



VILLAGE OF ESSEX JUNCTION TRUSTEES REGULAR MEETING AGENDA

Online Essex Junction, VT 05452 Tuesday, October 13, 2020 6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

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

- WATCH: the meeting will be live-streamed on Town Meeting TV.
JOIN ONLINE: Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
JOIN CALLING: Join via conference call (audio only): (802) 377-3784 | Conference ID: 587 125 18#
PROVIDE FULL NAME: For minutes, please provide your full name whenever prompted.
CHAT DURING MEETING: Please use "Chat" to request to speak, only. Please do not use for comments.
RAISE YOUR HAND: Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
MUTE YOUR MIC: When not speaking, please mute your microphone on your computer/phone.

- 1. CALL TO ORDER [6:30 PM]
2. AGENDA ADDITIONS/CHANGES
3. APPROVE AGENDA
4. PUBLIC HEARING
a. Public hearing to consider the Plan for Merger of the Town of Essex and Village of Essex Junction, Vermont dated September 28, 2020 and the proposed Charter for the merged communities
5. PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
6. BUSINESS ITEMS
a. Discussion with Essex Police Chief about traffic enforcement, police staffing, and other police department priorities
b. Consideration of and possible action to modify wastewater facility capital fund to add replacement blower core
c. Consideration of and possible action to enter professional services agreement and apply for grants for Densmore Drive and Brickyard culverts
d. Discussion about Out and About event
e. Discussion of public outreach for merger plan and vote
7. CONSENT ITEMS
a. Consideration of and possible action on request for banner from Out and About Committee
b. Consideration of and possible action on request for banner from Essex Rotary
c. Consideration of and possible action to extinguish spring easement provision from 14 Corduroy Road property deed
d. Approve minutes: September 24, 2020; September 28, 2020 – joint
e. Check Warrants #17218—9/25/20; #17219—10/2/20; #17220—10/9/20
8. READING FILE
a. Board member comments
b. Statement on newsletter from Andrew Brown
c. Memo from Evan Teich re: COVID-19 update
d. Village Budget Status Report through September 30, 2020
e. Memo from Robin Pierce re: Village Center Development
f. Email from Micah Hagan re: Rapid Flashing Beacon Quote
g. Memo from Dennis Lutz and Ricky Jones re: Winter Operations Plan for 2020-2021; and Town of Essex / Village of Essex Junction Public Works Winter Operations Plan with COVID 19 Impacts
h. Chittenden County RPC September Newsletter
i. Upcoming meeting schedule
9. EXECUTIVE SESSION
a. *An executive session is not anticipated
10. 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: 10/09/2020 Date Posted Initials

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTICE OF PUBLIC HEARINGS
PROPOSED PLAN FOR MERGER OF TOWN OF ESSEX
AND VILLAGE OF ESSEX JUNCTION
AND PROPOSED CHARTER
OCTOBER 13, 2020,
OCTOBER 27, 2020

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.

10/13/20 JOIN ONLINE: Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio. **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 587 125 18#

10/27/20 JOIN ONLINE: Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio. **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 760 584 946#

The Trustees of the Village of Essex Junction, Vermont hereby give notice that public hearings will be held at the following times and locations:

- October 13, 2020, 6:30 pm, online (use link and ID above)
- October 27, 2020, 6:30 pm, online (use link and ID above)

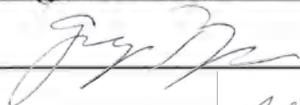
to consider the Plan for Merger of the Town of Essex, Vermont and Village of Essex Junction, Vermont dated September 28, 2020 and the proposed Charter for the merged communities. These hearings will be conducted pursuant to Chapter 49 of Title 24, Vermont Statutes Annotated and Section 2645 of Title 17, Vermont Statutes Annotated.

A special Village meeting will be held on Tuesday, November 3, 2020 to vote on the proposed Merger Plan and Charter.

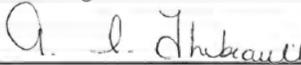
OFFICIAL COPIES OF THE PROPOSED MERGER PLAN AND PROPOSED CHARTER FOR THE CONSOLIDATED COMMUNITY ARE ON FILE AT THE TOWN CLERK'S OFFICE AT 81 MAIN STREET AND COPIES OF THESE DOCUMENTS ARE AVAILABLE AT THE CLERK'S OFFICE UPON REQUEST.

Dated this 28th day of September, 2020.









VILLAGE OF ESSEX JUNCTION TRUSTEES

Attest:


Susan McNamara-Hill, Village Clerk

Received and recorded this 2 day of October 2020 in Vol. 10 of the Village Records.

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.

§ 103 Organizational Municipal Meeting

The first annual Town Meeting shall occur on Town Meeting Day following approval of the 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 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 Interim Governing Body pursuant to §105. The election of a moderator shall be the first order of business.

§ 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 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, 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 or until such designations are withdrawn or amended as per routine statutory process.

§ 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 fewer 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.
- (b) During the transition period the Interim Governing Body will also, with the assistance of the 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.
- (c) In the event of a vacancy that results in fewer than three members of the former Town Selectboard or fewer than three members of the former Village Trustees, all remaining members shall vote to appoint a member from the district with a vacancy in a manner pursuant to § 304.
- (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 Town Meeting Day pursuant to § 103.

§ 106 Town Selectboard

- (a) There shall be a Town Selectboard consisting of seven 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 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 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.
- (c) The term of office of a Town Selectperson shall be three years and terms shall be staggered. For the first election cycle seven 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.
- (d) Within three years after the first election of the seven-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.

§ 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 five years commencing from the July 1 effective date of the charter, the Manager, with the advice and consent of the new Town of Essex Selectboard, shall integrate the fire departments, community development and

planning departments, parks and recreation 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. At the 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, with a preference for retaining the historic identities of the two departments and for the predominant level of service to remain "paid on call."
- (c) During the five-year transitional period the Manager shall integrate and reorganize the former town and village recreation and parks departments and the Manager shall appoint a department head.
- (d) During the five-year transitional period the Manager shall integrate and reorganize the former town and village community development and planning departments, and the 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 and the Village Trustees shall appoint three members to serve on the new Town planning commission. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member for a term.
- (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 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.

§ 110 Unification and Adoption of Ordinances, Bylaws, and 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 shall develop a pay and classification plan and make recommendations to meet the Town's needs. The new Town of Essex Selectboard may implement such proposals at the end of the transitional period.
- (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 Selectboard.
- (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.

§ 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.

§ 113 Finances

- (a) The existing real property tax system of the 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 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 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.

§ 115 Transitional Tax Districts and Transitional Tax Provisions

Transitional tax districts shall be established pursuant to § 104.

§ 116 Repeals

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. chapter 221 repealed).

§202 General Powers, 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 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

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.

§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 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 2. 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 1. 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 ten years.

§ 302 Powers and Duties of Governing 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.

§ 303 Governing Body Composition and Term of Office

- (a) There shall be a Town Selectboard consisting of seven members.
- (b) The term of office of a Town Selectperson shall be three years and terms shall be staggered.
- (c) Selectpersons shall represent the Town.

§ 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.

§305 Election of Governing Body 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 of the month 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.

- (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 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.
- (d) Elected Selectpersons who move from their ward prior to the expiration of their terms shall surrender their seats.

§ 306 Compensation

- (a) Compensation paid to the Selectboard members 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 of Interest

- (a) Holding Other Office. No Selectboard member shall hold any Town employment during the term for which they 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, except for poll worker, 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. The legislative body may discuss with the Manager 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 § 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 solely through the 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 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 Body 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.

§ 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 of Moderator.

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 held on Town Meeting Day, as defined in 1 VSA §371.
- (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 Town Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

Subchapter 6 Ordinances

§ 601 Adoption of Ordinances.

Ordinances shall be adopted in accordance with state law pursuant to 24 V.S.A. § 1972.

§ 602 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.

§ 603 Rescission of ordinances

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 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 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.

§ 604 Petition for enactment of ordinance; special meeting

- (a) Subject to the provisions of § 304 of this charter, voters of the Town may at any time petition in the same manner as in § 304 for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the Town Clerk. The 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 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 § 304, constituting a majority of those voting thereon, shall have voted in the affirmative.
- (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 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 Selectboard or to the appointment or designation of Selectboard, or to rules governing the procedure of the Selectboard.

Subchapter 7: Town Manager

§701 Appointment/Hiring of Manager

The Selectboard shall appoint a Town 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 the Manager's executive and administrative qualifications in accordance with the Vermont statutes.

§ 702 Powers of Manager

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

- (a) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all Town of Essex employees, including the Treasurer, 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. The Manager may authorize any employee who is subject to the Manager's 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, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. §495. 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 ensure that the responsible administrative officer may secure efficient service.
- (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.
- (c) The Manager shall recommend hiring of Town Attorney with Selectboard approval, and shall hire special attorneys as needed.

- (d) The Manager or a staff member designated by the 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.
- (e) The Manager shall see that all laws, provisions of this charter, and acts of the Selectboard, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
- (f) The Manager shall prepare and submit the annual budget and capital program to the Selectboard.
- (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.
- (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 the Manager's direction and supervision.
- (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 the Manager deems desirable.
- (j) The Manager shall be responsible for the enforcement of all Town of Essex ordinances and laws.
- (k) The Manager may when advisable or proper delegate to subordinate officers and employees of the Town of Essex any duties conferred upon the Manager by this charter, the Vermont statutes, or the Selectboard members.
- (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.

§ 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, the Manager may file with the Selectboard a written request for a hearing; 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 the Manager has not requested a public hearing, or at any time after the public hearing if the Manager has requested one.
- (b) The Manager shall continue to receive the Manager's salary until the effective date of a final resolution of removal.

§ 704 Vacancy in Office of 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.

Subchapter 8: Boards and Commissions

§ 801 Board of Civil Authority

The Board of Civil Authority shall be defined by 17 VSA § 2103(5).

§ 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 from among the qualified voters of the Town. Members of the Commission shall hold no other Town office.

§ 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.

§ 805 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 Trustees holding office at the time of enactment of the charter shall serve until their terms are completed. The Library 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 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.

Subchapter 9: Administrative Departments

Part I

§ 901 Personnel Administration and Benefits

- (a) The Manager or the Manager's appointee shall be the personnel director. The 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 the employee is 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.

§ 903 Appraisal of 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 Personal Property for Tax Purposes

Appraisal of business personal property shall be in accordance with the provisions of 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 Budget

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

- (a) An estimate of the financial condition of the Town as of the end of the fiscal year.
- (b) 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) 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) A capital budget for the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
- (e) Such other information as may be required by the Selectboard.

§ 1003 Governing Body's Action on the 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 and 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 Manager shall not less than 15 days prior to the annual meeting make available the Selectboard's recommended budget and the final warning of the pending annual meeting.
- (c) The annual Town report shall be made available to the legal voters of the Town not later than 10 days prior to the annual meeting.

§ 1005 Appropriation and Transfers

- (a) An annual budget shall be adopted at Town Meeting by the vote of a majority of eligible voters by Australian ballot. If, after the total budget has been appropriated, the Selectboard finds additional appropriations necessary, the appropriations shall be made and reported at the next Town 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.
- (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 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, 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.

§ 1006 Amount to be Raised by 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 Property

Taxes on real property shall be paid in equal installments on March 15 and September 15. The Selectboard shall send notice to taxpayers no less than 30 days prior to when taxes are due.

§ 1102 Penalty

- (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.

§ 1103 Assessment and Taxation Agreement

Notwithstanding section § 904 of this charter and the requirements of the general laws of the State of Vermont, the Selectboard 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.

Subchapter 12: Capital Improvements

§ 1201 Capital 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

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

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

§ 1402 Separability of 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.

Memorandum

To: Trustees; Evan Teich, Unified Manager

Cc: Chief Ron Hoague, Police

From: Greg Duggan, Deputy Manager

Re: Discussion with Essex Police Chief about traffic enforcement, police staffing, and other police department priorities

Date: October 8, 2020

Issue

The issue is for the Trustees to have a discussion with the Police Chief about traffic enforcement, police staffing, and other police department priorities

Discussion

Chief Hoague will be at the Trustee meeting and able to discuss policing issues such as traffic/speeding enforcement and prevention, hiring officers, and prioritizing traffic against other crimes in the community with the resources available.

Cost

N/a

Recommendation

This memo is for discussion purposes.



MEMORANDUM

TO: Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Gregory Duggan, Deputy Manager
Sarah Macy, Finance Director
TriTown Sewer Committee
DATE: September 25, 2020
SUBJECT: Essex Jct WWTF Request for addition to the Capital Plan

Issue: Whether to modify the wastewater facility capital plan to purchase a new aeration blower core replacement under a one-time special offer.

Discussion: The facility capital improvement project completed in 2014 included two state of the art "Hybrid" aeration blowers. Aeration blowers account for nearly 40% of the total facility electrical use. These particular units were selected for their overall performance and energy efficiency with the purchase subsidized by Efficiency VT.

Earlier this year we received notification that replacement parts for one of these hybrid blowers are no longer available to the manufacturer in Germany. Thus, rebuild of this particular blower is no longer an option. The manufacturer is providing a onetime offer to replace these unmaintainable/un-rebuildable blowers at a highly discounted price. The Discounted offer is only available until December 31, 2020.

Our current piece of equipment is equipment is only half way through its normal maintenance cycle and technically is not in need of overhaul for at least 4 – 6 more years. That noted, I was undecided whether to consider this offer. I contacted Sarah Macy to discuss the details of the offer and she supports proceeding with the special from both an operational and from a financial perspective.

The manufacturer's notification and replacement proposal is attached. A new unit in future years will cost \$49,000 in today's dollars with no guarantee of a core credit. There is also an expected annual increase of 3-4%. Also, please note the core credit of \$26,983.79 exceeds the charge for the replacement S98S stage \$17,251.93. There will be further scrutiny of costs including removal of the tax charge noted.

Costs: The total project cost is approximately special offer costs is just under \$55,000 including Factory installation, shipping and handling.

Recommendation: It is recommended that the wastewater facility capital fund be modified to add a replacement blower core in the amount of \$55,000.



AERZEN

Compressed air, gas
and vacuum solutions

Village of Essex Junction WWTF
Att.: Bernie Fleury
39 Cascade Street
ESSEX JUNCTION, VT 05452

Aerzen USA Corporation
108 Independence Way
Coatesville, PA 19320-1653
USA

inquiries@aerzenusa.com
www.aerzenusa.com
Phone: 610-380-0244

Quotation



Page 1 / 3

Quote no. SEQ-20-003644/ 1
Date: 08/31/20
Quote Expiration date: 11/30/20
Salesperson: KAE
Handled by: Laura Masterstefone

Payment Terms: Net 30 days

Your account no.: 21-03408
Phone number: +18028786943
E-Mail: bernie@essexjunction.org

You could have received a mailing late 2019. We are no longer able to repair these machines so I am following up one last time to see if there is any interest in a quotation for a replacement stage. The quote is good for 90 days. I can also quote with installation by our certified technician, if you would like us to provide this service.

These units come with our standard 2-year warranty

Replacement price is \$17,251.93. Please note after 12/31/20 our campaign is over and a replacement will cost \$44,235.72 with likely a 3-4% yearly price increase as well (for comparison sake)

To process your order with NET60 terms, we will need a contingent PO for the full amount, including the core credit. If you cannot take delivery due to budgetary constraints, we can accept your PO before the end of 2020, enter the order and not ship until the date you determine on your PO. Should you change your mind, we will have a 0% restocking fee.

Please note, the sooner you send us a PO, the sooner we can get the unit on order with Germany, if not in stock. Accessories needed for installation are added to the quote, with a 50% discount on the sheave. The sheave requires special Aerzen tooling to install and will be added to the unit prior to shipping.

You have 30 days to return the original unit, freight prepaid, or we can arrange for you and add to your invoice. Just let us know a day or two before you want us to set up the pick-up w/ hours of operation, contact name and # and we will send you bill of lading for the driver, address label and call in the truck.

As part of this agreement we require that the original unit be returned to Aerzen. Once your unit has been returned to

Bank USD Payments - ACH/Wire
JP Morgan Chase
Routing 021000021
Account No 350056393
SWIFT CHASUS33
Remittance email remittance-usa@aerzen.com

USD Payments - Lockbox
Aerzen USA Corp
PO Box 21920
New York, NY 10087-1920
USA

EUR Payments - Wire
Commerzbank AG
Intermediary Bank: COBADEFF
150113608800EUR
COBAUS3X
remittance-usa@aerzen.com



AERZEN

Compressed air, gas
and vacuum solutions

Quote no. SEQ-20-003644/ 1

Page 2 / 3

our Coatesville facility with a copy of this order confirmation attached as an RMA, we will delete the core credit line and close the order. For any unit Aerzen arranged the return freight, we will post this as well as the final invoice adder.

Labor quoted at 2 days. This is assuming you have rigging available to pull the unit. If you can lend a person to assist, we may be able to reduce. As quoted is a not to exceed. If you do not have rigging available, please be sure to advise at time of ordering so we can plan and charge additional accordingly.

2012 Hybrid Campaign Replacement- D98S (only)

Labor & Expenses

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	21-OS-1D-ZN2	1	each	4,100.00	4,100.00
	On-Site Service				
	Includes 1 day of on-site service and expenses				

Serial No. 1063290-P Service Items SEI-009085

Item No.: 21-DH-098S-250, D98S Package, Delta Hybrid

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	Core Credit	1		26,983.79	26,983.79
	FREIGHT VT to PA - return of original	1		235.62	235.62

Replacement Stage

Item No.: 2000022284, D98S Stage

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	2000022284	1	each	17,251.93	17,251.93
	D98S Stage				
	2000032693	5	each	61.27	306.35
	V-belt				
	162539000	1	each	102.34	102.34
	Oil filter (to be changed at 500 hours, filterONLY				
	183255000	1	each	849.91	849.91
	fan belt pulley				
	152325000	1	each	27.08	27.08
	Shaft nut				
	159880000	1	each	36.92	36.92
	Gasket (top flange)				

Bank USD Payments - ACH/Wire
Routing JP Morgan Chase
Account No 021000021
SWIFT 350056393
Remittance email CHASUS33
remittance-usa@aerzen.com

USD Payments - Lockbox
Aerzen USA Corp
PO Box 21920
New York, NY 10087-1920
USA

EUR Payments - Wire
Commerzbank AG
Intermediary Bank: COBADEFF
150113606800EUR
COBAUS3X
remittance-usa@aerzen.com



AERZEN

Compressed air, gas
and vacuum solutions

Quote no. SEQ-20-003644/ 1

Page 3 / 3

21-001385	1	each	29.93	29.93
Gasket Maker (bottom flange)				
21-004392	1	each	431.70	431.70
Oil, Delta Lube 06 (takes 4.76 gallons) 5 Gallon Pail				
FREIGHT PA to VT	1		235.62	235.62

Total USD Excl. TAX	50,591.19
Tax Amount USD <i>EXEMPT</i>	3,035.48
Total USD Incl. TAX	53,626.66

Best regards,

Laura Masterstefone
Aerzen USA Corporation

Bank	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Routing	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Account No	021000021	PO Box 21920	Intermediary Bank: COBADEFF
SWIFT	350056393	New York, NY 10087-1920	150113606800EUR
Remittance email	CHASUS33	USA	COBAUS3X
	remittance-usa@aerzen.com		remittance-usa@aerzen.com



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
Chelsea Mandigo, Stormwater Coordinator/ Wastewater Operator
cc: Sarah Macy, Asst. Manager, Finance Director
Gregory Duggan, Deputy Manager
Ricky Jones, Public Works Superintendent
DATE: September 30, 2020
SUBJECT: Densmore Drive and Brickyard culverts

A handwritten signature in blue ink, appearing to read "James Jutras", is written over the right side of the memorandum text.

Issue: Whether to add/move forward two culvert projects to the capital plan: 1) Densmore Drive upstream from the culvert failed in the Halloween Storm 2) Brickyard Road east of the Densmore Drive intersection.

Discussion: Preliminary hydraulic culvert replacement engineering scoping studies specific to Densmore Drive were done in 2018. The consultant performed preliminary analysis of both culverts in preparation for Densmore Drive road reconstruction. Then came the 2019 Halloween storm.

As part of the failed Densmore Drive culvert replacement project, we asked the design engineer to include the major upstream culverts as part of the required overall hydraulic analysis. Attached is the summary report by the project Engineer Jon Olin, of Hoyle Tanner, & Associates. To summarize we have two culverts that are functional and safe for now. Both culverts are undersized and approaching the end of life very soon. Both should be considered for replacement once the work on the failed Densmore Dr. culvert is complete next spring. Priority should be given to the Densmore Drive upstream culvert, then Brickyard Road. Completion in order will reduce installation costs for Brickyard Road by allowing a construction traffic by pass route down Densmore Drive.

Grants are available for culvert placement projects like this.

Municipal Highway and Stormwater Mitigation Program (deadline 10/9/20)

Vermont Emergency Management Application (deadline 11/6/2020)

VTrans Structures Grant-To be announced soon

Other funding opportunities will be explored to reduce the project costs

We suggest that we pursue design, construction grants in accord with the attached report and email by Jon Olin. This includes the draft agreement for professional services for the design of the upstream Densmore drive culvert replacement and Brickyard Rd Hazard Mitigation Grant program grant application as this work directly relates to them work they have done for the failed Densmore Dr. culvert. Due to a looming deadline we are applying for the Municipal Highway and Stormwater Mitigation Program grant now with acceptance contingent on Trustee approval.

Costs: Engineering Estimate of probable project costs including potential grants are outlined in table below. We are applying to any available grant programs to help reduce the costs that are presented here. **NOTE:** These are estimated numbers, subject to minor revision.

	Engineer Estimate of Probable Costs (Design & Construction)	Potential Grant Funding	Village Match w/Grant	Grant Programs Award/Match %
Densmore Dr. Upstream	\$ 800,000.00	\$ 640,000.00	\$ 160,000.00	Municipal Highway and Stormwater Mitigation program (80/20)
Brickyard Road	\$ 1,080,000.00	\$ 810,000.00	\$ 270,000.00	Hazard Mitigation Grant Program (75/25)
SUM	\$ 1,880,000.00	\$ 1,450,000.00	\$ 430,000.00	

Hoyle Tanner Agreement for Professional Services

- 1) Densmore Drive Upstream Culvert Replacement \$93,717
- 2) Brickyard Road Culvert Replacement-HMGP Grant Application \$6,650

Recommendation: It is recommended that

1. The Capital Committee change priorities and move the Densmore Drive culvert 2 (upstream) and Brickyard Road culverts up in the funding and implementation schedule.
2. The Capital committee authorize staff to proceed with the grant application process as part of the capital process
3. It is further recommended that the Trustees authorize the Unified Manger to sign the Agreements for professional services with Hoyle Tanner and Associates noted above and approve staff to apply for grants to offset capital costs.



Engineering Report

Indian Brook Culvert Crossings (Densmore Drive & Brickyard Road) Essex Junction, Vermont September 2020

Prepared for:
Village of Essex Junction

Hoyle, Tanner
& Associates, Inc.
www.hoyletanner.com

TABLE OF CONTENTS

1 INTRODUCTION1

2 INDIAN BROOK CORRIDOR HYDRAULIC SUMMARY1

3 INDIAN BROOK CULVERT CROSSINGS2

 3.1 Densmore Drive over Indian Brook #1 (downstream)..... 2

 3.2 Densmore Drive over Indian Brook #2 (upstream)..... 3

 3.2.1 Condition Assessment..... 3

 3.2.2 Hydraulic Capacity 3

 3.2.3 Recommended Replacement Structure / Cost to Replace 3

 3.3 Brickyard Road over Indian Brook 4

 3.3.1 Condition Assessment..... 4

 3.3.2 Hydraulic Capacity 5

 3.3.3 Recommended Replacement Structure / Cost to Replace 5

4 SUMMARY.....6

APPENDICES

- A. H&H Report – Densmore Drive over Indian Brook #1 (downstream)
- B. H&H Report – Densmore Drive over Indian Brook #2 (upstream)
- C. H&H Report – Brickyard Road over Indian Brook
- D. Cost Estimates

1 INTRODUCTION

This report summarizes our findings for the condition assessment and hydraulic capacity of the three Village-owned culvert crossings within the Densmore Drive corridor of Indian Brook. These culvert crossings each consist of two 6' diameter corrugated metal pipes (cmp) installed in generally the same period. With the Densmore Drive #1 (downstream) crossing having recently failed during the October 31, 2019 storm, and the similarities of the upstream culvert crossings at Densmore Drive #2 (upstream) and Brickyard Road (reference Image I to the right), the Village is undertaking this Assessment Report to prioritize and plan for the eventual replacement of the upstream culvert crossings.

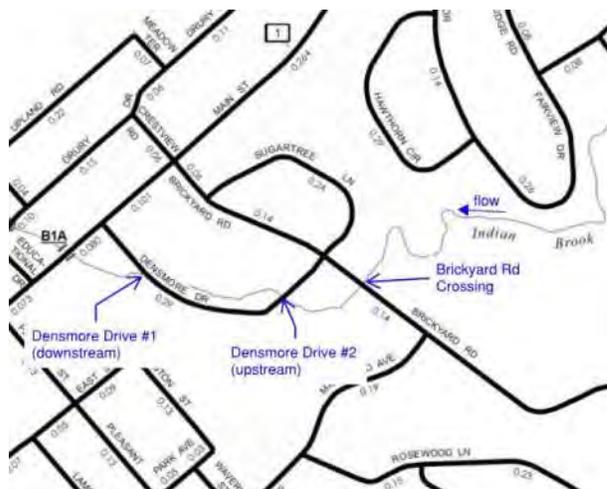


Image I – Indian Brook at Densmore Dr Corridor

For additional information reference the 2018/19 study of the Densmore Drive Culverts (#1 and #2) prepared by Watershed Consulting Associates, LLC.

2 INDIAN BROOK CORRIDOR HYDRAULIC SUMMARY

All three crossings are located within 0.25 miles of each other and each have the same general watershed size of 5.0 square miles. Densmore Drive #1 (downstream) is scheduled for replacement with a 20-foot span by 4.5-foot rise concrete box culvert in the Spring of 2021 (for the purposes of this report ‘rise’ refers to the distance from the stream bottom elevation to the underside of structure or low chord elevation). The 20-foot span meets bankfull width requirements for the crossing and 4.5-foot rise is the minimum necessary to pass the design (Q25) flow.

The undersized upstream culverts cause overtopping and flow divergence at the 50-year storm event (Q50). The flow divergence begins at Brickyard Road; reference the hydraulic modeling image below which shows the flow divergence traveling west along Brickyard Road before overtopping the roadway and merging back into Indian Brook.

This macro view of the study length of Indian Brook is useful in understanding how the three crossings



Image II – Existing Conditions 2D Hydraulic Model for Q50

work together under high-flow events, where flow divergence can be expected, and the impacts on downstream crossings when the culvert waterway capacities are increased. As described above, the Densmore Drive #2 (upstream) culvert should be designed assuming it will see the full Indian Brook flow, which would occur when the Brickyard Road Culvert is replaced.

3 INDIAN BROOK CULVERT CROSSINGS

3.1 Densmore Drive over Indian Brook #1 (downstream)

Located at the intersection of Sherwood Square and Densmore Drive, this culvert crossing failed in the October 31, 2019 (Halloween) storm and is being replaced in Spring 2021 with FEMA funding assistance. Based on site findings and pre-failure photographs, the existing twin cmp pipes were heavily corroded and partially collapsed. The high flows from the Halloween storm event likely pulled sediment from the base of the structure, where the invert was heavily corroded, until the culvert structures could no longer support the weight of the soil and roadway above. The culverts ultimately collapsed and caused overtopping of Indian Brook over Densmore Drive. A similar pre-failure condition exists at the Densmore Drive #2 culvert crossing as described below.



*Image III – Densmore #1 Location Map
(Image Source: Google Maps)*

The proposed 20' span by 4.5' rise precast concrete box culvert to be installed in the spring of 2021 was selected to meet the following criteria:

- Bankfull width of Indian Brook
- Q25 design flow criteria headwater to depth (HW/D) ratio of 1.0 or less - meaning the water surface at the inlet of the culvert is at or below the underside of the top of culvert
- Q100 flow passes without roadway overtopping
- Precast concrete structure is durable / low maintenance solution with a design service life of 75-years (or greater)

The total cost of the replacement structure, estimated at **\$1,290,000** includes additional costs associated with private and public utility relocation, site constraints with challenging temporary water diversion and driveway access, temporary winterization needs, and the need for a slight roadway profile raise to meet structure depth requirements. See Appendix D for a detailed summary of costs submitted with the preliminary design submission for this project.

3.2 Densmore Drive over Indian Brook #2 (upstream)

This crossing is located approximately 330' southwest of the intersection of Densmore Drive and Brickyard Road (100' north of the Village Glen Drive).

3.2.1 Condition Assessment

Rating – **VERY POOR**

The existing twin 6' diameter cmp pipes were installed circa 1980, for an approximate current service life of 40 years. As shown in Photo A below, the pipes are in very poor condition with severe corrosion of the pipe invert and 100% section loss. Settlement of the pipe is evident from the pipe overlap shown on the left side of the photograph.



Image IV – Densmore #2 Location Map
(Image Source: Google Maps)



Photo A – Densmore #2 Culvert Pipe Condition

Due to the condition of these pipes, the remaining service life of this crossing should be anticipated at up to 3 years. The Village recently repaired the pavement at the location of the culvert that failed likely due to the settlement of soil surrounding the culvert. Invert lining is not feasible due to the severe deterioration of the existing pipe, and due to the pipe bend and irregularity it is unlikely that a temporary pipe could be slipped through. **It is recommended that the Village plan for and replace this crossing prior to the fall of 2023, as risk of failure is high.** Semi-annual and post-storm event monitoring should be conducted to review for changes in pipe or roadway conditions.

3.2.2 Hydraulic Capacity

Existing Capacity – **UNDERSIZED**

As part of this study, the crossing and stream corridor was modeled utilizing two-dimensional hydraulic modeling software. The existing culverts were modeled as their original 6' diameter pipe size. Existing flows were modeled with existing 6' diameter pipes in place at both Brickyard and Densmore #2 crossings, and proposed design flows were input assuming the both crossings are replaced and convey the full flow volumes with no stream divergence as described in Section 2 of this report. The original pipes were found to be undersized with roadway overtopping occurring at the Q50 event. Reference the Hydraulic Report provided in Appendix B.

3.2.3 Recommended Replacement Structure / Cost to Replace

A 20'-span by 4.5'-rise (minimum) precast concrete box culvert is recommended at this site to match the Densmore Drive #1 (downstream) crossing. The costs for this similar structure type will be less

than Densmore Drive #1 with the following differences:

- Shorter culvert length due to perpendicular crossing to Densmore Drive
- Less site constraints with no adjacent driveways
- No Village Sewer Main work as the sewer main crosses Indian Brook downstream – outside the limits of the structure replacement project

Similar to the Densmore Drive #1 culvert, it is assumed that this structure would be replaced with a full road closure during construction. Existing mapping indicates presence of the municipal water main below the culvert crossing; this report assumes this line will need to be replaced under the proposed structure as part of this project. This associated water main cost, estimated at \$53,000 for construction and \$18,000 for design, has been included in the estimate below. The total (design and construction) estimated cost for this culvert replacement project is **\$800,000**.

3.3 Brickyard Road over Indian Brook

This crossing is located approximately 270' southeast of the intersection of Densmore Drive and Brickyard Road.

3.3.1 Condition Assessment

Rating – **POOR**

The existing twin 6' diameter cmp pipes were installed circa 1980, for an approximate current service life of 40 years. As shown in Photo B below, the pipes are in poor condition with moderate corrosion of the pipe at the water surface elevation, and evidence of buckling occurring at the top of pipe located near the center of the culvert length.

The pipe inlet inverts are submerged with streambed material built up at the inlet, further reducing the waterway opening. The pipes appear approximately 30 to 40% embedded at the inlets. Reference Photo C below.



Image V -Brickyard Road Crossing Location Map
(Image Source: Google Maps)



Photo B – Brickyard Rd Culvert Pipe Condition



Photo C – Brickyard Rd Culvert Inlet

Due to the condition of these pipes, the remaining service life of this crossing should be anticipated at 3 to 5 years. Options to repair the pipes in place are limited with reduced pipe hydraulic capacities, stream bottom material infill, and internal buckling. Repair investment would not prove to be a valued return at this location; therefore, **it is recommended that the Village plan for and replace this crossing prior to the fall of 2025**, with annual pipe condition and inlet capacity monitoring to inspect for changes in the pipe integrity and the potential need to clear debris to open the inlet opening of the pipes.

3.3.2 Hydraulic Capacity

Existing Capacity – **UNDERSIZED**

As previously noted, the existing culverts were modeled as their original 6' diameter pipe size, not accounting for the actual conditions of the pipe embedment and restricted waterway area. Even with the full originally installed waterway area, the model predicts roadway overtopping occurring at the Q50 event and a Headwater to Depth (HW/D) ratio of 1.1 at the Q25 event. Reference the Hydraulic Report provided in Appendix C.

The hydraulic modeling is consistent with historical accounts from the October 31, 2019 storm event with culvert overtopping proceeding west along Brickyard Road and crossing on the west side of Densmore Drive.

3.3.3 Recommended Replacement Structure / Cost to Replace

A 20'-span by 4.5'-rise (minimum) precast concrete box culvert is recommended at this site to match the Densmore Drive #1 and proposed Densmore Drive #2 crossing. The costs for this similar structure will be less than Densmore Drive #1, but slightly more than Densmore Drive #2, with the following differences:

- Shorter culvert length due to perpendicular crossing (wide road section with Shared Use Path on south and sidewalk on north side of roadway)
- Less site constraints with no adjacent driveways
- Deeper construction (top of road to streambed elevation difference)

Similar to the Densmore Drive #1 culvert, it is assumed that this structure would be replaced with a full road closure during construction. Temporary roadway/bridge costs and permitting/easement impacts will be extensive if vehicle passage is required to be maintained during construction. Existing mapping indicates presence of the municipal water and sewer main below the culvert crossing; this report assumes these lines will need to be replaced under the proposed structure as part of this project. These costs, estimated at \$94,000 for construction and \$36,000 for design, have been included in the estimate below. The total (design and construction) estimated cost for this culvert replacement project is **\$1,080,000**.

4 SUMMARY

Based on the information contained herein, Hoyle, Tanner recommends the replacement of Densmore Drive #2 (upstream) over Indian Brook be completed as soon as possible due to the very poor condition rating of the pipes and their current risk of failure. The Village should prepare for replacement of Brickyard Road over Indian Brook within the next 5-years. Both crossing locations should be inspected semi-annually and after large storm events to until their replacement.

Location	Project Schedule		Budgetary Costs
Densmore Dr #1 Crossing	Construction	Spring 2021	Programmed with FEMA PA Grant Assistance
Densmore Dr #2 Crossing	Design	Fall 2020 to Summer 2021	\$104,700
	Construction	Spring/Summer 2022	\$695,300
Brickyard Rd Crossing	Design and Construction	Between 2022 and 2025	\$1,080,000

The above budgetary project costs of the Densmore Dr. #2 Crossing and Brickyard Rd Crossing culvert replacements are based on the preliminary engineering costs and estimated probable construction costs for the Densmore Drive #1 replacement structure, represented in 2020 dollars, and are intended for budgeting and planning purposes only. A more detailed breakdown of the budgetary project costs is included in Appendix D.

