or State of Vermont has recognized the flag through statute or proclamation;
 - b. Whether the flag represents an organization dedicated to the public good for the Citizens of Montpelier;
 - c. Whether the flag represents a National, State, or City interest;
 - d. Whether the flag is an historic American flag that has or continues to have a primary positive message of American history and unity;
 - e. Whether the flag promotes unity and community with another city, state, country, or other jurisdiction; or
 - f. Whether the flag represents a positive interest or value worthy of public recognition.
3. Unless otherwise stated or determined by the City Council, all Special Flags or Banners shall be flown or displayed for a limit of thirty (30) calendar days after their approval.
4. The Mayor has the discretion to fly an appropriate flag for a single day, if he or she determines that a public purpose is served by flying the flag.
 - ii. Any Special Flag or Banner flown from a flagpole at City Hall must not be larger than the flag of the United States of America and must be located beneath the flag of the United States of America when flown on the same staff.
- c. Display of the Flags at Half-Staff
 - i. All flags shall be flown at half-staff for a period as prescribed or consistent with Flag Code and Protocol under the following circumstances:
 1. On the death of any of the following individuals:
 - a. President, ex-President, or President-elect;
 - b. Vice President, Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives;
 - c. Other designated federal officials;
 - d. Vermont Governor, ex-Governor, or Governor-elect

- e. Vermont Lt. Governor, Vermont Chief Justice or retired Chief Justice of the Vermont Supreme Court, or the Speaker of the Vermont House of Representatives;
- f. Other designated state officials;
2. At the direction of the President or Governor.
3. On Memorial Day from sunrise to noon.
- ii. The City of Montpelier flag shall be flown at half-staff for one week under the following circumstances:
 1. On the death of any of the following individuals:
 - a. Montpelier Mayor, ex-Mayor, or Mayor-elect;
 - b. Current member of City Council or City Clerk;
 - c. Current head of any City Department;
 - d. Other local official or citizen deemed by the City Council to have made significant contributions to the benefit and welfare of the City and Citizens of Montpelier.
 2. Any instance where a City of Montpelier employee has been killed in the line of duty or has died as a direct result of injuries incurred while in the performance of official duties.

Memorandum

To: Board of Trustees; Selectboard
From: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director
Re: Creation and hire of new Assistant Manager
Date: September 3, 2020

Issue

The issue is whether the Trustees/Selectboard will approve the creation and hire of a new Assistant Manager.

Discussion

The Village Board and Town Selectboard recently asked the Unified Manager the cost of delay of Merger. In reviewing the situation with the Finance Director and the Deputy Manager, we discussed the best way to handle not only the current workload but that of the coming years with or without merger.

The current Finance Director, Sarah Macy, also has Assistant Manager responsibilities. It has become clear that in order for her to perform the high level functions of Finance Director of two full service communities of 10,000+ people and deal with the intricacies of a semi-merged environment that the Assistant Manager duties should be separated into another position. Many of the added functions are the supervision of five department heads (two libraries, two recreation departments and the Town Assessor) and attendance at Village and Town Board meetings as well as other committees from time to time like the Village's Capital Committee.

As for the Deputy Manager, the creation of this position would help share the workload of working on day-to-day operations and special projects for two separate yet connected municipalities and share the night meeting responsibilities. This position currently supervises Public Works, including Wastewater, both Community Development departments, and the Town Clerk.

The Unified Manager supervises the Chief of Police, two fire Chiefs, the IT Director, the Human Resources Director, the Deputy Manager and Finance Director/Asst. Manager. This position would again help share the work load, especially night meetings.

The position would have a salary range of \$85,000-110,000 and with benefits would have an expected total cost of between \$121,000-130,000 (depending on health insurance). This position would be funded from the **Town budget ensuring all tax payers pay the same effective tax rate on the position**. There is currently \$50,000 budgeted in the Town budget for a Project Manager. This position is currently vacant and we believe these functions could be performed by this new Assistant Manager position so that \$50,000 would cover part of the cost with the balance coming from surplus.

Cost

Estimated range of \$121,000 to \$130,000.

Recommendation

It is recommended that the Trustees/Selectboard approve the creation and hire of a new Assistant Manager.

**UNIFIED MANAGER'S OFFICE
ASSISTANT VILLAGE MANAGER**

FLSA STATUS: Exempt

UNION: Non-union

LEVEL: NA

REPORTS TO: Unified Manager

SALARY RANGE: \$85,000-\$105,000

WORK HOURS:

In general, the regular work hours per week are 7:30 a.m. to 4:30 p.m. Monday through Friday. However, hours may vary depending upon needs of the municipality. Attendance at Village Trustee and Town Selectboard meetings, and other boards and committees/commissions as required.

OBJECTIVE/PURPOSE:

Under broad policy guidance from the Unified Manager, this position is responsible for performing general administrative assignments including oversight of the personnel program, conducting contract negotiations with employee organizations and representing the Town and Village in related employee-employer matters. Plans and supervises studies or activities on assigned major technical and policy problems, especially involving economic development issues and assists or acts for the Unified Manager in the administrative management of Town and Village operations. This position provides oversight to all Town and Village Departments and is second in command behind the Deputy Manager and the Unified Manager. Serves as acting Unified Manager in the absence of both the Unified Manager and Deputy Manager.

ESSENTIAL FUNCTIONS:

- Provides direct supervision to the following departments: Town Library, Village Library, Town Parks and Recreation, Village Recreation and Parks, and Assessing. These departments may change according to the needs of the Municipalities.
- Is the responsible administrative official in the absence of the Unified Manager and the Deputy Manager.
- Makes frequent contact with and assists the Unified Manager in maintaining effective communications with the Selectboard, Trustees, Town/Village officials, business community members, attorneys, other municipalities, state and federal agencies, and the general public.
- Assists the Unified Manager and HR Director in oversight of the Town and Village Personnel Programs.
- Prepares reports, studies and legislative research as directed by the Unified Manager;

attends some Selectboard Meetings, all Village Trustee Meetings, all Joint Board Meetings and presents management reports when requested. Provides input into the Annual Town and Village Reports.

- Provides information and assistance to Village Capital Committee and other committees as assigned.
- Organizes and directs the activities of the administrative departments in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions and achieving objectives.
- As assigned, serves as representative and spokesperson for the Town/Village in negotiations with recognized collective bargaining units on new or revised working agreements, and recommends approval of such agreements.
- Designs and participates in research on compensation and working conditions in connection with the development of contracts with employee organizations.
- Advises department heads and the Unified Manager in employee grievance proceedings, workers compensation claims, and represents the Town and Village in hearings before various administrative boards or commissions.
- Plans, designs and supervises studies and the preparation of reports on various major organizational, operational or policy problems as assigned.
- Acts as liaison with Department Heads to provide information or assist in resolving problems.
- May serve as an acting department head during periods in which a particular department has a vacancy.
- Assists the Unified Manager and Deputy Manager in the development and implementation of administrative policies and programs.
- Represents the Unified Manager at meetings with legislators, business and community leaders, and the media.
- Promotes effective employee relations, enforces Town and Village personnel policies and assures compliance to established work rules and federal, state and municipal regulations.
- Assists the Unified Manager and operating departments in pursuit of grants from State and Federal government and other sources.
- Assist assigned departments in preparing their department budgets as needed.

- Assists the Unified Manager and Deputy Manager in review and preparation of Town and Village's operating and capital budgets.
- Hears and makes recommendations on grievances filed by employees within their department.
- Works with HR Director to develop and implement employee trainings.
- Administer grants for the Town and Village.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public Administration, or other relevant field, and four (4) years of responsible experience in local governmental administration or other equivalent work experience; MPA preferred. Previous supervisory experience is also preferred.

Necessary Knowledge, Skills, and Ability:

Considerable knowledge of the principles and methods of organization and public management.

Considerable knowledge of the principles and practices of public personnel administrations and of labor relations.

Working knowledge of Municipal Human Resource Management.

Ability to manage risk throughout the organization.

Considerable knowledge of Municipal Government operations.

Ability to plan and direct the work of professional and technical staff.

Considerable ability to design and perform research and prepare technical reports and recommendations.

Ability to establish and maintain effective working relationships with, and to secure cooperation from public officials, associates, and the general public.

Ability to make oral and written reports. Ability to deal with the town departments and the general public in a tactful, informative way.

Ability to present to the Town and Village boards, and other large groups.

Strong technological proficiency. Knowledgeable in Microsoft Suite.

Must be able to accept and deliver constructive criticism and have the ability to communicate and work well with others.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

* Note: In terms of an 8 hour workday, “occasionally” equals 1% to 33%, “frequently” equals 34% to 66%, and “continuously” equals 67% to 100%.

Physical Effort	Never	Occasionally	Frequently	Continuously
1. Work in a Stationary Position				X
2. Move/Traverse		X		
3. Bending Over		X		
4. Operate, Activate, and Use objects, equipment, etc.				X
5. Ascend/Descend stairs, equipment, etc.		X		
6. Position self (to) move		X		
7. Reaching Overhead		X		
8. Pushing or Pulling		X		
9. Communicate/Converse with other individuals				X
10. Detect/Perceive/Identify				X
11. Repetitive use of hands/arms				X
12. Grasping			X	
13. Move, Transport, Position, Remove				
10 lbs. or less				X
11 to 25 lbs.		X		
26 to 50 lbs.		X		
51 to 75 lbs.	X			
76 to 100 lbs.	X			

Mental Demands

Mental Effort	Never	Occasionally	Frequently	Continuously
1. Thinking analytically				X
2. Communication				
Using effective verbal communication				X
Using effective written communication				X
3. Handling stress & emotions				X
4. Concentrating on tasks				X
5. Remembering details				X
6. Making decisions				X
7. Adjusting to changes				X
8. Examining/observing details				X

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is typical of the modern office, and is generally quiet to moderately noisy.
- The work environment is typically moderate in temperature. Some outside work is required.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Essex is an Equal Employment Opportunity employer.

EMPLOYEE ACKNOWLEDGEMENT

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date

DRAFT

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager GSD

Re: Designating voting delegates for VLCT Annual Town Meeting, VERB and PACIF annual meetings

Date: September 4, 2020

Issue

The issue is whether the Trustees/Selectboard will designate voting delegates for the Vermont League of Cities and Towns' (VLCT) Annual Town Meeting, the VLCT Employment and Resource Benefits Trust (VERB) annual meeting, and the (PACIF) annual meeting.

Discussion

The VLCT Town Fair, and annual conference, is happening Sept. 28 – Oct. 2. Annual meetings for VLCT, VERB, and PACIF will be held consecutively on Wednesday, Sept. 30.

The meetings are happening remotely this year. More information about the meetings, including agendas, is attached.

The voting delegate does not need to be the same person for all three meetings.

Any board members who wish to attend as non-voting members can notify staff to be registered.

Cost

None.

Recommendation

Staff recommends the Trustees/Selectboard nominate a voting delegate(s) for the VLCT Annual Town Meeting, VERB annual meeting, and PACIF annual meeting.



Town Fair has gone virtual! The annual conference of the Vermont League of Cities and Towns which usually alternates between northern and southern Vermont is all virtual this year. The virtual event encompasses member training, annual meetings (VLCT, PACIF and VERB), and time to connect with your colleagues from across the state.

SEP 28 - OCT 2

[Click here](#) to download the Conference Agenda

[Click Here](#) to Register

VIRTUAL

VLCT 2021-22 Legislative Policy and Annual Meeting

[Click here](#) to designate your voting delegate and learn more. Voting delegates will receive credentials from Data on the Spot (DOTS) via email in late September. *Deadline to designate your voting delegate: September 18.*

Legislative Policy Meeting: Wednesday, September 23, 1:00 PM

Discuss and amend the 2021-22 Legislative Policy.

VLCT Annual Meeting: Wednesday, September 30, 1:00 PM

IMPORTANT: Amendments may ONLY be proposed at the Policy Meeting (9/23), not at the VLCT Annual Meeting. A final up or down vote on the policies will be taken at the VLCT Annual Meeting.

[Click here](#) to view the agenda, governing rules, and amended procedure.

VERB and PACIF Annual Meetings

PACIF and VERB members must designate a voting delegate to vote in their respective virtual annual meetings. [Click here](#) to designate your voting delegate. Voting delegates will receive credentials from Data on the Spot (DOTS) via email in late September. *Deadline to designate your voting delegate: September 18.*

VERB and PACIF Annual Meeting: Wednesday, September 30, 1:00 PM

[Click here](#) to view the annual meeting notices and agenda.



SEP 28 - OCT 2

VIRTUAL

Agenda

Talk with Your Colleagues from Around the State!

Join one of the roundtables to learn, share, and chat with people you probably haven't seen face-to-face in a while. While we can't replicate an in-person conference, these roundtables are your opportunity to have a casual conversation about the issues affecting you right now.

Sign up to attend one and submit a question or topic you'd like to talk about. We'll pick three to highlight for every session. Each roundtable will have a moderator who reads the question and offers some insight. Then we'll go into virtual breakout rooms so you can have a small group discussion. Make sure to turn on your video! Groups will be asked to share their conclusions or insights with the full audience before we hear the next question and the process repeats.

These engaging, fast-paced, and interactive sessions will be a highlight of the Virtual Town Fair.

Monday

9:00 Clerk Roundtable

Moderator: TBD

10:30 Improve Your Computer Security – These Model Policies Can Help!

Implementing computer security policies will help protect your municipality from costly cyber-attacks. Experts at Champlain College's Leahy Center for Digital Forensics and Cybersecurity developed templates for five foundational policies for VLCT members. The templates are designed to meet the needs of small municipalities. Learn how to protect your computer infrastructure today!

Speaker: Alexander Caron, Professional Services Director, Leahy Center for Digital Forensics & Cybersecurity, Champlain College

1:00 Modernize Your Land Records

Tanya Marshall, State Archivist and Chief Records Officer, will explain the legislative intent of Vermont's Coronavirus Municipal Records Digitization Grants, national standards and best practices for recording and providing access to land records, and how municipalities can make further investments to modernize their land records.

Speaker: Tanya Marshall, State Archivist and Chief Records Officer, State of Vermont

2:30 Vermont Women Leading Government (VT WLG) Annual Meeting

This meeting is for all members of the group as well as anybody who wants to learn more about the group. The agenda will include a review of the year's work, plans for the year ahead, and election of officers to the steering committee.

4:00 VT WLG Virtual Happy Hour

Bring your favorite beverage and join women from around the state to network. We will break out into “rooms” to chat about various topics facing us today.

Tuesday

9:00 Selectboard Roundtable

Moderator: TBD

10:30 Responding to COVID-19 – Lessons Learned and Best Practices Going Forward

Emily Harris MPA, Engagement Section Chief for Vermont Emergency Management, will discuss lessons learned as we grapple with the ongoing COVID-19 pandemic. What are best practices going forward? What have we learned about best ways to communicate with constituents and how to keep Vermonters safe? What does preparing for the next crisis entail?

Speaker: Emily Harris MPA, Engagement Section Chief, Vermont Emergency Management

1:00 What “Defund the Police” Means for Municipalities

The 'Defund' movement may provide law enforcement agencies and municipalities with a chance to make productive changes in mission and practice. Several issues will be discussed including community flashpoints, civilian grievances, the internal numbers game, external investigations, considerations for small police departments, and the future of U.S. policing.

Speaker: Lou Reiter, Co-Director, Legal & Liability Risk Management Institute

2:30 Finance Roundtable

Moderator: Abby Sherman, President, VT GFOA

Wednesday

Keynote Address – Stronger Together: Building Local Resilience in Turbulent Times

Vince Williams, Mayor of Union City, GA and NLC Second Vice President, will speak about ways that local leaders can rise to challenges and help their communities become stronger and more resilient. Mayor Williams will also offer his valuable perspective, as a local official and a black man, on the current social unrest.

About Vince Williams

Mayor Williams began his tenure as mayor in 2013 after having been on the City Council since 2007. His first priority as a Councilmember was to create a strong economic base for Union City by attracting, professional and commercial business that would transform the city into a full-scale, financially sound livable community. As mayor, he focuses on

- Development and Redevelopment of Union City’s Central Business District
- Job Creation, Workforce Development, and Education
- Transportation Opportunities for Residents
- Strong Neighborhood Public Safety Initiatives
- Governmental Transparency
- Economic Sustainability
- Ending Homelessness and Hunger

Mayor Williams is a graduate of Lemoyne-Owen College in Memphis, Tennessee where he earned a B.A. in Political Science. He has over 25 years in Corporate America that includes a strong work ethic and positive attitude. He currently serves as President of the Georgia Municipal Association and as Second Vice President of the National League of Cities.

VLCT, VERB, and PACIF Annual Meetings

All annual meetings will take place consecutively in *one virtual session* on Wednesday, September 30. There will be no in-person meeting. We encourage you to attend! **VLCT, VERB, and PACIF members need to designate a voting delegate for each meeting ahead of time.** Sign up to be a voting delegate for one or more of the meetings at vlct.org/vote.