Funding two large culvert structure replacement projects such as these presents a significant financial burden on municipalities. Limited opportunities exist in Vermont to fund bridge and culvert structures less than 20' span on Class II and III roads. The following is a list of the programs and means that are typically used to advance municipal Bridge and Culvert projects:

Funding Program Summary		
	Funding Cap / %	Program Comments
Municipal Bonding	Full Project Amount (Can be offset by future grants)	<ul style="list-style-type: none"> Positive - Highest municipal control and fastest funding availability (assuming bond vote passage) Negative – Town absorbs bulk of the project costs
VTrans Town Highway Structures Grant	\$175,000 (per structure – possible to get \$350,000 total)	<ul style="list-style-type: none"> Can be combined with other Grants and Municipal Bonding Typically, communities only receive 1 TH Structures grant every 3-5years. Application period in January/February – grant awards issued in April

<p>FEMA HMGP Grant</p>	<p>75% FEMA (25% Municipal match)</p>	<ul style="list-style-type: none"> • Difficult to justify Benefit Cost Analysis (BCA) FEMA HMGP • Eligibility when tied with a presidential major disaster declaration (applications due within 12 months from date of declaration) – by January 17, 2021 • Brickyard Road Crossing may be a good candidate for this program as it has a long detour and history of overtopping the road.
<p>VTrans MAB Highway and Stormwater Mitigation Grant</p>	<p>80% VTrans (20% Municipal match)</p>	<ul style="list-style-type: none"> • Total Project cost is high for typical project award (partial project funding could be applied) • Project Development Process would require a waiver to meet the replacement schedule for these structures. • FY21 Application Period – Recently Announced with October 9th due date. • Densmore Drive #2 (upstream) is a good candidate for this program

The next steps for these replacement projects depend on the funding mechanism. Preliminary design needs to begin with topographic survey, utility identification, soil borings, and resource assessments at both locations. Assuming design similarities to Densmore Drive #1 (downstream) crossing, the projects should advance through permitting, right-of-way, and final design with relative ease. Should you have further questions or require assistance with monitoring of the existing structure conditions, Hoyle, Tanner is available to support.

Indian Brook Culverts Crossings
(Densmore Drive and Brickyard Road)
Essex Junction, VT

APPENDIX A

**H&H Report
Densmore Drive over Indian Brook #1
(downstream)**

EXISTING STRUCTURE INFORMATION

STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes</u>
YEAR BUILT:	<u>Unknown</u>
CLEAR SPAN (NORMAL TO STREAM):	<u>6' diameter (each)</u>
VERTICAL CLEARANCE ABOVE STREAMBED:	<u>6' (before washout) **Pipe compressed over lifespan. Used original 6' diameter for modeling purposes of the existing structure.</u>
WATERWAY OF FULL OPENING:	<u>56.5 sq ft</u>
DISPOSITION OF STRUCTURE:	<u>Replacement</u>
TYPE OF MATERIAL UNDER SUBSTRUCTURE:	<u>Silty clay with fine gravel, some organics and peat</u>

WATER SURFACE ELEVATIONS AT:

VELOCITY AT:

Q 50% (Q2) =	<u>326.5'</u>	VELOCITY =	<u>3.5 fps</u>
Q 4% (Q25) =	<u>329.7'</u>	"	<u>4.5 fps</u>
Q 2% (Q50) =	<u>330.1'</u>	"	<u>4.9 fps</u>
Q 1% (Q100) =	<u>330.4'</u>	"	<u>5.2 fps</u>

LONG TERM STREAMBED CHANGES: See "Channel Morphology" section of Watershed Consulting Memo dated 2/19/2019 included in Appx. C of the Densmore Drive Culvert Replacement RFQ dated 1/9/2020. This memo also references a 4/14/2008 report "Indian Brook Watershed Departure Analysis and Project Identification" prepared for the VT ANR by Fitzgerald Environmental Associates.

IS THE ROADWAY OVERTOPPED BELOW Q 1% (Q100):	<u>Yes</u>
FREQUENCY:	<u>Q 2% (Q50)</u>
RELIEF ELEVATION:	<u>330 ft</u>
DISCHARGE OVER ROAD @ Q 1% (Q100):	<u>10 cfs</u>

UPSTREAM STRUCTURE

TOWN:	<u>Essex Junction</u>	DISTANCE:	<u>760'</u>
HIGHWAY #	<u>n/a</u>	STRUCTURE #:	<u>n/a</u>
CLEAR SPAN:	<u>6' diameter (each)</u>	CLEAR HEIGHT:	<u><6' (Pipe compressed over lifespan)</u>
YEAR BUILT:	<u>Unknown</u>	FULL WATERWAY:	<u>56.5 sq ft</u>
STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes</u>		

DOWNSTREAM STRUCTURE

TOWN:	<u>Essex Junction</u>	DISTANCE:	<u>410'</u>
HIGHWAY #	<u>VT15 (Main St)</u>	STRUCTURE #:	<u>001A</u>
CLEAR SPAN:	<u>18.0'</u>	CLEAR HEIGHT:	<u>10.0'</u>
YEAR BUILT:	<u>1929</u>	FULL WATERWAY:	<u>180.0 sq ft</u>
STRUCTURE TYPE:	<u>Concrete slab bridge</u>		

PROPOSED STRUCTURE

STRUCTURE TYPE: Precast box culvert

CLEAR SPAN (NORMAL TO STREAM): 20'
 VERTICAL CLEARANCE ABOVE STREAMBED: 4.5' average
 WATERWAY OF FULL OPENING: 95 sq ft

WATER SURFACE ELEVATIONS AT:	VELOCITY AT:
Q 50% (Q2) = <u>325.5'</u>	VELOCITY = <u>3.5 fps</u>
Q 4% (Q25) = <u>327.6'</u>	" <u>4.4 fps</u>
Q 2% (Q50) = <u>328.2'</u>	" <u>5.7 fps</u>
Q 1% (Q100) = <u>328.7'</u>	" <u>7.6 fps</u>

IS THE ROADWAY OVERTOPPED BELOW Q 1% (Q100): No
 FREQUENCY: n/a
 RELIEF ELEVATION: 330.0'
 DISCHARGE OVER ROAD @ Q 1% (Q100): n/a
 BRIDGE LOW CHORD ELEVATION: 327.6'
 FREEBOARD: 0.0'

SCOUR: The proposed structure is a closed bottom structure, so scour is not applicable for the purposes of the structure design.

REQUIRED CHANNEL PROTECTION: Type E1 Stone (velocity < 9 fps for Q 2% (Q50))

PERMIT INFORMATION

AVERAGE DAILY FLOW: <u>n/a</u>	DEPTH: <u>n/a</u>
ORDINARY LOW WATER: <u>n/a</u>	
ORDINARY HIGH WATER: <u>134 cfs (Q 50% or Q2)</u>	<u>~3.0' +/- 0.5'</u>

TEMPORARY BRIDGE REQUIREMENTS

STRUCTURE TYPE: n/a
 CLEAR SPAN (NORMAL TO STREAM): n/a
 VERTICAL CLEARANCE ABOVE STREAMBED: n/a
 WATERWAY AREA OF FULL OPENING: n/a

ADDITIONAL INFORMATION

The existing and proposed conditions considered flows for the 50% AEP (2-year flood), 4% AEP (25-year flood), 2% AEP (50-year flood), and 1% AEP (100-year flood). Permit flows are typically taken at the 43% AEP (2.33-year flood) per Section 4.2.5; however, since the 50% AEP (Q2) is fairly small with an estimated flow of 134 cfs and the upper confidence limit is above the estimated peak flow for the 20% AEP (5-year flood), the 50% AEP is use in lieu of the 43% AEP in this report. Per the VTrans Hydraulic Manual Table 4-2 for local roads and streets, the minimum design frequency shall be for AEP 4% (Q25).

Per Table 7-1 for a Hydraulic Design Event AEP of 4%, the Scour Design Event AEP is 2% (Q50) and the Scour Check Event AEP is 1% (Q100). Additionally, per Section 1.2.6, Design Frequency, regardless of the design event, all proposed structures over perennial streams shall be evaluated for performance during a 1% AEP event (Q100) to ensure that there are no unexpected flood hazards. The flood flows were predicted using the US Geological Survey (USGS) Regression Equations for VT using the USGS StreamStats program.

The steady state hydraulic analyses were performed using the Bureau of Reclamation's Sedimentation and River Hydraulics – Two-Dimensional model (SRH-2D), which is a 2D hydraulic, sediment, temperature, and vegetation model for river systems, utilizing Aquaveo surface-water modeling solution program, SMS 13.0, for the existing conditions and bridge replacement alternatives. SRH-2D utilizes the HY-8 Culvert Analysis Program version 7.60 developed by the Federal Highway Administration in cooperation with Aquaveo LLC and Environmental Modeling Research Laboratory at Brigham Young University. The analysis results are summarized in this report and are obtained from the attached graphics.

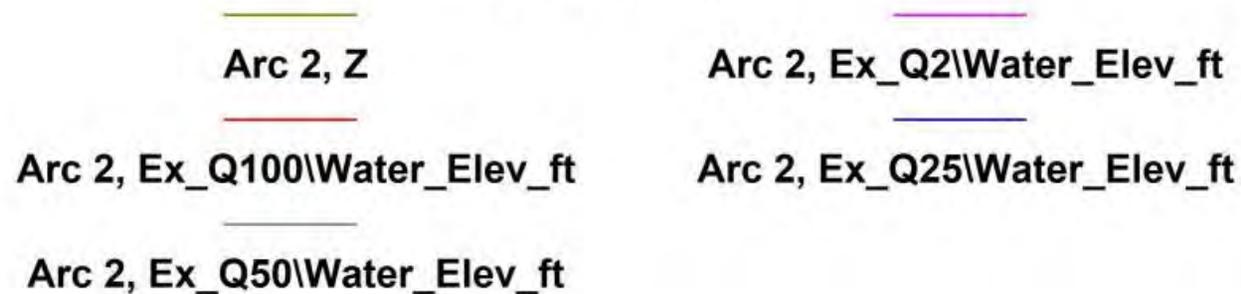
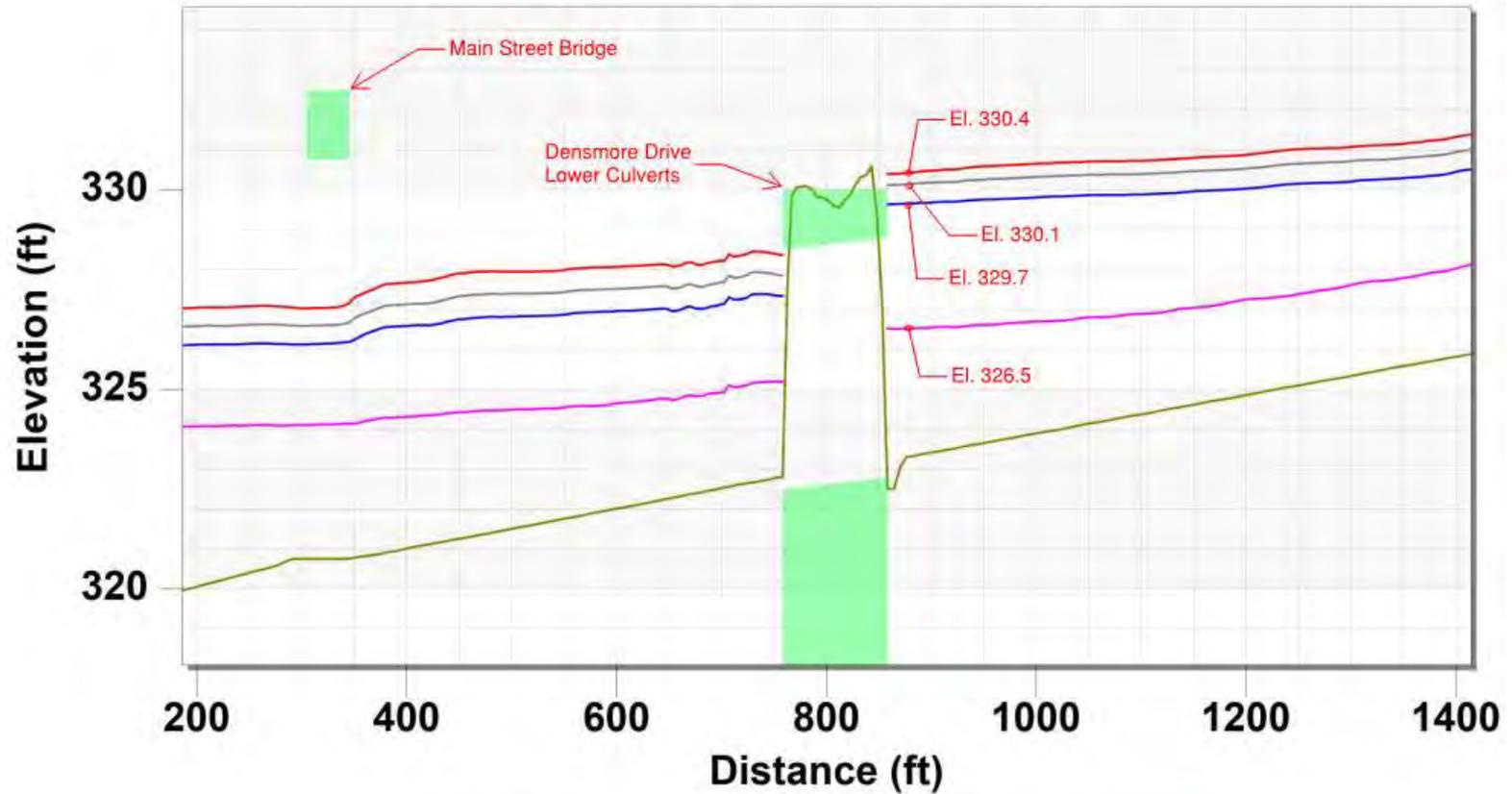
The hydraulic model was created using LiDAR and survey data for the topography, information from the Densmore Drive Culvert Replacement RFQ dated 1/9/2020, and limited field data. The crossing is located within a Federal Emergency Management Agency (FEMA) Special Flood Hazard Area (SFHA) Zone A, which means no base flood elevations have been determined that could be used for comparison. The project location can be found on the Flood Insurance Rate Map (FIRM) for Chittenden County, Vermont (panel 276 of 500), with an effective date of July 18, 2011.

The existing model shows overtopping of the roadway for both the Q2% (Q50) and Q1% (Q100) flood events. This is verified based on information from Village officials; the crossing at lower Densmore Drive has been overtopped previously. This includes the October 31, 2019 flood, which severely damaged the existing culverts and caused them to fail. Additionally, the bankfull width for Indian Brook was field measured to be approximately 20'. The existing model for the Q50% (Q2) flood event is shows a flood width of about 21', which corresponds well with the bankfull width.

The proposed box culvert has a span of 20' to match the bankfull width. For the Q4% (Q25) design flood, the proposed hydraulic model shows a flood elevation of 327.6', which will match the low chord elevation. The proposed model also shows that roadway overtopping will be eliminated for the Q2% (Q50) and Q1% (Q100) flood events. It should be noted though that the crossings at upper Densmore Drive and Brickyard Road upstream of the project crossing are undersized. This could cause flow from Indian Brook to diverge and flow might be seen outside the channel.

Since this crossing is in a SFHA Zone A, it is subject to the Village of Essex Junction's Zoning Ordinances (see Section 614: Flood Plain (F-P)). According to Section 614.C.4 and the federal floodplain management regulations (specifically 44 CFR §60.3(b)(7)): "the flood carrying capacity within any altered or relocated portion of a watercourse shall be maintained." The hydraulic analysis for the proposed conditions demonstrates that flood capacity within the project area will be increased, which exceeds the requirement of this regulation. The proposed analysis also shows that the flood levels for the base flood (Q100) decrease or remain the same.

Profile - Existing Conditions





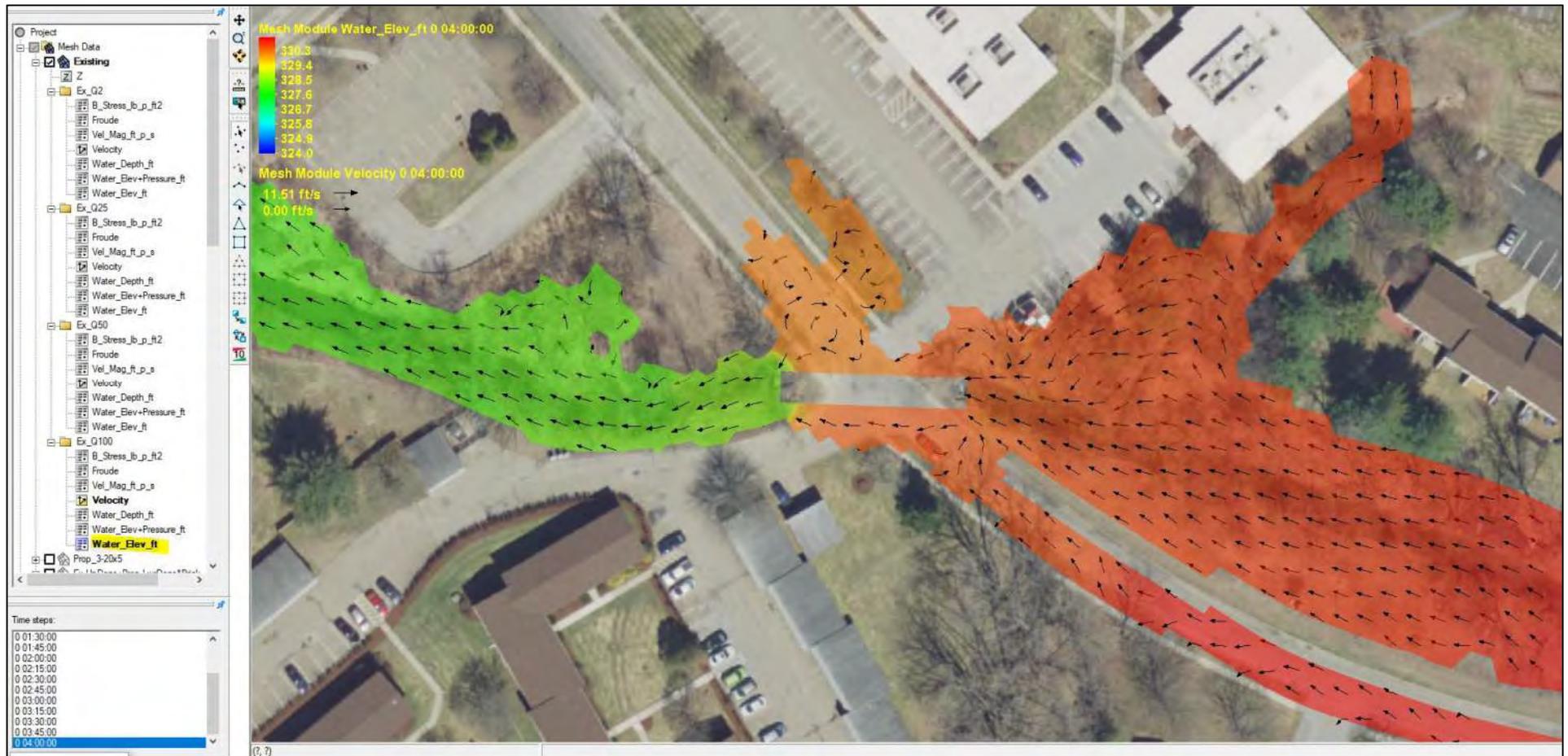
Existing Model – Q 50% (Q2) Flood Event: Water Surface Elevations (ft) with Flow Vectors



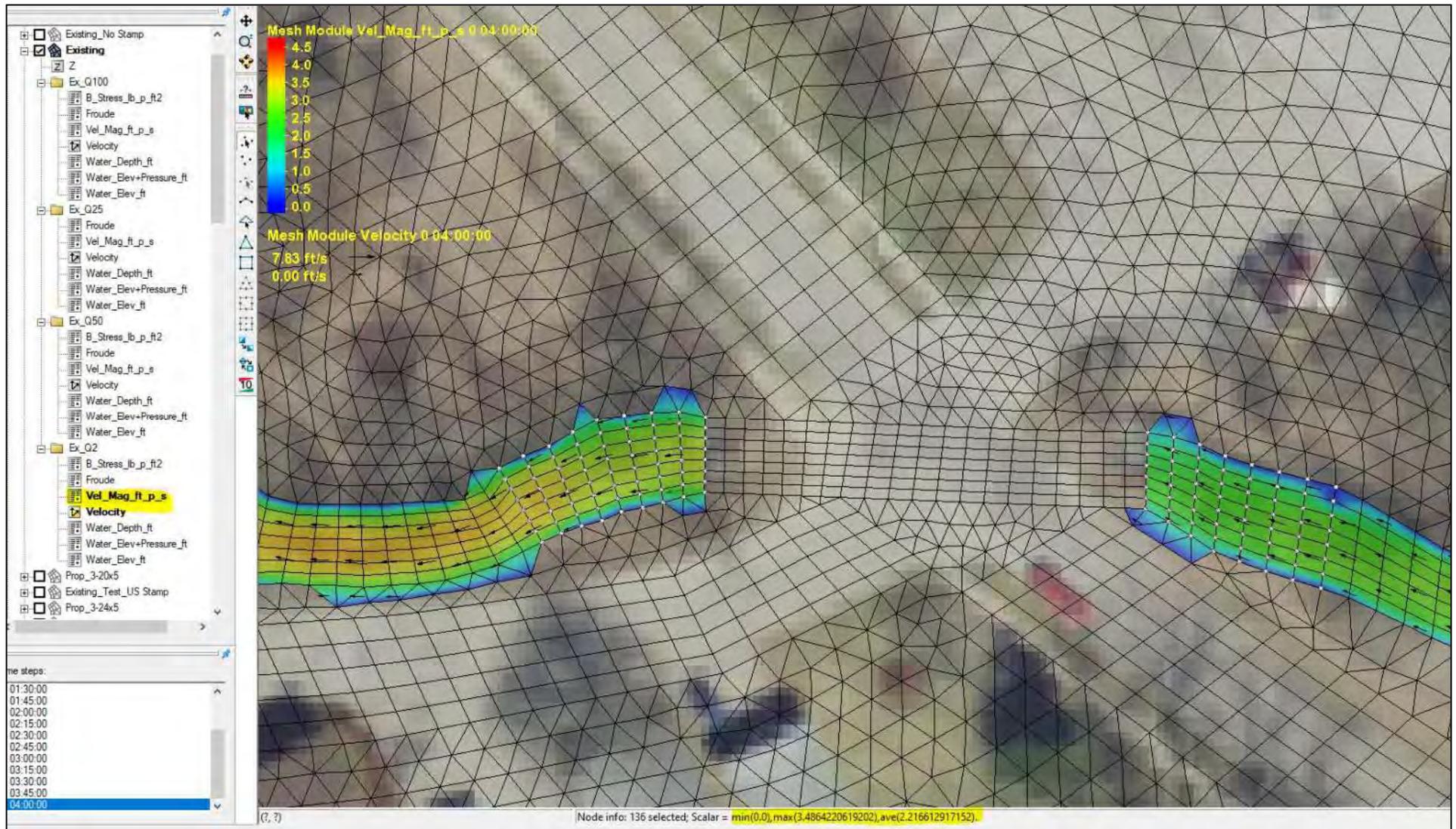
Existing Model – Q 4% (Q25) Flood Event: Water Surface Elevations (ft) with Flow Vectors



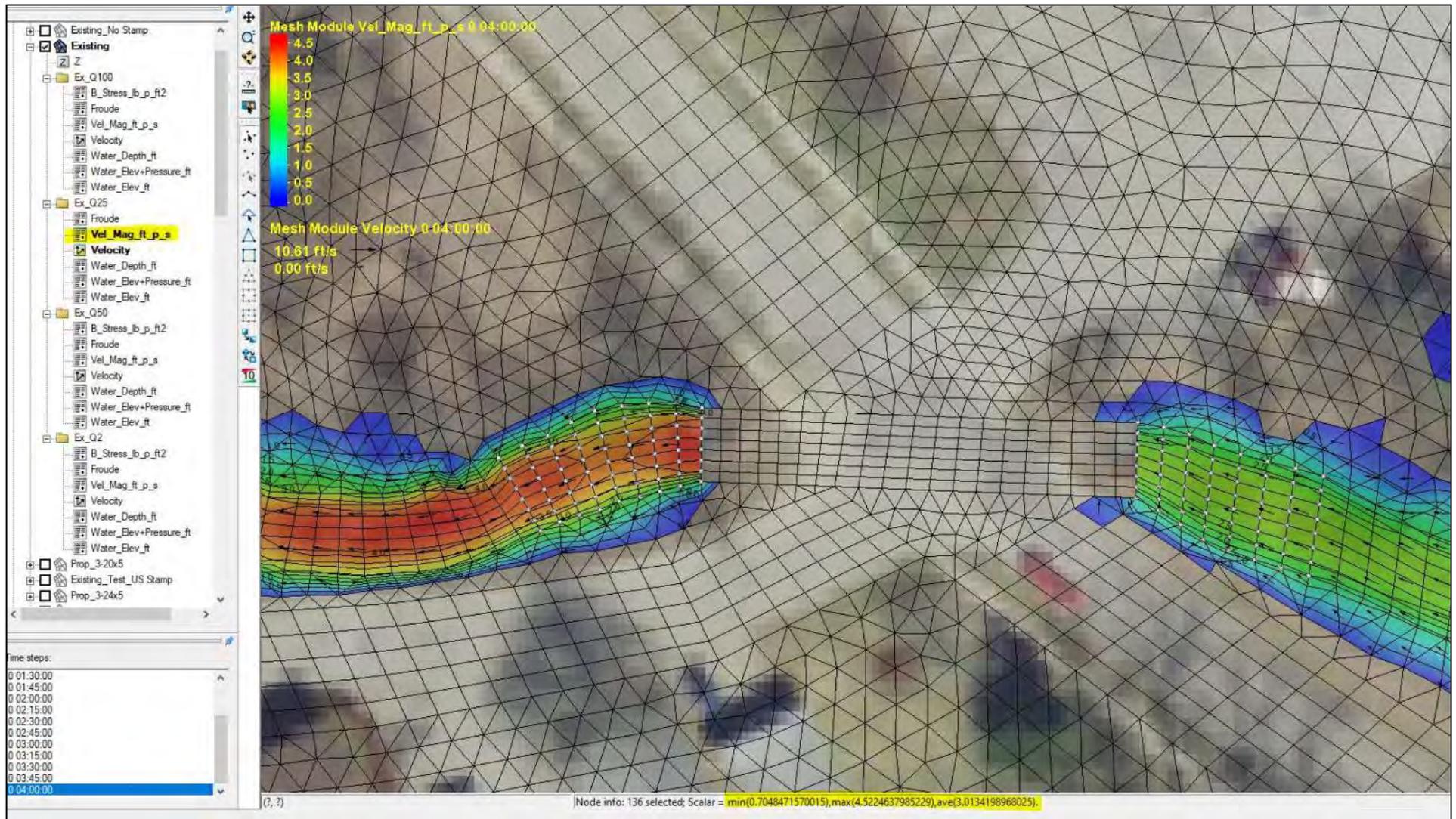
Existing Model – Q 2% (Q50) Flood Event: Water Surface Elevations (ft) with Flow Vectors



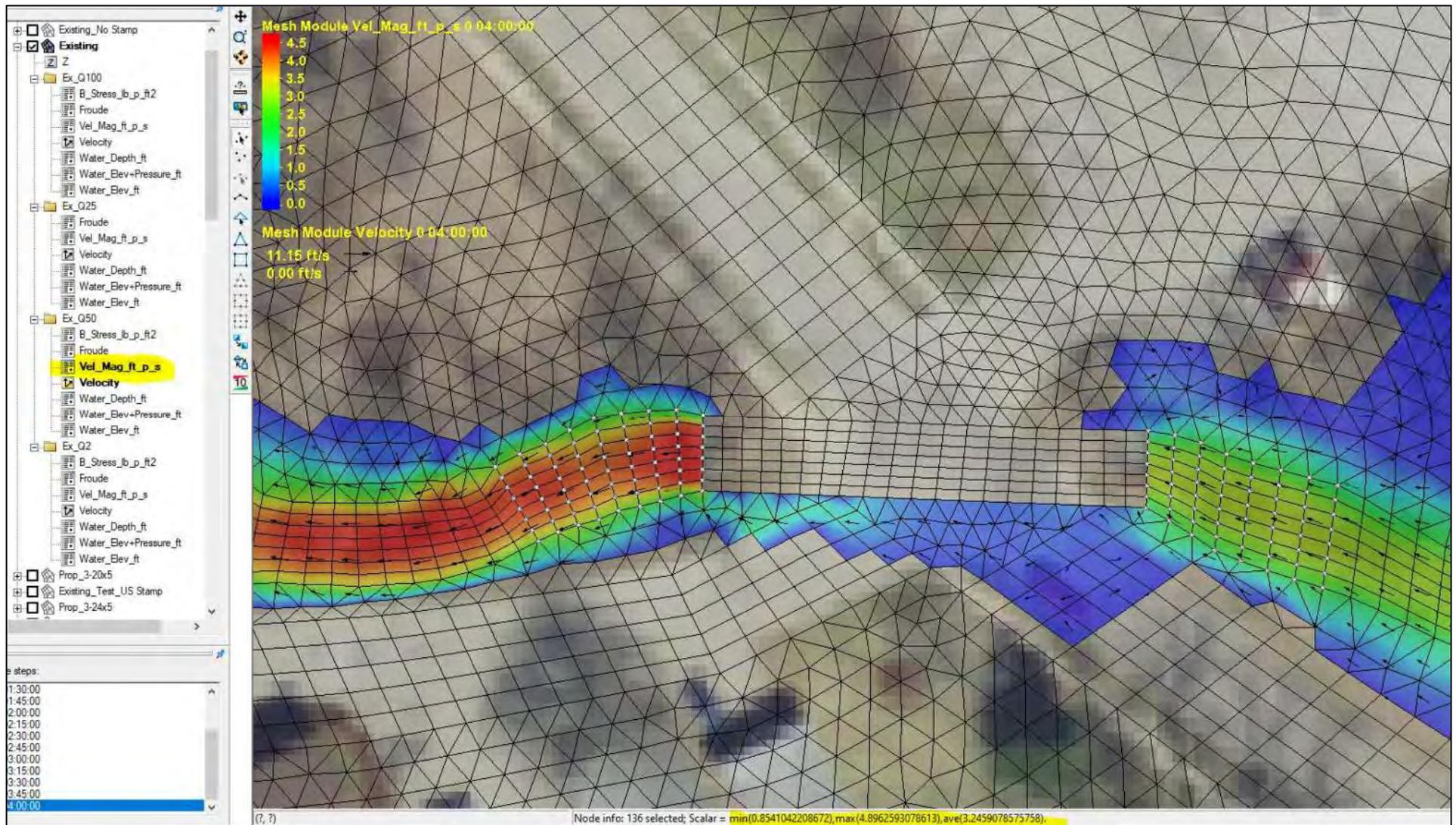
Existing Model – Q 1% (Q100) Flood Event: Water Surface Elevations (ft) with Flow Vectors



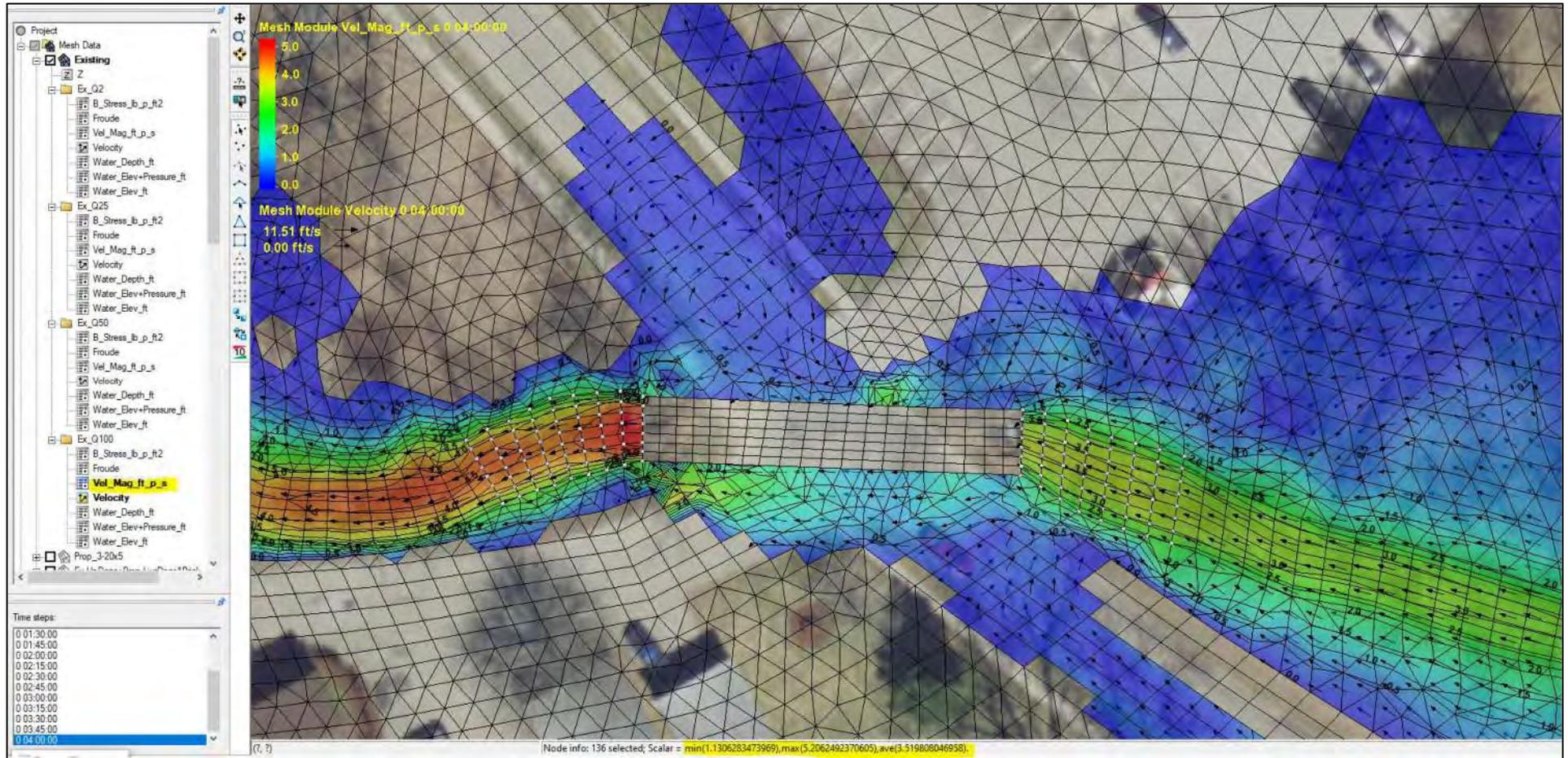
Existing Model – Q 50% (Q2) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 4% (Q25) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 2% (Q50) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 1% (Q100) Flood Event: Velocities (ft/sec) with Flow Vectors

Profile - Proposed Conditions



Arc 2, Z

Arc 2, Prop_Q100_3-20x5\Water_Elev_ft

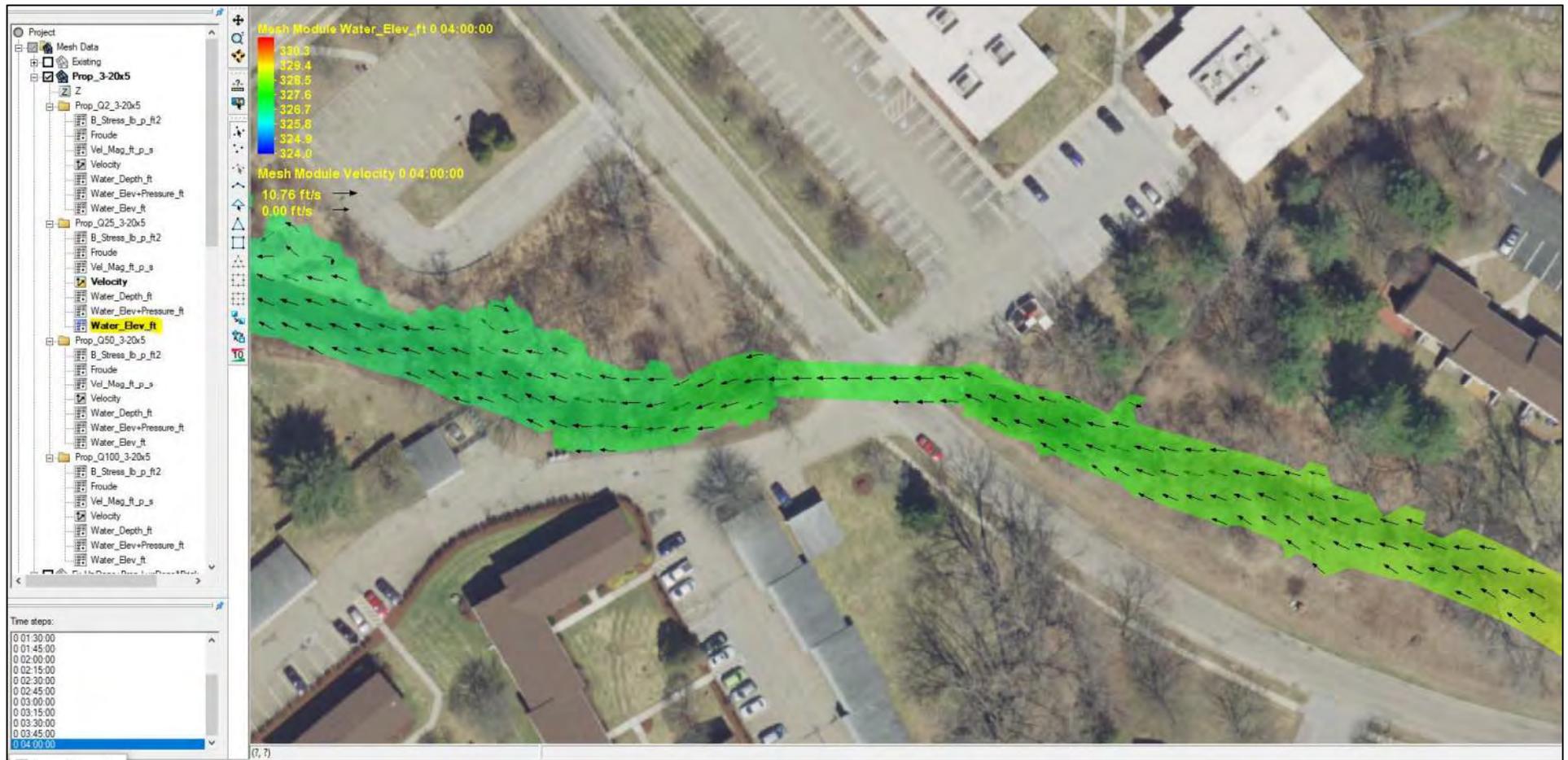
Arc 2, Prop_Q25_3-20x5\Water_Elev_ft

Arc 2, Prop_Q50_3-20x5\Water_Elev_ft

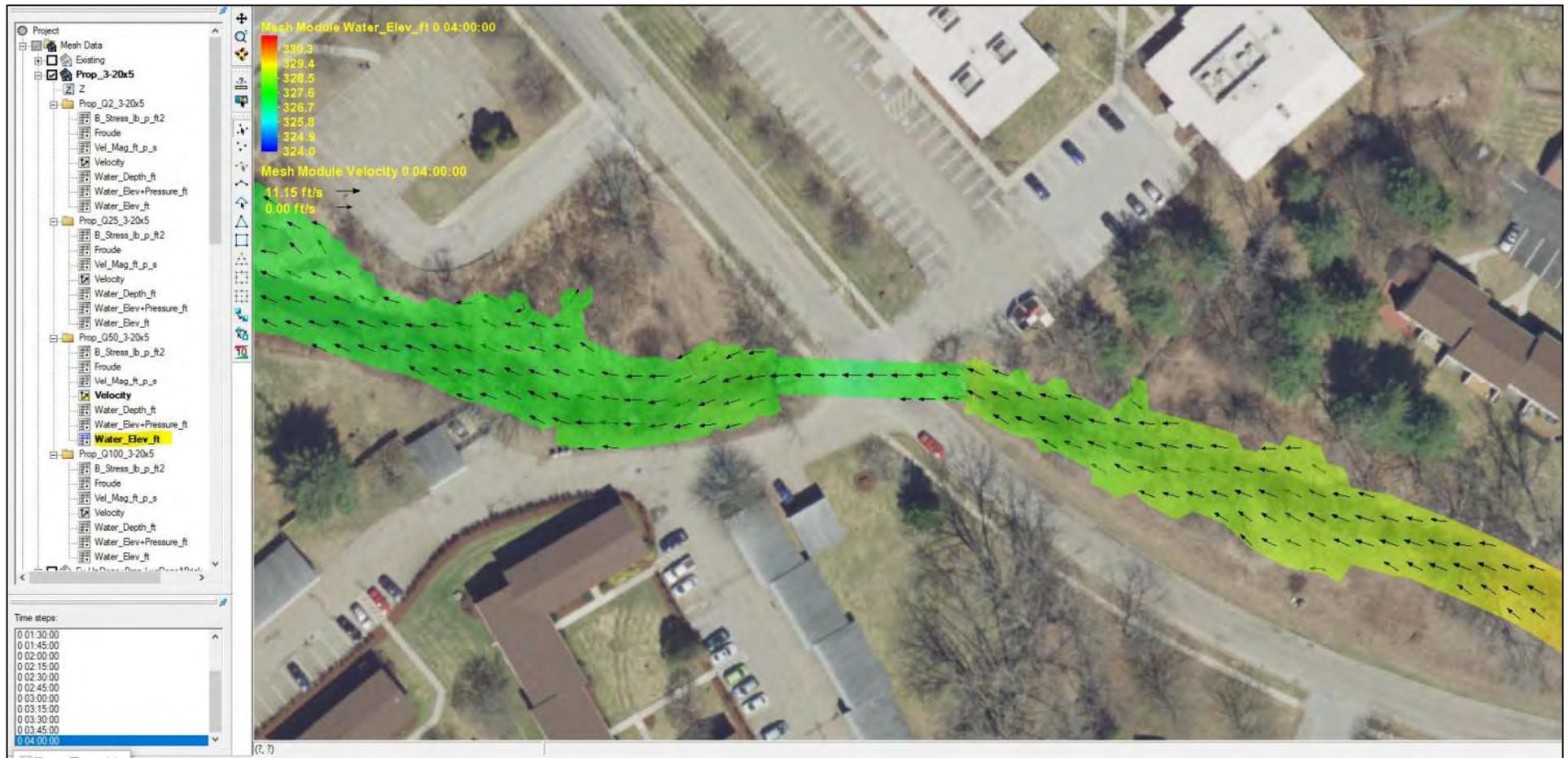
Arc 2, Prop_Q2_3-20x5\Water_Elev_ft



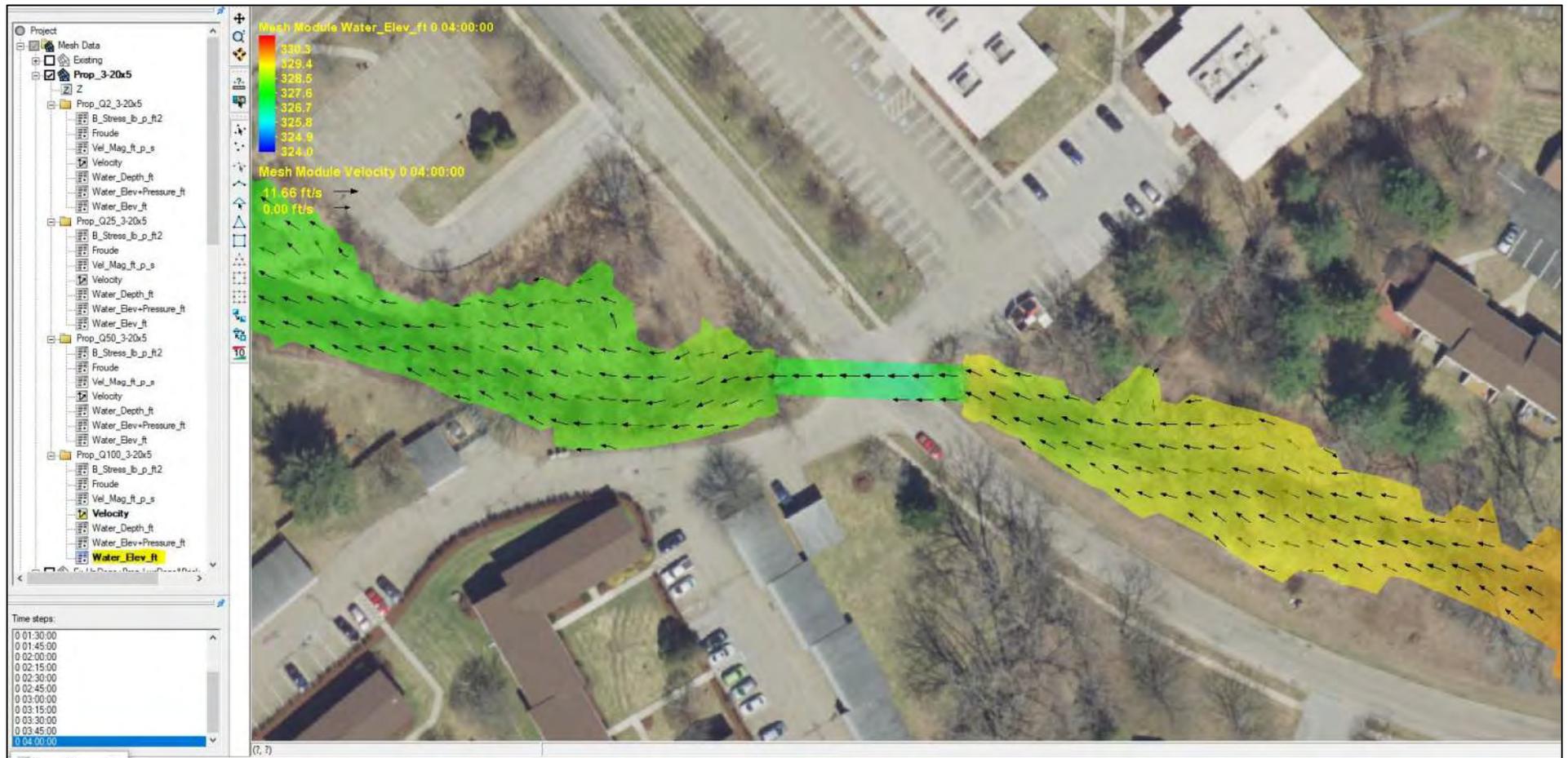
Proposed Model – Q 50% (Q2) Flood Event: Water Surface Elevations (ft) with Flow Vectors



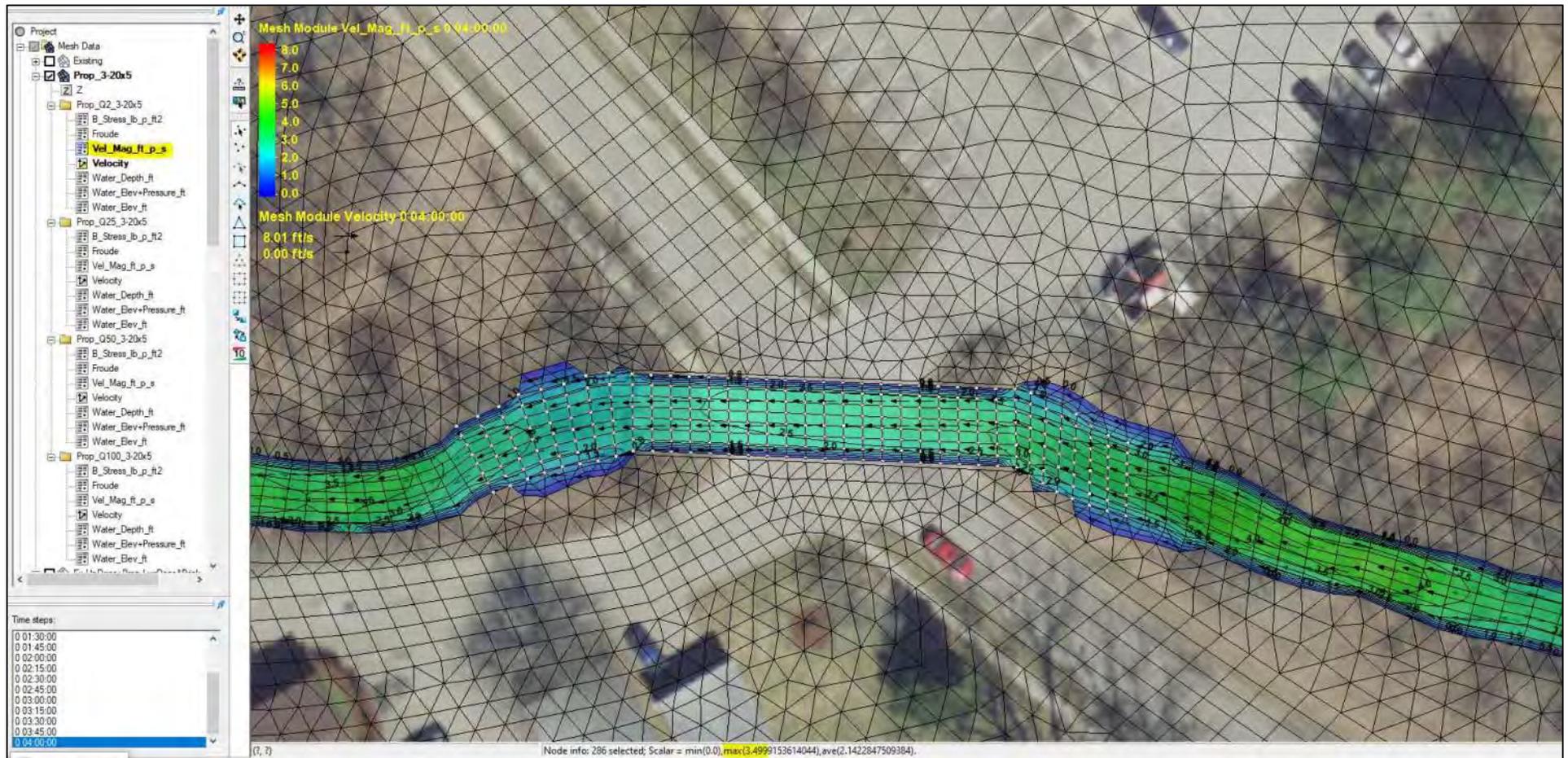
Proposed Model – Q 4% (Q25) Flood Event: Water Surface Elevations (ft) with Flow Vectors



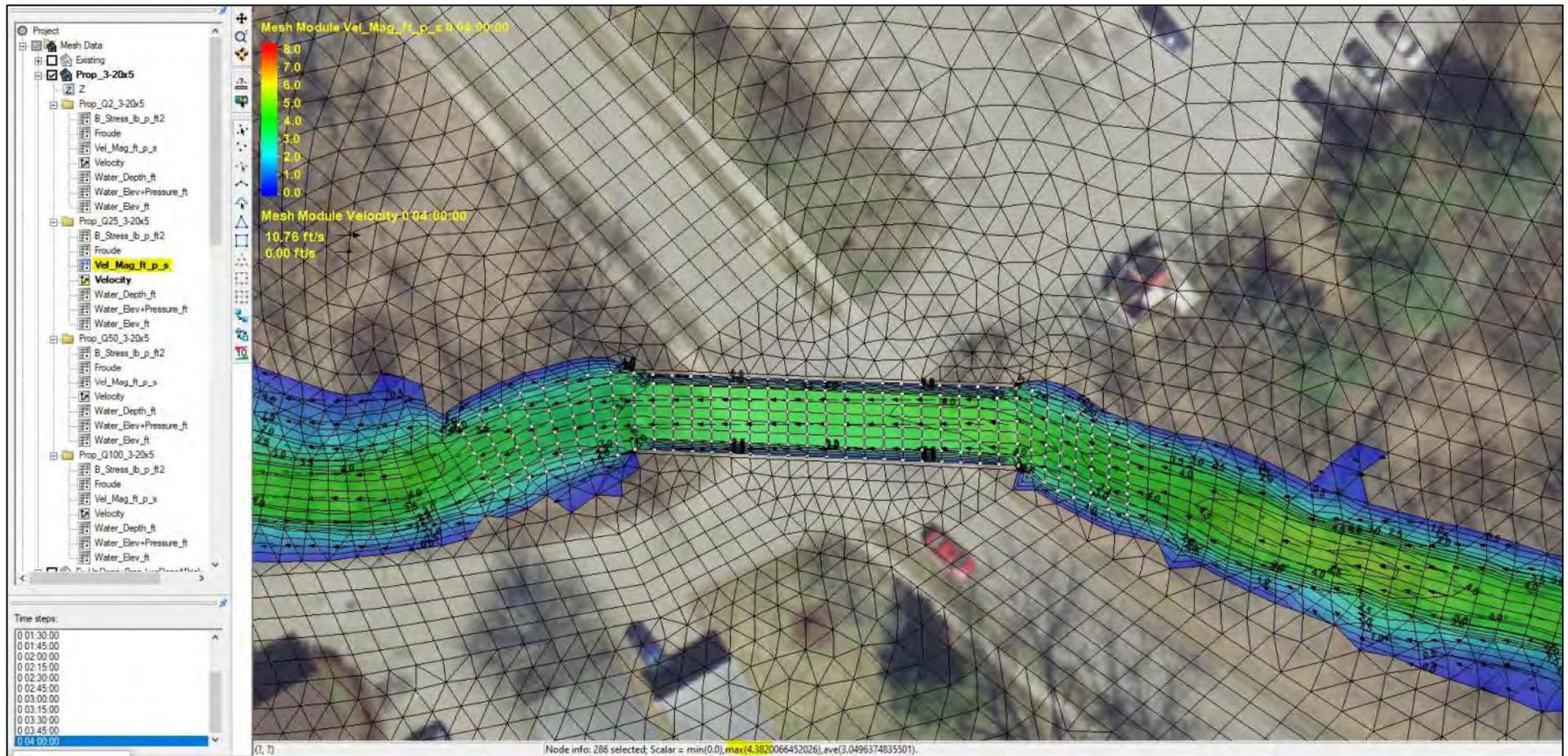
Proposed Model – Q 2% (Q50) Flood Event: Water Surface Elevations (ft) with Flow Vectors



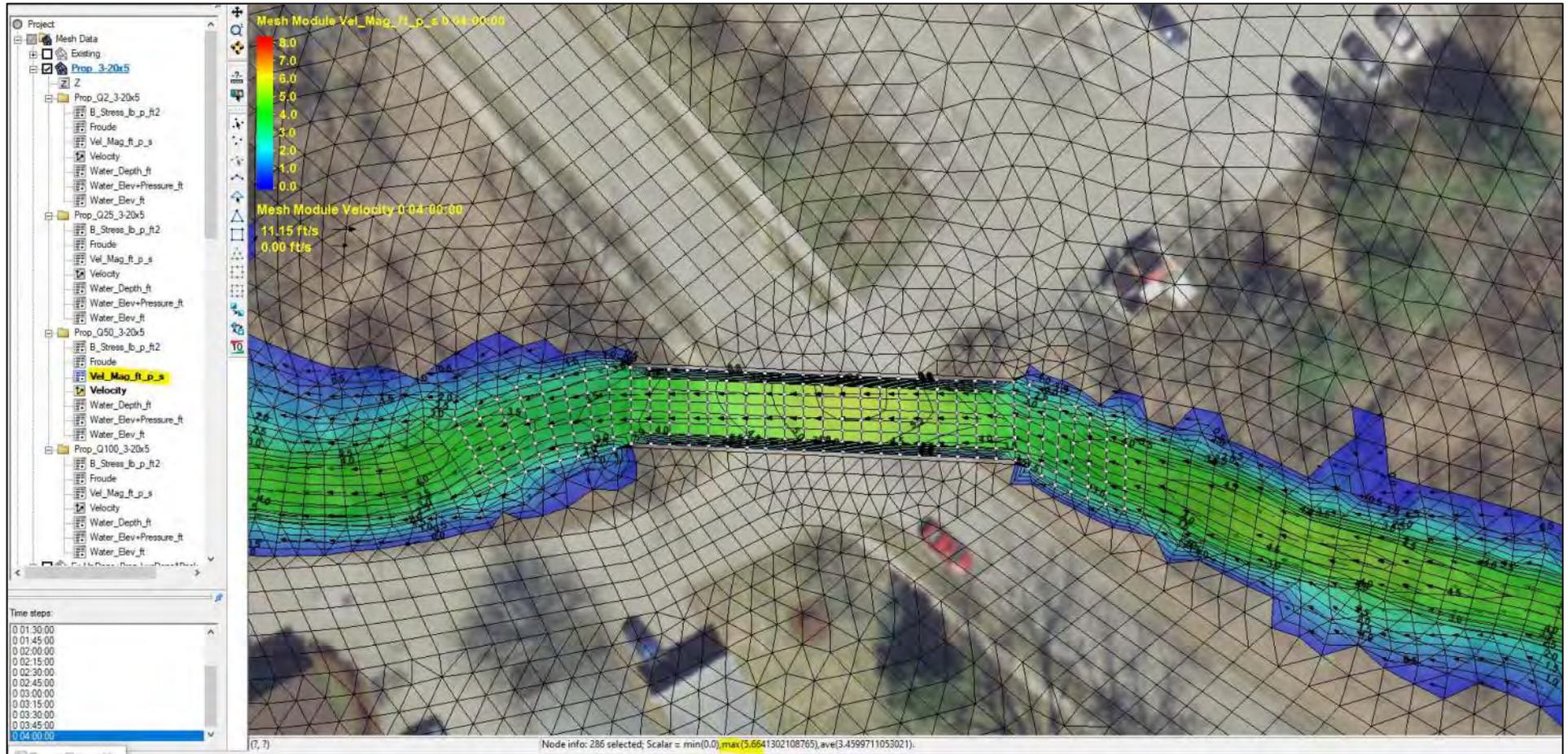
Proposed Model – Q 1% (Q100) Flood Event: Water Surface Elevations (ft) with Flow Vectors



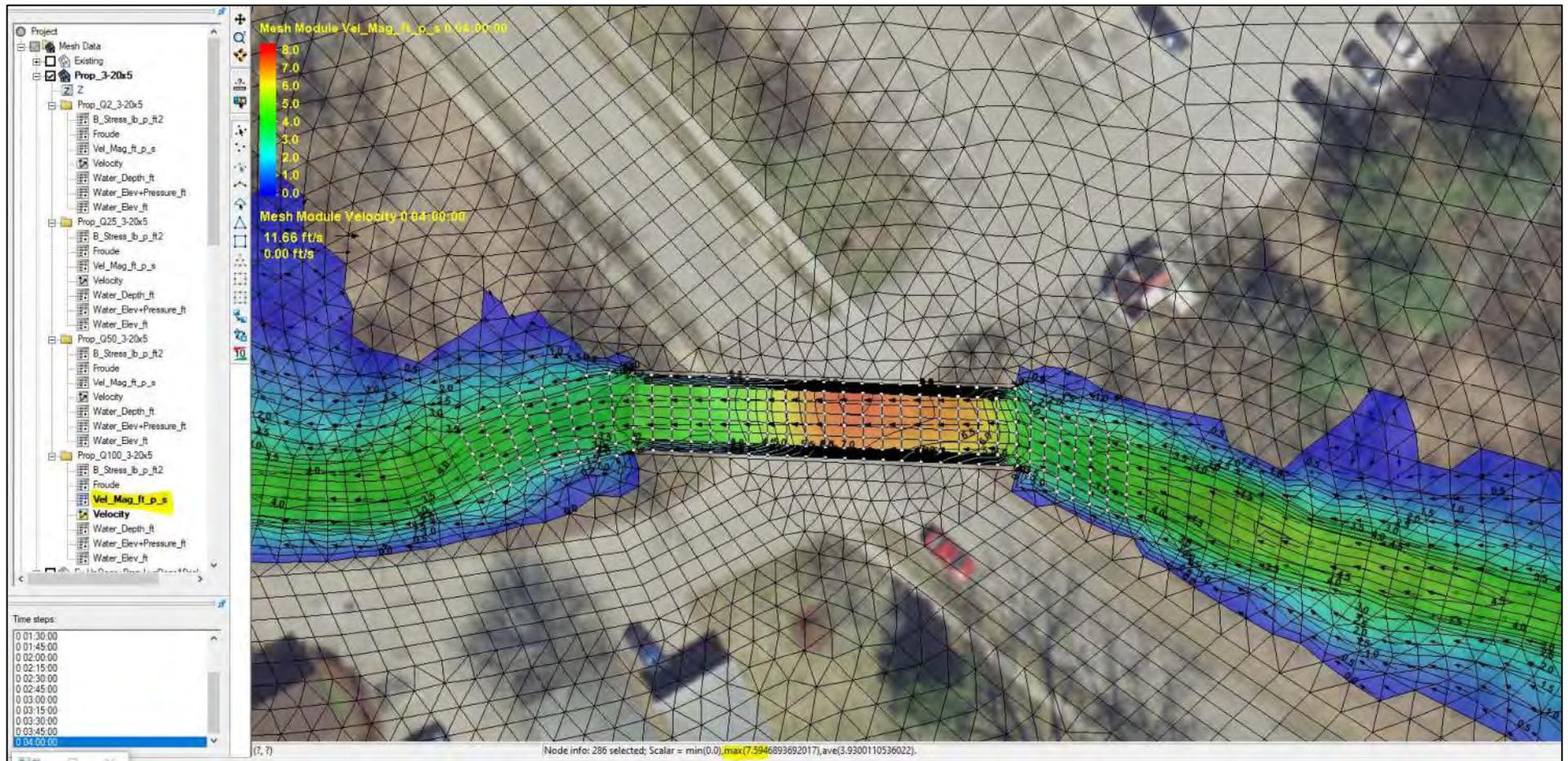
Proposed Model – Q 50% (Q2) Flood Event: Velocities (ft/sec) with Flow Vectors



Proposed Model – Q 4% (Q25) Flood Event: Velocities (ft/sec) with Flow Vectors

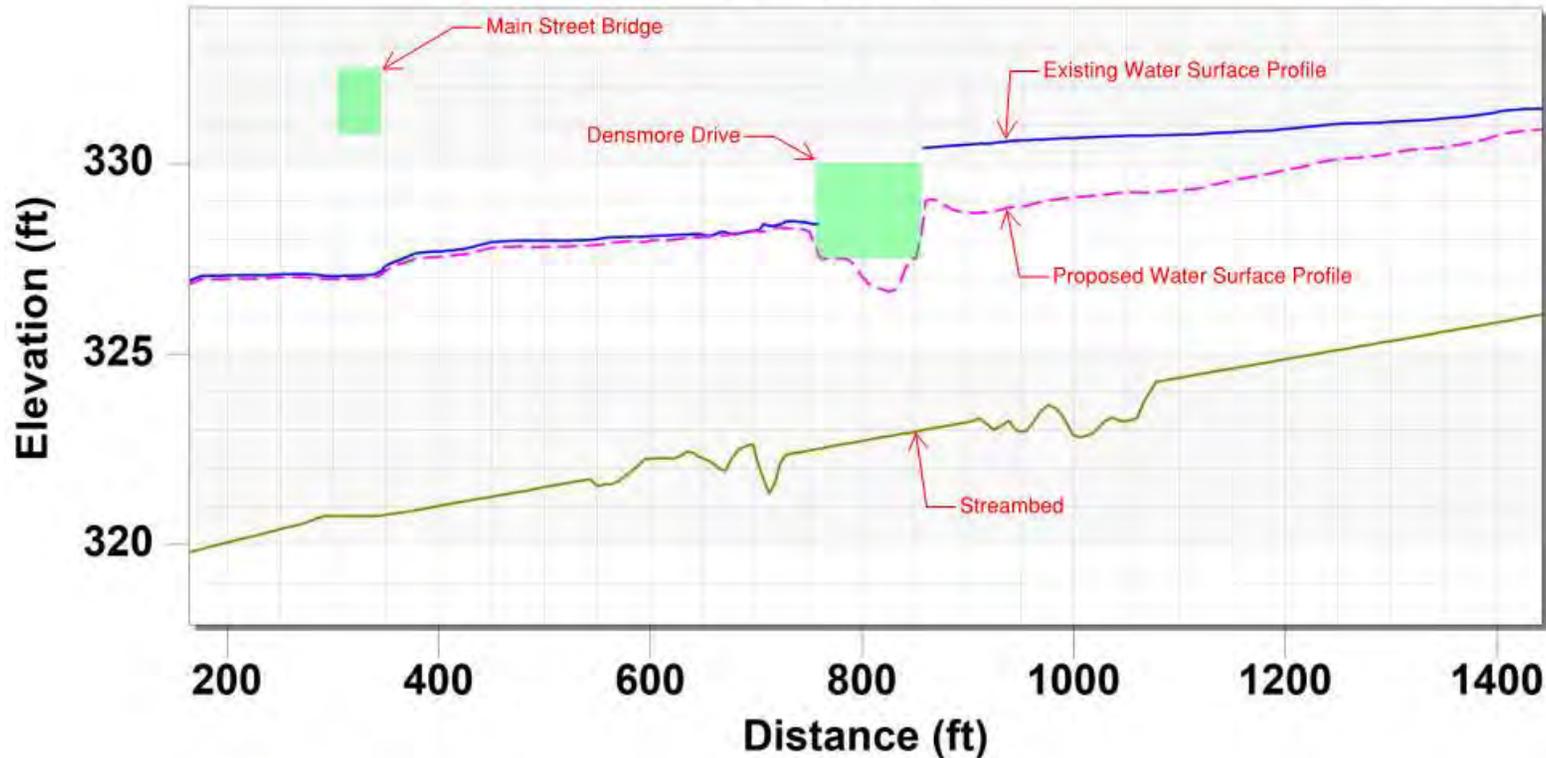


Proposed Model – Q 2% (Q50) Flood Event: Velocities (ft/sec) with Flow Vectors



Proposed Model – Q 1% (Q100) Flood Event: Velocities (ft/sec) with Flow Vectors

Profile - Existing vs Proposed Conditions Q1% (Q100)



Arc 2, Ex_Q100\Water_Elev_ft

Arc 2, Z

Arc 2, Prop_Q100_3-20x5\Water_Elev_ft

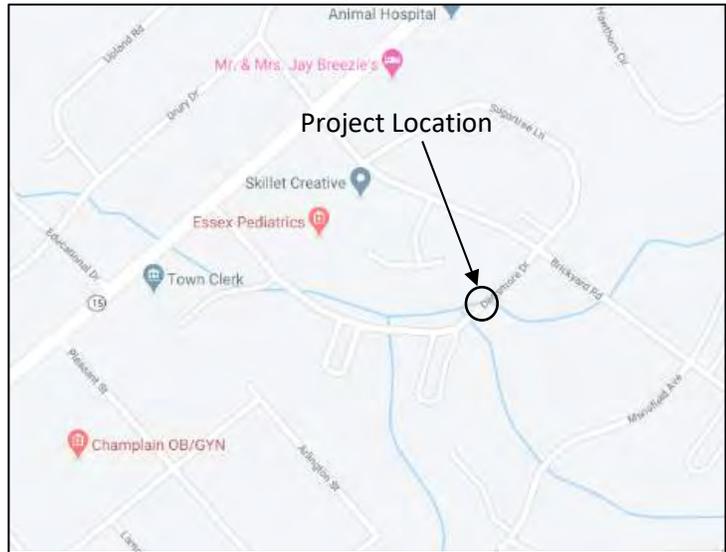
Indian Brook Culverts Crossings
(Densmore Drive and Brickyard Road)
Essex Junction, VT

APPENDIX B

H&H Report
Densmore Drive over Indian Brook #2 (upstream)

Date: August 2020

TOWN: Essex Junction
 COUNTY: Chittenden
 PROJECT #: 927901
 STREAM: Indian Brook
 HIGHWAY #: n/a
 STRUCTURE #: n/a



Location Map (Image Source: Google)

HYDROLOGIC DATA

DRAINAGE AREA: 4.6 sq. mi.
 CHARACTER OF TERRAIN: Flat and wide valley
 STREAM CHARACTERISTICS: Slightly entrenched, low width/depth ratio, moderate to high sinuosity
 NATURE OF STREAMBED: Silty clay with fine gravel

PEAK FLOW DATA (BY ANNUAL EXCEEDANCE PROBABILITY)

Q 50% (Q2) = <u>123 cfs</u>	Q 2% (Q50) = <u>395 cfs</u>
Q 10% (Q10) = <u>248 cfs</u>	Q 1% (Q100) = <u>468 cfs</u>
Q 4% (Q25) = <u>328 cfs</u>	Q 0.2% (Q500) = <u>667 cfs</u>

DATE OF FLOOD OF RECORD: Unknown
 ESTIMATED DISCHARGE: n/a
 WATER SURFACE ELEV.: n/a
 NATURAL STREAM VELOCITY: @ Q 4% (Q25) = 4.8 fps
 ICE CONDITIONS: Light to moderate
 DEBRIS: Light to moderate
 DOES THE STREAM REACH MAXIMUM HIGHWATER ELEV. RAPIDLY? No
 IS ORDINARY RISE RAPID: No
 IS STAGE AFFECTED BY UPSTREAM OR DOWNSTREAM CONDITIONS: No
 IF YES, DESCRIBE: n/a

WATERSHED STORAGE: <u>4.7%</u>	HEADWATERS: <u>n/a</u>
	UNIFORM: <u>n/a</u>
	IMMEDIATELY ABOVE SITE: <u>n/a</u>

EXISTING STRUCTURE INFORMATION

STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes</u>
YEAR BUILT:	<u>Unknown</u>
CLEAR SPAN (NORMAL TO STREAM):	<u>6' diameter (each)</u>
VERTICAL CLEARANCE ABOVE STREAMBED:	<u>~6' **Pipe compressed over lifespan. Used original 6' diameter for modeling purposes of the existing structure.</u>
WATERWAY OF FULL OPENING:	<u>56.5 sq ft</u>
DISPOSITION OF STRUCTURE:	<u>Replacement</u>
TYPE OF MATERIAL UNDER SUBSTRUCTURE:	<u>Silty clay with fine gravel, some organics and peat</u>

WATER SURFACE ELEVATIONS AT:

VELOCITY AT:

Q 50% (Q2) = <u>330.6'</u>	VELOCITY = <u>4.0 fps</u>
Q 4% (Q25) = <u>333.6'</u>	" <u>4.8 fps</u>
Q 2% (Q50) = <u>334.3'</u>	" <u>5.0 fps</u>
Q 1% (Q100) = <u>334.5'</u>	" <u>4.6 fps</u>

LONG TERM STREAMBED CHANGES: See "Channel Morphology" section of Watershed Consulting Memo dated 2/19/2019 included in Appx. C of the Densmore Drive Culvert Replacement RFQ dated 1/9/2020. This memo also references a 4/14/2008 report "Indian Brook Watershed Departure Analysis and Project Identification" prepared for the VT ANR by Fitzgerald Environmental Associates.