Note: VLCT's 2021-22 Legislative Policy will be discussed and amended on Wednesday, September 23.

Thursday

9:00 Human Resources Roundtable

Moderators: Jessica Hill and Jill Muhr, VLCT

10:30 Adapting to Change: How to Support Your Workforce and Navigate Through Challenging Times

Workplaces and individuals are facing a constant state of change and disruption. Learn how to help your workforce adapt to these changes and navigate the stress and anxiety that is inherent in any transitional process. This workshop will explore management tools that begin with acknowledging and normalizing employee experiences, celebrating successes, and building skills that address the emotional support needs of the workforce.

Speaker: Taryn Austin, Director of Clinical Operations, InvestEAP

1:00 Economic Recovery and Stability During COVID-19

Local economies and the vibrant downtowns and village centers that define our communities are suddenly in economic crisis. Even with economic recovery grants and federal assistance, it is going to be tough to retain our singular businesses or to restructure for recovery.

What are strategies for supporting economic recovery? How do we help businesses when the weather requires them to move indoors? Are there best practices that will keep people safe and small businesses viable as we move through the COVID-19 pandemic?

Speakers: Joan Goldstein, Commissioner, Vermont Department of Economic Development; Josh Hanford, Commissioner, Vermont Department of Housing and Community Development; Austin Davis, Government Affairs Manager, Lake Champlain Chamber of Commerce

2:30 Managers and Administrators Roundtable

Moderator: Jessie Baker, Town Manager, Winooski; President, VTCMA

Friday

9:00 Lister Roundtable

Moderator: TBD

10:30 Just or Bust: How Racial Equity is Critical to the Future of Vermont Towns

Xusana Davis, Vermont's Executive Director for Racial Equity, will discuss how to work with the State on equity and how to practice it in the context of municipal governance. "Just or Bust: How Racial Equity is Critical to the Future of Vermont Towns" will also feature historical context, demographic statistics, and related economic data.

Speaker: Xusana Davis, Executive Director for Racial Equity, State of Vermont

1:00 Online Tools to Improve Tax Assessment and Collection

This session will feature two innovative projects – the integrated property tax management system and the statewide parcel mapping project – which will improve municipal property tax assessment and collection as well as other functionality relied on by the town and the public. Speakers will conduct live demonstrations and describe how the systems will improve municipal functions.

Speakers: Pat Santoso, Principal, Axiomatic LLC; Tim Terway, GIS Professional, Vermont Center for Geographic Information (VCGI). Moderator: Jill Remick

2:30 Keeping Your Community Informed and Engaged During Crisis

When your community experiences crisis, the first thing they want is information. How do you become a trusted source of information and what channels do you use—the media, social media, Front Porch Forum, public meetings? How do you engage your residents during the crisis? It can quickly feel overwhelming. When you are a small shop, you need simple and effective tools. In this workshop, learn about which channels you should use, how to determine what to share, and the importance of timing. Walk away with a simple planning tool to help you organize and get information out quickly and accurately.

Speaker: Coralee Holm, Director of Community Engagement & Innovation, City of South Burlington

Memorandum

To: Board of Trustees; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager GSD

Re: Request for ordinance restricting parking on Warner Avenue

Date: September 4, 2020

Issue

The issue is for the Trustees to consider a request to create an ordinance restricting parking on Warner Avenue.

Discussion

Residents of Warner Avenue have requested an ordinance change to restrict parking along a portion of the west side of Warner and resident parking for the remainder in relation to some serious parking issues with Pearl Street Park. More details are attached.

Cost

None.

Recommendation

This memo is primarily for discussion. The Trustees may wish to direct staff to draft an ordinance restricting parking on Warner Avenue, for future review by the Trustees.

Ask to add the following to the Village of Essex Junction Municipal Code:

Section 802:

There shall be no parking of motor vehicles, of any kind, within the public right-of-way on the side of the street so designated on the following streets:

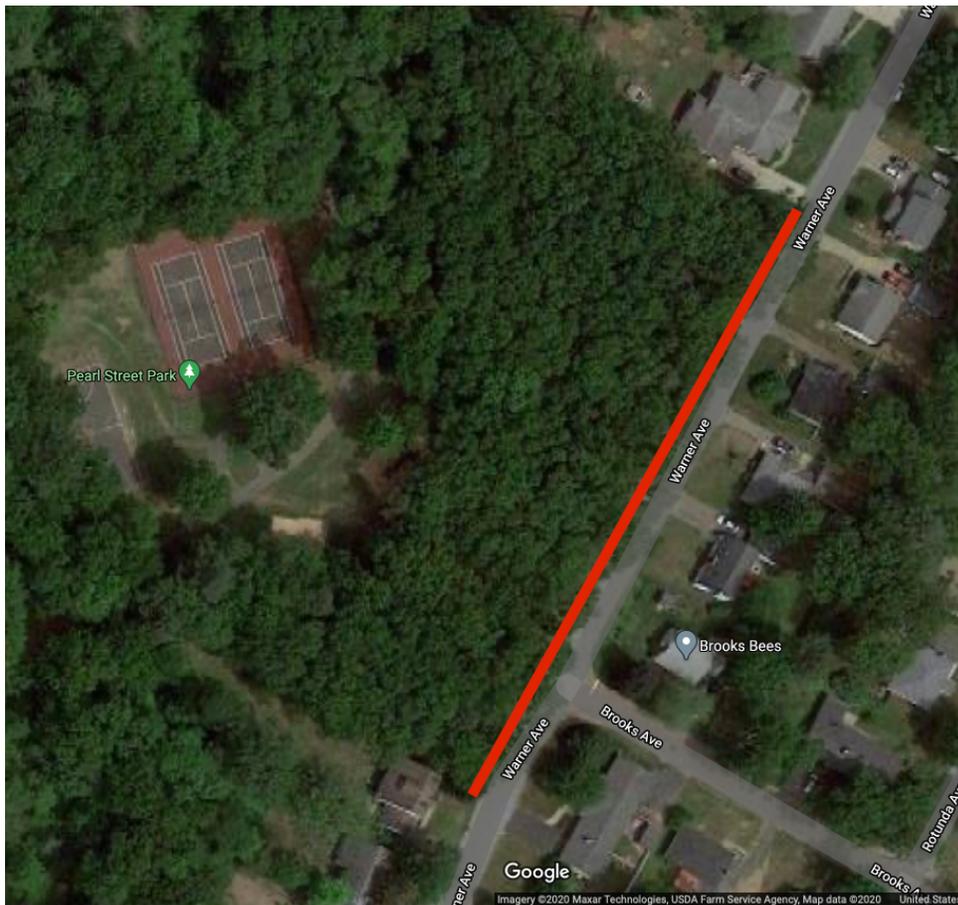
2. Warner Avenue – on the west side of the street between the northern boundary of 8 Warner Avenue and the southern boundary of 22 Warner Avenue.

And

Section 804:

No person shall park any vehicle except vehicles with a valid residential parking permit and clearly identifiable service or delivery vehicles on any street designated as "residential parking."

- (a) Streets designated as residential parking at all times include,;_
- 2. Warner Avenue from Pearl Street to Edgewood Drive**





0 75 150 Feet

one inch is
one hundred fifty feet

KIMBEI

PEARL STREET PARK

TOWN
VILLAGE

WARNER AVENUE

BROOKS AVENUE

PEARL STREET

30

28

26

24

22

8

6

4

2



Community Development Department

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

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

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: September 8, 2020
SUBJECT: Village Center Development: Urban Pocket Park 1 Main Street

Issue

Based on a Charrette undertaken during the Open and Outside event a schematic design has been produced for the 1 Main Street site using ideas from the charrette and including the constraints that the site brings..

Discussion

The Department of Environmental Conservation approved the development of a design for the Park by the Community Development Director. Working with the constraints of the Park and the design elements that were discussed at the charrette a schematic design was developed. Subsequent to this a CAD version of the design will be developed by John Alden for presentation to the CCRPC so a Corrective Action Plan (CAP) can be provided by an environmental engineer. Currently the CCRPC funding needs the CAP to be completed by mid September or they may lose the funds still remaining in their system for this time of project.

The proposed design has all the classic elements of a Pocket Park; paving, water, trees, benches, lighting. It is proposed to use railway line steel for park elements and brick to echo the history of the Drury Brick Company. Although not ready for viewing at this point it is hoped that the Trustees will give approve to keep moving forward with the design so the CCRPC deadline can be met. A final version of the Design will be shared with the Trustees prior to the Plan being sent to the CCRPC and the environmental engineer for the CAP to be produced.

Cost

There is no cost for this work. The CAP will be done with funding from the BRELLA program so no cost to the Village is associated with the CAP.

Recommendation

Staff recommends that the Trustees give Staff approval to continue fleshing out the schematic design so we can develop a design suitable for presentation to the CCRPC after the Trustees have reviewed it..

Memorandum

To: Board of Trustees; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager GSD

Re: Publicizing merger vote and details

Date: September 4, 2020

Issue

The issue is for the Trustees to discuss ways to publicize the November 2020 merger vote and details.

Discussion

With a Village vote coming up in November for a merger between the Village of Essex Junction and Town of Essex, the Trustees have expressed a desire to find ways to best publicize the vote and details of the merger and draft charter.

Normal venues for publicity include the Village website, Front Porch Forum, facebook, the Essex Reporter and other local media outlets. The Village and Town have jointly used the Town website and GreaterEssex2020.org as additional online outlets.

Other options include having the Trustees host special meetings about the merger plan, and setting up info tables or info booths at upcoming events.

The Trustees may wish to brainstorm other ideas, and/or create a publicity schedule.

Cost

None.

Recommendation

This memo is primarily for discussion. The Trustees may wish to direct staff to draft an ordinance restricting parking on Warner Avenue, for future review by the Trustees.

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager GSD

Re: Update on draft merger charter

Date: September 4, 2020

Issue

The issue is whether the Trustees/Selectboard wish to work on the draft charter for merging the Village of Essex Junction and Town of Essex.

Discussion

The Selectboard had compiled a list of questions for attorney Dan Richardson, who is advising the Town and Village on merger. Responses from Mr. Richardson are attached, as is the most up-to-date version of the draft charter.

Cost

None.

Recommendation

This memo is for information and discussion.

Questions on Charter Version 2.0

Answers from Dan Richardson; HR Director Travis Sabataso; Unified Manager Evan Teich
Sept. 4, 2020

Questions for Dan Richardson

1. §102 Does the charter become effective upon passage by the Legislature, or upon completion of the transition year?
DR: Written now to track normal legislative process. Ultimately up to legislature. They could specify July 1, or January 1, or some other date. Can change to be "effective immediately" if that's what Legislature says. Dan will revise section language to put into proper charter transition language.
2. §106 Should this section be in the permanent part of the charter, with a generic redistricting authority rather than one mandated during the transition phase?
DR: Can come out of new charter's transitional phase; new board can create redistricting committee anyway.
3. §110 Does the question of 'which ordinance – Town or Village – prevails?' need to be answered now? If not, does the new charter need to clarify how and when existing, differing ordinances are applied in a merged community, e.g., by specifying boundaries?
DR: Most restrictive ordinance applies, new board can deal with inconsistencies. Dan can add language specifying that ordinance already applying to a specific area will continue to do so, e.g., zoning, firearms discharge ordinances.
4. §112 Should this section be in the permanent part of the charter? Does the language need to be more generic to allow more flexibility with regards to cost structures and districts?
DR: Makes sense to have in transitional section, and also make clear that it can continue to apply in permanent charter by giving authority to change in future for things we can't foresee now.
5. §114 Shouldn't this be 2021? If merger is approved March 2021, Legislature approves May 2021, then transitional year starts July 1, 2021. So then expiring 2021 seats should be extended to June 30, 2021. On July 1, IGB takes over.
DR: Can re-word to accommodate date depending on Legislature approval.
6. §203(a) Do we need to include here the power of imposing penalties for ordinance violations? The current Town charter [24 App. 117 103(a)] states, "(a) The Town shall have all of the powers granted to towns and municipal corporations by the Constitution and laws of this State; it may enact ordinances, bylaws, and regulations not inconsistent with the Constitution and laws of the State of Vermont or with this charter, and impose penalties for the violation thereof."
DR: Won't hurt to add phrase, but not totally necessary. Proposed charter specifies that Vermont laws apply, including ability to enact and apply ordinances.
7. §203(b) This section was copied from the old charter but with a lot of specifics added. Are we at risk of needing something that is not specifically listed? Why limit ourselves with a specific list? By being specific, are we losing the ability to quickly act on something that wasn't included on the list?
DR: Section is fine as is. List is generic and covers normal municipal purposes. Possible exception would be if town entered private enterprise, but would likely need charter authority to do so.

8. §301(b) Is it ok to make changes to voting districts every 5 years or does it have to be every 10 to align with Census? Would the following language (which was included in our letter to HGO re 3+3) be better: *“The Town of Essex may be divided into wards by ordinance. The Selectboard-- or its designee being the Board of Civil Authority or a special commission appointed by the Selectboard--may make changes to the number and boundaries of the wards in order to provide an equal division of population among them in accordance with U.S. Census data. Ward changes shall not be made more frequently than once in ten years. Such changes shall be approved by the Selectboard and shall become effective immediately upon approval unless a later date is established therein.”* Does the Board of Civil Authority need to be included in a redistricting process, and does that need to be specified in the charter?

DR: Use Montpelier language: “There shall be [two] voting districts for the [Town], which shall be defined and filed with the [Town] Clerk. The [Selectboard] may make changes from time to time to the boundaries of the districts in order to provide an equal division of population among them in accordance with U.S. Census data. Voting district changes shall not be made more frequently than once in five years. Such changes shall be approved by the voters at an annual or special meeting of the [Town] and shall become effective immediately upon approval unless a later date is established therein.”

Last sentence doesn't need to be included, but serves as check and balance, similar to approving the budget.

BCA does not need to be part of redistricting commission.

9. §304 If this section references another section, can it simply be removed in deference to the other section?

DR: Section 304 should define what “vacancy” is; section 305 should specify process. Or 304 can be folded into 305. Dan can finalize language either way.

10. §401 Does Library Governance need to be in the Town charter? Or can it be left to a library governance document and existing statute and VT Supreme Court rulings? Please note that one of the libraries in Essex, Brownell, has a board that is elected.

DR: Keep provision in charter because it enables election of Brownell Board.

11. §402 Do we have to have a moderator if the meeting is informational only?"

DR: Don't have to, but makes sense to have someone in charge of informational meeting. Also could have Selectboard run informational meeting – it's a matter of preference. Does not need to be specified in charter if not a moderator. Section could be removed.

12. §501 Is it sufficient to refer to “Town Meeting Day” or do we need to reference 17 VSA 2640(b)? Does the charter need to specify a start time to Town Meeting, to avoid the Selectboard arbitrarily changing the meeting time?

DR: refer to 1 vsa 371, which defines Town Meeting Day. Can specify specific hour, or include “shall begin at a reasonable time.”

13. §501(c) What does the phrase, “The ballot boxes shall be set by the Town Clerk” mean? Do we need to refer to statute to specify polling hours?

DR: See Montpelier: "The [Town] Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State."

14. §702(a) Is this language on discrimination complete? Is there better language?

TSabatato: It depends on how long of a list you want to make.... could we reference state and federal law.

If it needs to be listed out my complete list is: race, religion, color, national origin, sex(including pregnancy, gender identity and expression, sexual orientation), age, crime victim status, disability, or genetic information. I don't believe Political Opinions is defined by discrimination law anywhere, but it probably doesn't hurt to put it in there.

The discrimination policy in the Town regs adds some additional categories.

*(a) **Equal Opportunity and Non-Discrimination** – The Town of Essex is committed to and totally supports 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, union status, ancestry, national origin, place of birth, age, sex (including pregnancy), or sexual orientation, gender identity, positive HIV status, military status, genetic information, or disability, if the candidate is a qualified individual for the position, to the extent provided by law.*

DR: better to reference state and federal law, rather than provide a list. Provision doesn't have to be in charter, but good to have.

15. §704 Why is this section in charter instead of policy?

DR: think it should stay in charter. If there is vacancy in office of manager, not clear who has authority to wield statutory power under charter and statutes. Makes sense to clarify succession plan. Dan will take closer look at crafting language to slim down the section.

16. §801 Is this section needed? If so, is it sufficient to refer to statute?

DR: BCA under statute defined somewhat differently: includes Selectboard, Town Clerk, Justices of Peace. Can refer to state statute (17 VSA 2103(5)).

17. §901 Are the "Part I" and "Part II" in this section necessary? Doesn't appear anywhere else in the charter.

DR: not necessarily necessary. Just a way of organizing.

18. §1102 Where does authority to collect penalty and interest on school tax come from?

DR: Language here gives that authority. 32 VSA 5136 gives municipalities ability to collect interest. Municipality needs to elect to do so, either through charter or some provision.

19. §1102(b) Should the Selectboard have the authority to waive tax penalties in the event of natural disaster, pandemic, or economic downturn, or should that be solely the responsibility of the BCA?

Staff and DR: best to not put in hands of Selectboard ability to waive tax penalties.

20. Item not in charter: Is it a problem that the charter does not reference a Town Treasurer? What is the default in state statute for Town Treasurer? We don't want to inadvertently create a position for elected treasurer.

DR: 17 VSA 2651(f) refers to appointed Treasurer. Should include provision calling for appointed treasurer if it is desired.

ETeich: Manager should appoint, include in section for Manager Responsibilities.

TOWN OF ESSEX

PREAMBLE

The inhabitants of the Town of Essex, including the historical, unincorporated Village of Essex Junction, are a corporate and political body under the name of "Town of Essex." As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation.

Subchapter 1: Transitional Provisions

§ 101 Adoption of town and village assets and liabilities

- (a) All assets and obligations formerly owned or held by the Town and Village shall become the assets and obligations of the new Town of Essex upon the effective date of the charter. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; assessed but uncollected taxes, rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary.
- (b) All contracts, agreements, trusts, and other binding written documents affecting the Town or Village shall remain in effect on the effective date of the charter, and the new Town of Essex shall assume all the responsibilities formerly belonging to the Town and Village unless otherwise specified. Pursuant to § 104, the unincorporated Village shall become a debt assessment district until the Village's residual bond debt is retired.

§ 102 Transition Period

The transition period shall begin not later than July 1, following the approval of the charter by the Legislature, and end on June 30 the year after approval of the charter. At the end of the transition period, the charter will become effective and the new Town of Essex shall be fully established and organized. Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms. **[ADDED/AMENDED BY BOT 8.17.20]**

Commented [HE1]: Andy Watts: "According to Dan R, the charter becomes effective upon approval by the Legislature."

Need to confirm which is correct and update this sentence accordingly.

§ 103 Organizational Municipal Meeting

The first annual Town ~~meeting~~ Meeting shall occur on Town Meeting Day following approval of the ~~Charter~~ charter. This shall be a unified meeting of the new municipality

and shall be noticed and warned to all residents of the Town of Essex and unincorporated Village of Essex Junction. This meeting shall be for the purpose of presenting and discussing the budget only. Other (new Town) business may also be presented and discussed but not voted on. After presentation and discussion of the budget and any other business the meeting shall adjourn. Voting on the budget shall be by Australian ballot and shall occur on ~~the same day as the budget vote for the Essex Westford School District Town Meeting Day.~~ Voting for new Essex Town elected officers shall also occur at this time. Time and holding of the meeting shall be pursuant to Subchapter 5 of the Town charter. The first annual Town meeting shall be jointly warned by the ~~Village Trustees and Town Selectboard~~ [Interim Governing Body pursuant to §105](#). The election of a moderator shall be the first order of business.

Commented [HE2]: Andy Watts: "It was discussed and agreed previously with the Trustees that the first budget should be in March to allow time in case the first budget fails."

Commented [HE3]: Andy Watts: "Once the charter is approved, those boards will cease to exist and governance will be by the new transitional board. The transitional board needs to warn the meeting since prior boards will no longer exist."

§ 104 Transitional Districts

Transitional district rates shall be set by the new Town Selectboard.

- (a) For a transitional period commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Debt Assessment District for the purpose of retiring the Village's residual bonded debt in existence before the transitional period. This residual debt is scheduled to retire in FY 2035.
- (b) For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Tax Reconciliation District for the purpose of transferring the cost of the Village's municipal operations into the Town's operational budget.
- (c) For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Sidewalk District for the purpose of levying a special tax on properties within the Village for the purpose of maintaining the Village's sidewalks, including snow removal and routine maintenance, but not capital repairs, in accordance with its previous sidewalk maintenance procedures prior to the merger.
- (d) For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Capital Improvement District for the purpose of levying a special tax on properties within the Village for the purpose of paying for Village capital infrastructure projects on the Village's Capital Reserve Plan prior to the merger. The Capital Improvement District is not required to complete all projects in the plan prior to the end of the transitional period and the

Commented [HE4]: This section is a point for further discussion with the Trustees.

Andy Watts: "Defining a sidewalk district like this would require a charter change to add other neighborhoods. Dan R recommended putting this in main charter section "Town may designate sidewalk district within Town boundaries for purpose of levying a special tax..." In my opinion, the sidewalk district should be permanent and extendable."

Selectboard shall designate in their proposed budgets which projects are to be completed in each new fiscal year of the transitional period.

- (e) For a transitional period of 12 years commencing from the July 1 effective date of the ~~Charter~~charter, the Village Center Zone, as designated in the Essex Junction zoning plan, shall be designated as a Downtown Improvement District for the purpose of continuing the Village's downtown revitalization efforts as outlined in the Village's municipal plan, and shall retain any and all state designations for the purposes of redevelopment in force at the time of adoption of the ~~Charter~~charter or until such designations are withdrawn or amended as per routine statutory process.

[ADDED/AMENDED BY BOT 8.17.20]

§ 105 Interim Governing Body

- (a) For the transition period described in paragraph § 102 following the approval of the charter by the Legislature, all members of the former Town Selectboard and Village Board of Trustees shall comprise an Interim Governing Body. In no event shall the Interim Governing Body consist of less than three former trustees and three former selectpersons. In the event of a resignation, the remaining members of the board on which the resignation occurred shall appoint a replacement chosen from the registered voters in the communities over which they have jurisdiction. The Interim Governing Body shall schedule, warn, and hold meetings as appropriate. The former selectpersons shall address details and issues relating to expenditures in the Essex Town budget approved by voters for the fiscal year of the transitional period. The former trustees shall address details and issues relating to expenditures in the Essex Junction budget approved by voters for the fiscal year of the transitional period. The selectpersons and trustees shall address all details and issues relating to the transition from a town and village to the new Town of Essex jointly. The Interim Governing Body with the assistance of the Unified Manager shall develop recommendations for whatever proposals or policies are needed to ensure a smooth transition. The new Town of Essex Selectboard may implement such proposals ~~at the end of the transitional period~~once the charter becomes effective.

Commented [HE5]: Make sure this sentence matches what's in §102.

- (b) During the transition period the Interim Governing Body will also, with the assistance of the Unified Manager and staff, integrate the ordinances of the former Town of Essex with the ordinances of the former Village of Essex Junction, pursuant to § 110 below, by identifying conflicting ordinances and determining in each case whether the more or less restrictive ordinance will apply or a combination thereof.

[ADDED/AMENDED BY BOT 8.17.20]

Commented [HE6]: Again, the charter becomes effective upon approval of the Legislature.

- (c) In the event of a vacancy that results in less than three members of the former Town Selectboard or less than three members of the former Village Trustees, all remaining

Commented [HE7]: Question for Dawn: Does this alleviate your concerns regarding how ordinances will be dealt with?

members shall vote to appoint a member from the district with a vacancy in a manner pursuant to § 304. **[ADDED/AMENDED BY BOT 8.17.20]**

- (d) The Interim Governing Body will also, with the assistance of the Unified Manager and staff, propose and warn in the manner pursuant to this charter, the first annual budget of the new Town of Essex for consideration by the voters at the first annual meeting held pursuant to § 103. This meeting shall be informational only. Voting for the budget shall occur on ~~the same day as voting for the Essex Westford School District budget~~ Town Meeting Day pursuant to § 103.

Commented [HE8]: See comment HE3.

§ 106 Town Selectboard

Commented [HE9]: Should this section be in the permanent part of the charter?

- (a) There shall be a Town Selectboard consisting of ~~seven~~ six members.
- (b) Three members shall reside within the boundaries of the former incorporated Village of Essex Junction to be elected by the qualified voters within the boundaries of the former incorporated Village of Essex Junction. This area will become known as ~~Ward 4~~ 2. Boundary adjustments will be made over time as necessary pursuant to § 301. Three members shall reside within the boundaries of the Town of Essex exclusive of the former Village of Essex Junction to be elected by the qualified voters of the Town of Essex exclusive of the former Village of Essex Junction. This area will become known as ~~Ward 2~~ 1. Boundary adjustments will be made over time as necessary pursuant to § 301. ~~One member shall reside in either Ward 1 or Ward 2 to be elected by the combined votes of the qualified voters in Ward 1 and Ward 2.~~ **[ADDED/AMENDED BY BOT 8.17.20]**
- (c) The term of office of a Town Selectperson shall be three years and terms shall be staggered. For the first election cycle ~~seven~~ six people will be elected. One seat for each ward will be for three years; one seat for each ward will be for two years; one seat for each ward will be for one year. After that, every seat shall be a three-year term. ~~The remaining seat will be at large from either ward and the term shall be three years.~~ **[ADDED/AMENDED BY BOT 8.17.20]**
- (d) Within three years after the first election of the ~~seven~~ six-member Selectboard, the Selectboard shall appoint a special commission to study the composition of voting wards within the Town of Essex, including the former incorporated Village of Essex Junction, and, having regard to an equal division of population and other considerations deemed proper, recommend within one year, changes, if any, to the ~~number and~~ boundaries of wards by which members of the Selectboard are elected. **[ADDED/AMENDED BY BOT 8.17.20]**

Commented [HE10]: Andy Watts: "Since the Village is 8-2 for State/Federal elections, would it be simpler for the former Village to be Ward 2? Yes, I know this will look like I want to be number 1 but that is not it at all. And yes, I know that 8-1 and 8-3 would end up ward 1 but that still makes more sense to me than having Chittenden 8-1/Ward 2 and Chittenden 8-2/Ward 1. Less confusing."

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§ 107 Budget and Municipality Administration

Following the approval of the charter by the Legislature pursuant to § 103 and § 105, the Manager will propose a unified budget for the community for the next fiscal year that addresses proper service levels, contractual obligations, capital projects, and debt, and that reflects any changes related to the merger.

§ 108 Village and Town Department Transitional Provisions

- (a) For a transitional period of ~~5-five~~ years commencing from the July 1 effective date of the charter, the ~~manager~~Manager, with the advice and consent of the new Town of Essex ~~S~~electboard, shall integrate the fire departments, community development and planning ~~offices~~departments, parks and recreation ~~offices~~departments, and any other ~~former~~ town and village municipal services and operations, with special provisions and considerations outlined below.
- (b) The Town of Essex shall operate the former Essex Junction Fire Department and ~~former~~ Essex Town Fire Department, and each department shall have a chief appointed by the ~~manager~~Manager. At the ~~manager's~~Manager's discretion, one person may be appointed chief for both departments. During the transitional period, pursuant to § 105, the Interim Governing Body may review options for integrating the operations of the two departments for the purpose of improving efficiency and service levels, ~~and~~ with a preference for retaining the historic identities of the two departments and for the predominant level of service to remain "paid on call."
[ADDED/AMENDED BY BOT 8.17.20]
- (c) During the five-year transitional period the ~~manager~~Manager shall integrate and reorganize the ~~former~~ town and village recreation and parks departments and the ~~manager~~Manager shall appoint a department head.
- (d) During the five-year transitional period the ~~manager~~Manager shall integrate and reorganize the ~~former~~ town and village community development and planning departments, and the ~~manager~~Manager shall appoint a department head.

§ 109 Planning and Development

- (a) On the effective date of this charter, the former Town plan and Village plan, and the former Town zoning bylaws and subdivision regulations, and the ~~former~~ Village's zoning bylaws and Land Development Code shall remain in effect in their respective former geographic areas until amended or revised by the new Town Selectboard upon recommendation by the merged Planning Commission and in conjunction with the Chittenden County Regional Planning Commission and pursuant to 24 VSA 4350(a).
- (b) Prior to the effective date of the charter, the Town Selectboard shall appoint three members ~~of the then current town planning commission~~ and the Village Trustees shall

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appoint three members ~~of the then current village planning commission~~ to serve on the new Town planning commission. The duration of the first terms shall be staggered ~~so as~~ to establish ongoing, staggered ~~three-year~~ appointment schedules. ~~Once it has organized, The~~ new Town Selectboard shall choose a seventh member for a ~~four-year term, once it has organized.~~

- (c) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Development Review Board. The duration of the first terms shall be staggered ~~so as~~ to establish ongoing, staggered three-year appointment schedules. ~~Once it has organized, The~~ new Town Selectboard shall choose a seventh member for a three-year term, ~~once it has organized.~~

Commented [HE11]: Does not have to be this specific. Could be former PC members, could be members of the public.
Andy Watts: "The new Planning Commission will have a different role than current PC. Current members may prefer to be on the DRB. The proposed language requires the Trustees and Selectboard to appoint people whether they want to be on the PC or not."

Commented [HE12]: Andy Watts: This section needs to match up with §803: are PC members to have 3-year terms or 4-year terms?

Commented [HE13]: See comment HE12

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§ 110 Unification and Adoption of Ordinances, ~~bylaws~~Bylaws, and ~~rules~~Rules

On the effective date of this charter, all ordinances, and bylaws of the Town of Essex and the Village of Essex Junction shall become ordinances and bylaws of the new Town of Essex. The Interim Governing Body shall integrate the ordinances of the former Town of Essex with the ordinances of the former Village of Essex Junction pursuant to § 105(b) of this charter. ~~The~~ new Town of Essex Selectboard shall be fully authorized to amend or repeal any ordinance according to the provisions of subchapter 6 of the charter.

Whenever a power is granted by any such ordinance, or bylaw to an officer or officers of the Town of Essex or the Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new Town of Essex.

§ 111 Personnel

- (a) Pursuant to § 105, the Interim Governing Body ~~established in § 105~~ shall develop a pay and classification plan and make recommendations to meet the Town's needs. The new ~~Town~~ of Essex ~~S~~selectboard may implement such proposals ~~once the charter becomes effective~~ at the end of the transitional period.

Commented [HE14]: See comment HE6

- (b) The Town of Essex personnel regulations in effect at the time of approval of the charter shall carry over and control until amended by the new Town of Essex ~~S~~selectboard. **[ADDED/AMENDED BY BOT 8.17.20]**

- (c) Employees of the Town of Essex and the Village of Essex Junction shall become employees of the new Town of Essex. The dates of hire with the Town of Essex and the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new Town of Essex and all accrued benefits shall carry over. **[ADDED/AMENDED BY BOT 8.17.20]**

§ 112 Water and Sewer Districts

Upon the effective date of the charter, there shall be a transitional phase to incorporate the municipal water systems and municipal sewer systems into one service area district. The one district shall be made up of multiple systems which follow the boundaries of the legacy systems including those operated separately by the Village of Essex Junction and the Town of Essex. Each system will have its own user base consistent with the legacy systems. Costs specific to each system will be charged solely to the user base within the boundaries of that system including capital and debt service costs. Any new costs incurred after the effective date of the charter of the merged municipality attributable to the entire district will be borne by all users. Costs attributable to specific users through a special assessment, surcharge, or other contractual arrangement shall continue to be assessed to the specific users until they are paid in full.

Commented [HE15]: Should this be in the permanent charter section?

§ 113 Finances

- (a) The existing real property tax system of the ~~town~~-Town shall become the system of the new Town of Essex. Upon the effective date of the charter, all grand lists will remain in effect and any remaining taxes due to the Village and Town will be payable to the new Town of Essex keeping all existing due dates. The new Town of Essex will manage the existing budget of the Village and Town with oversight by the Interim Governing Body.
- (b) All ~~Tax-tax~~ and indebtedness incurred by the Village tax payers at the time of merger are to remain with these properties until final payment of said obligations are made in full.
- (c) All existing legal obligations, including but not limited to tax stabilization agreements and any agreements to purchase real property, are to be considered obligations of the new governmental entity.

§ 114 Terms Extended

The Selectboard and Trustee terms set to expire in the year of approval of the [Charter charter](#) shall be extended without further action necessary, until June 30, 2022. All other elected officials holding office at the time of Legislative approval of the charter shall remain in their seats until new elections occur or until they step down from office.

Commented [HE16]: Elaine Haney: 2021? If merger approved March 2021, Legislature approves May 2021, then transitional year starts July 1, 2021. So then expiring 2021 seats should be extended to June 30, 2021. On July 1, IGB takes over.

§ 115 Transitional Tax Districts and Transitional Tax Provisions-

Transitional tax districts shall be established pursuant to § 104.

§ 116 Repeals

~~(a)~~ 24 App. V.S.A. chapters 117 (Town of Essex Charter) and 221 (Village of Essex Junction Charter) are repealed.

Subchapter 2: Incorporation and Powers of The Town

§ 201 Corporate Existence

The inhabitants of the Town of Essex, within the corporate limits as now established, shall be a municipal corporation by the name of the Town of Essex. This municipal corporation is a merger of and a successor to the Town of Essex (24 App. V.S.A. chapter 117 repealed) and the Village of Essex Junction (24 App. V.S.A. chapters 221 repealed).