IS THE ROADWAY OVERTOPPED BELOW Q 1% (Q100):	<u>Yes</u>
FREQUENCY:	<u>Q 2% (Q50)</u>
RELIEF ELEVATION:	<u>334 ft</u>
DISCHARGE OVER ROAD @ Q 1% (Q100):	<u>53 cfs</u>

UPSTREAM STRUCTURE

TOWN:	<u>Essex Junction</u>	DISTANCE:	<u>440'</u>
HIGHWAY #	<u>n/a</u>	STRUCTURE #:	<u>n/a</u>
CLEAR SPAN:	<u>6' diameter (each)</u>	CLEAR HEIGHT:	<u><6' (Pipes embedded over lifespan)</u>
YEAR BUILT:	<u>Unknown</u>	FULL WATERWAY:	<u>56.5 sq ft</u>
STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes</u>		

DOWNSTREAM STRUCTURE

TOWN:	<u>Essex Junction</u>	DISTANCE:	<u>760'</u>
HIGHWAY #	<u>n/a</u>	STRUCTURE #:	<u>n/a</u>
CLEAR SPAN:	<u>6' diameter (each)</u>	CLEAR HEIGHT:	<u><6' (Pipe compressed over lifespan)</u>
YEAR BUILT:	<u>Unknown</u>	FULL WATERWAY:	<u>56.5 sq ft</u>
STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes (Replacement project scheduled for Spring 2021)</u>		

PROPOSED STRUCTURE

STRUCTURE TYPE: Precast box culvert

CLEAR SPAN (NORMAL TO STREAM): 20'
 VERTICAL CLEARANCE ABOVE STREAMBED: 4.5' average
 WATERWAY OF FULL OPENING: 95 sq ft

WATER SURFACE ELEVATIONS AT:	VELOCITY AT:
Q 50% (Q2) = <u>329.3'</u>	VELOCITY = <u>3.9 fps</u>
Q 4% (Q25) = <u>331.0'</u>	" <u>5.2 fps</u>
Q 2% (Q50) = <u>331.6'</u>	" <u>5.6 fps</u>
Q 1% (Q100) = <u>332.1'</u>	" <u>6.1 fps</u>

*Note: These values are for the proposed condition where the Brickyard Road culverts have been replaced as well.

IS THE ROADWAY OVERTOPPED BELOW Q 1% (Q100): No
 FREQUENCY: n/a
 RELIEF ELEVATION: 334'
 DISCHARGE OVER ROAD @ Q 1% (Q100): n/a
 BRIDGE LOW CHORD ELEVATION: 331.0' minimum (for hw/d <= 1.0 per VT ANR Stream Alterations General Permit Section C.2.2.5)
 FREEBOARD: 0.0'

SCOUR: The proposed structure is a closed bottom structure, so scour is not applicable for the purposes of the structure design
 REQUIRED CHANNEL PROTECTION: Type E1 Stone (velocity < 9 fps for Q 2% (Q50))

PERMIT INFORMATION

AVERAGE DAILY FLOW: <u>n/a</u>	DEPTH: <u>n/a</u>
ORDINARY LOW WATER: <u>n/a</u>	<u>n/a</u>
ORDINARY HIGH WATER: <u>123 cfs (Q 50% or Q2)</u>	<u>~2.25' +/- 0.5'</u>

TEMPORARY BRIDGE REQUIREMENTS

STRUCTURE TYPE: n/a
 CLEAR SPAN (NORMAL TO STREAM): n/a
 VERTICAL CLEARANCE ABOVE STREAMBED: n/a
 WATERWAY AREA OF FULL OPENING: n/a

ADDITIONAL INFORMATION

The existing and proposed conditions considered flows for the 50% AEP (2-year flood), 4% AEP (25-year flood), 2% AEP (50-year flood), and 1% AEP (100-year flood). Permit flows are typically taken at the 43% AEP (2.33-year flood) per Section 4.2.5; however, since the 50% AEP (Q2) is fairly small with an estimated flow of 123 cfs and the upper confidence limit is above the estimated peak flow for the 20%

AEP (5-year flood), the 50% AEP is use in lieu of the 43% AEP in this report. Per the VTrans Hydraulic Manual Table 4-2 for local roads and streets, the minimum design frequency shall be for AEP 4% (Q25). Per Table 7-1 for a Hydraulic Design Event AEP of 4%, the Scour Design Event AEP is 2% (Q50) and the Scour Check Event AEP is 1% (Q100). Additionally, per Section 1.2.6, Design Frequency, regardless of the design event, all proposed structures over perennial streams shall be evaluated for performance during a 1% AEP event (Q100) to ensure that there are no unexpected flood hazards. The flood flows were predicted using the US Geological Survey (USGS) Regression Equations for VT using the USGS StreamStats program.

The steady state hydraulic analyses were performed using the Bureau of Reclamation's Sedimentation and River Hydraulics – Two-Dimensional model (SRH-2D), which is a 2D hydraulic, sediment, temperature, and vegetation model for river systems, utilizing Aquaveo surface-water modeling solution program, SMS 13.0, for the existing conditions and bridge replacement alternatives. SRH-2D utilizes the HY-8 Culvert Analysis Program version 7.60 developed by the Federal Highway Administration in cooperation with Aquaveo LLC and Environmental Modeling Research Laboratory at Brigham Young University. The analysis results are summarized in this report and are obtained from the attached graphics.

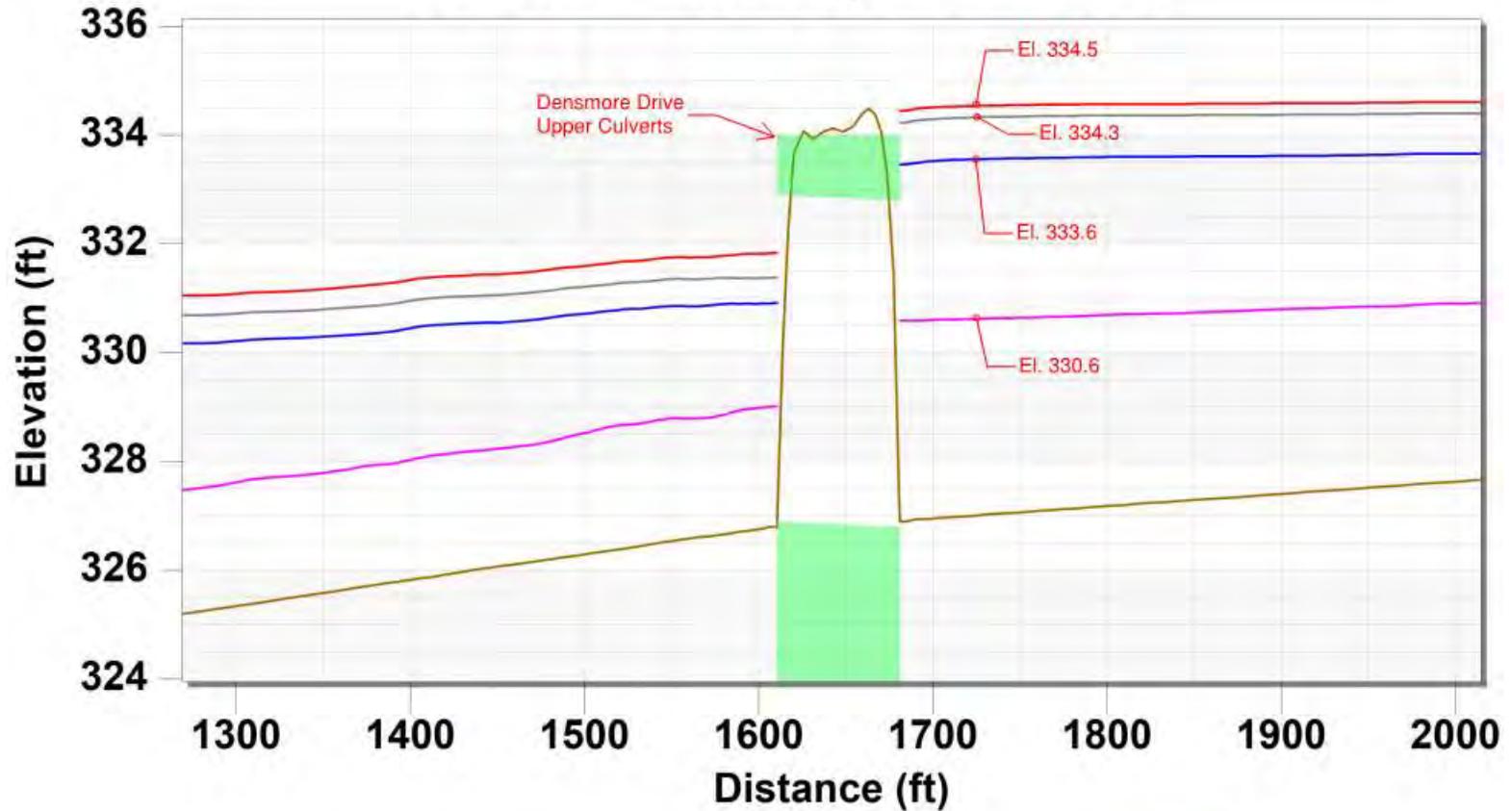
The hydraulic model was created using LiDAR for the topography, information from the Densmore Drive Culvert Replacement RFQ dated 1/9/2020, and limited field data. The crossing is located within a Federal Emergency Management Agency (FEMA) Special Flood Hazard Area (SFHA) Zone A, which means no base flood elevations have been determined that could be used for comparison. The project location can be found on the Flood Insurance Rate Map (FIRM) for Chittenden County, Vermont (panel 276 of 500), with an effective date of July 18, 2011.

The existing model shows overtopping of the roadway for both the Q 2% (Q50) and Q 1% (Q100) flood events. This is verified based on information from Village officials; the crossing at lower Densmore Drive has been overtopped previously, including the October 31, 2019 flood. Additionally, the bankfull width for Indian Brook is estimated to be approximately 20' based on site observations. The existing model for the Q 50% (Q2) flood event shows a flood width of about 25', which is larger than the estimated value. However, the model topography is based on estimated stream geometry and LiDAR data, and may be conservative. During the design phase of the replacement project, survey would be completed and could be integrated into the 2D model to obtain more accurate results.

The proposed box culvert has a span of 20' to match the estimated bankfull width. For the Q 4% (Q25) design flood, the proposed hydraulic model shows a flood elevation of 331.0', which would be the minimum low chord elevation for a box culvert. The proposed model also shows that roadway overtopping will be eliminated for the Q 2% (Q50) and Q 1% (Q100) flood events. It should be noted though that the existing Brickyard Road crossing upstream of the project site is undersized. This could cause flow from Indian Brook to diverge and flow might be seen outside the channel.

Since this crossing is in a SFHA Zone A, it is subject to the Village of Essex Junction's Zoning Ordinances (see Section 614: Flood Plain (F-P)). According to Section 614.C.4 and the federal floodplain management regulations (specifically 44 CFR §60.3(b)(7)): "the flood carrying capacity within any altered or relocated portion of a watercourse shall be maintained." The hydraulic analysis for the proposed conditions demonstrates that flood capacity within the project area will be increased, which exceeds the requirement of this regulation. The proposed analysis also shows that the flood levels for the base flood (Q100) decrease or remain the same.

Profile - Existing Conditions



Arc 2, Ex_Q50\Water_Elev_ft

Arc 2, Z

Arc 2, Ex_Q25\Water_Elev_ft

Arc 2, Ex_Q2\Water_Elev_ft

Arc 2, Ex_Q100\Water_Elev_ft



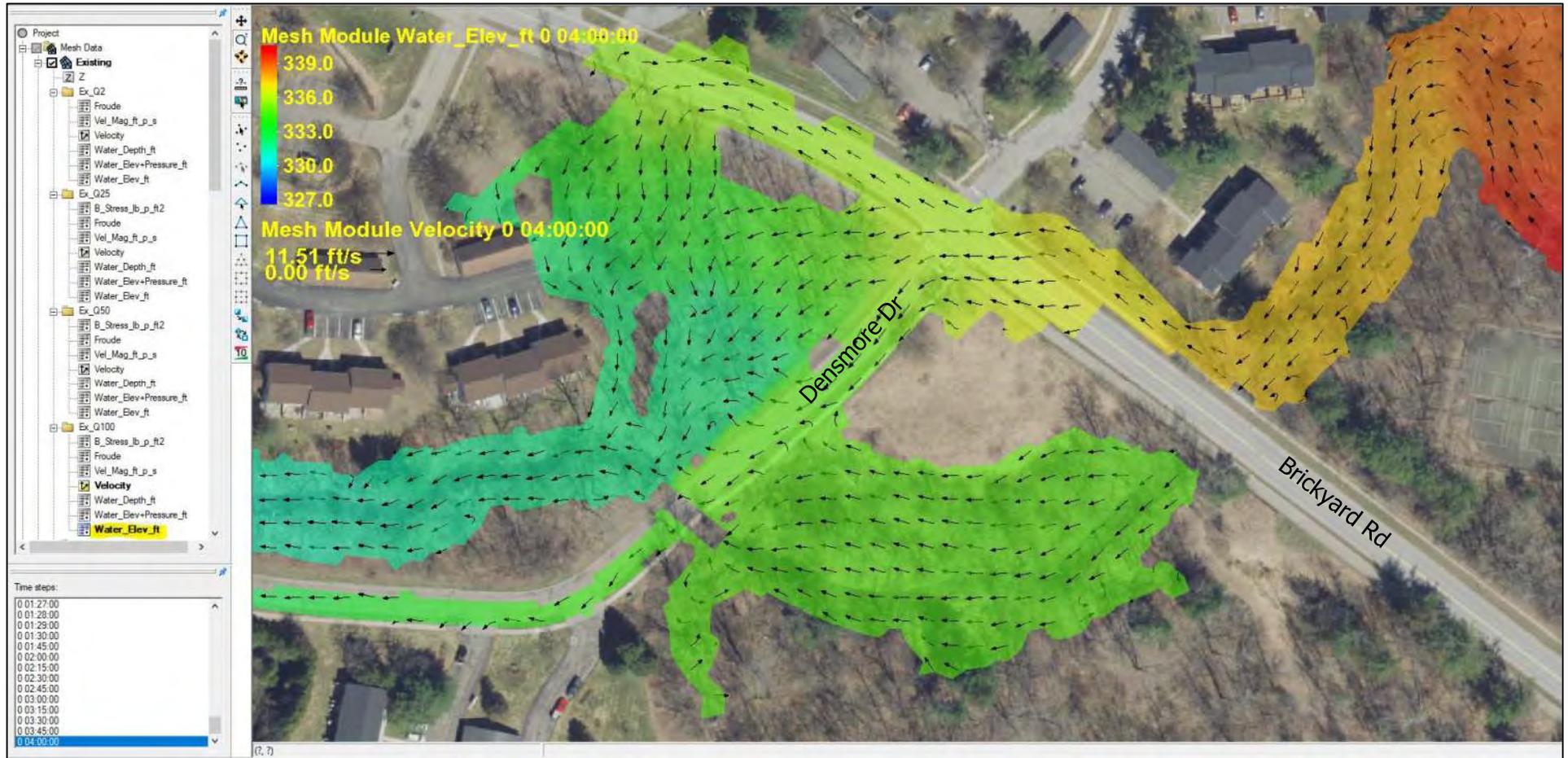
Existing Model – Q 50% (Q2) Flood Event: Water Surface Elevations (ft) with Flow Vectors



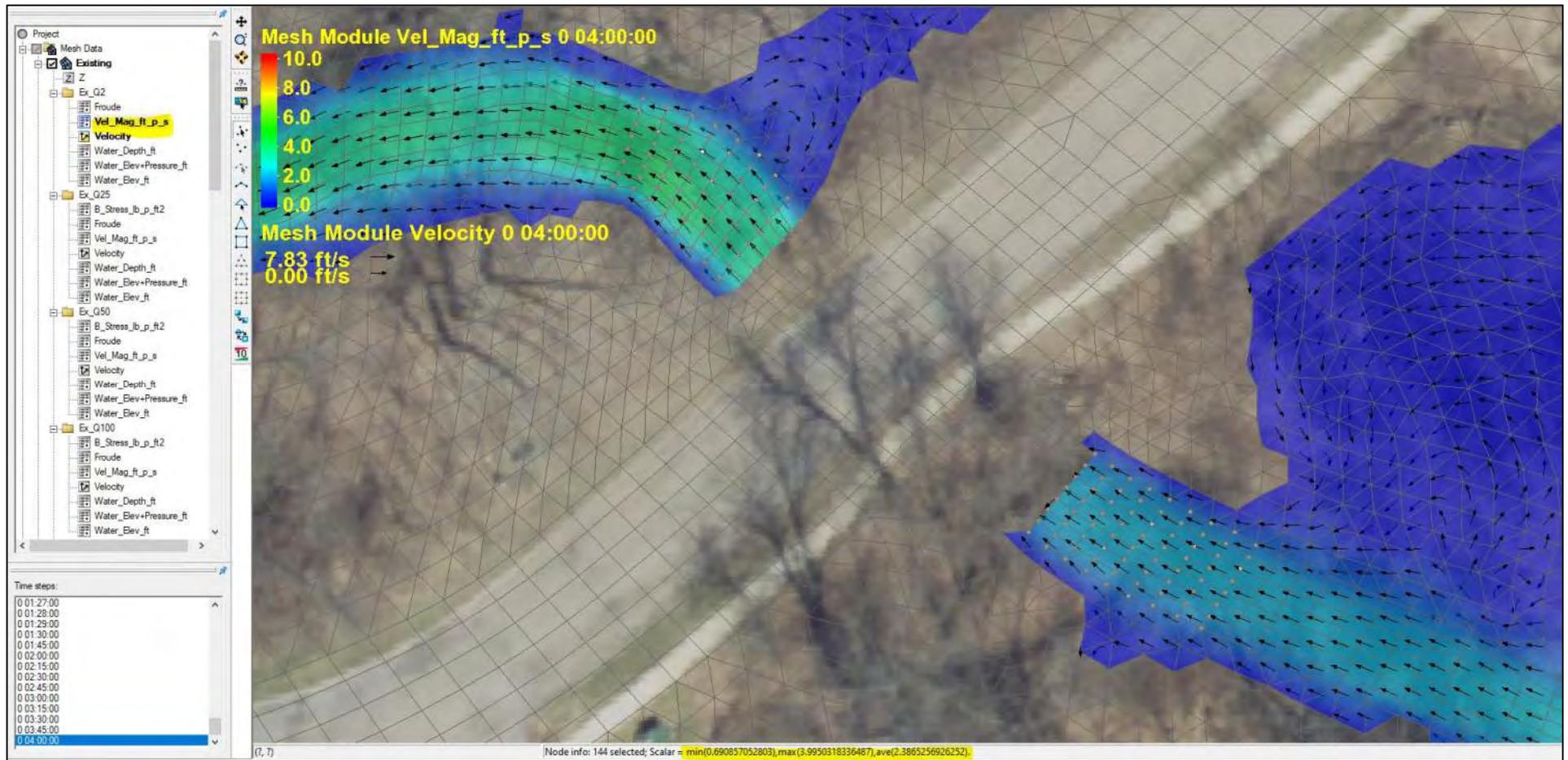
Existing Model – Q 4% (Q25) Flood Event: Water Surface Elevations (ft) with Flow Vectors



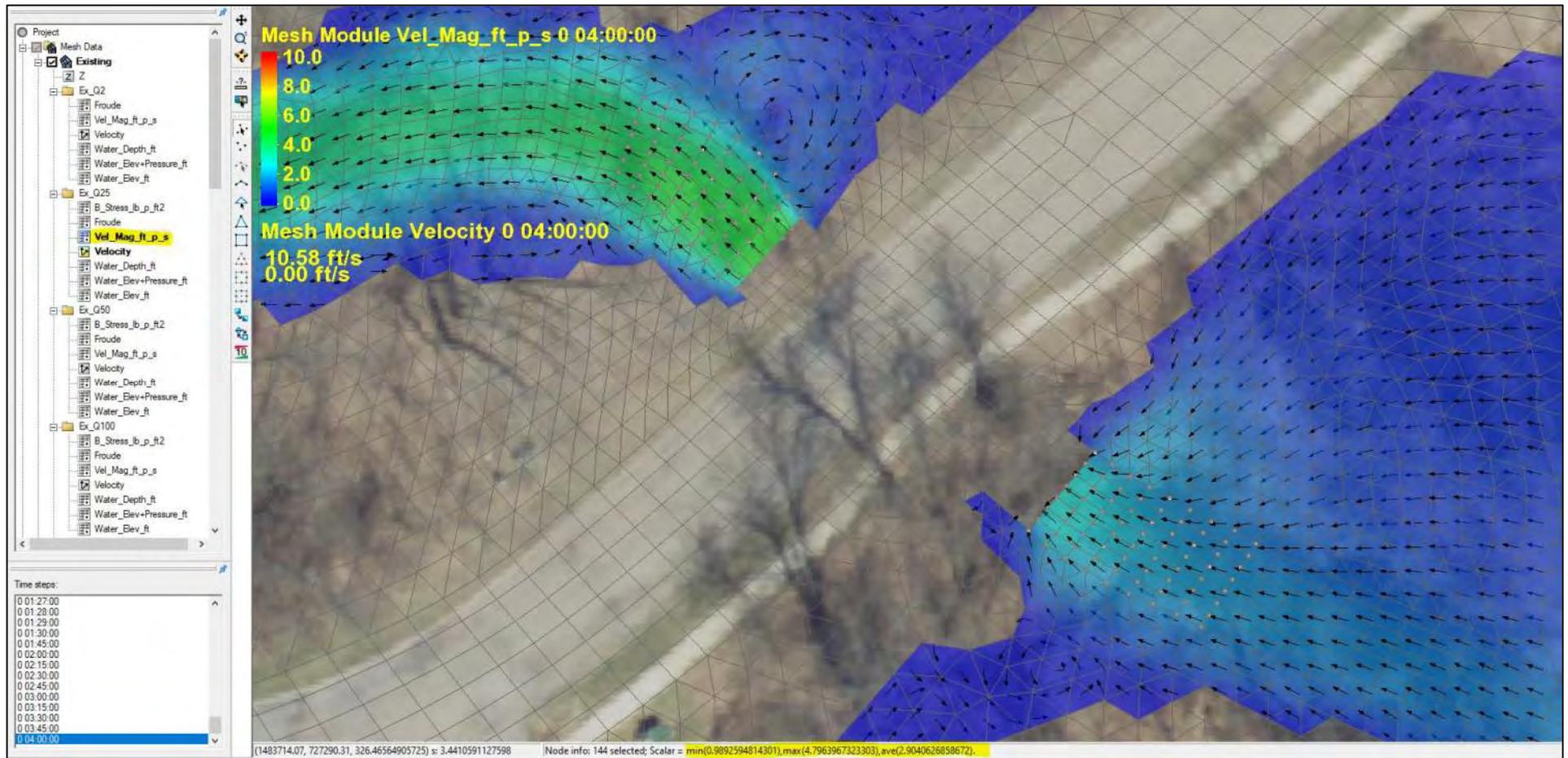
Existing Model – Q 2% (Q50) Flood Event: Water Surface Elevations (ft) with Flow Vectors



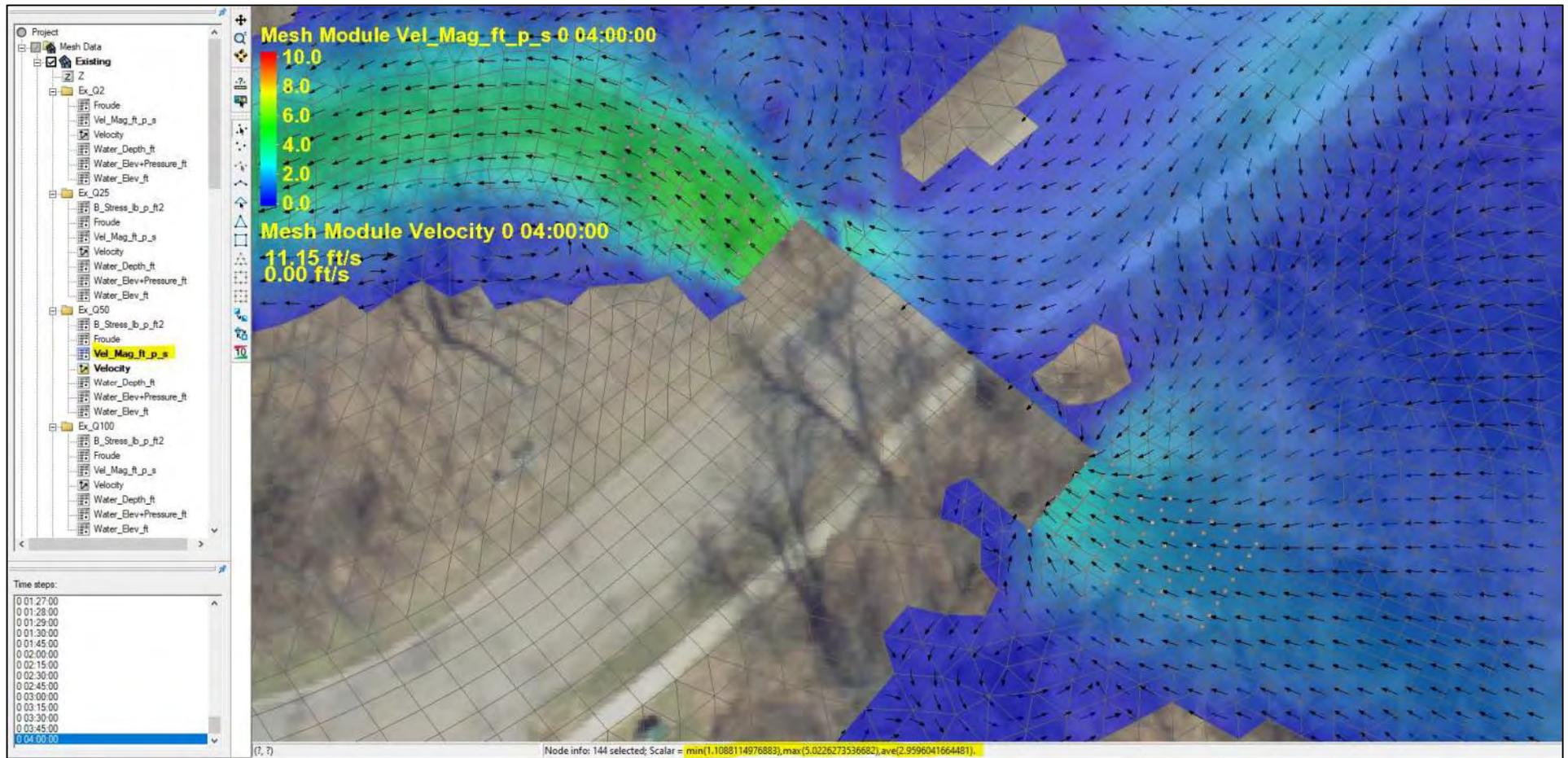
Existing Model – Q 1% (Q100) Flood Event: Water Surface Elevations (ft) with Flow Vectors



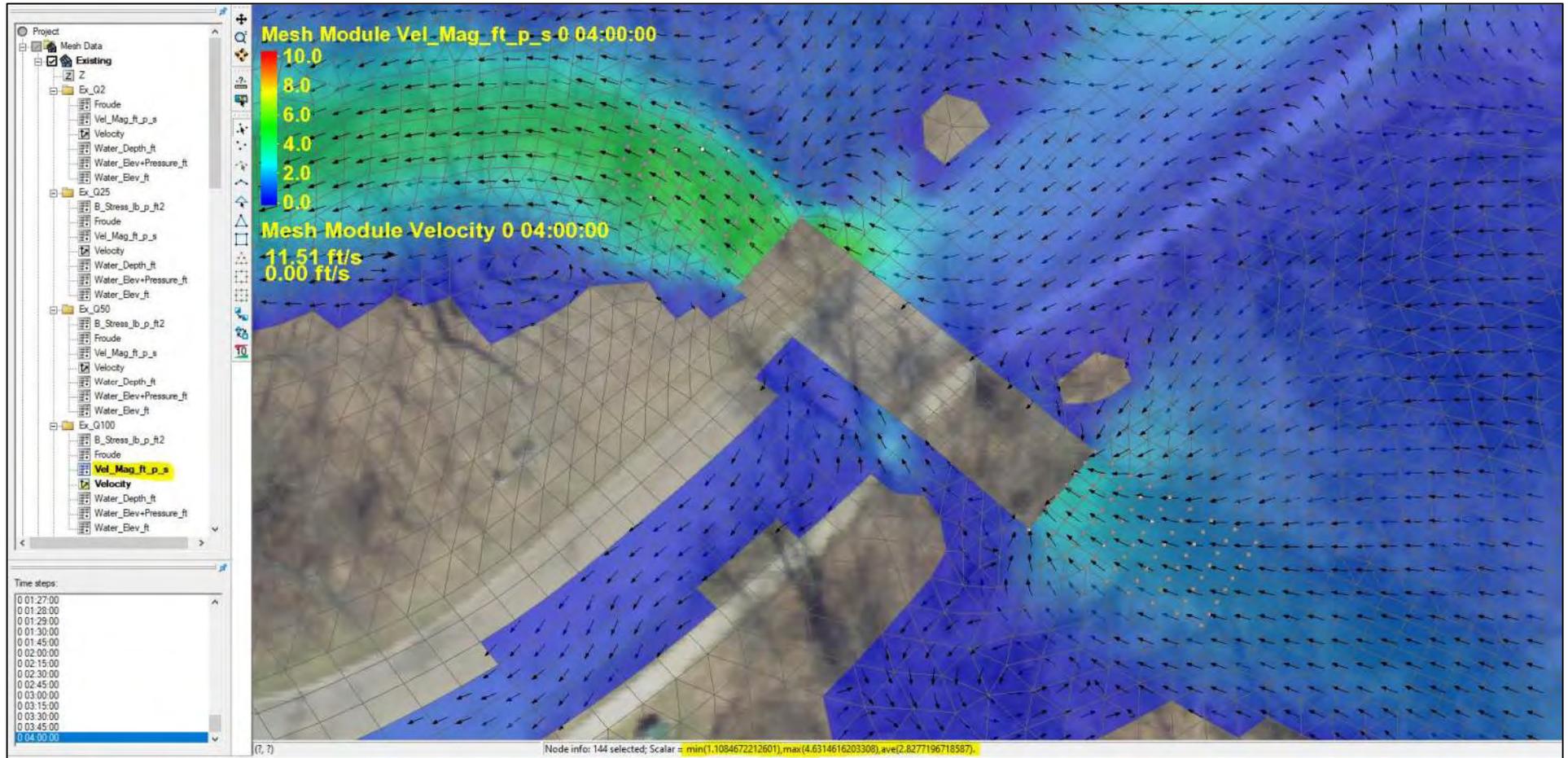
Existing Model – Q 50% (Q2) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 4% (Q25) Flood Event: Velocities (ft/sec) with Flow Vectors

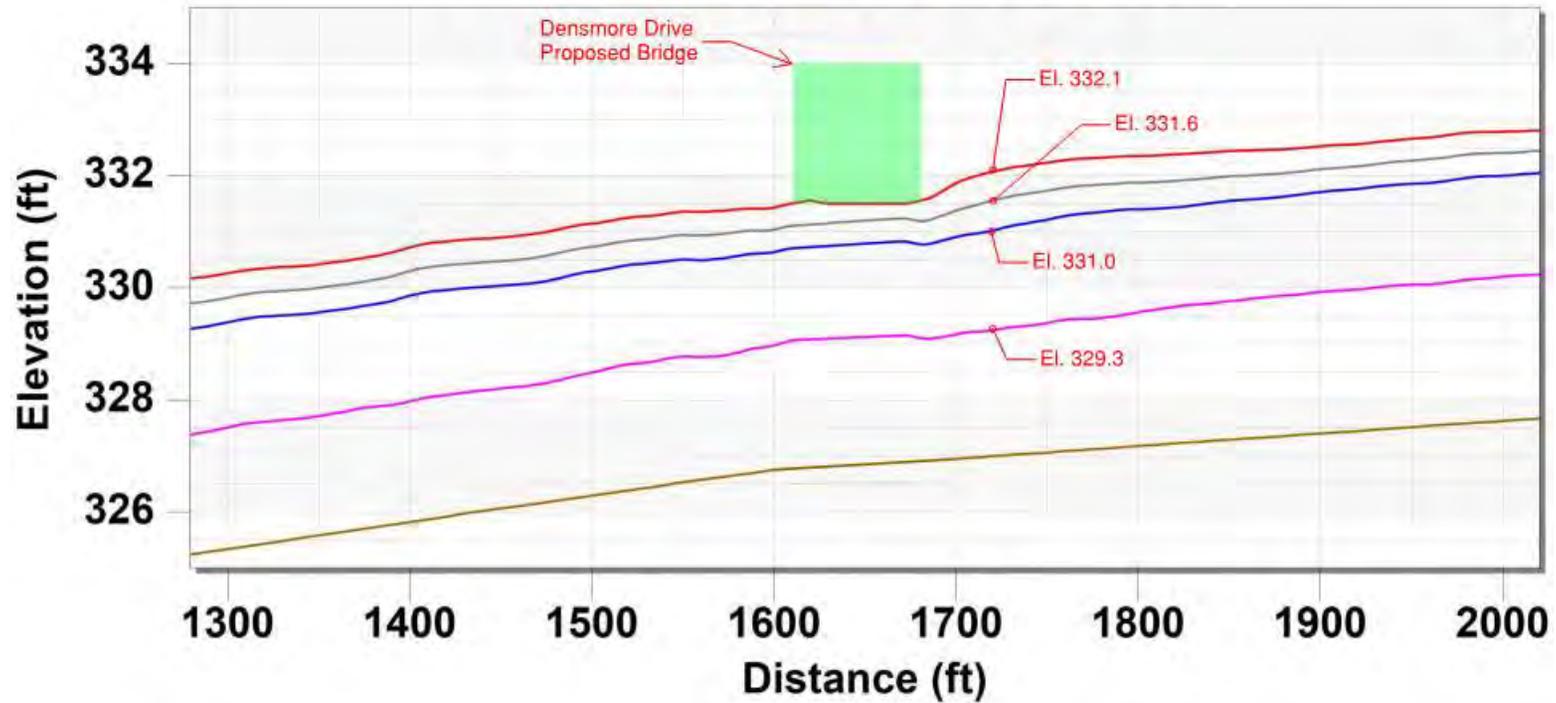


Existing Model – Q 2% (Q50) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 1% (Q100) Flood Event: Velocities (ft/sec) with Flow Vectors

Profile - Proposed Conditions



Arc 2, Z

Arc 2, Prop_Q2_3-20x5\Water_Elev_ft

Arc 2, Prop_Q50_3-20x5\Water_Elev_ft

Arc 2, Prop_Q100_3-20x5\Water_Elev_ft

Arc 2, Prop_Q25_3-20x5\Water_Elev_ft



Proposed Model – Q 50% (Q2) Flood Event: Water Surface Elevations (ft) with Flow Vectors



Proposed Model – Q 4% (Q25) Flood Event: Water Surface Elevations (ft) with Flow Vectors

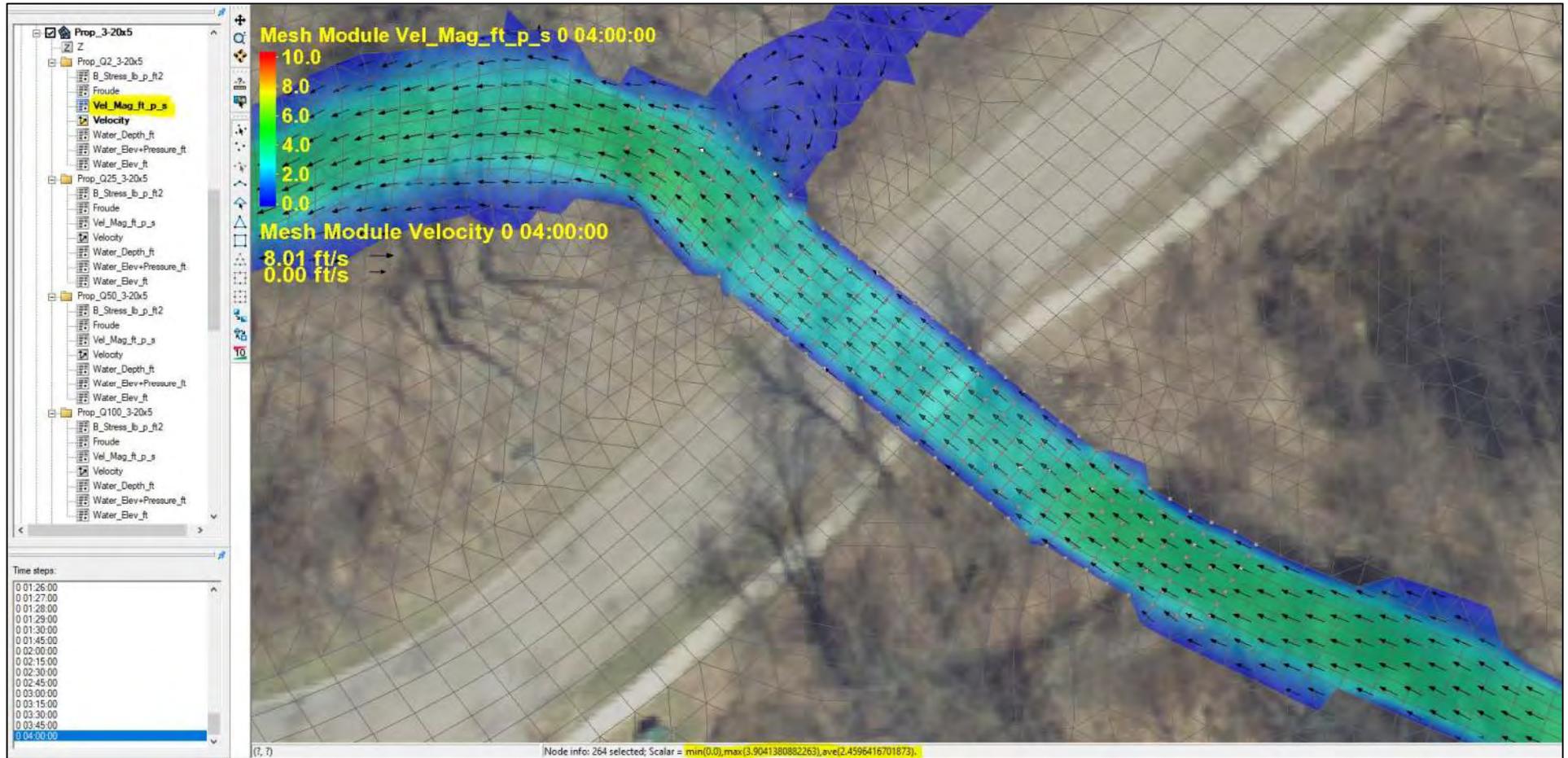


Proposed Model – Q 2% (Q50) Flood Event: Water Surface Elevations (ft) with Flow Vectors

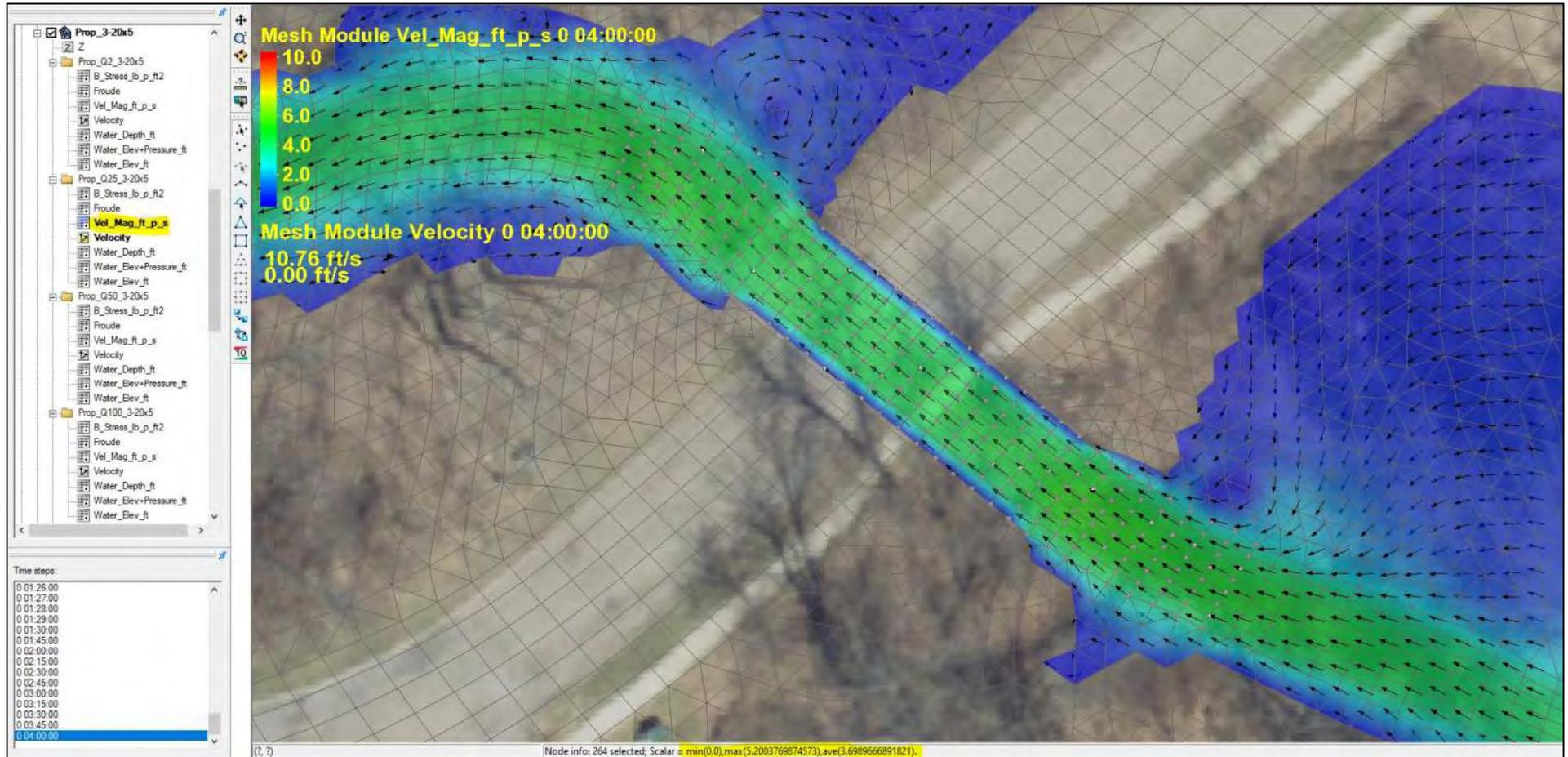
Note: The model shows slight roadway overtopping north of the structure for the 50-year flood; however, the 100-year flow case does not. It is believed that refinement of the mesh and survey data would show that the roadway does not overtop for the 50-year flood.



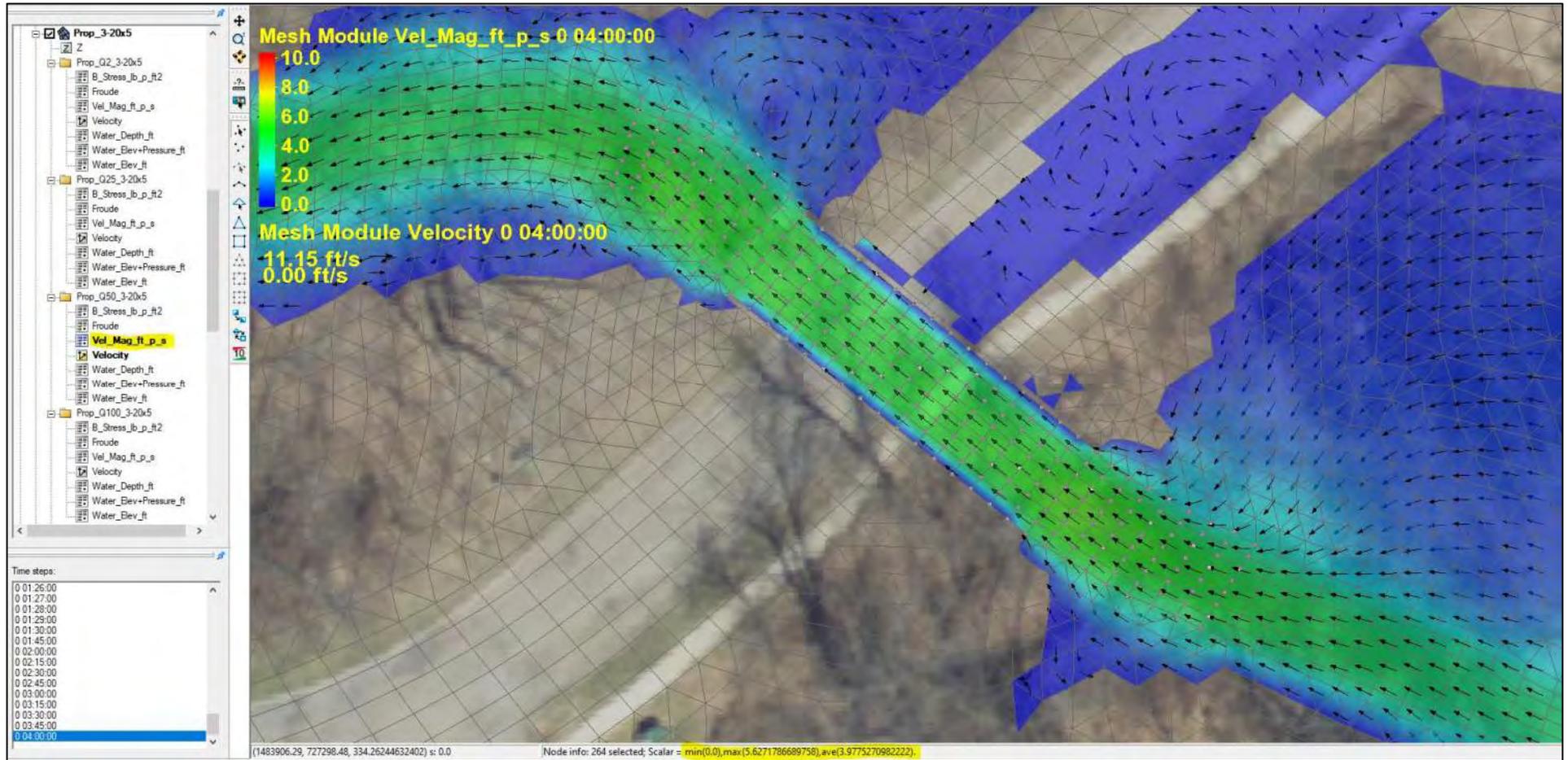
Proposed Model – Q 1% (Q100) Flood Event: Water Surface Elevations (ft) with Flow Vectors



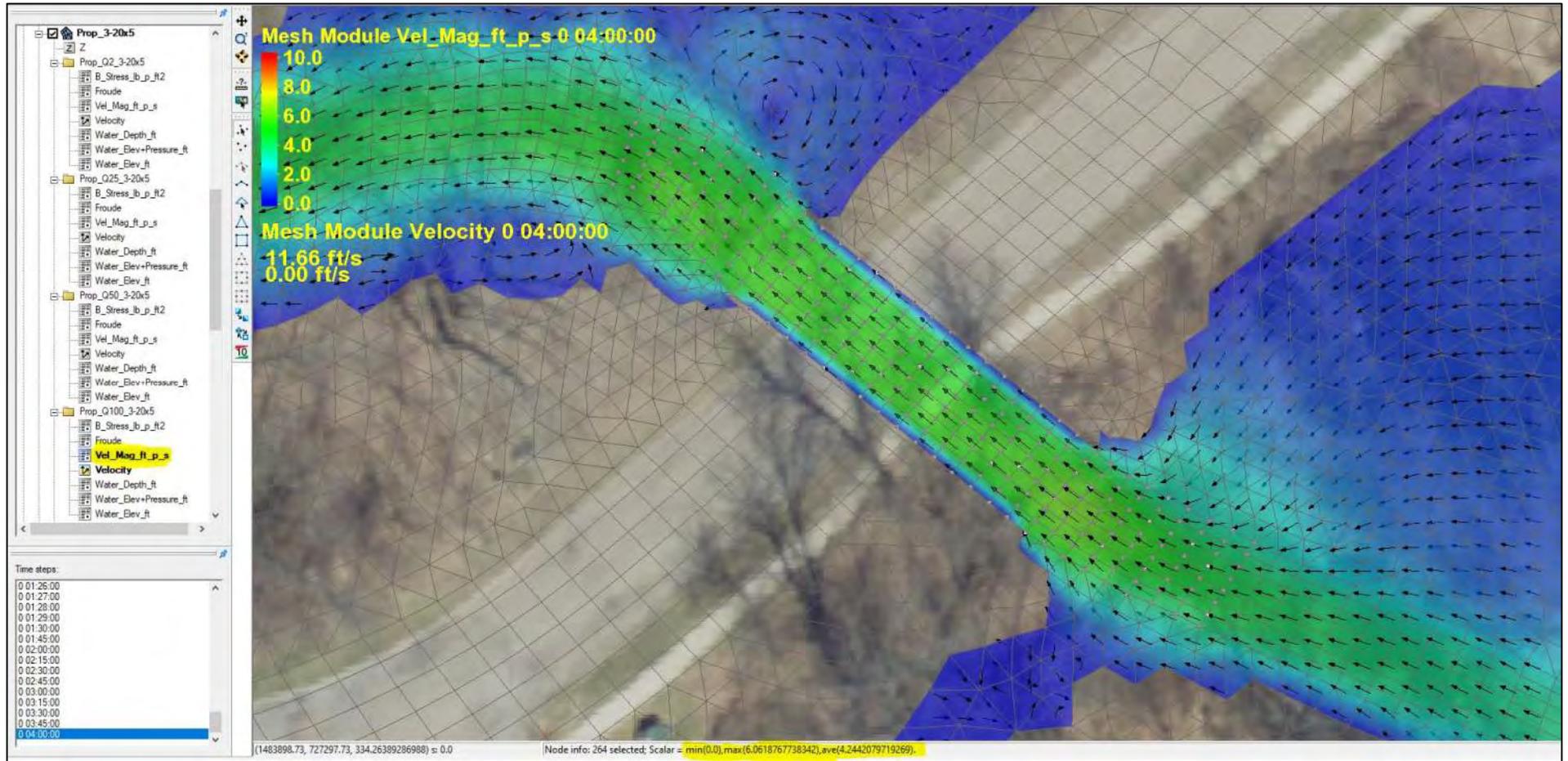
Proposed Model – Q 50% (Q2) Flood Event: Velocities (ft/sec) with Flow Vectors



Proposed Model – Q 4% (Q25) Flood Event: Velocities (ft/sec) with Flow Vectors

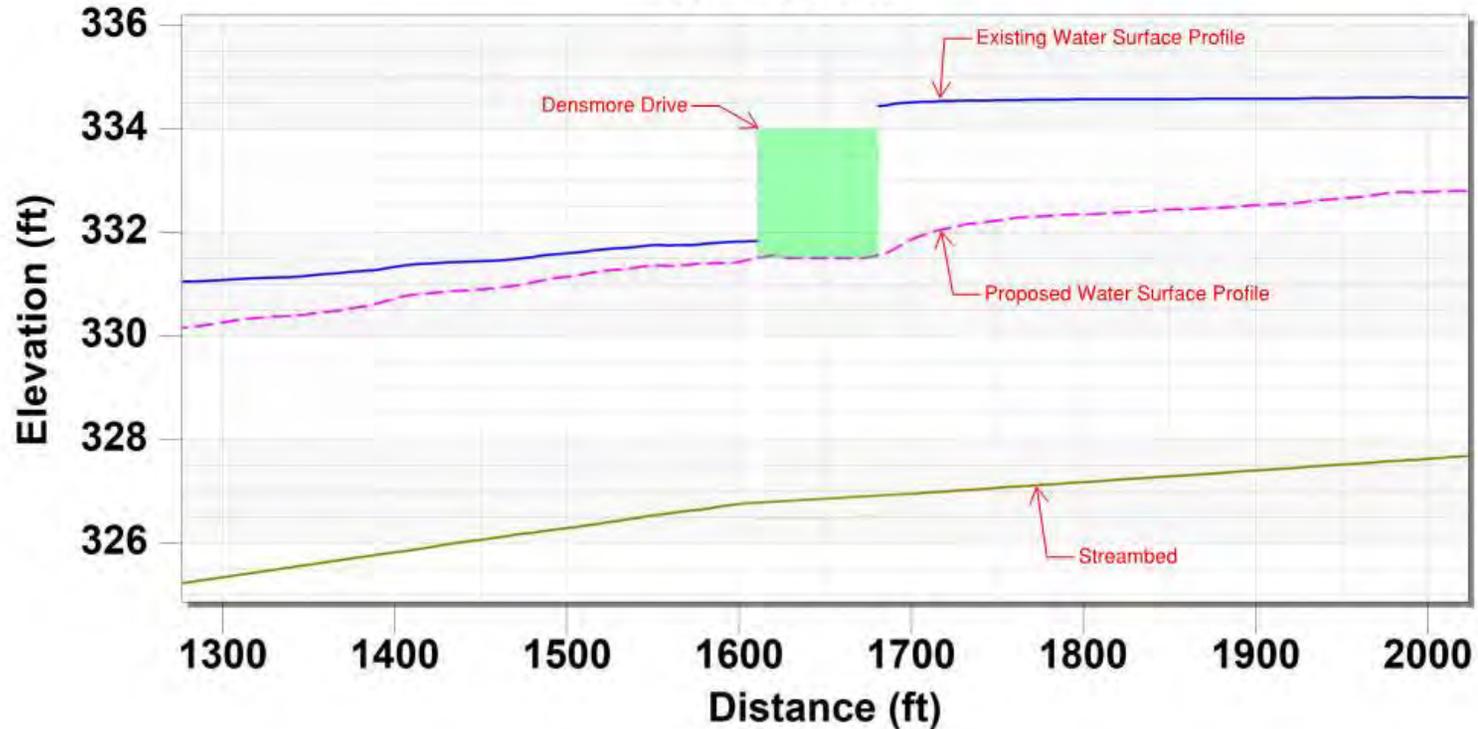


Proposed Model – Q 2% (Q50) Flood Event: Velocities (ft/sec) with Flow Vectors



Proposed Model – Q 1% (Q100) Flood Event: Velocities (ft/sec) with Flow Vectors

Profile - Existing vs Proposed Conditions Q1% (Q100)



Arc 2, Z

Arc 2, Ex_Q100\Water_Elev_ft

Arc 2, Prop_Q100_3-20x5\Water_Elev_ft

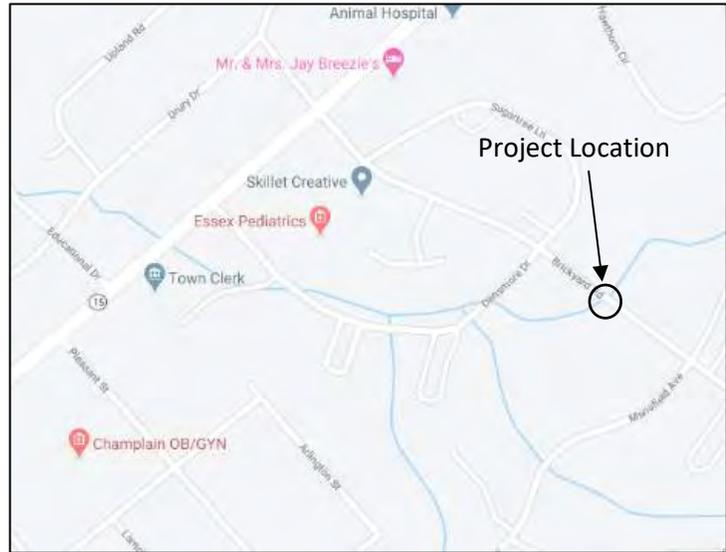
Indian Brook Culverts Crossings
(Densmore Drive and Brickyard Road)
Essex Junction, VT

APPENDIX C

H&H Report – Brickyard Road over Indian Brook

Date: August 2020

TOWN: Essex Junction
 COUNTY: Chittenden
 PROJECT #: 927901
 STREAM: Indian Brook
 HIGHWAY #: n/a
 STRUCTURE #: n/a



Location Map (Image Source: Google)

HYDROLOGIC DATA

DRAINAGE AREA: 4.6 sq. mi.
 CHARACTER OF TERRAIN: Flat and wide valley
 STREAM CHARACTERISTICS: Slightly entrenched, low width/depth ratio, moderate to high sinuosity
 NATURE OF STREAMBED: Silty clay with fine gravel

PEAK FLOW DATA (BY ANNUAL EXCEEDANCE PROBABILITY)

Q 50% (Q2) = <u>123 cfs</u>	Q 2% (Q50) = <u>393 cfs</u>
Q 10% (Q10) = <u>247 cfs</u>	Q 1% (Q100) = <u>466 cfs</u>
Q 4% (Q25) = <u>326 cfs</u>	Q 0.2% (Q500) = <u>664 cfs</u>

DATE OF FLOOD OF RECORD: Unknown
 ESTIMATED DISCHARGE: n/a
 WATER SURFACE ELEV.: n/a
 NATURAL STREAM VELOCITY: @ Q 4% (Q25) = 2.9 fps
 ICE CONDITIONS: Light to moderate
 DEBRIS: Light to moderate
 DOES THE STREAM REACH MAXIMUM HIGHWATER ELEV. RAPIDLY? No
 IS ORDINARY RISE RAPID: No
 IS STAGE AFFECTED BY UPSTREAM OR DOWNSTREAM CONDITIONS: No
 IF YES, DESCRIBE: n/a

WATERSHED STORAGE: <u>4.8%</u>	HEADWATERS: <u>n/a</u>
	UNIFORM: <u>n/a</u>
	IMMEDIATELY ABOVE SITE: <u>n/a</u>

EXISTING STRUCTURE INFORMATION

STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes</u>
YEAR BUILT:	<u>Unknown</u>
CLEAR SPAN (NORMAL TO STREAM):	<u>6' diameter (each)</u>
VERTICAL CLEARANCE ABOVE STREAMBED:	<u>~6' **Pipe entrenched approximately 1' with streambed infill. Used original 6' diameter for modeling purposes of the existing structure.</u>
WATERWAY OF FULL OPENING:	<u>56.5 sq ft</u>
DISPOSITION OF STRUCTURE:	<u>Replacement</u>
TYPE OF MATERIAL UNDER SUBSTRUCTURE:	<u>Silty clay with fine gravel, some organics and peat</u>

WATER SURFACE ELEVATIONS AT:	VELOCITY AT:
Q 50% (Q2) = <u>332.3'</u>	VELOCITY = <u>4.1 fps</u>
Q 4% (Q25) = <u>335.6'</u>	" <u>3.1 fps</u>
Q 2% (Q50) = <u>336.8'</u>	" <u>2.8 fps</u>
Q 1% (Q100) = <u>337.4'</u>	" <u>2.9 fps</u>

LONG TERM STREAMBED CHANGES: See "Channel Morphology" section of Watershed Consulting Memo dated 2/19/2019 included in Appx. C of the Densmore Drive Culvert Replacement RFQ dated 1/9/2020. This memo also references a 4/14/2008 report "Indian Brook Watershed Departure Analysis and Project Identification" prepared for the VT ANR by Fitzgerald Environmental Associates.

IS THE ROADWAY OVERTOPPED BELOW Q 1% (Q100):	<u>Yes</u>
FREQUENCY:	<u>Q 2% (Q50)</u>
RELIEF ELEVATION:	<u>336 ft (low point is ~200' northwest of culverts)</u>
DISCHARGE OVER ROAD @ Q 1% (Q100):	<u>43 cfs</u>

UPSTREAM STRUCTURE

TOWN:	<u>Essex Junction</u>	DISTANCE:	<u>2900'</u>
HIGHWAY #	<u>n/a</u>	STRUCTURE #:	<u>n/a</u>
CLEAR SPAN:	<u>>20'</u>	CLEAR HEIGHT:	<u>Unknown</u>
YEAR BUILT:	<u>Unknown</u>	FULL WATERWAY:	<u>Unknown</u>
STRUCTURE TYPE:	<u>Unknown</u>		

DOWNSTREAM STRUCTURE

TOWN:	<u>Essex Junction</u>	DISTANCE:	<u>440'</u>
HIGHWAY #	<u>n/a</u>	STRUCTURE #:	<u>n/a</u>
CLEAR SPAN:	<u>6' diameter (each)</u>	CLEAR HEIGHT:	<u><6' (Pipe compressed over lifespan)</u>
YEAR BUILT:	<u>Unknown</u>	FULL WATERWAY:	<u>56.5 sq ft</u>
STRUCTURE TYPE:	<u>2-Corrugated Metal Pipes</u>		

PROPOSED STRUCTURE

STRUCTURE TYPE: Precast box culvert

CLEAR SPAN (NORMAL TO STREAM): 20'
 VERTICAL CLEARANCE ABOVE STREAMBED: 4.5' average
 WATERWAY OF FULL OPENING: 95 sq ft

WATER SURFACE ELEVATIONS AT:	VELOCITY AT:
Q 50% (Q2) = <u>330.7'</u>	VELOCITY = <u>5.1 fps</u>
Q 4% (Q25) = <u>332.5'</u>	" <u>5.6 fps</u>
Q 2% (Q50) = <u>332.9'</u>	" <u>5.9 fps</u>
Q 1% (Q100) = <u>333.3'</u>	" <u>6.2 fps</u>

*Note: These values are for the proposed condition where the Densmore Drive culverts have also been replaced.

IS THE ROADWAY OVERTOPPED BELOW Q 1% (Q100): No
 FREQUENCY: n/a
 RELIEF ELEVATION: 336'
 DISCHARGE OVER ROAD @ Q 1% (Q100): n/a
 BRIDGE LOW CHORD ELEVATION: 332.5' minimum (for hw/d <= 1.0 per VT ANR Stream Alterations General Permit Section C.2.2.5)
 FREEBOARD: 0.0'

SCOUR: The proposed structure is a closed bottom structure, so scour is not applicable for the purposes of the structure design
 REQUIRED CHANNEL PROTECTION: Type E1 Stone (velocity < 9 fps for Q 2% (Q50))

PERMIT INFORMATION

AVERAGE DAILY FLOW: <u>n/a</u>	DEPTH: <u>n/a</u>
ORDINARY LOW WATER: <u>n/a</u>	
ORDINARY HIGH WATER: <u>123 cfs (Q 50% or Q2)</u>	<u>~2.25' +/- 0.5'</u>

TEMPORARY BRIDGE REQUIREMENTS

STRUCTURE TYPE: n/a
 CLEAR SPAN (NORMAL TO STREAM): n/a
 VERTICAL CLEARANCE ABOVE STREAMBED: n/a
 WATERWAY AREA OF FULL OPENING: n/a

ADDITIONAL INFORMATION

The existing and proposed conditions considered flows for the 50% AEP (2-year flood), 4% AEP (25-year flood), 2% AEP (50-year flood), and 1% AEP (100-year flood). Permit flows are typically taken at the 43% AEP (2.33-year flood) per Section 4.2.5; however, since the 50% AEP (Q2) is fairly small with an estimated flow of 123 cfs and the upper confidence limit is above the estimated peak flow for the 20%

AEP (5-year flood), the 50% AEP is used in lieu of the 43% AEP in this report. Per the VTrans Hydraulic Manual Table 4-2 for local roads and streets, the minimum design frequency shall be for AEP 4% (Q25). Per Table 7-1 for a Hydraulic Design Event AEP of 4%, the Scour Design Event AEP is 2% (Q50) and the Scour Check Event AEP is 1% (Q100). Additionally, per Section 1.2.6, Design Frequency, regardless of the design event, all proposed structures over perennial streams shall be evaluated for performance during a 1% AEP event (Q100) to ensure that there are no unexpected flood hazards. The flood flows were predicted using the US Geological Survey (USGS) Regression Equations for VT using the USGS StreamStats program.

The steady state hydraulic analyses were performed using the Bureau of Reclamation's Sedimentation and River Hydraulics – Two-Dimensional model (SRH-2D), which is a 2D hydraulic, sediment, temperature, and vegetation model for river systems, utilizing Aquaveo surface-water modeling solution program, SMS 13.0, for the existing conditions and bridge replacement alternatives. SRH-2D utilizes the HY-8 Culvert Analysis Program version 7.60 developed by the Federal Highway Administration in cooperation with Aquaveo LLC and Environmental Modeling Research Laboratory at Brigham Young University. The analysis results are summarized in this report and are obtained from the attached graphics.

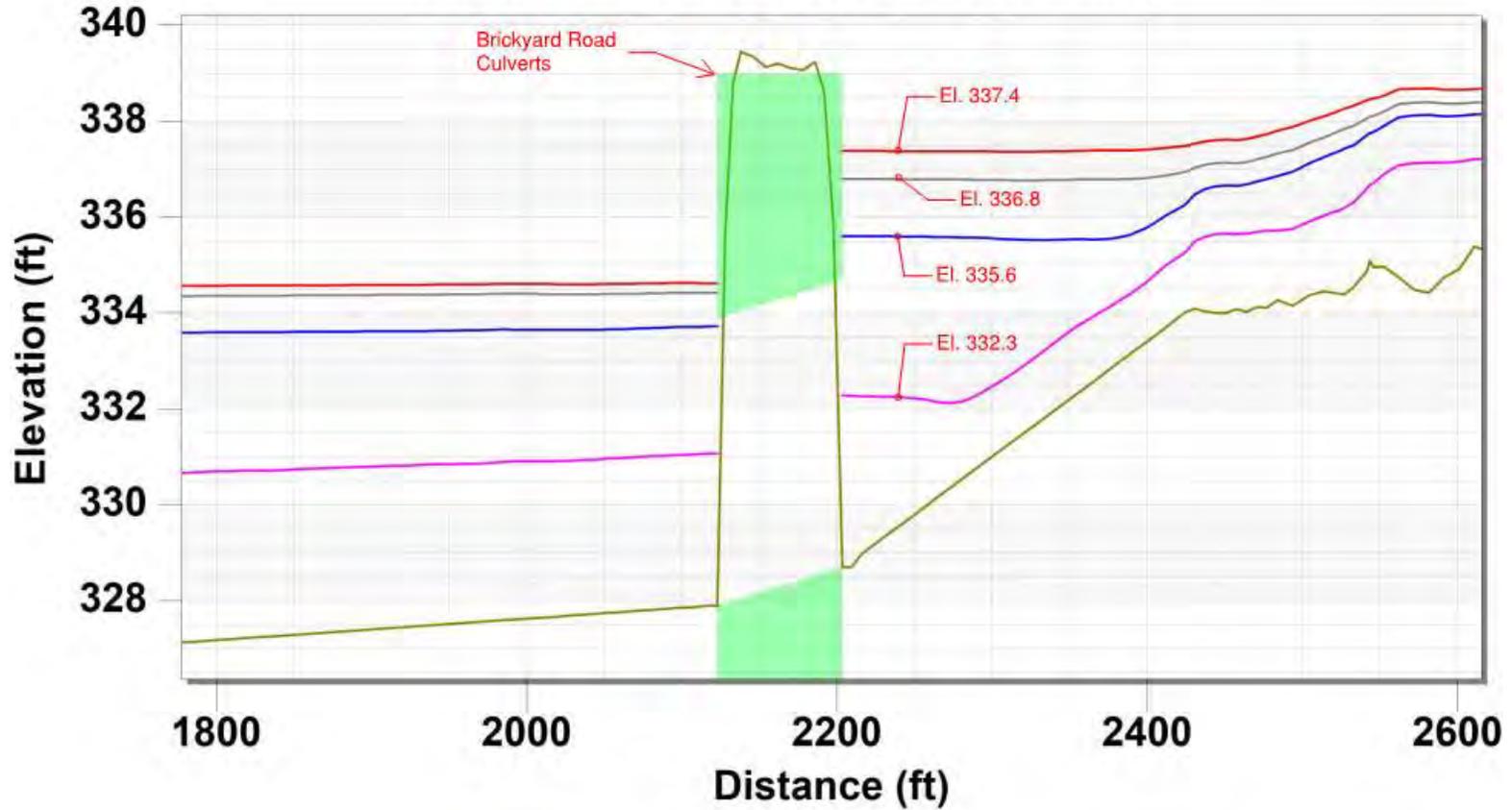
The hydraulic model was created using LiDAR for the topography, information from the Densmore Drive Culvert Replacement RFQ dated 1/9/2020, and limited field data. The crossing is located within a Federal Emergency Management Agency (FEMA) Special Flood Hazard Area (SFHA) Zone A, which means no base flood elevations have been determined that could be used for comparison. The project location can be found on the Flood Insurance Rate Map (FIRM) for Chittenden County, Vermont (panel 276 of 500), with an effective date of July 18, 2011.

The existing model shows overtopping of the roadway for both the Q 2% (Q50) and Q 1% (Q100) flood events. Village officials verified that overtopping of Brickyard Road has occurred in the past. Additionally, the bankfull width for Indian Brook is estimated to be approximately 20' based on site observations. The existing model for the Q 50% (Q2) flood event shows a flood width of about 25', which is larger than the estimated value. However, the model topography is based on estimated stream geometry and LiDAR data, and may be conservative. During the design phase of the replacement project, survey would be completed and could be integrated into the 2D model to obtain more accurate results.

The proposed box culvert has a span of 20' to match the estimated bankfull width. For the Q 4% (Q25) design flood, the proposed hydraulic model shows a flood elevation of 332.5', which would be the minimum low chord elevation for a box culvert. The proposed model also shows that roadway overtopping will be eliminated for the Q 2% (Q50) and Q 1% (Q100) flood events.