§202 General ~~powers~~Powers, ~~law~~Law

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the Town of Essex, all provisions of the statutes of this state applicable to municipal corporations shall apply to the Town of Essex.

§ 203 Specific Powers

- (a) The Town of Essex shall have all the powers granted to towns and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted; and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.
- (b) The Town of Essex may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal, waste water collection and disposal, solid waste collection and disposal, provision of public water supply, provision of public parks and recreation facilities, provision of municipal facilities for office, fire protection, and police protection, provision of public libraries, provision of public parking areas, provision of sidewalks, bicycle paths, and green strips, provision of public roadways, provision of public view zones and open spaces, and such other purposes as are addressed under the general laws of the State of Vermont. The Town of Essex may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.
- (c) The Town of Essex may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or

Commented [HE17]: Andy Watts: Do we need to include here a clause about imposing penalties for ordinance violations?

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otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State, or the United States, or any agency thereof.

- (d) The Town may acquire property within or without its corporate limits for any town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, and may sell, lease, mortgage, hold, manage, and control such property as its interests may acquire. The Town may further acquire property within its corporate limits by condemnation where granted to towns by the statutes of the State of Vermont.
- (e) The Town of Essex may establish and maintain an electric power system and regulate power line installations; provided, however, that the Town shall have no authority under this charter which conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency.
- (f) In this charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers which the Town of Essex would have if the particular power were not mentioned.

§ 204 Reservation of ~~powers~~ Powers

Nothing in this charter shall be so construed as in any way to limit the powers and functions conferred upon the Town of Essex and the Town Selectboard by general or special enactments in force or effect or hereafter enacted; and the powers and functions conferred by this charter shall be cumulative and in addition to the provisions of such general or special enactments.

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§205 Form of Government

- (a) The municipal government provided by this chapter shall be known as selectboard-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this chapter, all powers of the Town of Essex shall be vested in an elective Town Selectboard, which shall enact ordinances, codes, and regulations; adopt budgets; determine policies; and appoint the Town Manager, who shall enforce the laws and ordinances and administer the government of the Town. All powers of the Town shall be exercised in the manner prescribed by this chapter or prescribed by ordinance.
- (b) Voting ~~Districts~~ districts shall be established pursuant to § 301.

Subchapter 3: Voting District and Governance Structure

§ 301 Voting Wards

- (a) The former incorporated Village of Essex Junction shall be known as Ward 42. Boundary adjustments will be made over time as necessary pursuant to § 301-(b). The Town of Essex exclusive of the former Village of Essex Junction shall be known as Ward 21. Boundary adjustments will be made over time as necessary pursuant to § 301-(b).
- (b) The Selectboard is empowered to make such changes from time to time, by resolution or ordinance, in the number and boundaries of the wards of the Town as it may deem proper, having regard so far as practicable and convenient, to an equal division of population among them; provided that after the first change so made, such changes shall not be made more than once in five years. **[ADDED/AMENDED BY BOT 8.17.20]**

Commented [HE18]: See comment HE10

Commented [HE19]: Andy Watts: Does not mention the BCA here. Should they be here?

Commented [HE20]: Dawn Hill-Fleury & Andy Watts: Is 5 years ok or does it have to be every 10 to align with Census?
Elaine Haney: Maybe use this language that we sent to HGO re 3+3?
"The Town of Essex may be divided into wards by ordinance. The Selectboard-- or its designee being the Board of Civil Authority or a special commission appointed by the Selectboard--may make changes to the number and boundaries of the wards in order to provide an equal division of population among them in accordance with U.S. Census data. Ward changes shall not be made more frequently than once in ten years. Such changes shall be approved by the Selectboard and shall become effective immediately upon approval unless a later date is established therein."

§ 302 Powers and Duties of Governing ~~body~~Body

- (a) The members of the Town of Essex Selectboard shall constitute the legislative body of the Town of Essex for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform all duties required of town legislative bodies or selectboards under the laws of the State of Vermont.
- (b) Within the limitations of the foregoing, the Town of Essex Selectboard shall have the power to:
 - (1) Appoint and remove a Town Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.
 - (2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.
 - (3) Provide for an independent audit by a certified public accountant.
 - (4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.
 - (5) Exercise every other power which is not specifically set forth herein, but which is granted to selectboards or legislative bodies by the statutes of the state of Vermont.
 - (6) Make, establish, impose, alter, amend or repeal ordinances and regulations to enforce the same by fine, penalty, forfeiture, injunction, restraining order or any other proper remedy, with respect to the inspection, regulation, licensing or suppression of the following affairs, establishments, employments, enterprises, uses, undertakings, and businesses, viz:

i. The growing, processing, manufacture or sale of cannabis products. Cannabis is described as a Schedule I Controlled Substance under federal law, defined as the parts, products, and non-Hemp derivatives of the plant Cannabis sativa, indica, ruderalis and hybrid strains, including Medical Marijuana, irrespective of state law to the contrary.

ii. The growing, processing, manufacture or sale of tobacco and tobacco products. Tobacco, a state controlled and regulated drug, as defined by 7 V.S.A. § 101 to include: include cigarettes, little cigars, roll-your-own tobacco, snuff, cigars, new smokeless tobacco, and other tobacco products; Tobacco Substitutes include nicotine pods and juices, electronic cigarettes or other electronic or battery powered devices, that contain and are designed to deliver nicotine or other substances into the body through the inhalation of vapor and that have not been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes. Products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes shall not be considered to be tobacco substitutes. Tobacco and Cannabis Paraphernalia: includes any device used, intended for use, or designed for use in smoking, inhaling, ingesting, or otherwise introducing Tobacco, Cannabis or other substances into the human body, or for preparing the same for smoking, inhaling, ingesting, or otherwise introducing into the human body, including devices for holding Tobacco or Cannabis, rolling paper, wraps, cigarette rolling machines, grinders, pipes, water pipes, carburetion devices, bongs, hookahs, vaping devices, and empty pods or cartridges. **[ADDED/AMENDED BY BOT 8.17.20]**

Commented [HE21]: This section requires discussion and agreement between the two boards.

§ 303 Governing ~~body-Body composition-Composition~~ and ~~term-Term~~ of ~~officeOffice~~

(c) There shall be a Town Selectboard consisting of ~~seven-six~~ members.

[ADDED/AMENDED BY BOT 8.17.20]

Commented [HE22]: Change to a, b, c

(d) The term of office of a Town Selectperson shall be three years and terms shall be staggered.

(e) Selectpersons shall represent the Town. **[ADDED/AMENDED BY BOT 8.17.20]**

§ 304 Vacancy in office

In case of a vacancy of a Selectboard seat, such vacancy shall be filled by the Town Selectboard until the next annual election pursuant to § 305(c) of this charter.

[ADDED/AMENDED BY BOT 8.17.20]

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§305 Election of ~~governing~~ Governing body ~~Body officers~~ Officers

- (a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting following the annual Town meeting, the Selectboard shall organize and elect a chairperson, vice chairperson, and clerk by a majority vote of the entire Selectboard, and shall file a certificate of the election for record in the office of the Town clerk. **[ADDED/AMENDED BY BOT 8.17.20]**
- (b) The chairperson of the Selectboard or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the Selectboard and shall be recognized as the head of the Town government for all ceremonial purposes.
- (c) In the event of death, resignation, or ~~incapacitation~~ incapacity of any Selectboard member, the remaining members of the Selectboard may appoint a person to fill that position until the next annual election. Incapacity shall include the failure by any member of the board to attend at least 50 per cent of the meetings of the board in any calendar year. At the next annual election, the vacancy shall be filled and the person so elected shall serve for the remainder of the term of office. In the event the Selectboard is unable to agree upon an interim replacement until the next annual Town election, a special election shall be held forthwith to fill the position. **[ADDED/AMENDED BY BOT 8.17.20]**
- (d) Elected Selectpersons who move from their ward prior to the expiration of their terms shall surrender their seats. **[ADDED/AMENDED BY BOT 8.17.20]**

§ 306 Compensation

- (a) Compensation paid to the Selectboard members ~~as reimbursement for expenses~~ shall be set by the voters at the annual meeting, with a minimum of \$1500.00 a year each. Selectboard members' compensation must be set forth as a separate item in the annual budget presented to the meeting.
- (b) The Selectboard shall fix the compensation of all officers and employees, except as otherwise provided in this charter.

§ 307 Prohibitions and ~~conflicts~~ Conflicts of ~~interest~~ Interest

- (a) Holding Other Office. No Selectboard member shall hold any ~~other~~ other Town ~~office or~~ employment during the term for which ~~he/she/they~~ was/were elected to the Selectboard. A Selectboard member may be appointed to represent the Town on other boards except as pursuant to 17 V.S.A. § 2647. No former Selectboard member shall

hold any compensated appointive municipal office or employment until one year after the expiration of the term for which they were elected to the legislative body.

(b) Appointments and Removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the manager or any of the manager's subordinates are empowered to appoint. ~~but~~ The legislative body may ~~express its views and fully and freely~~ discuss with the ~~manager~~ Manager ~~anything pertaining to~~ the appointment, performance, and removal of such officers and employees in executive session.

(c) Interference with Administration. Except for the purpose of inquiries and investigations under ~~Section §~~302 (b)(4), the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the ~~manager~~ Manager solely through the ~~manager~~ Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

§ 308 Governing ~~body~~ Body meetings ~~Meetings~~

As soon as possible after the election of the chairperson and vice chairperson, the Selectboard shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month.

§ 309 Special Town Meetings

Special Town meetings shall be called in the manner provided by the laws of the State, and the voting on all questions shall be by the Australian ballot system.

§ 310 Procedure

- (a) The Selectboard shall determine its own rules and order of business.
- (b) The presence of four members shall constitute a quorum. Four affirmative votes shall be necessary to take binding Selectboard action.
- (c) The Selectboard shall in accordance with Vermont law keep minutes of its proceedings. This journal shall be a public record.
- (d) All meetings of the Selectboard shall be open to the public unless, by an affirmative vote of the majority of the members present, the Selectboard shall vote that any particular session shall be an executive session or deliberative session in accordance with Vermont law.

§ 311 Appointments

The Selectboard shall have the power to appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment.

§ 312 Additional ~~governing~~ ~~Governing body~~ ~~Body provisions~~ ~~Provisions~~

(a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this chapter or by the general law. The compensation of all officers and employees of the Town shall be fixed by the Selectboard, except as herein otherwise provided.

(b) The Selectboard may authorize the sale or lease of any real or personal estate belonging to the Town.

Subchapter 4 Other Elected Offices

§ 401 Brownell Library trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The five permanent, self-perpetuating library trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. **[ADDED/AMENDED BY BOT 8.17.20]**

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§ 402 Moderator

The voters at the Town Annual Meeting shall elect a Moderator who shall preside at the next Town Annual Meeting. The term of Moderator shall be one year. Only qualified voters of the Town of Essex shall be eligible to hold the ~~Office~~ ~~office~~ of Moderator. **[ADDED/AMENDED BY BOT 8.17.20]**

Commented [HE23]: Andy Watts: "Do we have to have a moderator if the meeting is informational only?"

Subchapter 5 Town Meetings

§ 501 Town of Essex Meetings/Elections

- (a) Annual meetings for the election of officers, the voting on the budgets, and any other business included in the warnings for the meetings, shall be ~~on a date established and legally warned by the Selectboard~~ held on Town Meeting Day.
- (b) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.
- (c) The election of officers and the voting on all questions shall be by Australian ballot system. The ballot boxes shall be set by the Town Clerk and Board of Civil Authority in conformance with the general laws of the state. **[ADDED/AMENDED BY BOT 8.17.20]**

Commented [HE24]: Andy Watts: "Dan R recommends that we include something specific."

Commented [HE25]: Andy Watts: "What does this mean?"

Subchapter 6 Ordinances

§ 601 Adoption of Ordinances.

[NOTE ADDED BY TRUSTEES: Dan Richardson and staff have recommended that the Charter simply reference state statutes for the process of adopting ordinances, as the most efficient and least restrictive method. However, the current Town Charter contains a highly detailed process for ordinance adoption, which is copied below. The Trustees have no preference for either method and defer to the Selectboard on this decision.]

Staff and DR recommendation: Ordinances shall be adopted in accordance with state law pursuant to 24 V.S.A. § 1972.

Current Town Charter language:

Ordinances-Method of adoption and enforcement

- (a) *The Selectboard may provide penalties for the breach of any ordinance authorized by general law or this charter; may prosecute any person violating the same through the Town attorney or police officers who for such purposes shall be informing officers; and may maintain actions to restrain actual or threatened violations of the same. The establishment of any fine or penalty shall be by ordinance.*
- (b) *Ordinance-making authority granted to the Town by this charter and general law shall be exercised pursuant to the provisions of sections § 602 through § 605 of this charter, except for zoning by-laws and/or subdivision regulations which shall be adopted pursuant to 24 V.S.A. Chapter 117, as amended from time to time hereafter.*

§ 602 *Introduction; first and second readings; public hearing*

- (a) *Every ordinance shall be introduced in writing. The enacting clause of all ordinances shall be "The Selectboard of the Town of Essex hereby ordains. . . ." If the Selectboard passes the proposed ordinance upon first reading, then the Selectboard shall cause it to be published in a newspaper of general circulation in the Town in the form passed, or a concise summary of it, including a statement of purpose, principal provisions, and table of contents or list of section headings, together with a reference to a place within the Town where copies of the full text of the proposed ordinance may be examined, at least once, together with a notice of the time and place when and where there will be a public hearing to consider the same for final passage. The first such publication shall be at least one week prior to the date of the public hearing. Any published notice shall explain citizens' rights to petition for a vote on the ordinance at an annual or special meeting, pursuant to Vermont Statutes Annotated, Title 24 § 1973, and shall also contain the name, address and telephone number of a person with knowledge of the ordinance who is available to answer questions about it.*
- (c) *At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.*
- (d) *After the hearing, the Selectboard may finally pass the ordinance with or without amendment, except that if the Selectboard makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsection (a) of this section at least once together with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. At the time so advertised or at any time and place to which the meeting may be adjourned, the amended ordinance shall be introduced, and after the hearing, the Selectboard may finally pass the amended ordinance, or again amend it subject to the same procedures as outlined herein.*

§ 603 *Effective date*

Every ordinance shall become effective upon passage unless otherwise specified.

§ 604 *Filing and recording of ordinances*

The Town clerk shall prepare and keep in the Town clerk's office a book of ordinances which shall contain each ordinance finally passed by the Selectboard, together with a complete index of the ordinances according to subject matter.

§ 604 *Rescission of ordinances*

Commented [HE26]: Here is the state statute referred to by the Trustees and Dan R: [24 VSA § 1972](#). Do we want to go with just this, or keep what's currently in the draft charter? Trustees have stated they will defer to the SB on this.

All ordinances shall be subject to rescission by a special or annual Town meeting, as follows: If, within 44 days after final passage by the ~~selectmen~~ [Selectboard](#) of any such ordinance, a petition signed by voters of the Town not less in number than five percent of the qualified voters of the municipality is filed with the Town Clerk requesting its reference to a special or annual Town meeting, the ~~selectmen~~ [Selectboard](#) shall fix the time and place of the meeting, which shall be within 60 days after the filing of the petition, and notice thereof shall be given in the manner provided by law in the calling of a special or annual Town meeting. Voting shall be by Australian ballot. An ordinance so referred shall remain in effect upon the conclusion of the meeting unless a majority of those present and voting against the ordinance at the special or annual Town meeting exceeds five percent in number of the qualified voters of the municipality.

[ADDED/AMENDED BY BOT 8.17.20]

§ 604 Petition for enactment of ordinance; special meeting

(a) Subject to the provisions of ~~section §~~304 of this ~~§C~~charter, voters of the Town may at any time petition in the same manner as in ~~section §~~304 for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the Town Clerk. The ~~selectmen~~ [Selectboard](#) shall call a special Town meeting (or include the ordinance as annual meeting business) to be held within 60 days of the date of the filing, unless prior to the meeting the ordinance shall be enacted by the ~~selectmen~~ [Selectboard](#). The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting provided that voters as qualified in ~~section §~~304, constituting a majority of those voting thereon, shall have voted in the affirmative. **[ADDED/AMENDED BY BOT 8.17.20]**

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(b) The proposed ordinance shall be examined by the Town Attorney before being submitted to the special Town meeting. The Town Attorney is authorized subject to the approval of the ~~selectmen~~ [Selectboard](#), to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clearness and preciseness in its phraseology, but the Town Attorney shall not materially change its meaning and effect.

(c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the ~~selectmen~~ [Selectboard](#) or to the appointment or designation of ~~selectmen~~ [Selectboard](#), or to rules governing the procedure of the ~~selectmen~~ [Selectboard](#).

Subchapter 7: Town Manager

§701 Appointment/Hiring of Manager

The Selectboard shall appoint a Town ~~manager~~ Manager under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The Manager shall be appointed solely on the basis of ~~his or her~~ their executive and administrative qualifications in accordance with the Vermont statutes.

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§ 702 Powers of Manager

The Manager shall be the chief administrative officer of the Town of Essex. ~~He or she~~ They shall be responsible to the Selectboard for the administration of all Town of Essex affairs placed in ~~his or her~~ their charge by or under this charter. ~~He or she~~ They shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

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~~(1)~~ (a) The Manager shall appoint and, when ~~he or she~~ they deems it necessary for the good of the service, suspend or remove all Town of Essex employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, or personnel rules adopted pursuant to this charter. ~~He or she~~ They may authorize any employee who is subject to ~~his or her~~ their direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. ~~There shall be no discrimination in employment on account of race, religion, sex, or political opinions.~~ Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ~~insure~~ ensure that the responsible administrative officer may secure efficient service.

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Commented [HE27]: Andy Watts: "Is this discrimination list complete?"

~~(2)~~ (b) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the Town of Essex, except as otherwise provided by this charter or by law.

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~~(3)~~ (c) The Manager shall hire attorneys as needed.

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~~(4)~~ (d) The Manager or a staff member designated by the ~~manager~~ Manager shall attend all Selectboard meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Selectboard may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to §302(b)(4) of this charter.
[ADDED/AMENDED BY BOT 8.17.20]

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~~(5)~~ (e) The Manager shall see that all laws, provisions of this charter, and acts of the Selectboard, subject to enforcement by ~~him or her~~ them or by officers subject to ~~his or her~~ their direction and supervision, are faithfully executed.

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~~(6)~~(f) The Manager shall prepare and submit the annual budget and capital program to the Selectboard.

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~~(7)~~(g) The Manager shall submit to the Selectboard and make available to the public a complete report on the finances and administrative activities of the Town of Essex as of the end of each fiscal year.

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~~(8)~~(h) The Manager shall make such other reports as the Selectboard may require concerning the operations of Town of Essex departments, offices, and agencies subject to ~~his or her~~their direction and supervision.

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~~(9)~~(i) The Manager shall keep the Selectboard fully advised as to the financial condition and future needs of the Town of Essex and make such recommendations to the Selectboard concerning the affairs of the Town of Essex as ~~he or she~~they deems desirable.

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~~(10)~~(j) The Manager shall be responsible for the enforcement of all Town of Essex ordinances and laws.

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~~(11)~~(k) The Manager may when advisable or proper delegate to subordinate officers and employees of the Town of Essex any duties conferred upon ~~him or her~~them by this charter, the Vermont statutes, or the Selectboard members.

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~~(12)~~(l) The Manager shall perform such other duties as are specified in this charter or in State law, or as may be required by the Selectboard.

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§ 703 Hearing/Removal Process

(a) The Selectboard may remove the Manager from office for cause in accordance with the following procedures:

1. The Selectboard shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three days to the Manager.
2. Within five days after a copy of the resolution is delivered to the Manager, ~~he or she~~they may file with the Selectboard a written request for a hearing—~~S:~~ said hearing to be in a public or executive session by choice of the Manager. This hearing shall be held at a special Selectboard meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Selectboard a written reply not later than five days before the hearing.

3. The Selectboard may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if ~~he or she~~they has-have not requested a public hearing, or at any time after the public hearing if ~~he or she~~they has-have requested one.

(b) The Manager shall continue to receive ~~his or her~~their salary until the effective date of a final resolution of removal.

§ 704 Vacancy in ~~office~~Office of ~~manger~~Manager

The Manager, by letter filed with the Town Clerk, may appoint a staff member to perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation unless the Manager has previously appointed a staff member as assistant manager or deputy manager, who would automatically assume the Manager's responsibilities in the Manager's absence. If the Manager fails to make such designations, the Selectboard, may by resolution, appoint an officer or employee of the Town to perform the duties of the Manager until the Manager is able to return to duty.

[ADDED/AMENDED BY BOT 8.17.20]

Commented [HE28]: Andy Watts: "Why is this section in charter instead of policy?"

Subchapter 8: Boards and Commissions

§ 801 Board of Civil Authority

The Board of Civil Authority is comprised of the Town of Essex Selectboard members and Justices of the Peace.

§ 802 Board of Abatement of Taxes

The board of civil authority shall constitute a board of abatement as provided by law. The board of abatement shall meet and discharge its duties as required by the applicable statutory provisions.

§ 803 Planning Commission

There shall be a Planning Commission and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter, and members will be appointed by the Town Selectboard for terms of three years from among the qualified voters of the Town. Members of the Commission shall hold no other Town office.

Commented [HE29]: 3 or 4 years? See comment HE12.

§ 804 Development Review Board

A Development Review Board shall be established and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter, and members will be appointed by the Town Selectboard for terms of three years from among the qualified voters of the Town.

Commented [HE30]: See comment HE12

§ 805 Brownell Library ~~trustees~~ Trustees

Commented [HE31]: Elaine Haney: Why wouldn't the Essex Free Library Board of Trustees be in this section? Its members are appointed by the SB.

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The Trustees holding office at the time of enactment of the ~~C~~charter shall serve until their terms are completed. The ~~library~~ Library ~~trustees~~ Trustees shall establish policy for the operation of the Library and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating ~~library~~ Library ~~trustees~~ Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the Town Selectboard.
[ADDED/AMENDED BY BOT 8.17.20]

Subchapter 9: Administrative Departments

Part I

§ 901 Personnel ~~administration~~ Administration and ~~benefits~~ Benefits

Commented [HE32]: Is this Part I and Part II necessary? Doesn't appear anywhere else in the charter.

- (a) The ~~Town manager~~ Manager or the ~~Town manager's~~ Manager's appointee shall be the personnel director. The ~~Town manager~~ Manager shall maintain personnel rules and regulations protecting the interests of the Town and of the employees. These rules and regulations must be approved by the Selectboard, and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when ~~he or she is~~ they are hired.
- (b) The rules and regulations may deal with the following subjects or with other similar matters of personnel administration: job classification, jobs to be filled, tenure, retirement, pensions, leaves of absence, vacations, holidays, hours and days of work, group insurance, salary plans, rules governing hiring, temporary appointments, lay-off, reinstatement, promotion, transfer, demotion, settlement of disputes, dismissal, probationary periods, permanent or continuing status, in-service training, injury, employee records, and further regulations concerning the hearing of appeals.
- (c) No person in the service of the Town shall either directly or indirectly give, render, pay, or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion.

Part II

§ 902 Department of Real Estate Appraisal

There shall be established a department of real estate appraisal headed by a professionally qualified real estate assessor, who shall be appointed by the ~~manager~~Manager.

§ 903 Appraisal of ~~property~~Property

The department of real estate appraisal shall appraise all real and business personal property for the purpose of establishing the grand list. Appraisals shall be reviewed periodically and kept up to date. Technically qualified individuals or firms may be employed as needed.

§ 904 Appraisal of ~~business~~Business personal ~~Personal property~~Property for ~~tax~~Tax ~~purposes~~Purposes

Appraisal of business personal property shall be in accordance with the provisions of ~~Vermont Statutes Annotated, Title 32~~V.S.A. § 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995 shall be exempt from tax.

§ 905 Duties of Department

The duties and powers of the department of real estate appraisal shall be the same as those established for listers under the general statutes.

§ 906 Purpose

The purpose of the department of real estate appraisal is to provide for appointment of a qualified real estate assessor rather than the election of listers. The Town shall be governed by, and each taxpayer shall have rights granted by, the applicable statutes concerning real and personal property taxation, appeal therefrom, and other statutes concerning taxation.

Subchapter 10 Budget Process

§ 1001 Fiscal year

The fiscal year of the Town shall begin on the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter.

§ 1002 Annual ~~municipal~~ Municipal budget

With support from the finance department, the ~~Town~~ Manager shall submit to the Selectboard a budget for review before annual ~~town~~ Town meeting or at such previous time as may be directed by the Selectboard. The budget shall contain:

- (a) ~~(1)~~ An estimate of the financial condition of the Town as of the end of the fiscal year.
- (b) ~~(2)~~ An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.
- (c) ~~(3)~~ An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year, and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.
- (d) ~~(4)~~ A capital budget for the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
- (e) ~~(5)~~ Such other information as may be required by the Selectboard.

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§ 1003 Governing Body's ~~action~~ Action on the ~~budget~~ Budget

The Selectboard shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks after its preliminary adoption by the Selectboard. The Selectboard shall fix the time and place for holding a public hearing for the budget, and shall give a public notice of such hearing.

§ 1004 Meeting ~~warning~~ Warning and ~~budget~~ Budget

- (a) The Selectboard shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.
- (b) The ~~Town~~ Manager shall not less than 15 days prior to the annual meeting ~~ensure the publication and distribution of~~ make available the Selectboard's recommended budget and the final warning of the pending annual meeting. **[ADDED/AMENDED BY BOT 8.17.20]**
- (c) The annual Town report shall be ~~distributed~~ made available to the legal voters of the Town not later than 10 days prior to the annual meeting. **[ADDED/AMENDED BY BOT 8.17.20]**

§ 1005 Appropriation ~~&and~~ Transfers

- (a) An annual budget shall be adopted at Town ~~meeting~~ Meeting by the vote of a majority of eligible voters by Australian ~~Ballot~~ ballot. If, after the total budget has been appropriated, the ~~selectmen~~ Selectboard finds additional appropriations necessary, the appropriations shall be made and reported at the next Town ~~meeting~~ Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. No specific explanation need be given for any normal annual operating expense in any office, department, or agency which may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget. **[ADDED/AMENDED BY BOT 8.17.20]**
- (b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.
- (c) The ~~manager~~ Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the ~~manager~~ Manager, the Selectboard may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Selectboard budget from one department, office, or agency to another. Notwithstanding the above, no unexpended balance in any appropriation not included in the Selectboard budget shall be transferred or used for any other purpose.

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§ 1006 Amount to be ~~raised~~ Raised by ~~taxation~~ Taxation

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year, and the Selectboard shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year.

Subchapter 11: Taxation

§ 1101 Taxes on ~~real~~ Real ~~property~~ Property

Taxes on real property shall be paid in equal installments on dates set by the Selectboard by ordinance. The Selectboard shall send notice to taxpayers no less than 30 days prior to when taxes are due.

§ 1102 Penalty

Commented [HE33]: Andy Watts: "Where does authority to collect penalty and interest on school tax come from?"

- (a) An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section § 1101 of this charter, and interest as authorized by Vermont statutes.
- (b) The Selectboard shall have the authority to waive penalty on late payments in the case of natural disaster, pandemic, or economic downturns at their discretion.

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§ 1103 Assessment and ~~taxation~~ [Taxation agreement](#) ~~Agreement~~

Notwithstanding section § 904 of this charter and the requirements of the general laws of the State of Vermont, the Selectboard ~~are~~ is hereby authorized and empowered to negotiate and execute assessment and taxation agreements between the Town and a taxpayer or taxpayers within the Town of Essex consistent with applicable requirements of the Vermont Constitution.

Commented [HE34]: Andy Watts: "Dan R recommends NOT putting the Selectboard in the position of waiving penalties or interest on late payments. This is purview of BCA." Should receive confirmation from Dan R.

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Subchapter 12: Capital ~~I~~improvements

§ 1201 Capital ~~programs~~ [Programs](#)

- (a) The Manager shall prepare and submit to the Selectboard a five-year capital program at least three months prior to the final date for submission of the budget.
- (b) Contents. The capital program shall include:
 - 1. A clear general summary of its contents;
 - 2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - 3. Cost estimates, method of financing, and recommended time schedules for each such improvement; and
 - 4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Subchapter 13: Amendment of Charter and Initiatives

§ 1301 Laws ~~governing~~ [Governing](#)

This charter may be amended in accordance with the procedure provided for by state statutes for amendment of municipal charters.

Subchapter 14: General

§ 1401 Savings ~~clause~~Clause

Repeal or modification of this charter shall not affect ~~of the~~ validity of previously enacted ordinance, resolution, or bylaw.

§ 1402 Separability of ~~provisions~~Provisions

The provisions of this charter are declared to be severable. If any provisions of this charter are for any reason invalid, such invalidity shall not affect the remaining provisions, which can be given effect without the invalid provision.

~~ADD: to 203(b) add 103 (b) from left out stuff.~~
~~ADD section about annual report to section dealing with manager must publish budget.~~
~~ADD 201 to 305 moderator.~~
~~ADD subchapter 10 budget process 1005 appropriations and transfers~~
~~Add 303 to section 1005~~
~~ADD 304 AND 305 TO ORDINANCE ADOPTION SECTION~~
~~Add 901 to section dealing with hiring by manager~~

Memorandum

To: Village Board of Trustees
From: Linda Mahns, Administrative Assistant
Re: Amendment to meeting schedule
Date: September 3, 2020



Issue

The issue is whether or not the Village Board of Trustees approves an amendment to the upcoming meeting schedule due to needing adequate time to warn a meeting.

Discussion

The current meeting schedule includes a meeting on September 22, 2020. The warning of the November vote has to happen 30- to 40-days before the vote. September 24, 2020 is the first available date to warn the meeting. This also allows the joint meeting on September 28, 2020 to be used as a back up in the event the Trustees need more time to finalize the charter.

Cost

None.

Recommendation

It is recommended that the Village Board of Trustees amend the meeting schedule to change the date of the September 22, 2020 meeting to September 24, 2020 to give adequate time to warn the meeting.

VILLAGE TRUSTEES
(DRAFT)

VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
August 25, 2020

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Chris Gaboriault, Fire Department Chief; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Sarah Macy, Assistant Manager/Finance Director; Travis Sabataso, HR Director.

OTHERS PRESENT: Kevin Collins; Diane Clemens; Patty Davis; Brian Donahue; Betsy Dunn; M.J. Engel; Elaine Haney; Ramon Matanzo; Timothy Miller; Patrick Murray; Roseanne Prestipino; Margaret Smith; Sharon _____.

1. CALL TO ORDER

Mr. Brown called the meeting of the Village of Essex Junction Board of Trustees to order at 6:30 PM. Mr. Chawla was not present for the start of the meeting.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan requested the addition of a memo from Mr. Luck for item 5b.

3. APPROVE AGENDA

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the agenda. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Ms. Davis said she would be commenting during the joint meeting with the Selectboard about the July 28 minutes.

5. BUSINESS ITEMS

a. Interview and potential appointment to Bike/Walk Advisory Committee

• Ramón Matanzo

The Trustees interviewed Mr. Matanzo for the Bike/Walk Advisory Committee. He said he currently works for USCIS and has lived in Vermont since he moved here 17 years ago from Puerto Rico. He described himself as a cyclist and said he likes to walk outside in all seasons. He described some of his ideas to the Trustees related to bike safety. He suggested light stops for pedestrians and bikers; establishing standard spacing to make riding safer; and linking bike lanes to make a seamless ride between Essex Junction and Burlington. He said he found out about the Bike/Walk Advisory Committee's vacancy from a friend who serves on the committee. He said he would look forward to serving on the committee to be part of changes.

Mr. Tyler told Mr. Matanzo about the Chittenden County Regional Planning Commission's plan for connecting bike lanes from Essex Junction to Burlington.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees appoint Ramon Matanzo to the Bike/ Walk Advisory Committee. The motion passed 4-0.