Since this crossing is in a SFHA Zone A, it is subject to the Village of Essex Junction's Zoning Ordinances (see Section 614: Flood Plain (F-P)). According to Section 614.C.4 and the federal floodplain management regulations (specifically 44 CFR §60.3(b)(7)): "the flood carrying capacity within any altered or relocated portion of a watercourse shall be maintained." The hydraulic analysis for the proposed conditions demonstrates that flood capacity within the project area will be increased, which exceeds the requirement of this regulation. The proposed analysis also shows that the flood levels for the base flood (Q100) decrease or remain the same.

Profile - Existing Conditions



—	—
Arc 2, Z	Arc 2, Ex_Q50\Water_Elev_ft
—	—
Arc 2, Ex_Q100\Water_Elev_ft	Arc 2, Ex_Q2\Water_Elev_ft
—	—
Arc 2, Ex_Q25\Water_Elev_ft	



Existing Model – Q 50% (Q2) Flood Event: Water Surface Elevations (ft) with Flow Vectors



Existing Model – Q 4% (Q25) Flood Event: Water Surface Elevations (ft) with Flow Vectors



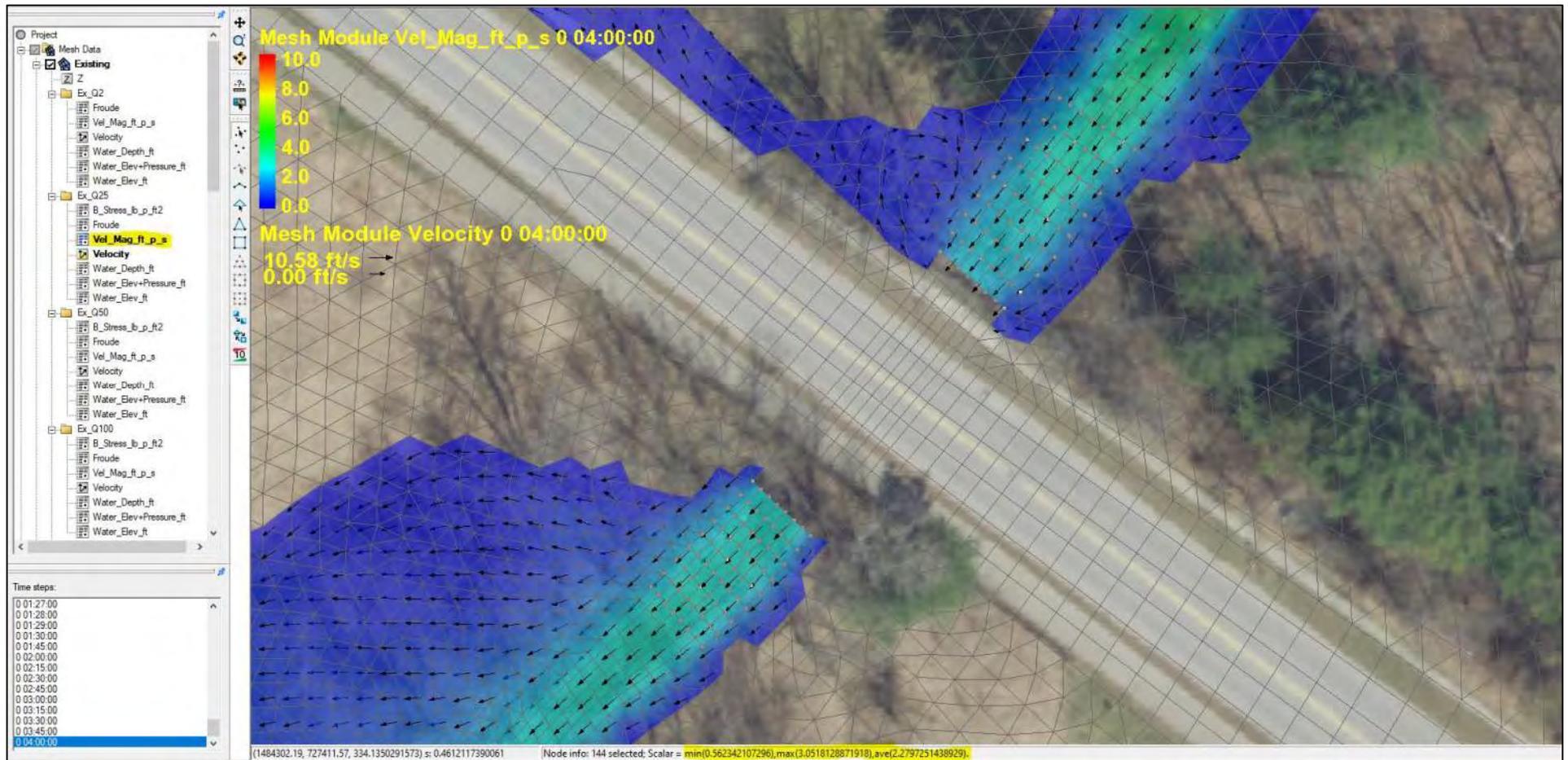
Existing Model – Q 2% (Q50) Flood Event: Water Surface Elevations (ft) with Flow Vectors



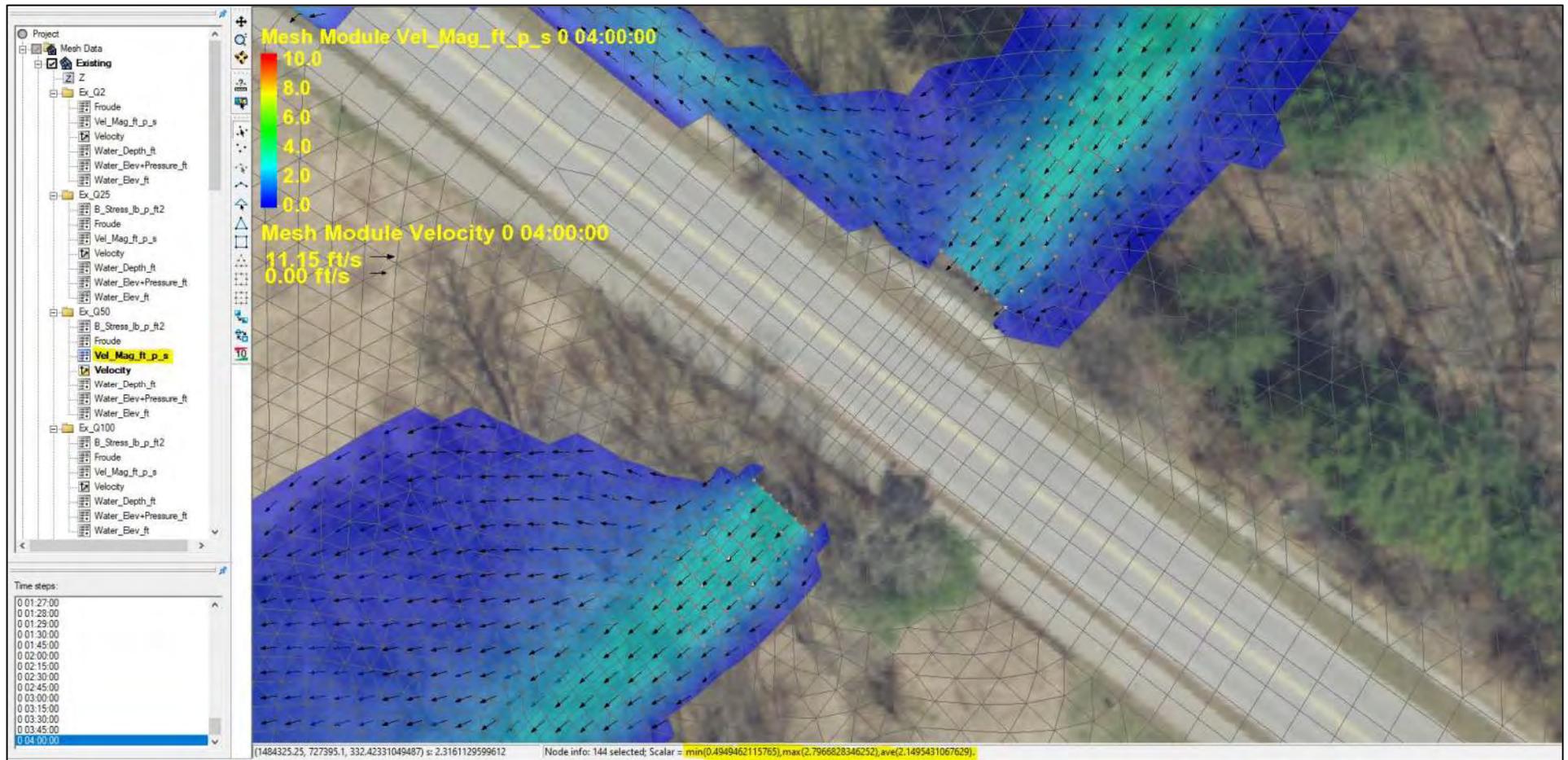
Existing Model – Q 1% (Q100) Flood Event: Water Surface Elevations (ft) with Flow Vectors



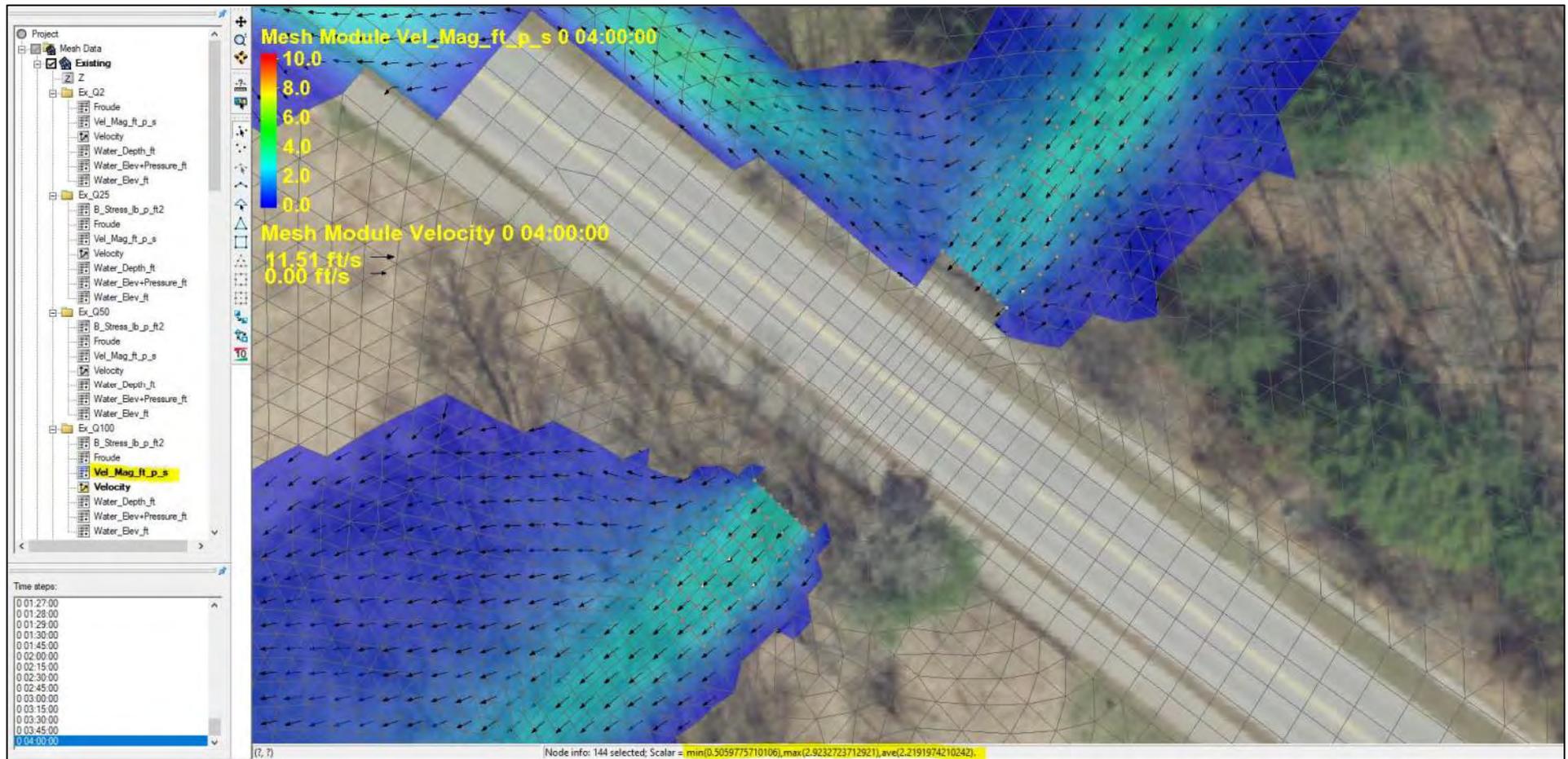
Existing Model – Q 50% (Q2) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 4% (Q25) Flood Event: Velocities (ft/sec) with Flow Vectors

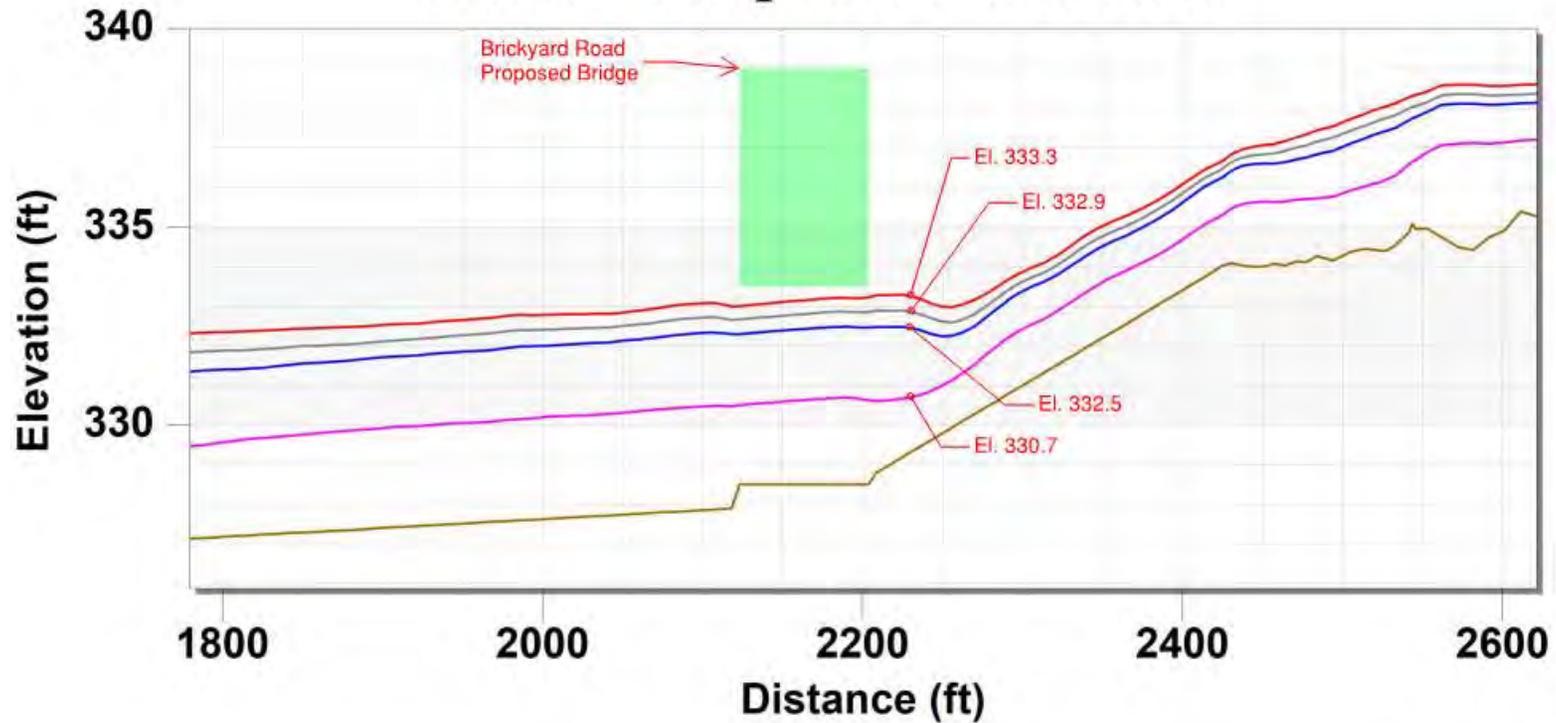


Existing Model – Q 2% (Q50) Flood Event: Velocities (ft/sec) with Flow Vectors



Existing Model – Q 1% (Q100) Flood Event: Velocities (ft/sec) with Flow Vectors

Profile - Proposed Conditions



Arc 2, Z

Arc 2, Prop_Q2_3-20x5\Water_Elev_ft

Arc 2, Prop_Q50_3-20x5\Water_Elev_ft

Arc 2, Prop_Q100_3-20x5\Water_Elev_ft

Arc 2, Prop_Q25_3-20x5\Water_Elev_ft



Proposed Model – Q 50% (Q2) Flood Event: Water Surface Elevations (ft) with Flow Vectors



Proposed Model – Q 4% (Q25) Flood Event: Water Surface Elevations (ft) with Flow Vectors



Proposed Model – Q 2% (Q50) Flood Event: Water Surface Elevations (ft) with Flow Vectors

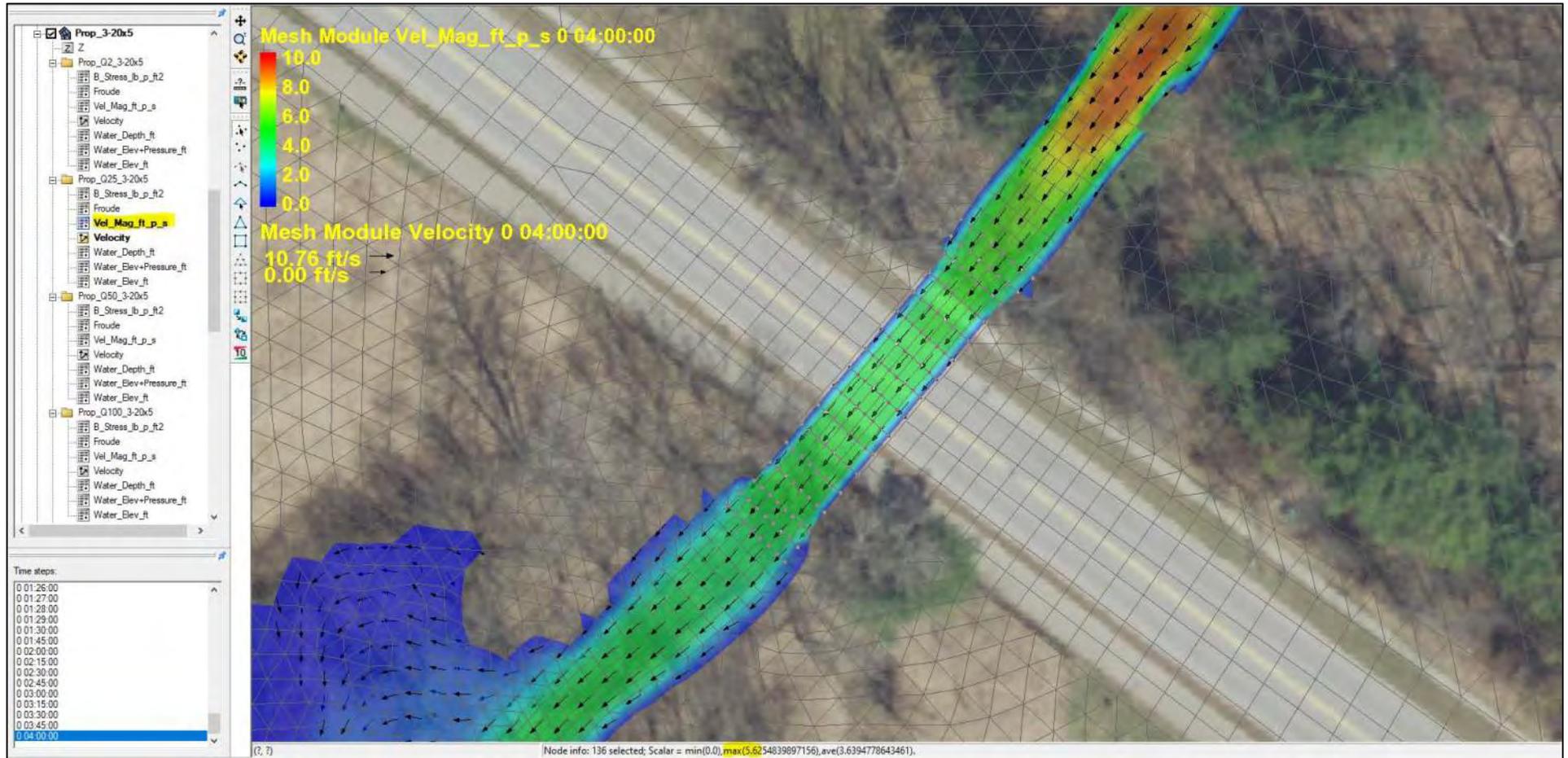
Note: The model shows slight roadway overtopping north of the structure for the 50-year flood; however, the 100-year flow case does not. It is believed that refinement of the mesh and survey data would show that the roadway does not overtop for the 50-year flood.



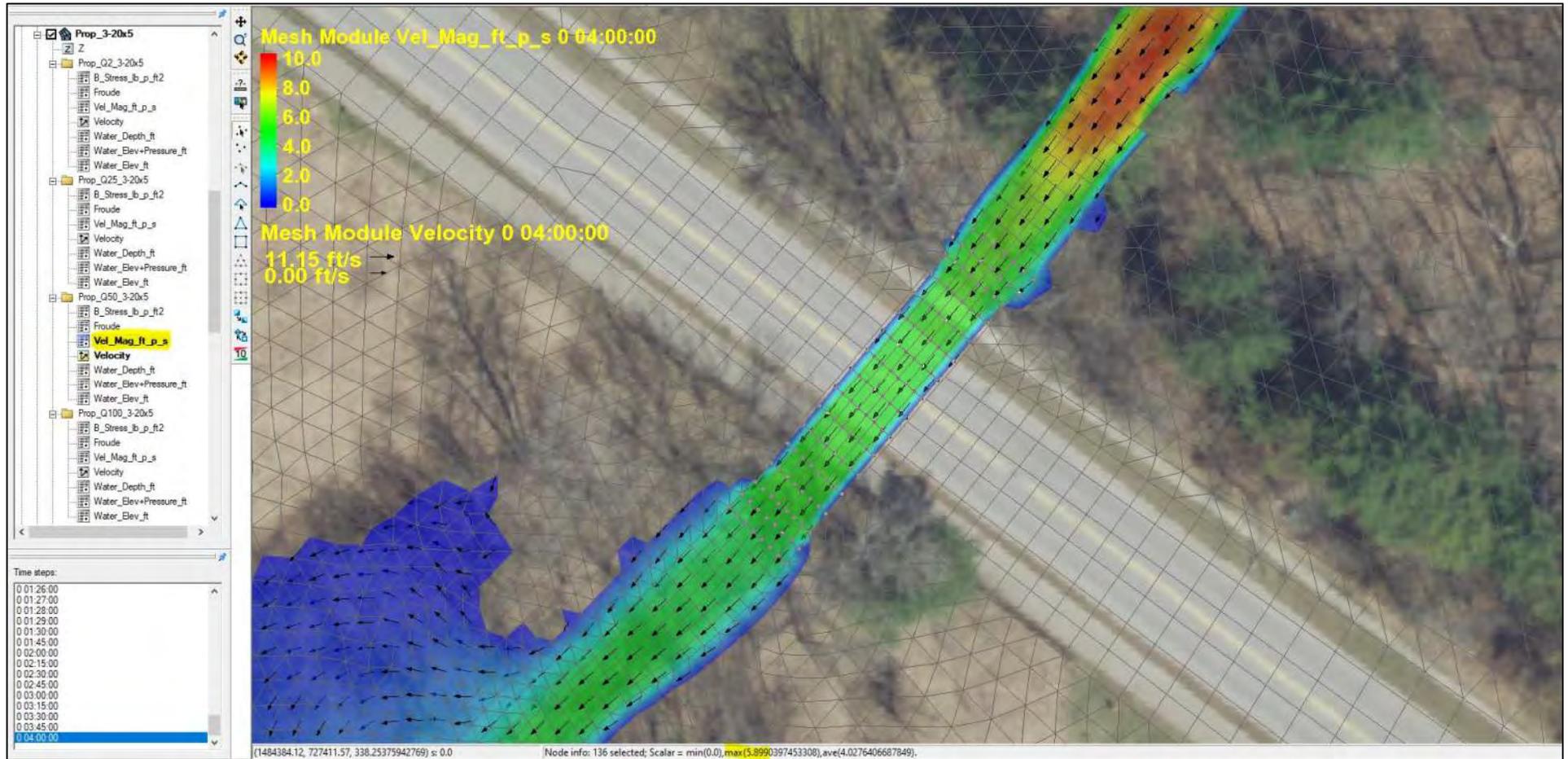
Proposed Model – Q 1% (Q100) Flood Event: Water Surface Elevations (ft) with Flow Vectors



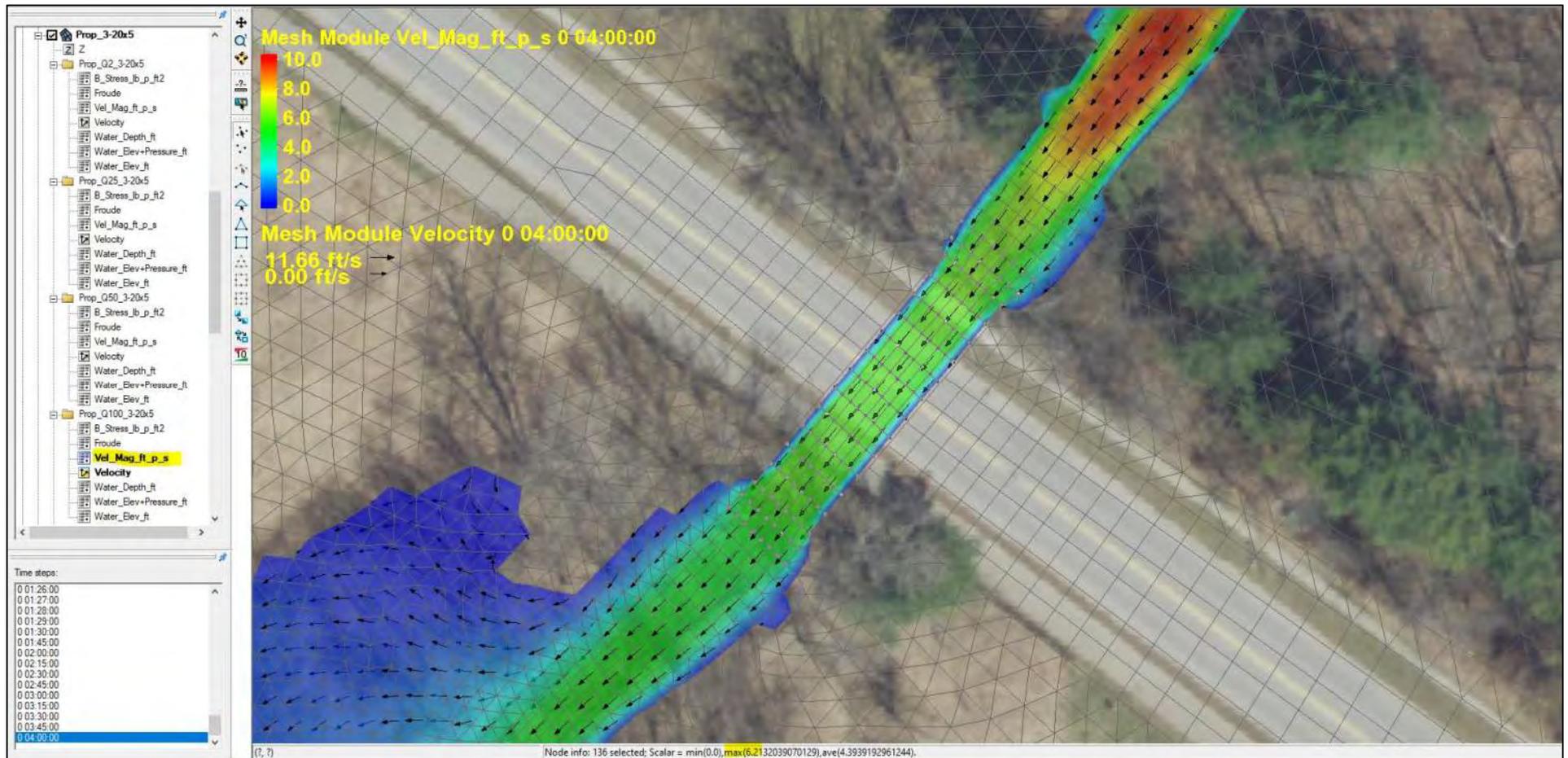
Proposed Model – Q 50% (Q2) Flood Event: Velocities (ft/sec) with Flow Vectors



Proposed Model – Q 4% (Q25) Flood Event: Velocities (ft/sec) with Flow Vectors

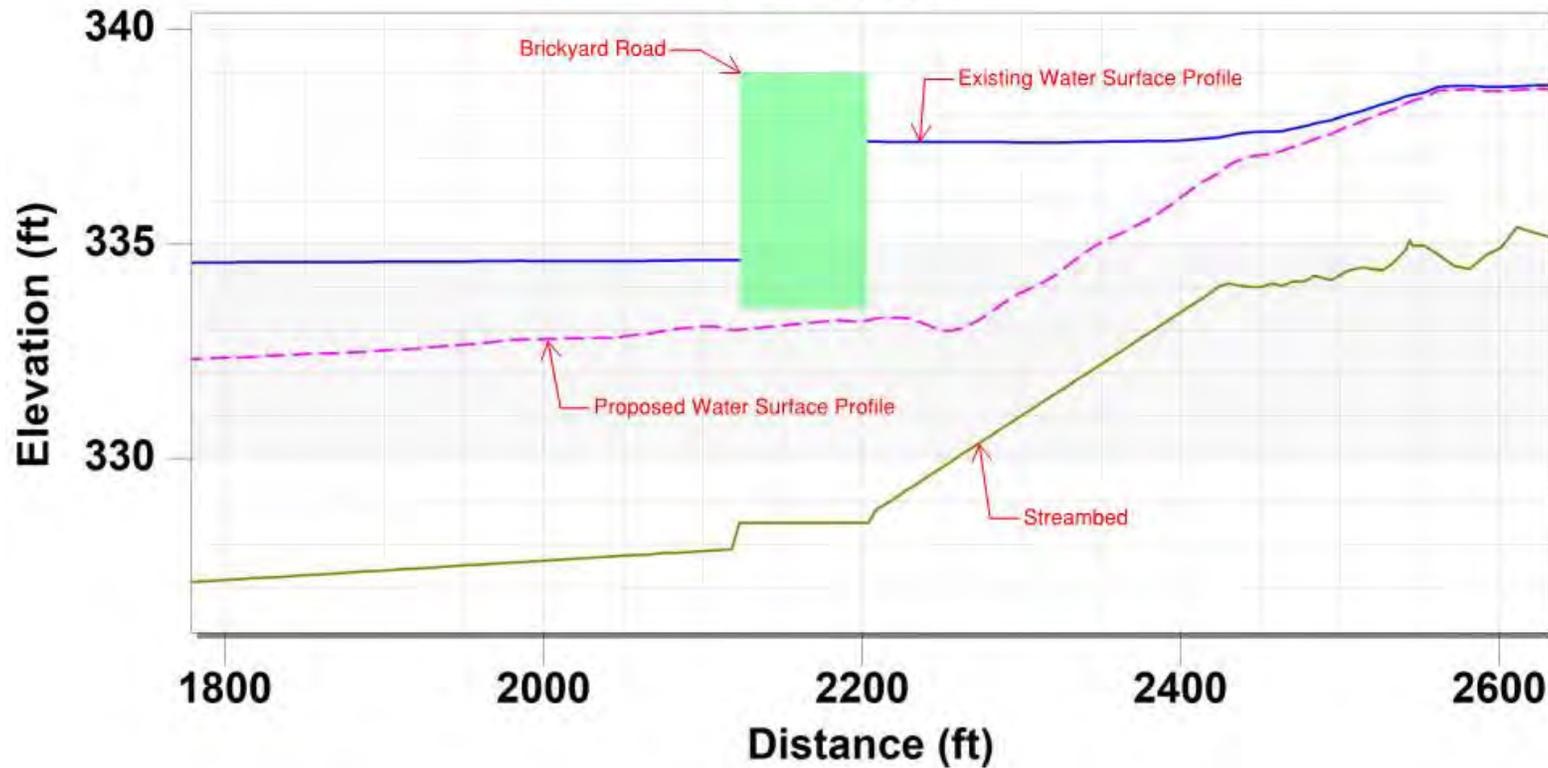


Proposed Model – Q 2% (Q50) Flood Event: Velocities (ft/sec) with Flow Vectors



Proposed Model – Q 1% (Q100) Flood Event: Velocities (ft/sec) with Flow Vectors

Profile - Existing vs Proposed Conditions Q1% (Q100)



Arc 2, Z

Arc 2, Ex_Q100\Water_Elev_ft

Arc 2, Prop_Q100_3-20x5\Water_Elev_ft

APPENDIX D

Cost Estimates

- I - Densmore Dr over Indian Br #1 (downstream)**
- II - Densmore Dr over Indian Br #2 (upstream)**
- III - Brickyard Road over Indian Brook**

I - Densmore Dr over Indian Brook #1 (downstream)

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAS	Date:	7/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

Village of Essex Junction
Densmore Drive Culvert Replacement over Indian Brook
Engineers Estimate of Probable Project Costs
Hoyle, Tanner Project No. 927901.01

BID A: WINTERIZATION	\$ 40,563.00
BID B: PRECAST INSTALLATION	\$ 979,891.00

CONSTRUCTION (CON)	
CONSTRUCTION SUBTOTAL	\$1,020,454
CONSTRUCTION ENGINEERING (ESTIMATED)	\$102,000
CONSTRUCTION (CON) TOTAL FOR PLANNING	\$1,122,454
RIGHT OF WAY (ROW)	
EASEMENTS	\$0
PRELIMINARY ENGINEERING (PE)	
PRELIMINARY DESIGN	\$76,416
AMENDMENT NO.1 (WINTERIZATION)	\$3,822
AMENDMENT NO.2 (SEWER REPLACEMENT DESIGN)	\$18,870
FINAL DESIGN	\$17,674
WATERLINE	\$19,136
UPSTREAM CULVERTS (NON-REIMBURSABLE)	\$14,224
PUBLIC MEETING	\$3,220
BID	\$5,672
PRELIMINARY ENGINEERING (PE) TOTAL	\$159,034
PROJECT TOTAL COST (CON, ROW, PE) (ROUNDED)	\$1,290,000
REIMBURSABLE FEMA FUNDING	\$1,275,776
NON-REIMBURSABLE	\$14,224

V:\HSG\927901 - Densmore Drive Culvert Replacement\4-Design\Estimates\Cost Estimates\Preliminary\[PrelimEstOfCost.xlsx]Estimate

This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

I - Densmore Dr over Indian Brook #1 (downstream)

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAS	Date:	7/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

Village of Essex Junction
Densmore Drive Culvert Replacement over Indian Brook
Engineers Estimate of Probable Project Costs
BID SCHEDULE A - WINTERIZATION
Hoyle, Tanner Project No. 927901.01