Mr. Teich said other vacancies on the Bike/Walk Advisory Committee are being advertised.

b. Consider adoption of revised Village of Essex Junction General Rules and Personnel Regulations—Travis Sabataso

54 Mr. Sabataso discussed proposed revisions to the Village of Essex Junction General Rules and
55 Personnel Regulations. These include: new parameters for pay grade changes and promotions
56 to show consistency and to create pay equity; changes to Essex Junction Recreation and Parks
57 (EJRP) overtime to ensure compliance with the Fair Labor Standards Act (FLSA) regarding
58 overtime; changes to job structures to correctly grade them, resulting in changes to Community
59 Development positions, the Grounds and Facilities Technician and Assistant Zoning
60 Administrator/Admin Assistant position; a new Grounds and Facilities foreman position, to
61 create future growth opportunities for EJRP; and moving the EJRP's Assistant Site Coordinator
62 to a full-time position. Mr. Luck explained some of the restructuring taking place at EJRP to
63 strengthen administration of the licensed childcare program.
64

65 The Trustees discussed the proposed changes. Mr. Brown and Mr. Tyler talked with Mr.
66 Sabataso about whether the changes to Personnel Regulations would affect negotiations with
67 the Essex Junction Employee Association. Mr. Sabataso said the specified 5.5% pay increase
68 for promotions in grade is reasonable and should not be an issue with the Association. Mr.
69 Brown asked Mr. Luck about why there have been multiple resignations at EJRP lately and Mr.
70 Luck explained that the staff persons leaving are moving out of state for family reasons, not
71 dissatisfaction in their positions. He said the staff vacancies presented the opportunity to
72 reorganize. Mr. Teich pointed out that there are currently about 700 local youth seeking school-
73 day daycare.
74

75 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees adopt**
76 **the proposed revisions to the Village of Essex Junction General Rules and Personnel**
77 **Regulations. The motion passed 4-0.**
78

79 c. **Request to award sole source purchase of air compressor system—Chris Gaboriault**
80 Fire Chief Gaboriault described the essential function of an air compressor system to fill self-
81 contained breathing apparatus bottles. He said the Bauer air compressor identified to replace
82 the Fire Station's currently unserviceable, 35-year-old system, is one that is used in more than
83 80% of fire stations. It is the same brand of the station's older system, which has a long history
84 with the Essex Junction Fire Department. The system includes a data logger to track fillings to
85 help ensure safety and is an all-enclosed unit suitable for being located at the back of the bay
86 floor. Chief Gaboriault explained that Reynolds & Sons is the only Bauer dealer in Vermont.
87

88 Mr. Brown talked with Chief Gaboriault about how the extra \$5,000 needed for the purchase,
89 beyond the \$80,000 budgeted, will be pulled from elsewhere in the Fire Station budget. Chief
90 Gaboriault also talked with the Trustees about how individuals who fill breathing apparatus
91 bottles are trained to do so and how the air used by the system, to fill the bottles, comes from
92 outside but is filtered and monitored for carbon monoxide detection by the new system.
93

94 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees waive the bid**
95 **process and authorize the purchase from Reynolds & Sons for the Unicus 4i Breathing Air**
96 **Compressor System. The motion passed 4-0.**
97

98 **6. CONSENT ITEMS**
99

100 **GEORGE TYLER made a motion, seconded by ANDREW BROWN, that the Trustees approve**
101 **the Consent Agenda:**

102 a. **Approve minutes: August 11, 2020, August 17, 2020—Special**

- 103 • Mr. Brown requested to change "Schnell" to "Shiang" in line 12 and to change "White" to
104 "Whyte" in lines 11, 58 and 96 of the minutes.

105 b. Check Warrant #17211—08/10/2020; #17212—08/14/2020; #17213—08/21/2020

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The motion passed 4-0.

7. READING FILE

a. Board Member Comments

- Mr. Tyler said he found out from Town/Village Clerk Ms. McNamara-Hill that the Trustees have until September 21 to get the final language for the charter and before the question is placed on the ballot for November. He said once the ballot goes out, people can begin early voting in October. He said it is important to have a full-scale effort of information-sharing with the public about the charter and the Trustees should be ready to take action at the next meeting on this.

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**

No executive session took place.

9. ADJOURN

Mr. Brown recessed the meeting of the Essex Junction Board of Trustees to transition into the Joint Meeting scheduled with the Essex Selectboard at 7:15.

Mr. Chawla joined the meeting.

RAJ CHAWLA made a motion, seconded by DAN KERIN, for the Trustees to adjourn. The motion passed 5-0 at 9:54 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	08/16/20	CLEANING AUG 2- SEPT 5 5238	210-41943.020 Contractual Svc - 2 Linco	750.00	30023	08/28/20
14400	ABOVE AND BEYOND	08/16/20	CLEANING AUG 2- SEPT 5 5238	210-41943.021 Contractual Svcs - Browne	2212.75	30023	08/28/20
20440	AINSWORTH CATHY L	08/12/20	MINUTES 7/6,7/28,7/29 57	210-41320.530 COMMUNICATIONS	278.44	30024	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947130	210-45551.640 ADULT COLLECTION-PRINT &	483.98	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947130	210-45551.610 SUPPLIES	24.00	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947131	210-45551.640 ADULT COLLECTION-PRINT &	389.35	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947131	210-45551.610 SUPPLIES	20.80	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947132	210-45551.640 ADULT COLLECTION-PRINT &	512.59	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947132	210-45551.610 SUPPLIES	24.80	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947133	210-45551.640 ADULT COLLECTION-PRINT &	15.11	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947133	210-45551.610 SUPPLIES	0.80	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947135	210-45551.640 ADULT COLLECTION-PRINT &	38.79	30033	08/28/20
00530	BRODART CO	07/30/20	ADULT MATERIALS B5947135	210-45551.610 SUPPLIES	1.60	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949248	210-45551.641 JUVEN COLLECTION-PRNT & E	93.01	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949248	210-45551.610 SUPPLIES	8.80	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949255	210-45551.641 JUVEN COLLECTION-PRNT & E	72.19	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949255	210-45551.610 SUPPLIES	4.80	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS, FOUNDATI B5949394	210-49345.000 LIBRARY DONATION EXPENDIT	159.89	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS, FOUNDATI B5949394	210-45551.641 JUVEN COLLECTION-PRNT & E	436.15	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS, FOUNDATI B5949394	210-45551.610 SUPPLIES	37.60	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949412	210-45551.641 JUVEN COLLECTION-PRNT & E	348.39	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949412	210-45551.610 SUPPLIES	22.40	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949444	210-45551.641 JUVEN COLLECTION-PRNT & E	22.24	30033	08/28/20
00530	BRODART CO	08/03/20	YOUTH MATERIALS B5949444	210-45551.610 SUPPLIES	3.20	30033	08/28/20
20765	BURLINGTON GLASS CENTER	08/11/20	Park St Storm Window Repa K0034519	210-41942.023 R&M Bldg - Park St School	140.14	30034	08/28/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V04609	CENTER POINT LARGE PRINT	08/01/20	ADULT MATERIALS 1780097	210-45551.640 ADULT COLLECTION-PRINT &	93.48	30037	08/28/20
04940	COMCAST	08/12/20	tv and internet 8/19-9/18 0091811 0820	210-43125.610 WINTER MAINTENANCE	32.84	30042	08/28/20
04940	COMCAST	08/12/20	tv and internet 8/19-9/18 0091811 0820	210-43110.610 SUPPLIES	176.29	30042	08/28/20
04940	COMCAST	08/19/20	Internet 2 Lincoln St 8/2 0136343 820	210-41945.020 Telephone - 2 Lincoln St	153.35	30046	08/28/20
04940	COMCAST	08/19/20	Internet 2 Lincoln St 8/2 0136343 820	210-33582.005 Town contribution other	-153.35	30046	08/28/20
V9941	COMMERCIAL CARD SVCS	07/13/20	Stanchion Sets A Amazon	210-45551.610 SUPPLIES	938.78	30047	08/28/20
V9941	COMMERCIAL CARD SVCS	07/15/20	FOGGER BATT D HomeD 0715	210-43110.610 SUPPLIES	89.00	30047	08/28/20
V9941	COMMERCIAL CARD SVCS	07/20/20	SINK FAUCET E Global	210-41942.021 R&M Bldg - Brownell	347.94	30047	08/28/20
V9941	COMMERCIAL CARD SVCS	07/20/20	MASKS AND BOOKS F Amazon	210-41320.610 SUPPLIES	41.67	30047	08/28/20
V9941	COMMERCIAL CARD SVCS	07/20/20	SUPPLIES G AMAZON	210-41946.020 Gen Supplies - 2 Lincoln	40.25	30047	08/28/20
V9941	COMMERCIAL CARD SVCS	08/09/20	BURLINGTON FREE PRESS 8/1 L 80120-7312	210-45551.640 ADULT COLLECTION-PRINT &	386.03	30047	08/28/20
V9941	COMMERCIAL CARD SVCS	08/01/20	PHOTO STOCK SUBSCRIPTION i Shuttersto	210-41320.530 COMMUNICATIONS	14.50	30047	08/28/20
25715	DONALD L. HAMLIN CONSULT	08/18/20	11 PARK ST CONSTRUCTION 20801 081820	210-15102.000 EXCHANGE - ENGI/LEGAL	266.70	30054	08/28/20
25715	DONALD L. HAMLIN CONSULT	08/18/20	VEJ-Misc Assistance 2020 20810 081820	210-43110.330 Professional Services	5423.68	30054	08/28/20
05020	ESSEX JCT VILLAGE OF	07/31/20	Park St Water/Sewer 201704951720	210-41941.023 W/S - Park St School	140.66	30059	08/28/20
21760	FIRST NATIONAL BANK OMAHA	07/24/20	EPR CC FY 21 0492 0720A	210-45110.530 COMMUNICATIONS	37.49	30064	08/28/20
45400	FIRST NATIONAL BANK OMAHA	08/19/20	Open Outside Supplies 2880820	210-41335.812 NEW PROGRAMS	110.44	30065	08/28/20
19005	FIRSTLIGHT FIBER	08/15/20	communications VPW 7687840	210-43110.530 Communications	35.52	30067	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	MSP Power 081020MSP	210-41947.026 Electricity - Maple St	507.89	30072	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	210-41947.020 Electricity - 2 Lincoln S	104.40	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	210-41947.023 Electricity - Park St Sch	238.30	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	210-41947.021 Electricity - Brownell	197.40	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	210-43115.622 Electricity - St/Traffic	163.73	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	210-43110.622 ELECTRICAL SERVICE	41.59	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	210-41947.022 Electricity - Fire Statio	104.41	30073	08/28/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	08/10/20	MSP Power 081020d 0	210-41947.026 Electricity - Maple St	43.77	30074	08/28/20
37715	INTEGRITY COMMUNICATIONS	08/18/20	Tie to Essex Phone Networ 38658	210-45110.530 COMMUNICATIONS	315.00	30082	08/28/20
33195	LIMOGÉ & SONS GARAGE DOOR	08/19/20	repairs to 5 doors at Pub 69157TE	210-43110.434 MAINT. BUILDINGS/GROUNDS	3706.80	30091	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	210-45551.442 Rental of Equipment	80.72	30101	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	210-45551.442 Rental of Equipment	80.74	30101	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	210-43110.442 EQUIPMENT RENTALS	72.59	30101	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	210-41320.442 LEASED SERVICES	138.97	30101	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-41320.210 HEALTH INS & OTHER BENEFI	267.59	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-41510.210 Group Insurance	70.86	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-43110.210 HEALTH INS & OTHER BENEFI	358.29	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-43151.210 HEALTH INS & OTHER BENEFI	52.02	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-45551.210 HEALTH INS & OTHER BENEFI	546.61	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-41970.210 HEALTH INS & OTHER BENEFI	74.38	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-45110.210 HEALTH INS & OTHER BENEFI	535.16	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	210-45220.210 HEALTH INS & OTHER BENEFI	70.86	30105	08/28/20
24410	PRIORITY EXPRESS INC	08/16/20	COURIER SERVICE 8/10-8/16 80272034	210-45551.536 POSTAGE/DELIVERY	41.48	30113	08/28/20
37430	R R CHARLEBOIS INC	08/19/20	Truck #5 repair RC72512	210-42220.432 VEHICLE MAINTENANCE	340.68	30114	08/28/20
37965	S D IRELAND CONCRETE	08/10/20	COMM FLOWABLE FILL Dunbar 84225	210-43124.570 Sidewalk and Curb Mainten	862.00	30117	08/28/20
10435	SCREENMYLOGO.COM	08/06/20	Maintenance Uniforms 18168	210-45220.610 SUPPLIES	340.00	30120	08/28/20
29835	SHERWIN-WILLIAMS	08/05/20	MSP Green Paint 16675	210-45220.610 SUPPLIES	189.24	30123	08/28/20
29835	SHERWIN-WILLIAMS	07/30/20	MSP Paint 75842	210-45220.610 SUPPLIES	53.70	30123	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-41320.210 HEALTH INS & OTHER BENEFI	48.81	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-41510.210 Group Insurance	13.61	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-43110.210 HEALTH INS & OTHER BENEFI	67.93	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-43151.210 HEALTH INS & OTHER BENEFI	10.01	30132	08/28/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-45551.210 HEALTH INS & OTHER BENEFI	105.57	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-41970.210 HEALTH INS & OTHER BENEFI	18.76	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-45110.210 HEALTH INS & OTHER BENEFI	86.81	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	210-45220.210 HEALTH INS & OTHER BENEFI	13.61	30132	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	210-41948.022 Natural Gas - Fire Statio	45.00	30138	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	210-41948.023 Natural Gas - Park St Sch	75.33	30138	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	210-41948.020 Natural Gas - 2 Lincoln	58.42	30138	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	210-43110.623 HEATING/NATURAL GAS	66.22	30138	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	210-41948.021 Natural Gas - Brownell	48.80	30138	08/28/20
07565	W B MASON CO INC	08/12/20	Paper Towels 212795104	210-45220.610 SUPPLIES	170.97	30144	08/28/20
23000	WHITCOMB	08/11/20	SHUR PAC 00709812	210-43120.610 Summer Const - Supplies	497.21	30146	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	225-45122.442 Rental of Equipment	94.15	30101	08/28/20
07305	AIRGAS USA LLC	08/07/20	Pool Chemicals 9103909016	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	62.81	30025	08/28/20
07305	AIRGAS USA LLC	08/11/20	Pool Chemicals 9103998811	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	255.64	30025	08/28/20
07305	AIRGAS USA LLC	08/13/20	Pool Chemicals 9104088271	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	175.85	30025	08/28/20
25595	AMERICAN RED CROSS	08/19/20	Lifeguarding Materials 22290803	226-45124.330 OTHER PROFESSIONAL SVCS	190.00	30027	08/28/20
21760	FIRST NATIONAL BANK OMAHA	07/24/20	EPR CC FY 21 0492 0720A	226-45120.626 GAS, GREASE & OIL	32.29	30064	08/28/20
14570	METROROCK STATION / VERTI	08/06/20	Afterschool Programs - Ma 80162	226-45120.330 OTHER PROFESSIONAL SVCS	399.00	30096	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	226-45110.442 Equipment Rentals	177.89	30101	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	226-45120.210 HEALTH INS & OTHER BENEFI	185.95	30105	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	226-45121.210 HEALTH INS & OTHER BENEFI	341.96	30105	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	226-45120.210 HEALTH INS & OTHER BENEFI	46.90	30132	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	226-45121.210 HEALTH INS & OTHER BENEFI	67.56	30132	08/28/20
25715	DONALD L. HAMLIN CONSULT	08/18/20	VEJ-Mansfield Gravel Wetl 20802 081820	230-46801.710 BRICK/MANSF STRM CA0462	4491.70	30054	08/28/20
23435	CHAMPLAIN WATER DISTRICT	07/31/20	Water Village July 2020 073120	254-43200.412 STATE WATER TAX	1641.85	30039	08/28/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	CHAMPLAIN WATER DISTRICT	07/31/20	Water Village July 2020 073120	254-43210.412 STATE WATER TAX - GF	6136.40	30039	08/28/20
23435	CHAMPLAIN WATER DISTRICT	07/31/20	Water Village July 2020 073120	254-43200.411 CWD WATER PURCHASE	86138.41	30039	08/28/20
23435	CHAMPLAIN WATER DISTRICT	07/31/20	Water Village July 2020 073120	254-43210.411 CWD WATER PURC - GF	273683.44	30039	08/28/20
V9454	LENNY'S SHOE & APP	07/17/20	uniforms - Barrows 3307973	254-43200.612 UNIFORMS,BOOTS,ETC	-3.01	30090	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	254-43200.210 HEALTH INS & OTHER BENEFI	261.89	30105	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	254-43200.210 HEALTH INS & OTHER BENEFI	48.71	30132	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	254-43200.623 HEATING/NATURAL GAS	36.79	30138	08/28/20
V10411	CLEAN WATERS, INC.	08/24/20	Pack 140 (2,290 lb Tote 11171	255-43200.619 CHEMICALS	3870.10	30041	08/28/20
06870	ENDYNE INC	08/19/20	Weekly TKN 341901	255-43200.577 CONTRACT LABORATORY SERVI	35.00	30056	08/28/20
06870	ENDYNE INC	08/21/20	weekly TKN 342247	255-43200.577 CONTRACT LABORATORY SERVI	35.00	30056	08/28/20
23215	ESSEX EQUIPMENT INC	08/24/20	KUBOTA site Vehicle with 107580160001	255-43331.005 Site Utility Vehicle	18890.00	30058	08/28/20
38955	F W WEBB COMPANY	08/10/20	Dechloration sample pump 68168313	255-43200.570 MAINTENANCE OTHER	166.18	30060	08/28/20
21740	FIRST NATIONAL BANK OMAHA	08/19/20	Visa charges 07/24-8/10/2 0124 820	255-43200.610 SUPPLIES	239.44	30062	08/28/20
V1093	HOLLAND CO., INC.	08/25/20	4506 Gal SODIUM ALUMINATE 4992	255-43200.619 CHEMICALS	14347.19	30080	08/28/20
V9769	KEMIRA WATER SOLUTIONS	07/02/20	2756 Gal Net Ferrous less 9017678432	255-43200.619 CHEMICALS	7512.96	30086	08/28/20
V9769	KEMIRA WATER SOLUTIONS	07/17/20	Ferrous chloride 9017680039	255-43200.619 CHEMICALS	-2038.47	30086	08/28/20
05495	LCS CONTROLS, INC	08/20/20	Tech support Eff flow met 14027	255-43200.570 MAINTENANCE OTHER	400.00	30089	08/28/20
V9454	LENNY'S SHOE & APP	08/24/20	Boots Jutras 3311472	255-43200.612 UNIFORMS,BOOTS,ETC	223.99	30090	08/28/20
24540	N A MANOSH INC	07/30/20	Digester App 2	255-43330.015 Primary Digester Block Re	44319.60	30100	08/28/20
24540	N A MANOSH INC	07/30/20	Digester App 2	255-43330.016 Flow EQ Digester Reseal	800.73	30100	08/28/20
05485	NATIONAL BUSINESS LEASING	08/22/20	Copier leases 8/15-9/14/2 69261309	255-43200.442 Rental of Equipment	80.74	30101	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	255-43200.210 HEALTH INS & OTHER BENEFI	517.08	30105	08/28/20
V9260	PENN VALLEY PUMP CO., INC	08/18/20	PVP DIscs spare parts 15258	255-43200.570 MAINTENANCE OTHER	1162.40	30109	08/28/20
V2093	SLACK CHEMICAL COMPANY IN	08/19/20	2,449 Gal Sodium Bisulfite 408523	255-43200.619 CHEMICALS	3821.12	30125	08/28/20
23395	VILLAGE HARDWARE - WILLIS	08/11/20	CLR Tubing VIPC 511905	255-43330.012 ALKALINITY CNTRL INSTALLA	43.52	30131	08/28/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23395	VILLAGE HARDWARE - WILLIS	08/20/20	1/2 inch Nylabraid 511932	255-43330.012 ALKALINITY CNTRL INSTALLA	50.54	30131	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	255-43200.210 HEALTH INS & OTHER BENEFI	96.98	30132	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	255-43200.623 HEATING/NATURAL GAS	574.43	30138	08/28/20
38680	VT RURAL WATER ASSOC	08/21/20	2 webinar registrations f 1168 and 116	255-43200.500 TRAINING, CONFERENCES, DU	18.00	30143	08/28/20
38680	VT RURAL WATER ASSOC	08/24/20	C Mandigo NPDES Guide Tra 117326411abd	255-43200.500 TRAINING, CONFERENCES, DU	18.00	30143	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	256-43200.622 ELECTRICAL SERVICE	82.46	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	256-43220.001 SUSIE WILSON PS COSTS	47.28	30073	08/28/20
07010	GREEN MOUNTAIN POWER CORP	08/10/20	solar accounts 7/8 to 8/7 081020d	256-43220.002 WEST ST PS COSTS	57.09	30073	08/28/20
24960	NORTHEAST DELTA DENTAL	08/17/20	Dental Prem Sept 20 Villa 090120V	256-43200.210 HEALTH INS & OTHER BENEFI	175.92	30105	08/28/20
21230	VISION SERVICE PLAN (CT)	08/19/20	Vision Prem Sept 20 Villa 810191049	256-43200.210 HEALTH INS & OTHER BENEFI	33.97	30132	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	256-43220.001 SUSIE WILSON PS COSTS	40.54	30138	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	256-43220.002 WEST ST PS COSTS	40.54	30138	08/28/20
29825	VT GAS SYSTEMS	08/20/20	7/21/20-8/18/20 20205	256-43200.623 HEATING/NATURAL GAS	42.78	30138	08/28/20
Report Total					----- 495374.62 =====		

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
07465	08/21/20	BIBENS ACE HARDWARE INC	CLEANR SIMPLE GREEN GAL 38901	210-43110.610 SUPPLIES	23.98	30153	09/04/20
21210	08/27/20	CINTAS LOC # 68M 71 M	cups 5027925665	210-43110.610 SUPPLIES	68.50	30157	09/04/20
21210	09/01/20	CINTAS LOC # 68M 71 M	WATERBREAK COOLER AGRMENT 9101181561	210-43110.610 SUPPLIES	50.00	30157	09/04/20
25120	08/06/20	CLICKTIME.COM	Online Timesheets - July 322223	210-45110.330 OTHER PROFESSIONAL SVCS	798.00	30159	09/04/20
04940	08/23/20	COMCAST	MSP Internet September 0176315 0820	210-41945.026 Telephone - Maple St Park	727.61	30161	09/04/20
04940	08/23/20	COMCAST	Park Street Comcast Septe 0210908 0820	210-41945.023 Telephone - Park St Sch	293.56	30162	09/04/20
25580	08/19/20	CONTROL TECHNOLOGIES	MSP HVAC Repair 102294	210-41942.026 R&M Bldg - Maple St Park	334.00	30164	09/04/20
31545	08/20/20	COSTCO #314	Supplies 08202020	210-42220.610 SUPPLIES	116.93	30165	09/04/20
38280	08/18/20	CRYSTAL ROCK BOTTLED WATE	Water 17752734 082	210-45110.610 SUPPLIES	255.50	30166	09/04/20
19410	03/31/20	EAST COAST SIGNALS	3/3/20 - Route 2A @ South 6397201953	210-43123.730 Traffic Control	585.00	30172	09/04/20
19410	07/31/20	EAST COAST SIGNALS	8/28/20 - Rt 2A @ South S 6486201953	210-43123.730 Traffic Control	400.00	30172	09/04/20
18000	08/26/20	FERGUSON WATERWORKS #590	pipe and PVC catch basin 0975582	210-43150.430 Storm Sewer Maintenance	95.48	30179	09/04/20
18000	08/27/20	FERGUSON WATERWORKS #590	4 PVC SWR SW HXH 22-1/2 E 0975771	210-43150.430 Storm Sewer Maintenance	13.94	30179	09/04/20
25390	08/19/20	FIRST NATIONAL BANK OMAHA	EJRP Credit Card August 4955 0820	210-45110.500 TRAINING, CONF, DUES	499.00	30181	09/04/20
25390	08/19/20	FIRST NATIONAL BANK OMAHA	EJRP Credit Card August 4955 0820	210-45110.330 OTHER PROFESSIONAL SVCS	12.95	30181	09/04/20
25390	08/19/20	FIRST NATIONAL BANK OMAHA	EJRP Credit Card August 4955 0820	210-45110.550 PRINTING & ADVERTISING	32.00	30181	09/04/20
25390	08/19/20	FIRST NATIONAL BANK OMAHA	EJRP Credit Card August 4955 0820	210-41320.600 Emergency Prep. Supplies	199.00	30181	09/04/20
25390	08/19/20	FIRST NATIONAL BANK OMAHA	EJRP Credit Card August 4955 0820	210-45110.340 COMPUTER EXPENSES	189.67	30181	09/04/20
25390	08/19/20	FIRST NATIONAL BANK OMAHA	EJRP Credit Card August 4955 0820	210-45110.340 COMPUTER EXPENSES	160.00	30181	09/04/20
19005	08/15/20	FIRSTLIGHT FIBER	Phones 7687846	210-41945.022 Telephone - Fire Station	0.33	30184	09/04/20
34895	09/01/20	GAUTHIER TRUCKING, INC.	Jackson St 8/1-8/31 1503554	210-43110.565 RUBBISH REMOVAL	280.11	30186	09/04/20
34895	09/01/20	GAUTHIER TRUCKING, INC.	Railroad Ave 8/1-8/31 1503556	210-43110.565 RUBBISH REMOVAL	455.85	30186	09/04/20
34895	09/01/20	GAUTHIER TRUCKING, INC.	Beech St 8/1-8/31 1503690	210-43110.565 RUBBISH REMOVAL	61.97	30186	09/04/20
24250	08/26/20	IMPACT FIRE	5 LB ABC DRY CHEMICAL FIR 19512426	210-43110.610 SUPPLIES	140.00	30191	09/04/20
37715	08/04/20	INTEGRITY COMMUNICATIONS	Office Phone Repairs 38616	210-45110.530 COMMUNICATIONS	112.50	30192	09/04/20

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
37715	08/19/20	INTEGRITY COMMUNICATIONS	Office Phone Repairs 38669	210-45110.530 COMMUNICATIONS	90.00	30192	09/04/20
26220	08/25/20	J&B INTERNATIONAL TRUCKS	repair to 2012 Intl. truc R10100057401	210-43110.432 R&M Services - Vehicles	535.19	30194	09/04/20
03525	08/21/20	KITTELL BRANAGAN & SARGEN	Audit services 77743	210-41510.335 Audit	673.75	30197	09/04/20
21865	08/24/20	LAFAYETTE HIGHWAY SPECIAL	3x8x16 Plank Rail for Hub 31762	210-43123.730 Traffic Control	101.50	30199	09/04/20
36720	08/12/20	MIRACLE RECREATION EQUIPM	Inclusive Swings 825682	210-45220.610 SUPPLIES	2000.00	30206	09/04/20
38540	08/19/20	NATIONAL RECREATION & PAR	EJRP NRPA Membership 3320 33207 1020	210-45110.500 TRAINING, CONF, DUES	675.00	30208	09/04/20
25140	08/24/20	PIKE INDUSTRIES INC	Asphalt 1096299	210-43120.610 Summer Const - Supplies	416.64	30212	09/04/20
25140	09/01/20	PIKE INDUSTRIES INC	Asphalt 1097877	210-43120.610 Summer Const - Supplies	256.00	30212	09/04/20
23465	08/22/20	PITNEY BOWES, INC.	9/20/ to 12/19/2020 3311815126	210-41320.442 LEASED SERVICES	209.97	30213	09/04/20
37430	08/27/20	R R CHARLEBOIS INC	sweeper repair RC72547	210-42220.432 VEHICLE MAINTENANCE	810.54	30215	09/04/20
18010	08/25/20	REYNOLDS & SON, INC.	FIRE-DEX G2N2X 3377054	210-42220.612 UNIFORMS,BOOTS,ETC	96.00	30217	09/04/20
28005	08/24/20	RUSSELL SUPPLY	60V SAWZALL 143360	210-42220.889 ROUTINE EQUIPMENT PURCHAS	1167.00	30220	09/04/20
37965	08/12/20	S D IRELAND CONCRETE	Densmore Drive patch culv 84308	210-43150.430 Storm Sewer Maintenance	344.00	30221	09/04/20
37965	08/19/20	S D IRELAND CONCRETE	Hubbells Falls 84484	210-43124.570 Sidewalk and Curb Mainten	340.00	30221	09/04/20
11345	08/25/20	SANITARY EQUIPMENT CO INC	VAC parts SS5000 0139387	210-43110.432 R&M Services - Vehicles	100.16	30223	09/04/20
42565	08/05/20	SEVEN DAYS	Job Ad 205609	210-45110.550 PRINTING & ADVERTISING	100.00	30225	09/04/20
23855	08/26/20	SOUTHWORTH-MILTON, INC.	step for loader 2033809	210-43110.432 R&M Services - Vehicles	409.17	30227	09/04/20
14740	08/19/20	SWISH WHITE RIVER LTD	Floor Cleaner Repair W390046	210-45220.330 OTHER PROFESSIONAL SVCS	1184.35	30230	09/04/20
00710	08/11/20	UPS STORE	Shipping Charge 13354 8/11	210-42220.570 MAINTENANCE OTHER	11.16	30233	09/04/20
36130	08/18/20	VERIZON WIRELESS	WIRELESS CELL SERVICE 9861025684	210-43110.530 Communications	35.01	30235	09/04/20
36130	08/19/20	VERIZON WIRELESS	cell phones 7/20-8/19/20 9861065757	210-43110.530 Communications	192.73	30236	09/04/20
29825	08/20/20	VT GAS SYSTEMS	MSP Gas - August 15787560 820	210-41948.026 Natural Gas - Maple St	36.79	30240	09/04/20
29825	08/20/20	VT GAS SYSTEMS	MSP Gas - August 810044 0820	210-41948.026 Natural Gas - Maple St	59.23	30242	09/04/20
07565	08/06/20	W B MASON CO INC	Office Supplies 212655651	210-45110.610 SUPPLIES	93.83	30245	09/04/20
07565	08/18/20	W B MASON CO INC	Office Supplies 212951361	210-45110.610 SUPPLIES	3.78	30245	09/04/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	08/20/20	Office Supplies 213032631	210-45110.610 SUPPLIES	27.07	30245	09/04/20
07565	08/21/20	Toilet Paper 213064867	210-45220.610 SUPPLIES	139.95	30245	09/04/20
07565	08/26/20	Office Supplies 213192130	210-45110.610 SUPPLIES	4.39	30245	09/04/20
23000	08/14/20	SHUR PAC 00709930	210-43120.610 Summer Const - Supplies	507.87	30248	09/04/20
07305	08/25/20	Pool Chemicals 9104450328	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	391.14	30148	09/04/20
02800	07/17/20	Preschool Supplies P39642450001	226-45121.610 SUPPLIES	502.89	30169	09/04/20
02800	08/05/20	Preschool Supplies P39693520101	226-45121.610 SUPPLIES	162.41	30169	09/04/20
25075	09/02/20	Jr Hornets/Youth Soccer P 090220D	226-45115.330 OTHER PROFESSIONAL SVCS	2100.00	30177	09/04/20
25325	08/19/20	Pool Chemicals 30051	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2945.39	30180	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.580 TRAVEL	56.42	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.626 GAS, GREASE AND OIL	42.04	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.580 TRAVEL	411.29	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	22.63	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.580 TRAVEL	44.00	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	42.00	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.580 TRAVEL	34.00	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	21.65	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	62.94	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	12.00	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45115.610 SUPPLIES	30.15	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	170.97	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	83.98	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	11.98	30181	09/04/20
25390	08/19/20	EJRP Credit Card August 4955 0820	226-45122.610 Supplies	40.98	30181	09/04/20
26215	08/27/20	Youth Program Refund 85419	226-34779.115 Youth Prog - RP	95.00	30189	09/04/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
26155	08/21/20	Swim Lesson Refund 85147	226-34722.000 SWIM LESSONS	102.00	30198	09/04/20
25685	08/20/20	Lego Virtual Program 082020D	226-45115.330 OTHER PROFESSIONAL SVCS	530.45	30200	09/04/20
17900	09/02/20	Young Hornets Soccer Clin 090220D	226-45115.330 OTHER PROFESSIONAL SVCS	240.00	30210	09/04/20
24830	08/26/20	CMS Snack 366260	226-45122.610 Supplies	127.97	30216	09/04/20
24830	08/31/20	CMS Snack 366627	226-45122.610 Supplies	363.43	30216	09/04/20
10435	08/10/20	Jr Hornet TShirts 18172	226-45115.610 SUPPLIES	55.00	30224	09/04/20
10435	08/14/20	Pool Staff TShirts 18191	226-45124.610 SUPPLIES	51.75	30224	09/04/20
10435	08/14/20	Pool Manager Shirts 18192	226-45124.610 SUPPLIES	86.00	30224	09/04/20
23495	08/31/20	CMS Field Trip 8/28 70108159	226-45122.580 TRAVEL	295.42	30228	09/04/20
23495	08/31/20	CMS Field Trip 8/28 70108160	226-45122.580 TRAVEL	308.09	30228	09/04/20
23495	08/31/20	CMS Field Trip 8/28 70108161	226-45122.580 TRAVEL	260.75	30228	09/04/20
26190	09/01/20	EJRP Movie Nights BO1735180	226-45115.330 OTHER PROFESSIONAL SVCS	1580.00	30229	09/04/20
03905	08/26/20	Summer Tennis Camps EJRP820	226-45115.330 OTHER PROFESSIONAL SVCS	1974.00	30231	09/04/20
03905	07/31/20	EJRP Summer Tennis Camp 7 EREC720A	226-45115.330 OTHER PROFESSIONAL SVCS	672.00	30231	09/04/20
36130	08/18/20	WIRELESS CELL SERVICE 9861025684	226-45121.610 SUPPLIES	-1.46	30235	09/04/20
26395	06/30/20	Storm Drainage Assessment 1905526	230-46801.024 CCRPC UPWP Planning	2100.00	30156	09/04/20
36240	08/26/20	TAP TA 16(7) Gravel Wetla 820179	230-46801.710 BRICK/MANSF STRM CA0462	5510.48	30170	09/04/20
23215	09/03/20	paint 107625460001	254-43200.610 SUPPLIES	114.90	30176	09/04/20
18000	06/11/20	ERIE EXT W/ 3 SET SCRW *Z 0959328	254-43200.610 SUPPLIES	118.38	30179	09/04/20
18000	06/11/20	INTG STRZ W/ CAP KEN HYD 0959415	254-43200.614 DISTRIBUTION MATERIALS	733.50	30179	09/04/20
18000	06/22/20	26 SLIP VLV BX TOP SECT T 0961608	254-43200.610 SUPPLIES	147.57	30179	09/04/20
18000	08/25/20	6-3/8X4 MUD PLUG F/ BX W/ 0974795	254-43200.610 SUPPLIES	167.13	30179	09/04/20
03525	08/21/20	Audit services 77743	254-43200.335 AUDIT	402.50	30197	09/04/20
11345	08/25/20	VAC parts SS5000 0139387	254-43200.610 SUPPLIES	16.69	30223	09/04/20
36130	08/19/20	cell phones 7/20-8/19/20 9861065757	254-43200.535 TELEPHONE SERVICES	177.10	30236	09/04/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	09/04/20	ADVANCE AUTO PARTS side by side bumper 552024054749	255-43331.005 Site Utility Vehicle	69.69	30147	09/04/20
04940	08/23/20	COMCAST internet 8/30-9/29/20 0316028 0820	255-43200.535 TELEPHONE SERVICES	163.30	30163	09/04/20
06870	06/18/20	ENDYNE INC Weekly TKN 334374	255-43200.577 CONTRACT LABORATORY SERVI	35.00	30174	09/04/20
06870	08/31/20	ENDYNE INC Weekly TKN 343195	255-43200.577 CONTRACT LABORATORY SERVI	35.00	30174	09/04/20
38955	08/24/20	F W WEBB COMPANY Vent Pipe Redirection 68331708	255-43330.012 ALKALINITY CNTRL INSTALLA	222.76	30178	09/04/20
38955	08/27/20	F W WEBB COMPANY alkalinity project 68384306	255-43330.012 ALKALINITY CNTRL INSTALLA	34.34	30178	09/04/20
21840	07/17/20	FIRST NATIONAL BANK OMAHA Dropbx water 071720D	255-43200.610 SUPPLIES	156.63	30183	09/04/20
07010	08/20/20	GREEN MOUNTAIN POWER CORP 39 Cascade 7/20-8/19/20 0132407 0820	255-43200.622 ELECTRICAL SERVICE	7902.16	30188	09/04/20
V10347	08/28/20	J.C. EHRLICH PEST GENERAL MAINTENANCE 7906720	255-43200.570 MAINTENANCE OTHER	74.00	30195	09/04/20
03525	08/21/20	KITTELL BRANAGAN & SARGEN Audit services 77743	255-43200.335 AUDIT	472.50	30197	09/04/20
12775	08/30/20	PRATT & SMITH ELECTRICAL Troubleshoot centrifuge c 8571	255-43200.570 MAINTENANCE OTHER	285.00	30214	09/04/20
11345	08/25/20	SANITARY EQUIPMENT CO INC VAC parts SS5000 0139387	255-43200.610 SUPPLIES	16.69	30223	09/04/20
26150	08/24/20	UVM COLLEGE OF ENGINEERIN water analysis svcs 6/1-8 00132	255-43330.014 VPIC HydroFlow Unit	10000.00	30234	09/04/20
36130	08/18/20	VERIZON WIRELESS WIRELESS CELL SERVICE 9861025684	255-43200.570 MAINTENANCE OTHER	40.01	30235	09/04/20
23395	08/25/20	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS 511945	255-43200.570 MAINTENANCE OTHER	2.00	30238	09/04/20
23395	08/27/20	VILLAGE HARDWARE - WILLIS PROPANE 511953	255-43200.626 GAS,GREASE AND OIL	15.99	30238	09/04/20
24780	08/25/20	AUTO ELECTRIC INC labor to wire up new cran 28668	256-43200.570 MAINTENANCE OTHER	235.00	30149	09/04/20
03525	08/21/20	KITTELL BRANAGAN & SARGEN Audit services 77743	256-43200.335 AUDIT	201.25	30197	09/04/20
34995	08/31/20	MCMASTER CARR SUPPLY CO River St Ejector floats 44816293	256-43200.434 PUMP STATION MAINTENANCE	104.68	30203	09/04/20
11345	08/25/20	SANITARY EQUIPMENT CO INC VAC parts SS5000 0139387	256-43200.432 VEHICLE MAINTENANCE	200.32	30223	09/04/20
36130	08/23/20	VERIZON WIRELESS pump station VPN 7/24-8/2 9861451366	256-43200.434 PUMP STATION MAINTENANCE	147.00	30237	09/04/20
36130	08/23/20	VERIZON WIRELESS pump station VPN 7/24-8/2 9861451366	256-43220.002 WEST ST PS COSTS	37.87	30237	09/04/20
36130	08/23/20	VERIZON WIRELESS pump station VPN 7/24-8/2 9861451366	256-43220.001 SUSIE WILSON PS COSTS	37.87	30237	09/04/20