ITEM NO	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
203.27	UNCLASSIFIED CHANNEL EXCAVATION	CY	625	\$25	\$15,625
613.06	E-STONE, TYPE 1	CY	250	\$65	\$16,250
635.11	MOBILIZATION/DEMOBILIZATION	LS	1	\$5,000	\$5,000

				CONSTRUCTION (CON)	
				CONSTRUCTION SUBTOTAL	
				\$36,875	
				CONTINGENCY 10%	
				\$3,688	
				CONSTRUCTION (CON) TOTAL FOR PLANNING	
				\$40,563	

V:\HSG\927901 - Densmore Drive Culvert Replacement\4-Design\Estimates\Cost Estimates\Preliminary\[PrelimEstOfCost.xlsx]Precast Install

This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAS	Date:	7/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

Village of Essex Junction**Densmore Drive Culvert Replacement over Indian Brook****Engineers Estimate of Probable Project Costs****BID SCHEDULE B - PRECAST INSTALLATION****Hoyle, Tanner Project No. 927901.01**

ITEM NO	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
201.11	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	ACRE	0.05	\$50,000	\$2,500
203.15	COMMON EXCAVATION	CY	500	\$15	\$7,500
203.27	UNCLASSIFIED CHANNEL EXCAVATION	CY	850	\$17	\$14,450
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	CY	150	\$25	\$3,750
203.30	EARTH BORROW	CY	55	\$15	\$825
204.20	TRENCH EXCAVATION OF EARTH	CY	275	\$20	\$5,500
204.30	GRANULAR BACKFILL FOR STRUCTURES	CY	300	\$45	\$13,500
210.10	COARSE-MILLING, BITUMINOUS PAVEMENT	SY	110	\$10	\$1,100
301.15	SUBBASE OF GRAVEL	CY	500	\$40	\$20,000
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	CY	170	\$45	\$7,650
404.65	EMULSIFIED ASPHALT	CWT	10	\$25	\$250
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	TON	200	\$140	\$28,000
406.38	HAND-PLACED BITUMINOUS CONCRETE PAVEMENT, DRIVES	SY	260	\$30	\$7,800
514.10	WATER REPELLENT, SILANE	GAL	5	\$100	\$500
519.20	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	SY	278	\$30	\$8,340
540.10	PRECAST CONCRETE STRUCTURE	LS	1	\$410,000	\$410,000
601.0815	18" RCP CLASS III	LF	90	\$100	\$9,000
601.7015	18" CPEPES	EACH	1	\$380	\$380
604.10	CONCRETE CATCH BASIN WITH CAST IRON GRATE	EACH	4	\$2,800	\$11,200
604.11	CONCRETE MANHOLE WITH CAST IRON COVER	EACH	1	\$5,000	\$5,000
613.06	E-STONE, TYPE 1	CY	350	\$50	\$17,500
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	LF	560	\$37	\$20,720
616.41	REMOVAL OF EXISTING CURB	LF	530	\$8	\$4,240
618.1	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	180	\$79	\$14,220
635.11	MOBILIZATION/DEMobilIZATION	LS	1	\$81,000	\$81,000
641.10	TRAFFIC CONTROL	LS	1	\$3,000	\$3,000
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	SY	1300	\$3	\$3,900
649.31	GEOTEXTILE UNDER STONE FILL	SY	225	\$5	\$1,125
651.15	SEED	LB	15	\$10	\$150
651.18	FERTILIZER	LB	90	\$4	\$360
651.2	AGRICULTURAL LIMESTONE	TON	1	\$550	\$550
651.35	TOPSOIL	CY	100	\$45	\$4,500
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	LS	1	\$9,000	\$9,000
900.645 TD	SPECIAL PROVISION (TEMPORARY DRIVE)	LS	1	\$2,400	\$2,400
900.645 SS	SPECIAL PROVISION (8" SANITARY SEWER)	LS	1	\$41,000	\$41,000
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	LS	1	\$30,000	\$30,000
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	LS	1	\$53,000	\$53,000
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	LS	1	\$45,000	\$45,000
900.675	SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, 6 INCH)	SY	20	\$95	\$1,900

CONSTRUCTION (CON)

CONSTRUCTION SUBTOTAL	\$890,810
CONTINGENCY 10%	\$89,081
CONSTRUCTION (CON) TOTAL FOR PLANNING	\$979,891

V:\HSG\927901 - Densmore Drive Culvert Replacement\4-Design\Estimates\Cost Estimates\Preliminary\[PrelimEstOfCost.xlsx]Precast Install

This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

II - Densmore Dr over Indian Brook #2 (upstream)

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAO	Date:	8/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

**Village of Essex Junction
 Densmore Drive #2 Culvert Replacement over Indian Brook
 Engineers Estimate of Probable Project Costs
 Hoyle, Tanner Project No. 927901.01 Phase 52**

	CONSTRUCTION (CON)	
CONSTRUCTION SUBTOTAL		\$631,148
CONSTRUCTION ENGINEERING (ESTIMATED 10%)		\$63,000
CONSTRUCTION (CON) TOTAL FOR PLANNING		\$694,148

	RIGHT OF WAY (ROW)	
EASEMENTS		\$0

	PRELIMINARY ENGINEERING (PE)	
PRELIMINARY DESIGN		\$65,000
FINAL DESIGN		\$16,000
WATERLINE		\$18,000
BID		\$5,700
PRELIMINARY ENGINEERING (PE) TOTAL		\$104,700

** Reduced PE costs based on similar structure design from Densmore #1*

PROJECT TOTAL COST (CON, ROW, PE) (ROUNDED)		\$800,000
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C:\Users\jao\Desktop\[Westlake FY 20 QTY Tracker.xlsx]Quest Bid Tab

This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not been based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

II - Densmore Dr over Indian Brook #2 (upstream)

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAO	Date:	8/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

Village of Essex Junction
Densmore Drive #2 Culvert Replacement over Indian Brook
Engineers Estimate of Probable Project Costs
Hoyle, Tanner Project No. 927901.01 Phase 52

ITEM NO	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
201.11	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	ACRE	0.1	\$50,000	\$5,000
203.15	COMMON EXCAVATION	CY	400	\$15	\$6,000
203.27	UNCLASSIFIED CHANNEL EXCAVATION	CY	800	\$17	\$13,600
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	CY	90	\$25	\$2,250
203.30	EARTH BORROW	CY	100	\$15	\$1,500
204.20	TRENCH EXCAVATION OF EARTH	CY	0	\$20	\$0
204.30	GRANULAR BACKFILL FOR STRUCTURES	CY	275	\$45	\$12,375
210.10	COARSE-MILLING, BITUMINOUS PAVEMENT	SY	110	\$10	\$1,100
301.15	SUBBASE OF GRAVEL	CY	250	\$40	\$10,000
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	CY	85	\$45	\$3,825
404.65	EMULSIFIED ASPHALT	CWT	5	\$25	\$125
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	TON	100	\$140	\$14,000
406.38	HAND-PLACED BITUMINOUS CONCRETE PAVEMENT, DRIVES	SY	0	\$30	\$0
514.10	WATER REPELLENT, SILANE	GAL	5	\$100	\$500
519.20	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	SY	165	\$30	\$4,954
540.10	PRECAST CONCRETE STRUCTURE	LS	1	\$243,564	\$243,564
601.0815	18" RCP CLASS III	LF	0	\$100	\$0
601.7015	18" CPEPES	EACH	0	\$380	\$0
604.10	CONCRETE CATCH BASIN WITH CAST IRON GRATE	EACH	0	\$2,800	\$0
604.11	CONCRETE MANHOLE WITH CAST IRON COVER	EACH	0	\$5,000	\$0
613.06	E-STONE, TYPE 1	CY	245	\$50	\$12,250
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	LF	280	\$37	\$10,360
616.41	REMOVAL OF EXISTING CURB	LF	265	\$8	\$2,120
618.1	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	90	\$79	\$7,110
635.11	MOBILIZATION/DEMobilIZATION	LS	1	\$49,893	\$49,893
641.10	TRAFFIC CONTROL	LS	1	\$3,000	\$3,000
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	SY	650	\$3	\$1,950
649.31	GEOTEXTILE UNDER STONE FILL	SY	157.5	\$5	\$788
651.15	SEED	LB	15	\$10	\$150
651.18	FERTILIZER	LB	90	\$4	\$360
651.2	AGRICULTURAL LIMESTONE	TON	1	\$550	\$550
651.35	TOPSOIL	CY	100	\$45	\$4,500
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	LS	1	\$9,000	\$9,000
900.645 TD	SPECIAL PROVISION (TEMPORARY DRIVE)	LS	0	\$0	\$0
900.645 SS	SPECIAL PROVISION (8" SANITARY SEWER)	LS	0	\$0	\$0
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	LS	1	\$30,000	\$30,000
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	LS	1	\$53,000	\$53,000
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	LS	1	\$45,000	\$45,000
900.675	SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, 6 INCH)	SY	0	\$95	\$0

CONSTRUCTION (CON)

CONSTRUCTION SUBTOTAL	\$548,824
CONTINGENCY 15%	\$82,324
CONSTRUCTION (CON) TOTAL FOR PLANNING	\$631,148

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This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not been based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAO	Date:	8/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

Village of Essex Junction
Brickyard Road Culvert Replacement over Indian Brook
Engineers Estimate of Probable Project Costs
Hoyle, Tanner Project No. 927901.01 Phase 52

	<u>CONSTRUCTION (CON)</u>
CONSTRUCTION SUBTOTAL	\$867,835
CONSTRUCTION ENGINEERING (ESTIMATED 10%)	\$87,000
CONSTRUCTION (CON) TOTAL FOR PLANNING	\$954,835

	<u>RIGHT OF WAY (ROW)</u>
EASEMENTS	\$0

	<u>PRELIMINARY ENGINEERING (PE)</u>
PRELIMINARY DESIGN	\$65,000
FINAL DESIGN	\$16,000
SEWERLINE	\$18,000
WATERLINE	\$18,000
BID	\$5,700
PRELIMINARY ENGINEERING (PE) TOTAL	\$122,700

** Reduced PE costs based on similar structure design from Densmore #1*

PROJECT TOTAL COST (CON, ROW, PE) (ROUNDED)	\$1,080,000
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\\HTABURL-FILE\Burlington\HSG\927901 - Densmore Drive Culvert Replacement\4-Design\Reports\Hydraulics Report\Appendix D - Cost Estimates\[PrelimEstOfCost - Brickyard.xlsx]Precast Install

This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not been based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

 Hoyle, Tanner & Associates, Inc. 125 College St. 4th Floor Burlington, VT 05401 (802) 860-	Calc. By:	JAO	Date:	8/2020
	Chck. By:		Date:	
	Chck. By:		Date:	
	Chck. By:		Date:	

Village of Essex Junction
Brickyard Road Culvert Replacement over Indian Brook
Engineers Estimate of Probable Project Costs
Hoyle, Tanner Project No. 927901.01 Phase 52

ITEM NO	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
201.11	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	ACRE	0.2	\$50,000	\$10,000
203.15	COMMON EXCAVATION	CY	500	\$15	\$7,500
203.27	UNCLASSIFIED CHANNEL EXCAVATION	CY	850	\$17	\$14,450
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	CY	90	\$25	\$2,250
203.30	EARTH BORROW	CY	100	\$15	\$1,500
204.20	TRENCH EXCAVATION OF EARTH	CY	0	\$20	\$0
204.30	GRANULAR BACKFILL FOR STRUCTURES	CY	300	\$45	\$13,500
210.10	COARSE-MILLING, BITUMINOUS PAVEMENT	SY	110	\$10	\$1,100
301.15	SUBBASE OF GRAVEL	CY	300	\$40	\$12,000
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	CY	102	\$45	\$4,590
404.65	EMULSIFIED ASPHALT	CWT	6	\$25	\$150
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	TON	120	\$140	\$16,800
406.38	HAND-PLACED BITUMINOUS CONCRETE PAVEMENT, DRIVES	SY	0	\$30	\$0
514.10	WATER REPELLENT, SILANE	GAL	5	\$100	\$500
519.20	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	SY	234	\$30	\$7,019
540.10	PRECAST CONCRETE STRUCTURE	LS	1	\$345,050	\$345,050
601.0815	18" RCP CLASS III	LF	0	\$100	\$0
601.7015	18" CPEPES	EACH	0	\$380	\$0
604.10	CONCRETE CATCH BASIN WITH CAST IRON GRATE	EACH	0	\$2,800	\$0
604.11	CONCRETE MANHOLE WITH CAST IRON COVER	EACH	0	\$5,000	\$0
613.06	E-STONE, TYPE 1	CY	245	\$50	\$12,250
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	LF	336	\$37	\$12,432
616.41	REMOVAL OF EXISTING CURB	LF	318	\$8	\$2,544
618.1	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	126	\$79	\$9,954
635.11	MOBILIZATION/DEMobilIZATION	LS	1	\$68,604	\$68,604
641.10	TRAFFIC CONTROL	LS	1	\$10,000	\$10,000
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	SY	650	\$3	\$1,950
649.31	GEOTEXTILE UNDER STONE FILL	SY	157.5	\$5	\$788
651.15	SEED	LB	15	\$10	\$150
651.18	FERTILIZER	LB	90	\$4	\$360
651.2	AGRICULTURAL LIMESTONE	TON	1	\$550	\$550
651.35	TOPSOIL	CY	100	\$45	\$4,500
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	LS	1	\$9,000	\$9,000
900.645 TD	SPECIAL PROVISION (TEMPORARY DRIVE)	LS	0	\$0	\$0
900.645 SS	SPECIAL PROVISION (8" SANITARY SEWER)	LS	1	\$41,000	\$41,000
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	LS	1	\$30,000	\$30,000
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	LS	1	\$53,000	\$53,000
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	LS	1	\$45,000	\$45,000
900.675	SPECIAL PROVISION (SHARED USE PATH)	SY	170	\$95	\$16,150

CONSTRUCTION (CON)

CONSTRUCTION SUBTOTAL	\$754,639
CONTINGENCY 15%	\$113,196
CONSTRUCTION (CON) TOTAL FOR PLANNING	\$867,835

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This Engineer's Estimate of Probable Project Costs is based on the anticipated scope of work, as well as Hoyle, Tanner's experience with similar projects and our understanding of current industry trends. The estimate is not been based on a final design for this project, and as such, it is preliminary. Fluctuations in material or labor costs affect the project cost.

Hoyle, Tanner
& Associates, Inc.

CORPORATE HEADQUARTERS

150 Dow Street
Manchester, NH 03101

REGIONAL OFFICES

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100 International Drive, Suite 360
Portsmouth, NH 03801

125 College Street, 4th Floor
Burlington, VT 05401

196 Main Street
Winthrop, ME 04364

34 Hayden Rowe Street, #130
Hopkinton, MA 01748

95 E. Mitchell Hammock Road, Suite 200
Oviedo, FL 32765

P.O. Box 11175
St. Thomas, USVI 00801

From: Evan Teich
Sent: Friday, October 9, 2020 7:38 AM
To: Town of Essex Selectboard; Village of Essex Trustees; All Department Heads
Subject: Out and About Event Oct 17 and 18

Just trying to keep you posted. Team Essex has sprung into action on Out and About. The team consists of Brad Luck, Ally Vile, Tammy Getchell, Linda Mahns, Robin Pierce, Owiso Makuku, Annie Cooper, and to a small extent, me.

1. Remember, we received two \$10,000 grants and we are working together.
2. We have agreed to do a total of \$15 per household (broken down to: 1- \$5 voucher and 1- \$10 voucher) with pick up at 75 Maple allowing for small purchases and larger ones so more businesses can get involved and people can spread their money around. I believe \$14,000-15,000 of the \$20,000 grant is set aside for these vouchers.
3. Village and Town businesses have been contacted and are being contacted plus Peter Edelmann at the Essex Experience has jumped right in. Already we have seen others putting on entertainment at their venues.
4. We purchased a banner to go over the dam (turns out we need VB approval Tuesday night). Its date panel is changeable- think annual event or even 3 times a year with or without vouchers. The infrastructure for this is being put in place now. We have also made posters and flyers to go out to the businesses.
5. Bands and entertainment is being supervised by Annie Cooper and we wanted a wide range of acts for all ages We even have a west African funk/fusion band scheduled.
6. Tammy and Linda have done a great job on producing a web page, logos, instruction sheets and getting the word out.
7. Not much for our pw folks to do, except get the banner up. Maybe some minor trash collection.
8. Hours are like 11 am to 7pm (ish)- we wanted it early for kids and not too late because of the cold- vouchers have no set time just that they need to be submitted back to us early enough to process for reimbursement by the state grant deadline.

I am very proud of the team working together to make this event happen in such a short period of time. Spread the word about the event to your employees, neighbors and friends and please join in, socially spaced of course.

Memo

To: Trustees; Evan Teich, Unified Manager

From: Tammy Getchell, Assistant to the Manager; Greg Duggan, Deputy Manager

Re: Public outreach for merger plan and vote

Date: October 9, 2020

Issue

The issue is for the Trustees to discuss public outreach about the plan and November vote on a proposed merger between the Village of Essex Junction and the Town of Essex.

Discussion

Ahead of the Village vote on November 3 on whether or not to approve the plan of merger with the Town of Essex, the Trustees may wish to continue public outreach. To date, the following outreach has happened:

- Public hearings (October 13 and October 27)
- Special meeting warned online, in Burlington Free Press, and posted at Village Offices and other public locations
- New Village website pages added that include the proposed merger charter, warnings, history of merger efforts, Merger Q & A, a summary slide presentation, the Cost of Current Services – Separation Analysis, and links to Greater Essex 2020, the Government Subcommittee work and updated Village Voter Information
- Audio clip of Andrew Brown speaking on *WVMT The Morning Drive* linked to Village website and facebook
- Mailer sent to Village addresses on Oct. 7
- Statement from Andrew Brown about mailer distributed on Front Porch Forum, facebook on Oct. 8
- Planning taking place to set up two tents/booths for Trustees and Selectboard members during the upcoming “Out & About in Essex” event Oct. 17 & 18
- Video on merger added to the home page of website and linked from facebook and Front Porch Forum on Oct. 9
- Event pages set up on facebook for the upcoming public hearings on Oct. 13 & 27 and booths planned for Oct. 17 & 18

Cost

The cost will depend on the extent of the outreach. Costs may include ads in newspapers, video, printed materials, postage, and supplies for in-person outreach. The video cost \$2,200. Estimated costs for ads, mailer and postage are \$4,186.42.

Recommendation

This memo is for discussion purposes.

Memorandum

To: Village Trustees; Evan Teich, Unified Manager
From: Tammy Getchell, Assistant to the Manager 
Re: Request to approve banner for “Out & About in Essex” and waive banner fee
Date: October 9, 2020

Issue

The issue is whether the Trustees will approve a banner for the “Out & About in Essex” event and waive the \$250 banner fee.

Discussion

The Community Development departments for the Town and Village have received grant funding from Restart Vermont to hold a shopping/dining/music event, “Out & About in Essex,” supporting local businesses affected by COVID-19. Town and Village employees and volunteers are planning the event for Oct. 17 & 18 and are requesting to hang a banner over Park Street at the entrance to the Village (by the dam).

Since this is a Village and Town event, the event committee is requesting a waiver of the \$250 banner fee. All other conditions of the banner policy have been met, such as banner size and insurance requirements.

The banner will be up for one week beginning the week of Oct. 12 – Oct. 19.

Cost

Waiving \$250 in banner fee revenue.

Recommendation

It is recommended the Trustees approve a banner for the “Out & About in Essex” event and waive the \$250 banner fee .

(1) 3ft. high x 30ft. wide street banner with 3 per side / 6 total printed vinyl banner panels as shown below
(same for both sides) - \$1,325.00

Banner made according to town of Essex specifications - industry strength with wind flow in material etc.

Color printing = CMYK (process color)



Left panel: 30”h x 72”w

Center panel: 30”h x 156”w

Right panel: 30”h x 72”w

E-mail back approval to: graphics@sbsigns.net



466 Shunpike Rd., Williston, VT 05495
802-879-7969 • 800-696-7289 • info@sbsigns.net

sbsigns.net

SIGNATURE: _____

I have verified that spelling and content are correct. I am satisfied with the document layout. I understand that my document will print EXACTLY as it appears. I assume all responsibility for typographical errors.

Memorandum

To: Village Trustees
From: Tammy Getchell, Assistant to the Manager 
Re: Essential Worker banner request from Essex Rotary Club
Date: September 17, 2020

Issue

The issue is whether the Trustees will approve a request to display a banner in honor of essential workers as organized by the Essex Rotary Club.

Discussion

The Essex Rotary Club has requested to stake a 3' x 5' banner on Village property at 2 Lincoln Street for a five-week period between 10/25/2020 – 11/28/2020. The banner project is organized by the Essex Rotary Club and would honor essential workers. A description of the banner and the project is attached.

Since the banner will not have grommets and be attached to the existing banner framework at 2 Lincoln, Chapter 7, Section 714 of the Village Land Development Code requires an approval by the Board of Trustees for the temporary sign to be staked on Village property.

Cost

The sign is sponsored. There is no cost to the Village.

Recommendation

It is recommended the Trustees consider approval of the request to display the Essential Worker Recognition banner as detailed and presented by the Essex Rotary Club.



Essex Rotary Club

Request approval for 3' x 5' banner to be displayed at 2 Lincoln Street for five weeks

Banner (staked into ground) to honor ten Essential Worker Superstars

Two honoree names displayed on sign per week

10/25/20 – 11/28/20

Requested by Max Levy, Rotary President-Elect 2021-2022



Essential Worker Recognition

- **Two local residents honored per week over five weeks: 10/25/20 – 11/28/20**
 - Public Safety
 - Medical Field
 - Education
 - Food Industry
 - Service
- **Essential Worker** front porch forum®  
 - Advertised in
- **Winners selected by Essex Rotary Club members**
 - Names on banner for one week displayed at 5-Corners
 - \$100 worth of gift certificates from local businesses to each winner

5'

3'



Essex Rotary Club



Honors

★ Essential Worker Superstars ★

Honoree #1 Name Here

Honoree #2 Name Here

The UPS Store™ 

4 Carmichael St., Suite 111, Essex Jct, VT 05452 802-879-6959



MEMORANDUM

TO: Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Gregory Duggan, Deputy Manager
DATE: October 6, 2020
SUBJECT: Extinguish Spring Easement, 14 Corduroy Road

Issue: Whether to extinguish (remove) a “spring” reference from 14 Corduroy Rd deed.

Discussion: Many older municipal stormwater drainage and utility lines crossing private property have not had easements developed or recorded. Normally, development easements are recorded prior to the roads and infrastructure being accepted as municipal infrastructure. We have a partial listing of easement “voids” and work on securing proper easements when issues or other opportunities arise.

While securing an easement to stabilize an existing stormwater pipe, outfall and drainage swale on Corduroy Road, the property owners at 14 Corduroy requested that we remove a Village spring easement noted in their deed. Research indicates that the spring noted is for groundwater/stormwater drainage for the site prior to its development. A revised easement deed has been processed and recorded to maintain the drainage from the Village right of way.

The Village Attorney has prepared the attached documents required to act on this request to extinguish this spring easement on 14 Corduroy Road.

Costs: There are indirect staff costs, public notice as well as legal and attorney fees that have been incurred to date.

Recommendation: It is recommended that the Trustees extinguish the spring easement provision from 14 Corduroy Road property deed.

DEED OF EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS THAT, KARL K. MOODY and **JULIANNE MOODY**, of the Town of Essex in the County of Chittenden and State of Vermont, GRANTORS, in consideration of TEN AND MORE DOLLARS paid to their full satisfaction by the **VILLAGE OF ESSEX JUNCTION**, a Vermont municipal corporation in the County of Chittenden and State of Vermont, GRANTEE, by these presents, have **REMISED, RELEASED AND FOREVER QUITCLAIMED** unto the said Grantee, its successors and assigns forever, rights and easements on, under and through property located in the Town of Essex in the County of Chittenden and State of Vermont, described as follows, viz.:

Being easements over a portion of the same land and premises conveyed to Grantors by Warranty Deed of Mollie M. Ewing and Manford R. Ewing dated April 3, 1992 and recorded in Volume 278 at Pages 569-570 of the Town of Essex Land Records, commonly referred to as 14 Corduroy Road.

Conveyed hereby is a permanent easement for the purposes of maintaining, repairing, reconstructing, and replacing as needed the existing stormwater drainage pipe. Said easement shall be twenty feet (20') in width, the centerline of which shall be the centerline of the existing stormwater drainage pipe where it is located on the property of Grantors. Notwithstanding the foregoing, where the centerline of said pipe is closer than ten feet (10') to the easterly line of the Grantors' property, said easement shall accordingly be less than twenty feet (20') in width.

Also conveyed hereby is a permanent drainage easement to allow for the orderly flow of stormwater from the northern outlet of the aforementioned drainage pipe. Said easement begins at the northern outlet of the aforementioned stormwater drainage pipe, and then proceeds northerly and then westerly to the northern boundary of the Grantors' property. Said easement shall be no wider than the existing drainage channel path.

Also conveyed hereby is a TEMPORARY twenty foot (20') wide construction easement near the northwest corner of the property of the Grantors for the purpose of steep slope stabilization and pipe repair at the aforementioned drainage pipe outlet near the eastern

boundary of the Grantors' property. Such temporary easement shall expire once stabilization and pipe repair is completed, and in any event no later than JANUARY 1, 2021. Such easement shall be in the location marked by Grantors and the agent for Grantee, and shall be used and accessed as mutually agreed upon.

All work performed by Grantee upon the property of Grantors and all use of the easements for the purposes set forth above shall be performed in a reasonable manner, so as to minimize disturbance of Grantors' use and enjoyment of Grantors' property.

Grantors, and their heirs, successors and assigns, shall have the right to make use of the surface of the land subject to the easements granted hereby as long as said use is not inconsistent with the use of the easements by the within Grantee, its successors and assigns, for the purposes aforementioned.

As a condition hereof, Grantee for itself and its successors and assigns, hereby covenants and agrees that, upon completion of construction activities, it shall restore any premises affected by its entry onto the land pursuant to this easement to its prior condition, so far as practicable.

The rights and easements granted hereby are granted without warranty of title.

Grantors, having been fully informed of their right to receive just compensation for the acquisition of the aforementioned rights and easements, hereby acknowledge, waive, and release Grantee from Grantors' right to receive just compensation determined by an appraisal as well as Grantee's obligation (if applicable) to perform and provide an appraisal.

Reference is hereby made to the above-mentioned instruments, the records thereof and the references therein made, all in further aid of this description.

TO HAVE AND TO HOLD all our right and title in and to said quit-claimed easements, with the appurtenances thereof, to the said Grantee, **VILLAGE OF ESSEX JUNCTION**, a Vermont municipality, and Grantee's successors and assigns, to Grantee's own use and behoof forever;

AND FURTHERMORE, we, the said Grantors, **KARL K. MOODY and JULIANNE MOODY**, do for ourselves and our heirs, executors, and administrators, covenant with the said Grantee, **VILLAGE OF ESSEX JUNCTION**, and its successors and assigns, that from and after the signing of these presents, we the said

Grantor, **KARL K. MOODY and JULIANNE MOODY**, will have and claim no right, in, or to the said quitclaimed easements.

KARL K. MOODY and JULIANNE MOODY, hereunto set their hands and seals this 2nd day of October, 2020.

Karl K. Moody
Karl K. Moody

Julianne Moody
Julianne Moody

**STATE OF VERMONT
COUNTY OF CHITTENDEN, SS.**

At Essex Junction, this 2nd day of October, 2020, Karl K. Moody and Julianne Moody personally appeared and acknowledged this instrument, by them sealed and subscribed, to be their free act and deed.



Before me, Hannah Lang
Notary Public
My commission expires: 1/31/21

Essex, Vermont Town Clerk's Office
OCT 05, 2020 11:47 AM
Received for record and recorded in
book: 1048 on page: 256 - 258
Of Essex Land Records
Attest: Susan McNamara-Hill
Town Clerk

NOTICE OF TERMS OF CONVEYANCE OF VILLAGE REAL ESTATE

NOTICE IS HEREBY GIVEN TO THE LEGAL VOTERS OF THE VILLAGE OF ESSEX JUNCTION, pursuant to 24 V.S.A. §1061, that the VILLAGE OF ESSEX JUNCTION proposes to convey certain real property by Quitclaim Deed to Karl and Julianne Moody (the “Moody’s”). The real property to be conveyed unto the Moody’s is more particularly described as follows:

Being an easement to the Village of Essex Junction referenced in a Warranty Deed from Mollie M. Ewing and Manford R. Ewing, Jr. to Karl K. Moody and Julianne Moody dated April 3, 1992 and recorded at Volume 278, Page 569 of the Essex Land Records. The easement is more particularly described as follows:

A drainage easement granted to the Village of Essex Junction which maintains and protects the natural flow and run-off of an existing spring located at the rear of Lots 32 through 37 and Lots 40 through 43, inclusive. Said lots are depicted on **the plan entitled “Essex Park – Phase 2, 3 & 4, a planned residential development,”** prepared by Fitzpatrick – Llewellyn Associates, dated March, 1983, and recorded at Map Slide No. 129 of the Essex Land Records.

Said easement encumbers the property known as 14 Corduroy Road, Essex Junction.

Reference is hereby made to the above-mentioned instruments, the records thereof, the references therein made and their respective records and references in aid of this description.

The Village Board of Trustees proposes to convey the aforesaid premises to the Moody’s with the consideration being an easement from the Moody’s to the Village for stormwater and drainage easements and the transfer of any interest and liabilities the Village may have in and to said parcel of land. The Village Board of Trustees believes the proposed conveyance to be in the best interest of the inhabitants of the Village of Essex Junction.

Pursuant to 24 V.S.A. § 1061, this notice has been posted at three regular posting places in the Village of Essex Junction and will be published in the _____, a newspaper of general circulation within the Village of Essex Junction on or before _____.

If a petition signed by 5% of the legal voters of the Village of Essex Junction objecting to this sale is presented to the Village Clerk within 30 days of the date of the posting and publication of this notice, then the Village will cause the question of whether to convey the property as set forth above at a special or annual meeting called for that purpose.

The Village Board of Trustees will authorize the Unified Manager to effectuate the conveyance, unless the Village receives a petition in accordance with 24 V.S.A. § 1061 (a) by 4:00 p.m. on _____, 2020.

AUTHORIZING RESOLUTION AND CONSENT
OF THE VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

The undersigned, being the Board of Trustees of the Village of Essex Junction, a municipal corporation duly created and validly existing under and pursuant to the **laws of the State of Vermont (the “Village”), hereby resolve as follows:**

WHEREAS, the Village owns an easement across a parcel of land located at 14 Corduroy Road, Essex Junction as referenced in a Warranty Deed from Mollie M. Ewing and Manford R. Ewing, Jr. to Karl K. Moody and Julianne Moody dated April 3, 1992 and recorded at Volume 278, Page 569 of the Essex Land Records (the “Spring **Easement**”);

WHEREAS, the Spring Easement is a drainage easement relative to an existing spring located at the rear of Lots 32 through 37 and Lots 40 through 43, inclusive, as said lots are **depicted on the plan entitled “Essex Park – Phase 2, 3 & 4, a planned residential development,” prepared by Fitzpatrick – Llewellyn Associates,** dated March, 1983, and recorded at Map Slide No. 129 of the Essex Land Records;

WHEREAS, the Village requested additional stormwater and drainage easements across 14 Corduroy Road from Karl K. Moody and Julianne Moody (the “**Moodys**”), and the Moodys have requested in exchange that the Spring Easement be extinguished;

WHEREAS, the Village no longer uses or requires the rights to the Spring Easement;

WHEREAS, the proposed conveyance is in the best interest of the Village and its taxpayers; and

WHEREAS, pursuant to 24 V.S.A. § 1061, the Village will publish notice of the terms of this proposed conveyance in the [NEWSPAPER NAME] on [DATE], and will post notice in three locations in the Village of Essex Junction on [DATE] and this conveyance is expressly contingent on the **Village’s** receipt of any petition pursuant to 24 V.S.A. § 1061(a) by 4:00 p.m. on [30 DAYS AFTER DATE OF PUBLICATION AND POSTING].

NOW THEREFORE, BE IT RESOLVED, that the Village approves the conveyance extinguishing the existing Spring Easement with the consideration being an easement from the Moodys to the Village for stormwater and drainage over 14 Corduroy Road and the transfer of any interest and liabilities the Village may have in and to said Spring Easement;

RESOLVED, that the Village will execute and record a Quitclaim Deed to the Moodys conveying any rights the Village may have to the Spring Easement; and

RESOLVED, that the Village hereby authorizes the Unified Manager to

execute on behalf of the Village any and all necessary and incidental documents, papers and materials, including but not limited to agreements, contracts, assignments, and any and all other documents, written materials or other papers required in connection with the above-described conveyance.

IN WITNESS WHEREOF, the undersigned have executed this Authorizing Resolution and Consent on the dates set forth below.

Dated

By: _____
Andrew Brown, Village President

Dated

By: _____
George A. Tyler, Vice President

Dated

By: _____
Daniel S. Kerin

Dated

By: _____
Raj Chawla

Dated

By: _____
Amber Thibeault

VILLAGE OF ESSEX JUNCTION TRUSTEES
REGULAR MEETING MINUTES
September 24, 2020

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Brad Luck, Director of Essex Junction Recreation & Parks; Robin Pierce, Community Development Director.

OTHERS PRESENT: John Alden, Annie Cooper, Tim Kemerer, Brian Sheldon, Harlan Smith, Irene Wrenner.

1. CALL TO ORDER

Mr. Brown called the meeting of the Village of Essex Junction Trustees to order at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

Trustees noted additional material for Business Item 5h.

Mr. Chawla requested moving Consent Agenda Item 6b (approval to accept \$20,000 records digitization grant) to Business Item 5k.

3. AGENDA APPROVAL

GEORGE TYLER made a motion, and RAJ CHAWLA seconded, that the Board of Trustees approve the agenda as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on agenda

No comments at this time.

5. BUSINESS ITEMS

a. Discussion of Tree Farm operations with Tree Farm Board President

Mr. Brown provided an overview of the Tree Farm property that is jointly owned by the Village of Essex Junction and Town of Essex and noted that day-to-day operations and maintenance of the parcel are overseen by the Tree Farm Management Group. He introduced Jake Hennekey, the Tree Farm Board's president, who said that the parcel is primarily used for soccer, rugby, ultimate frisbee, or parties, and is funded by patron dollars rather than tax dollars. Mr. Hennekey noted that in the last year or so there have been issues with off-leash dogs and dog bite complaints, as well as with sticks and dog feces in the fields, which maintenance workers are spending extra time removing. He added that any new signage around the facility's "no dogs policy" has been met with resistance from the public, and he is requesting help from the Trustees and Selectboard with communicating this message to the public.

Mr. Teich said the Village has had an agreement with the Tree Farm Management Group since 2002 and that the parcel had previously been owned by the State. He noted that the management agreement with the Tree Farm Group was renewed in 2011 for 10 years. He further noted that since the Autumn Pond complex was built next to the property and allows dogs in its units, the Town, Village and the Tree Farm Group have recently seen more issues and complaints around dogs.

**VILLAGE TRUSTEES
(DRAFT)**

September 24, 2020

49 Mr. Chawla noted that the Village is growing and suggested examining the agreement with the Tree Farm
50 Group when it is up for another extension. He also suggested considering portioning off sections of the
51 park to accommodate the growth in use and to refocus some areas of the park for activities other than
52 soccer and rugby.