09/04/20

Town of Essex / Village of EJ Accounts Payable

01:20 pm

Check Warrant Report # 17215 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 09/04/20 To 09/04/20 & Fund 2

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

60433.53

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Vermont Community Leadership Network

Vermont is a place where motivated individuals have real power to make positive change in their communities. Throughout our history, the work of these leaders has shaped our towns and the state as a whole. Active and engaged local leaders, with or without an official position, are more important than ever as we respond to and recover from the Covid-19 crisis and continue the never-ending work of renewing our communities and strengthening our state.

The Vermont Community Leadership Network (VCLN) was launched to connect and support local leaders as they build local projects, organizations, and systems that serve their communities and Vermont's urgent and long-term needs.

On August 27th, VCRD held an online event to announce the new Network and Leadership Guide, and recognize some leaders doing great work around Vermont. Senator Leahy joined and delivered some inspirational remarks as well. [Click HERE](#) to watch the event.

[Click HERE to join the VCLN](#) to receive updates about workshops and action center opportunities, and for a free copy of the Community Leadership Guide.

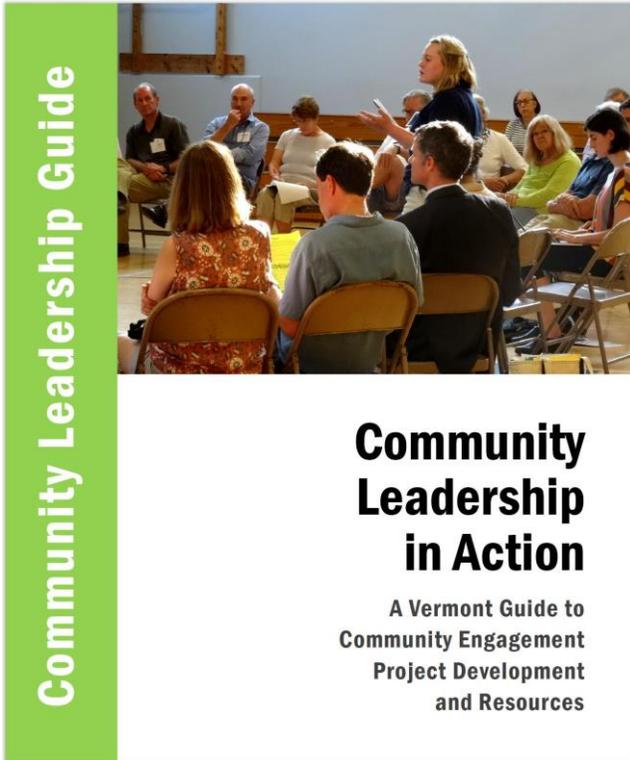
Workshops

The Network supports members with online workshops on community development initiatives, skills training, and the sharing of best practices and inspiring success stories. The Fall 2020 series of workshops will be held bi-weekly on Tuesdays from 10-11:30am. Registration is required. **To register, click the links for the workshop(s) you're interested in:**

- Sept. 15 – [Skills: Hosting and facilitating effective meetings in a time of Covid](#)
- Sept. 29 – [Projects: Improving access to child care, afterschool and summer time care in your community](#)
- Oct. 13 – [Skills: Addressing Equity and Inclusion in your work and community](#)
- Oct. 27 – [Projects: Building and supporting local food solutions](#)
- Nov. 10 – [Skills: Growing participation through effective outreach](#)

Action Centers

The Network provides opportunities for small groups of leaders to come together around focused areas of action, building a shared sense of common purpose, learning, support, and success through periodic gatherings, mentor pairings, and online collaboration tools.



Community Leadership Guide

The guide shares tools, strategies, and resources for advancing leadership and community projects. [Click HERE for the online guide](#) or request a printed copy by [joining the network](#) or emailing info@vtrural.org.

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager
Cc: Tammy Getchell, Assistant to the Manager; Brad Luck, Essex Junction Recreation and Parks Director; Dennis Lutz, Public Works Director; Ricky Jones, Public Works Superintendent; Linda Mahns, Administrative Assistant; Saramichelle Stultz; Ally Vile, Parks & Recreation Director.
From: Greg Duggan, Deputy Manager *GSD*
Re: Update on Essex Clean Up Day
Date: September 4, 2020

Issue

The issue is to update the Trustees/Selectboard about the upcoming Essex Clean Up Day.

Discussion

An Essex Clean-Up Day, aka Green Up Day #2, is scheduled for Saturday, Oct. 3 from 9 a.m. to 1 p.m. The areas of focus will be Five Corners, Maple Street Park, Pearl Street to Susie Wilson Road, and Susie Wilson Road to Kellogg Road.

Trash bags for volunteers will be able to be picked up ahead of time at the parks and recreation offices, 75 Maple St.

Public Works will retrieve the bags from parks and roadsides on Monday, Oct. 5.

Cost

None.

Recommendation

This memo is informational.

MEMORANDUM

To: Trustees; Selectboard
CC: Evan Teich, Unified Manager
From: Travis Sabatano, HR Director JS
Date: September 1, 2020
Re: Recap of Abundant Sun Training on Promoting Dignity and Respect

Issue:

The issue is informing the boards about a recent training held for Town and Village Department Heads, board members, and supervisors.

Discussion:

The Town and Village participated in a pilot training program held by Abundant Sun, the Vermont League of Cities and Towns (VLCT), and Invest EAP. The training took place via zoom over two sessions on Tuesday, August 4, 2020 and Thursday, August 6, 2020. The two sessions were identical and the Management Team attended both. The purpose of this training was to provide a high level overview of dignity and respect in the workplace and the community. Overall the training was well received. A survey was sent out after the training, a summary of those findings is below.

- 17 total participants participated in the survey. 5 reported as working for the Town, 5 reported as working for the Village, 5 reported as working for both and 2 reported working for neither (I believe these were the attendees from Invest EAP and VLCT).
- The general consensus from the survey results was that this was a very good high level overview, but that a more in depth training is still needed.
- It was expressed that there was a need for more practical ways to apply the principals taught during the training.
- There were concerns over holding a training of this nature in an online format, and on how to create engagement during an online training.
- There seemed to be a consensus that the specific data provided was eye opening.
- Several respondents expressed concerns over certain parts of the training being overly political in nature.
- There seemed to be hesitancy to actively participate and engage during the training, and it was mentioned that the conversations were often lead by board members and the management team.
- Overall a large majority of survey respondents felt that this training either mostly or fully addressed the objectives of:
 - Understanding the importance of diversity and respect at work.
 - Evaluating and challenging key barriers to dignity and respect.

- Exploring leaders' and managers' roles in championing a culture of dignity and respect.
- Thinking critically for future success.

Cost:

This training was provided at no cost to the Town or Village. It is not yet known what the cost of future trainings may be.

Recommendation:

This memo is primarily for informational purposes. With that said it is our plan to continue with trainings of this nature and to branch the trainings out to the entire employee population, not just supervisors. This was a very high level training, but it provides a good framework for us to build off of. Our plan is to wait until the completion of the Department Head and Board trainings with Creative Discourse and to determine our next steps at that time.

UPDATE ON RACIAL JUSTICE WORK IN ESSEX

September 4, 2020

Essex municipal leadership and law enforcement continue to learn about and work on racial justice in our community. We are still collecting responses to a survey that was originally published in English and also translated to six of the most common languages spoken in Essex. The survey is designed to gather information that will be used to develop the process for engagement as we know that we must create an engagement process based on community needs. The survey will be available until Friday, Sept. 4. Responses will be key to creating the best format for upcoming listening sessions about racial justice. The survey takes approximately 5-10 minutes to complete. If you have not yet taken the survey, you can find a link at <https://www.essexvt.org/CivicAlerts.aspx?AID=74>.

The listening sessions will be scheduled soon and set up based on the needs and desires of how the community wants to engage and discuss racism and racial justice in Essex. Tentatively, there will be four listening sessions: one for Black, Indigenous, People of Color (BIPOC); one with Town and Essex Police officials present; one without Town and Police officials present; and one for new Americans, with translation services provided. The hope is to hold the first session with BIPOC in late September, but we must wait until the results are in and surveys are translated to develop the schedule. More information will be shared as it becomes available.

In addition to the formal listening sessions, people are welcome and encouraged to speak at the beginning of Essex Selectboard and Essex Junction Board of Trustee meetings during Public to be Heard.

The first racial justice training session for the Essex Police Department has already happened, and two more sessions are scheduled for next week.

More training sessions are scheduled for later this month for Essex Selectboard members, Essex Junction Trustees, department heads from the Town of Essex and Village of Essex Junction, and Essex Westford School District Board members.

We are also know that people want to discuss a police oversight committee. We expect this topic to come up during the listening sessions so we can explore it as a community and decide what to do.

Municipal staff plans to provide updates on racial justice work every other week, with more frequent updates as needed. The updates will also be posted on Town and Village websites (www.essexvt.org and www.essexjunction.org) and Front Porch Forum.

If you are interested in receiving updates directly, please email Deputy Manager Greg Duggan at gduggan@essex.org to be added to an email list.

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager GSD

Re: Upcoming racial justice training

Date: September 4, 2020

Issue

The issue is to remind the Trustees/Selectboard about upcoming racial justice training.

Discussion

Creative Discourse will be holding racial justice training for elected officials, including the Essex Westford School Board, and Town and Village Department heads later this month. The trainings will be from 4 p.m. to 6 p.m. on Mondays, Sept. 14, 21, and 28.

Officials and staff are asked to attend all three of the trainings.

Training for the police is already in progress.

Cost

None.

Recommendation

This memo is informational.

MEETING SCHEDULES

08/26/2020

DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS ARE HELD ONLINE UNTIL FURTHER NOTICE

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
September 8, 2020—6:30 PM	VB Regular- (Sarah will attend)	Amy from recording
September 8, 2020—6:30 PM	SB Regular- (Evan will attend)	Cathy
September 21, 2020—6:30 PM	SB Regular	Cathy
September 22, 2020—6:30 PM	VB Regular	Cathy
September 28, 2020—6:30 PM	JT Special	Cathy
October 5, 2020—6:30 PM	SB Regular	Cathy
October 13, 2020—6:30 PM	VB Regular	Cathy
October 19, 2020—6:30 PM	SB Regular	Cathy
October 26, 2020—6:30 PM	JT Special	Cathy
October 27, 2020—6:30 PM	VB Regular	Cathy
November 2, 2020—6:30 PM	SB Regular	Cathy
November 10, 2020—6:30 PM	VB Regular	Cathy
November 16, 2020—6:30 PM	SB Regular	Cathy
November 23, 2020—6:30 PM	JT Special	Cathy
November 24, 2020—6:30 PM	VB Regular	Cathy
December 7, 2020—6:30 PM	SB Regular	Cathy
December 9, 2020—8:30 AM	VB—All Day Budget Workshop	Cathy
December 21, 2020—6:30 PM	SB Regular	Cathy
December 28, 2020—6:30 PM	JT Special	Cathy
December 29, 2020—6:30 PM	VB Regular	Cathy
January 4, 2021—8:00 AM	SB—All Day Budget Workshop	Cathy
January 11, 2021—6:30 PM	SB Regular	Cathy
January 12, 2021—6:30 PM	VB Regular	Cathy
January 19, 2021—6:30 PM	SB Regular	Cathy
January 25, 2021—6:30 PM	JT Special	Cathy
January 26, 2021—6:30 PM	VB Regular	Cathy
February 1, 2021—6:30 PM	SB Regular	Cathy
February 9, 2021—6:30 PM	VB Regular	Cathy

February 16, 2021—6:30 PM	SB Regular	Cathy
February 22, 2021—6:30 PM	JT Special	Cathy
February 23, 2021—6:30 PM	VB Regular	Cathy
March 1, 2021—7:30 PM	Town Annual Meeting	Cathy
March 9, 2021—6:30 PM	VB Regular	Cathy
March 15, 2021—6:30 PM	SB Regular	Cathy
March 22, 2021—6:30 PM	JT Special	Cathy
March 23, 2021—6:30 PM	VB Regular	Cathy
April 5, 2021—6:30 PM	SB Regular	Cathy
April 7, 2021—7:00 PM	Village Annual Meeting	Cathy