53
54 Ms. Thibeault suggested that the Trustees and Selectboard jointly review the policies around dogs for the
55 Town and Village as well as the Tree Farm policy around dogs and then discuss the topic further at a joint
56 meeting of the boards. Mr. Brown requested background material on the Tree Farm Board, its financial
57 status, and how this information is accessible to the public.

58
59 Ms. Wrenner provided more detail on the history of the sale of the parcel from the State to the Town and
60 Village.

61
62 Mr. Luck noted that the Village park ordinances are currently being revised and updated, adding that the
63 revisions up for consideration by the Joint Boards will allow dogs in parks except where noted with
64 signage. He further added that the Tree Farm property is included as a park in those ordinance revisions.

65

66 **b. Discussion and possible approval of design of park at 1 Main St for grant application**
67 Mr. Pierce presented a design for the park at 1 Main Street, which will be used to inform a Corrective
68 Action Plan from the State Department of Environmental Conservation (DEC) but is flexible in terms of
69 some of the design elements and vegetation. Mr. Brown expressed concern about the amount of public
70 input into the design of the park. Mr. Tyler spoke of his participation in the charrette and how each
71 participants' designs were different but had common elements, which this design captures. Other
72 Trustees gave positive feedback on the park design.

73
74 Mr. Kemerer asked that the Essex Tree Advisory Committee be given the opportunity to weigh in on tree
75 selection for the park. He suggested adding several additional trees to the plan prior to submission to the
76 State for CAP development.

77
78 Mr. Alden concurred with other speakers about including additional trees in the design. Ms. Cooper and
79 Mr. Shelden also spoke enthusiastically about the plan.

80
81 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the design and**
82 **direct staff to move the project forward through the CCRPC and DEC so that the CAP can be completed.**
83 **The motion passed 5-0.**

84

85 **c. Consider request to waive political sign ordinance prior to November election**
86 Mr. Duggan noted that this agenda item pertains to a request from a resident to waive the political sign
87 ordinance until after the November election. Mr. Duggan added that staff does not recommend waiving
88 the ordinance on safety grounds, as signs in the Village rights-of-way could block views of pedestrians and
89 vehicles.

90
91 Mr. Shelden noted that there were signs that had been removed by the Village's Department of Public
92 Works that were on municipal property but not impeding rights-of-way and expressed concern about
93 that removal occurring inconsistently. He suggested mirroring Vermont transportation laws for two weeks
94 up to the election, which would allow for signs during these two weeks.

95

96 Mr. Chawla expressed concern about the volume of signage on Village property should the ordinance be
97 waived. Mr. Kerin and Ms. Thibeault agreed. Mr. Tyler expressed sympathy about the request to waive
98 the ordinance, but also recognized the challenges with rights-of-way and safety concerns. The Trustees
99 agreed not to waive the political sign ordinance.

100
101 **d. Discussion and possible approval of charter for merger of Village of Essex Junction and Town of**
102 **Essex**

103 Mr. Duggan provided an overview of the latest edits to the merger charter that were made by the Town
104 Selectboard at their meeting on September 21, 2020. Mr. Teich noted that the Town is still waiting to hear
105 from the State on the 3+3 charter change that is currently up for consideration by the legislature. He also
106 noted several areas still under discussion and pending legal opinion, including governance, time period
107 for phase-in, ordinances and how they are approved, and the process of resolving current differences
108 between Village and Town ordinances. The Trustees reviewed the approved edits from the Selectboard.

109
110 **GEORGE TYLER made a motion, DAN KERIN seconded, to approve the above-discussed merger charter.**
111 **The motion passed 5-0.**

112
113 **e. Discussion and possible approval to warn Special Village meeting on November 3**

114 The Trustees reviewed the proposed questions that would be placed on the November 3 ballot, including
115 asking the Village if it approved the plan to merge with the Town of Essex and asking the Village if it should
116 adopt its budget by Australian ballot.

117
118 **GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, that the Trustees warn a special**
119 **Village Meeting for November 3, 2020, for approval of merger plan and adoption of Australian ballot**
120 **and warn public hearings on October 13 and October 27. The motion passed 5-0.**

121
122 **f. Discussion and possible approval to warn public hearings regarding the merger charter**

123 This item was discussed as part of Business Item 5e.

124
125 **g. Discussion and possible approval of sending ballots to all active voters for November 3 election**

126
127 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve sending ballots to**
128 **all active voters for the November 3, 2020 election. The motion passed 5-0.**

129
130 **h. Discussion and possible approval of merger information materials**

131 Mr. Tyler reviewed a PowerPoint, which walks through the details and timeline of the merger. He said the
132 presentation was put together as a response to requests for more information on the merger. He also
133 reviewed a detailed "question and answer" document pertaining to the merger. He anticipates posting
134 the material on the merger website. He further provided an update on a merger video, which would be 4
135 minutes long and feature scenes of Essex Junction with a voiceover reading a script, and which would be
136 posted to YouTube with links posted to Facebook, Front Porch Forum, and the website.

137
138 Mr. Tyler also suggested using the Village Facebook page to ask the public what information they would
139 like to know about the merger. Mr. Brown agreed that Facebook is a good resource and also suggested
140 utilizing Front Porch Forum for similar information-gathering.

141
142 Trustees will submit feedback to Mr. Tyler by the end of the day on September 25, and staff will review
143 any new content to ensure that it is accurate.

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Ms. Wrenner suggested incorporating additional perspectives from residents of the Town Outside the Village to the materials in order to make them more objective.

i. Consider updating mission statement of Village of Essex Junction

Mr. Duggan introduced this item, which came up at a prior Trustee discussion about creating a Policy on Raising of Flags and Painting of Murals on Town of Essex/Village of Essex Junction Property. Mr. Chawla suggested taking time at a later date to thoughtfully update the mission statement, with ample community input, to reference some of Essex’s Heart & Soul values. Mr. Brown suggested revisiting the mission statement in the spring of 2021.

RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, to table the discussion on updating the mission statement of the Village of Essex Junction until an unspecified future meeting. The motion passed 5-0.

j. Discussion and possible action on Policy on Raising of Flags and Painting of Murals on Town of Essex/Village of Essex Junction Property

RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, to table the discussion on a policy on raising flags and painting of murals until an unspecified future meeting. The motion passed 5-0.

k. Approval to accept \$20,000 records digitization grant (was Consent Agenda Item 6a**)**

Mr. Chawla asked if Essex would be engaging an additional commercial entity to conduct this work. Ms. Macy replied that these grant funds are intended to fund ongoing work with an already-engaged vendor.

ANDREW BROWN made a motion, and DAN KERIN seconded, that the Trustees authorize staff to accept the Act 137 Digitization of Land Records Grant for the Village. The motion passed 5-0.

6. CONSENT ITEMS

AMBER THIBEAULT made a motion, and DAN KERIN seconded, that the Trustees approve the Consent Agenda:

- a. ~~Approval to accept \$20,000 records digitization grant (**now Business Item 5k**)~~**
- b. Approve grant application and match funding for LED Beacon light at Lincoln/Central crosswalk**
- c. Approve minutes: September 8, 2020**
- d. Check Warrant #17216—9/11/20; #17217—9/18/20**

The motion passed 5-0.

7. READING FILE:

- a. Email from Jean Mongeon re: Lavoie Drive speed bump/table**
- b. Email from Dawn Hill-Fleury re: Village vote:** Mr. Brown requested that Trustee members assist with ballot mailing if they are available on October 7.
- c. Memo from Greg Duggan and Ron Hoague re: Ordinances in regards to merger of Town of Essex and Village of Essex Junction**
- d. Upcoming meeting schedule**

8. EXECUTIVE SESSION:

- a. *An executive session is not anticipated**

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9. ADJOURN:

RAJ CHAWLA made a motion, and DAN KERIN seconded, that the Trustees adjourn the meeting. The motion passed 5-0 at 10:03 PM.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this _____ day of _____, 2020

(see minutes of this day for corrections, if any)

DRAFT

**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
Monday, September 28, 2020**

SELECTBOARD: Elaine Haney, Chair; Dawn Hill-Fleury; Vince Franco; Patrick Murray; Andy Watts.

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Jill Evans, Essex Community Justice Center Director; Sarah Macy, Assistant Manager/Finance Director; Travis Sabataso, Human Resources Director; Harlan Smith, Grounds & Facilities Director.

OTHERS PRESENT: Wayne Churchill; Diane Clemens; Kevin Collins; Annie Cooper; Renee Dall; Patty Davis; Tracey Delphia; dickins1; Betsy Dunn; Angela Elderton; Richard Hamlin; Rep. Lori Houghton; Adam Kavanaugh; RSM; Tim Miller; Diane Percy; Roseanne Prestipino; Gabrielle Smith; Margaret Smith; Ken Signorello; Sara Stultz; Mike Sullivan; Linda Waite-Simpson; Liz Subin; Irene Wrenner; Lorraine Zaloom; Bridget___; Charlotte _____.

1. CALL TO ORDER

Elaine Haney called the Town of Essex Selectboard to order for the joint meeting with the Village of Essex Junction Board of Trustees at 6:33 PM.

Andrew Brown called the Village of Essex Junction Board of Trustees to order for the joint meeting with the Essex Selectboard at 6:33 PM.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan requested an addition and a change to the agenda:

5h *Discussion of Personnel (Selectboard only)

8a *An executive session is anticipated to discuss the employment of a public employee

3. APPROVE AGENDA

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard accept the agenda. The motion passed 4-0 (Vince Franco not yet in attendance*).

RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees approve the Agenda as amended. The motion passed 4-0 (Andrew Brown not yet in attendance*).

*Multiple attendees noted technical difficulties during this meeting

4. PUBLIC TO BE HEARD

Rep. Houghton made a request for the Trustees to check on what may be happening with the Railroad Ave. building that used to house "Up in Smoke".

Mr. Signorello noted that the chat feature on his Microsoft Teams account was not visible.

Ms. Dunn requested that abatement penalties not be included as part of the municipal fiscal year (FY) 2022 budget when it is being drafted.

5. BUSINESS ITEMS

- a. **Presentation and discussion of Village/Town current budgetary funding analysis and estimated separation numbers**

54 Mr. Tyler introduced Ms. Macy to present a budgetary funding analysis and estimated numbers of
55 a separation of the Town of Essex and Village of Essex Junction, which she created in response
56 to resident requests for more information about how much money is spent currently, on what
57 items, and how this might look if the municipalities separated. Ms. Macy provided an overview of
58 the analysis, including assumptions and variables behind the numbers in the separation section.
59 She explained that the taxes paid in Essex are non-exchange transactions, which may lead some
60 people to see inequities from paying for services they may not use. She also explained how
61 Village taxpayers currently pay more to have equal access to similar services. She talked about
62 the dynamics and mechanisms in the FY21 budgets and her adaptations to reconcile them for
63 the sake of comparison and analysis. She said she also removed grants and user-fees to
64 compare only taxpayer funds. She pointed out Table 5b in her analysis, which shows who pays
65 for what in Essex after these adjustments were made. Ms. Macy walked through how to read the
66 documents she provided for each department, which show tax impacts of separated functions
67 and consolidated functions. She said some departments are more complicated to explain than
68 others.
69

70 Before discussing the last section of the analysis, Ms. Macy encouraged people to think about
71 how they see their community and what they want for it; then to imagine how a separation may
72 impact that vision of Essex. She explained the separation section of the funding analysis. She
73 focused on the Police Department to demonstrate how future departmental variables, that are
74 currently unknown, could significantly change the numbers presented. Ms. Macy explained that
75 the municipal growth rates and service level variables should also be considered.
76

77 The board members all expressed gratitude to Ms. Macy for her work and presentation. Mr.
78 Murray wondered if the merger analysis seemed more consistent than separating and talked
79 about the benefits of having joint municipality efforts to leverage benefits for all. Mr. Brown
80 discussed challenges associated with projecting costs, with an example of building expenses. Mr.
81 Tyler and Mr. Kerin said they envision that the Police Department would be equally shared, even
82 if the municipalities separate. Mr. Tyler said that the municipalities evolved differently, with the
83 Village taking a conservative approach when constructing their budgets. He talked about
84 inequity, reiterating that Village residents pay, on average, \$800 more each year in taxes than
85 people outside the Village. Ms. Macy said that the grand lists for the two municipalities are
86 growing but, even though real estate costs are going up, the average assessed home value is
87 still \$280,000. She said the analysis also assumes that the current tax levy from the Town and
88 Village would stay the same. Mr. Chawla wondered if separating the community may put them in
89 competition with each other for funds and resources, and Mr. Tyler illustrated how the Town and
90 Village both benefit from joint funding applications for Stormwater. Mr. Franco said his question is
91 less about numbers and more about if they want to be a whole community.
92

93 Ms. Zaloom complimented Ms. Macy on her presentation. Ms. Zaloom asked for information
94 about who had been participating in the Racial Sensitivity trainings. Mr. Teich and Ms. Haney
95 shared information with her on this and Mr. Duggan invited people to email their questions to him.
96

97 Rep. Houghton thanked Ms. Macy for her analysis. She said she was not advocating for
98 separation or merger but thought the boards included scare tactics in their discussion. She
99 agreed with Mr. Franco that people should think about what the value of being whole is, and have
100 a vision for success, as they consider why or why not to separate.
101

102 Ms. Cooper expressed gratitude to Ms. Macy for her work. She agreed that Essex residents
103 should step back and consider what people want Essex to be. She also wondered why the
104 Selectboard did not have questions about the complex elements in the presentation.
105

106 Ms. Davis extended her thanks for the signs put up on Saxon Hill Road. She talked about a town
107 in southern Vermont experiencing COVID-19 resettlement. She wondered if a similar population
108 change will take place in Essex, and how this would affect the merger/separation discussion.
109

110 Mr. Signorello said he thinks people do not want merger or separation but want, instead, to be
111 separate and working together. He requested that the meeting which took place immediately
112 prior to this meeting be made public.
113

114 Mr. Sullivan said he wants his taxes to be fair. He thanked Ms. Macy for her hard work and
115 passion for the community. He clarified which southern town Ms. Davis referenced and said it
116 made a case for high speed internet infrastructure.
117

118 Ms. Stultz said that the people who voted down the merger in the past did not want a merger to
119 pass quickly. She said sufficient time has been given this time.
120

121 Ms. Subin said she wanted people to keep in mind that a small and privileged minority is making
122 it difficult to envision a future together.
123

124 Ms. Wrenner said that the communities and neighboring towns could work together if they
125 wanted to, if separated. She said there should be equal voices at the table from both parts of the
126 Town in merger negotiation planning. She expressed gratitude to Ms. Macy for her report and
127 said merger would revoke municipal autonomy, while separation would maintain this.
128

129 Ms. Gabrielle Smith said she wants to stop being unfairly taxed and stop subsidizing a lower tax
130 rate for the Town. She said she wants tax equity across the two parts of the community, and said
131 the numbers in Ms. Macy's analysis illustrate unfair taxation.
132

133 Ms. Dall said she is frustrated with meanness coming from residents of the Town, related to the
134 merger. She said Village residents are put down as "high spending" but the Village residents are
135 frustrated with their high taxes. She said separation is ok, but merger is good.
136

137 Mr. Churchill said it is hard to hear the meanness from the Town. He said it feels like Essex is all
138 together at this point with three possible paths forward: status quo, which he said feels like an
139 insult to the Village from the Town and would continue to allow the Village to "bleed" taxes;
140 separation, which he said would increase taxes for everyone, and seems like a terrible thing; and
141 merger, which he said seems most fair.
142

143 Ms. Delphia suggested that the community digest the numbers presented; take a step back and
144 ask hard questions; and talk to their neighbors, as they hope for the best for the community. She
145 said the numbers do not say yes or no to separation.
146

147 Ms. Haney talked about work that has gone into the merger and next steps.
148

149 **b. Discussion of draft charter for merger of Village of Essex Junction and Town of Essex**

150 Mr. Teich gave an update on where the boards were with the draft charter for merger. He said
151 the Village put a merger question on their November ballot. The Selectboard received a draft of
152 the charter from the Village Trustees with questions for discussion, and the Selectboard sent
153 their comments back to the Village. Mr. Brown confirmed that the Village Trustees approved a
154 charter for the Village's November vote, which incorporated suggestions from the Selectboard.

155 Ms. Haney said the Selectboard still had some details about the draft charter which were being
156 reviewed by the attorney hired to consult on the merger. She said the Selectboard plans to have
157 a final version of the draft charter complete by the end of October, and listening sessions
158 scheduled in November, for feedback from the community. Mr. Brown talked about the
159 differences between draft charters, including the ordinance adoption process and the governance

160 model. Mr. Tyler said the Trustees moved forward with a 3+3+1 governance structure and
161 suggested a moderator could become a seventh vote tiebreaker during annual meeting under a
162 3+3 structure. He said this may remedy the roadblock on this issue. Mr. Murray wondered about
163 the status of the Town's current voter-led charter change and Ms. Haney clarified that Rep.
164 Redmond will reintroduce it to the Vermont House's Government Operations committee in
165 January.
166

167 **c. Discussion of how to update GreaterEssex2020.org**

168 Mr. Duggan asked for direction for how to proceed with updating the GreaterEssex2020.org
169 website. The Selectboard members and Village Trustees agreed that the site should continue to
170 be updated with current information about merger. Mr. Brown said the Trustees have included
171 information on the Village website about the Village vote. Mr. Tyler clarified they used the Village
172 website because the turnaround for getting approval from both boards, to upload to the
173 GreaterEssex2020 site, was too long to keep it up-to-date. Mr. Chawla suggested a link to the
174 Village website be put on the GreaterEssex2020 site to the Village vote information.
175

176 **d. Discussion and potential action on creation and hire of new Assistant Manager**

177 Mr. Teich reviewed job responsibilities for a new Assistant Manager and said the position could
178 be funded mostly from a vacant Project Manager position. He talked about the rigorous workload
179 and high number of responsibilities within the Assistant Manager/Finance Director position,
180 including managing two municipal budgets, two audits, supervising a full Finance Department
181 and managing multiple other municipal departments, while also planning for and attending twice
182 as many municipal meetings compared to other communities. Mr. Duggan talked about some of
183 the efforts that are delayed due to the current workload. Ms. Macy described the dynamic tension
184 of having both jobs.
185

186 The boards discussed the proposed Assistant Manager position. Mr. Murray expressed support
187 of the position but wondered if it could be filled earlier than the suggested timeline. Ms. Macy
188 clarified that currently Essex Town's tax collection is better than average for this time. Mr. Watts
189 said he would prefer to not set a precedent of adding a headcount outside of the budget planning
190 process. He clarified that the intention is to hire in 2021, then add the position to the FY22
191 budget. He wondered if the position could be temporary, but staff pointed out that a temporary
192 position would make it harder to attract candidates. Mr. Brown said he thought the Village should
193 vote on the position, to acknowledge approval of it, but the vote to fund the position should be
194 with the Selectboard. Mr. Tyler said the Trustees need some jurisdiction of the position because
195 it may supervise Village staff. Mr. Tyler expressed concern that adding the position could result in
196 more bureaucracy and encouraged the Town to be fiscally conservative. Mr. Murray reminded
197 the board members that the position was developed because the boards asked staff to explain
198 how they are overloaded and what could be done.
199

200 Ms. Davis wondered if the position could be hired for just the Town outside the Village and if they
201 could wait until January to see how much the Town has grown. Mr. Chawla clarified that,
202 because the Town outside the Village is not a legal entity, a person cannot be hired for only that
203 section of the Town.
204

205 Ms. Cooper said the job description presented was clear and Mr. Teich was clear and confident
206 with the scenarios he presented at the previous Joint meeting in response to the boards' request.
207 She said she supports the proposal.
208

209 Mr. Watts suggested that the economic development objective of the job description also have a
210 related essential function. He also wondered if the position could include equity and inclusion. Mr.
211 Chawla agreed with this and Mr. Tyler asked why equity and inclusion would not be part of the

212 HR Director's position. Mr. Sabataseo clarified that his work with equity and inclusion is focused
213 on staffing, as there is only one full-time employee in HR, not broad-municipality equity and
214 inclusion initiatives.
215

216 **PATRICK MURRAY made a motion, seconded by VINCE FRANCO, that the Selectboard**
217 **approve the creation and hire of an Assistant Manager with details and responsibilities laid**
218 **out in the memo.**

219 Mr. Watts confirmed with Mr. Brown that the position creation has consensus from the Village
220 Trustees. Mr. Chawla thanked staff for the work being done and responding to their request.

221 **The motion passed 5-0.**
222

223 **GEORGE TYLER made a motion, seconded by RAJ CHAWLA, a similar motion as the**
224 **Selectboard, without budgetary implications. The motion passed 5-0.**
225

226 e. **Discussion of budget goals for fiscal year 2022**

227 Mr. Teich requested that the board members set priorities for the FY2022 budget, keeping in
228 mind that the Town budget saw a zero increase in FY2021 due to the impact of COVID. Mr.
229 Murray suggested prioritizing the winter plan and plowing needs of the Town outside the Village,
230 and continuing equity work. Mr. Watts suggested focus on park maintenance (possibly a canoe
231 launch); public works and highway efforts; elimination of the Town outside the Village Highway
232 Tax; the Building Space Needs study; fixing Essex Free Library to address snow and ice
233 problems; constructing a Housing Commission budget; and including a line item in the budget for
234 Equity and Inclusion. Ms. Haney also suggested eliminating the Highway Tax; addressing the
235 Public Works budget and rolling stock move to the Village; establishing transparency with the
236 Capital plan, and reallocating funds from policing to increase funding of the CJC and training. Mr.
237 Tyler said he supports Ms. Haney's suggestion to change the rolling stock process. He also
238 suggested the Town look at how the Village conducts capital planning as a model for how they
239 may want to move forward. He requested that the Town keep in mind that Village taxpayers pay
240 \$800 more each year in taxes so, as they are designing their budget, they are fiscally
241 conservative. Mr. Chawla suggested an increase in stipends for board members and to strategize
242 keeping Town outside the Village plowing off Village taxes. He also suggested considering park
243 needs. Ms. Thibeault suggested that they focus on revenue, not just expenditures, during the
244 budget process, and to align fees with rates of other towns. Mr. Brown suggested looking at the
245 Tree Farm Management Plan; implementing a local option tax; making ballot-mailing permanent;
246 ensuring volunteers are remunerated for meetings; and a review of impact fees. Ms. Wrenner
247 suggested the Highway Tax remain and be used for plowing expenses.
248

249 **Mr. Brown requested a change in the agenda, and the Selectboard members and Trustees**
250 **agreed, for the Trustees to approve the consent agenda and adjourn the meeting early,**
251 **because all items left were intended for Selectboard only.**
252

253 **DAN KERIN made a motion, seconded by RAJ CHAWLA to approve the consent agenda. The**
254 **motion passed 5-0.**
255

256 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Trustees adjourn the**
257 **meeting. The motion passed 5-0.**
258

259 f. **Approve warning for Special Town Meeting on November 3 (Selectboard only)**

260 Mr. Duggan said the Australian ballot vote in November requires a warning of a special town
261 meeting.
262

263 **ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, to warn a special town**
264 **meeting for November 3, 2020. The motion passed 5-0.**
265

266 **g. Approve sending ballots to all active voters for November 3 election (Selectboard only)**
267

268 **ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard**
269 **approve sending ballots to all active voters for the November 2020 election. The motion**
270 **passed 5-0.**
271

272 Ms. Zaloom wondered why the ballots that were sent did not have the districts written onto them.

273 Ms. Hill-Fleury clarified that there is a bar code on each ballot to signify the district.
274

275 **h. *Discussion of Personnel (Selectboard only)**

276 This discussion took place during Executive Session, as item 8a.
277

278 **6. READING FILE**

- 279 a. Memo from Greg Duggan re: Proposed changes to Motor Vehicles, Traffic, and Parking
280 ordinances
281 b. Email from Travis Sabataso re: Unemployment rates
282 c. Email from Bob Stock re: Many thanks for great 2020 Census
283 d. Memo from Jim Jutras re: UVM Corona Virus Research update
284 e. Upcoming meeting schedule
285

286 Mr. Watts and Ms. Haney said they would be attending Vermont League of Cities and Towns
287 town Fair during the week.
288

289 Mr. Murray reminded people to complete census updates, because it will be ending soon.
290

291 **7. CONSENT ITEMS**

- 292 a. Approve minutes: August 20, 2020 (Trustees only); August 25, 2020 (Trustees only)
293 This took place just before item 5f.
294

295 **8. EXECUTIVE SESSION**

- 296 a. An executive session is anticipated to discuss the employment of a public employee
297

298 **ANDY WATTS made a motion, seconded by PATRICK MURRAY, for the Selectboard enter into**
299 **executive session to discuss the employment of a public employee in accordance with 1**
300 **V.S.A. Section 313(a)(3) and to include the Unified Manager, Deputy Manager, Police Chief,**
301 **and Human Resources Director. The motion passed 5-0 at 10:09 PM.**
302

303 **9. ADJOURN**
304

305 **DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO for the Selectboard to exit**
306 **executive session and adjourn the meeting. The motion passed 5-0 at 10:26 PM.**
307

308 Respectfully Submitted,
309 Cathy Ainsworth
310 Recording Secretary
311

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	09/14/20	ULTRA BLK HI TEMP RTV 552025831146	210-43110.610 SUPPLIES	7.81	30482	09/25/20
05290	ADVANCE AUTO PARTS	09/15/20	THRD REP KT Truck #5 552025955592	210-43110.610 SUPPLIES	27.59	30482	09/25/20
05290	ADVANCE AUTO PARTS	09/16/20	Fuel filters 552026055626	210-43110.432 R&M Services - Vehicles	23.80	30482	09/25/20
05290	ADVANCE AUTO PARTS	09/17/20	ELECTRICAL TAPE 3/4 552026131269	210-43110.610 SUPPLIES	34.38	30482	09/25/20
05290	ADVANCE AUTO PARTS	09/23/20	buckets and parts for tru 552026731543	210-43110.610 SUPPLIES	79.17	30482	09/25/20
25055	AQUARIUS LANDSCAPE SPRINK	09/10/20	REPAIR PARK SPRINKLER 546070	210-43117.000 Streetscape Maintenance	67.42	30485	09/25/20
21210	CINTAS LOC # 68M 71 M	09/17/20	shop towels 4061865024	210-43110.610 SUPPLIES	22.27	30494	09/25/20
21210	CINTAS LOC # 68M 71 M	09/15/20	cooler maint. and supplie 5031042519	210-43110.610 SUPPLIES	133.80	30494	09/25/20
38280	CRYSTAL ROCK BOTTLED WATE	09/15/20	Water 17722277 092	210-41946.020 Gen Supplies - 2 Lincoln	2.00	30496	09/25/20
09325	DJ'S TREE SERVICE & LOGGI	09/16/20	tree removal 20761	210-43117.000 Streetscape Maintenance	3600.00	30498	09/25/20
35260	EAST COAST PRINTERS INC	09/07/20	face masks 09012018	210-43110.612 UNIFORMS,BOOTS,ETC	96.00	30501	09/25/20
23215	ESSEX EQUIPMENT INC	09/16/20	HELMET, FORESTRY SYSTEM ST 107641880001	210-43110.612 UNIFORMS,BOOTS,ETC	98.80	30504	09/25/20
05020	ESSEX JCT VILLAGE OF	09/23/20	Funds deposit 20200923	210-15101.000 EXCHANGE - GENERAL	1000.00	30505	09/25/20
21760	FIRST NATIONAL BANK OMAHA	08/25/20	EPR Credit Card August 0492 820	210-45110.530 COMMUNICATIONS	37.49	30508	09/25/20
04035	GOT THAT RENTAL & SALES I	09/14/20	.ROPE,STARTER #4.5 77593	210-43110.610 SUPPLIES	2.97	30513	09/25/20
04035	GOT THAT RENTAL & SALES I	09/15/20	SHOVEL RAZORBACK LHSP 77650	210-43110.610 SUPPLIES	80.97	30513	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/09/20	multi solar accts 8/7-9/7 090920DB	210-41947.023 Electricity - Park St Sch	190.11	30516	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/09/20	multi solar accts 8/7-9/7 090920DB	210-41947.020 Electricity - 2 Lincoln S	102.43	30516	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/09/20	multi solar accts 8/7-9/7 090920DB	210-43115.622 Electricity - St/Traffic	227.16	30516	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/09/20	multi solar accts 8/7-9/7 090920DB	210-43110.622 ELECTRICAL SERVICE	41.76	30516	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/09/20	multi solar accts 8/7-9/7 090920DB	210-41947.022 Electricity - Fire Statio	102.43	30516	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/09/20	multi solar accts 8/7-9/7 090920DB	210-41947.021 Electricity - Brownell	196.19	30516	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/14/20	multi-solar accts 8/12-9/ 091420D	210-43115.622 Electricity - St/Traffic	9789.24	30517	09/25/20
07010	GREEN MOUNTAIN POWER CORP	09/14/20	multi-solar accts 8/12-9/ 091420D	210-43115.622 Electricity - St/Traffic	639.52	30517	09/25/20
08645	LOWES BUSINESS ACCT/SYNCB	07/17/20	BATHROOM DOORKNOBS 09332	210-41320.600 Emergency Prep. Supplies	72.15	30530	09/25/20

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-41320.210	4966.86	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-43110.210	5047.68	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-43151.210	871.26	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-45551.210	8102.11	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-41970.210	1303.64	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-45110.210	7326.44	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag	210-45220.210	1258.01	30536	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
05485	09/20/20	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/	210-45551.442	80.72	30538	09/25/20
		69588665 Rental of Equipment				
05485	09/20/20	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/	210-45551.442	80.74	30538	09/25/20
		69588665 Rental of Equipment				
05485	09/20/20	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/	210-43110.442	72.59	30538	09/25/20
		69588665 EQUIPMENT RENTALS				
05485	09/20/20	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/	210-41320.442	138.97	30538	09/25/20
		69588665 LEASED SERVICES				
06675	09/18/20	NATIONAL BUSINESS TECHNOL Copier usages 8/18-9/17/2	210-45551.442	18.91	30539	09/25/20
		IN385695 Rental of Equipment				
06675	09/18/20	NATIONAL BUSINESS TECHNOL Copier usages 8/18-9/17/2	210-43110.442	0.56	30539	09/25/20
		IN385695 EQUIPMENT RENTALS				
06675	09/18/20	NATIONAL BUSINESS TECHNOL Copier usages 8/18-9/17/2	210-41320.442	11.27	30539	09/25/20
		IN385695 LEASED SERVICES				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-41320.210	341.97	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-41510.210	70.86	30542	09/25/20
		100120V Group Insurance				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-43110.210	358.28	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-43151.210	52.03	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-45551.210	609.54	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-41970.210	74.38	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-45110.210	535.16	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill	210-45220.210	70.86	30542	09/25/20
		100120V HEALTH INS & OTHER BENEFIT				
26275	09/10/20	PHONE SOAP LLC XL:HomeSoap Black covid s	210-41320.600	360.00	30547	09/25/20
		2370 Emergency Prep. Supplies				
25140	09/15/20	PIKE INDUSTRIES INC Asphalt	210-43120.610	561.88	30548	09/25/20
		1100594 Summer Const - Supplies				
25140	09/18/20	PIKE INDUSTRIES INC Asphalt	210-43120.610	581.12	30548	09/25/20
		1102126 Summer Const - Supplies				

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
24410	09/13/20	PRIORITY EXPRESS INC COURIER SERVICES 80272038	210-45551.536 POSTAGE/DELIVERY	41.48	30549	09/25/20
37430	09/04/20	R R CHARLEBOIS INC repair Truck #5 09/04/20D	210-43110.432 R&M Services - Vehicles	854.90	30550	09/25/20
37965	09/14/20	S D IRELAND CONCRETE Rivendell 85223	210-43124.570 Sidewalk and Curb Mainten	242.00	30553	09/25/20
37965	09/16/20	S D IRELAND CONCRETE 84 Park Street 85320	210-43124.570 Sidewalk and Curb Mainten	344.00	30553	09/25/20
29835	09/14/20	SHERWIN-WILLIAMS ACETONE-5-SW 21949	210-43123.730 Traffic Control	310.05	30556	09/25/20
29835	09/21/20	SHERWIN-WILLIAMS paint 68840	210-43110.610 SUPPLIES	24.01	30556	09/25/20
37680	08/31/20	TARRANT, GILLIES & RICHA Legal services for merger 14136	210-41320.330 OTHER PROFESSIONAL SERVIC	580.00	30559	09/25/20
11815	09/07/20	THE ROYAL GROUP INC BATTERIES FOR CODED LOCK 671648	210-41942.020 R&M Bldg - 2 Lincoln St	117.25	30560	09/25/20
V2243	07/08/20	TRI-ANGLE METAL FAB FLAG POLE, LOWER 1077154	210-43117.000 Streetscape Maintenance	165.00	30562	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-41320.210 HEALTH INS & OTHER BENEFI	67.57	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-41510.210 Group Insurance	13.61	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-43110.210 HEALTH INS & OTHER BENEFI	67.94	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-43151.210 HEALTH INS & OTHER BENEFI	10.01	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-45551.210 HEALTH INS & OTHER BENEFI	105.57	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-41970.210 HEALTH INS & OTHER BENEFI	18.76	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-45110.210 HEALTH INS & OTHER BENEFI	86.81	30566	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	210-45220.210 HEALTH INS & OTHER BENEFI	13.61	30566	09/25/20
05485	09/20/20	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/ 69588665	225-45122.442 Rental of Equipment	94.15	30538	09/25/20
06675	09/18/20	NATIONAL BUSINESS TECHNOL Copier usages 8/18-9/17/2 IN385695	225-45122.442 Rental of Equipment	0.12	30539	09/25/20
21760	08/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card August 0492 820	226-45120.610 SUPPLIES	1984.32	30508	09/25/20
21760	08/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card August 0492 820	226-45115.610 SUPPLIES	-240.99	30508	09/25/20
21760	08/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card August 0492 820	226-45120.610 SUPPLIES	-112.32	30508	09/25/20
21760	08/25/20	FIRST NATIONAL BANK OMAHA EPR Credit Card August 0492 820	226-45115.330 OTHER PROFESSIONAL SVCS	47.37	30508	09/25/20
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag 100120V	226-45120.210 HEALTH INS & OTHER BENEFI	1303.64	30536	09/25/20
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag 100120V	226-45121.210 HEALTH INS & OTHER BENEFI	4966.86	30536	09/25/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
05485	09/20/20	NATIONAL BUSINESS LEASING	Copier leases 9/15-10/14/	226-45110.442	177.89	30538	09/25/20
			69588665	Equipment Rentals			
06675	09/18/20	NATIONAL BUSINESS TECHNOL	Copier usages 8/18-9/17/2	226-45110.442	280.26	30539	09/25/20
			IN385695	Equipment Rentals			
24960	09/15/20	NORTHEAST DELTA DENTAL	Dental Prem Oct 2020 Vill	226-45120.210	334.71	30542	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
24960	09/15/20	NORTHEAST DELTA DENTAL	Dental Prem Oct 2020 Vill	226-45121.210	341.96	30542	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
24855	09/24/20	PETTY CASH - CAITLIN FAY	EJRP Petty Cash Reimburse	226-45115.610	29.96	30546	09/25/20
			092420D	SUPPLIES			
24855	09/24/20	PETTY CASH - CAITLIN FAY	EJRP Petty Cash Reimburse	226-45110.500	103.15	30546	09/25/20
			092420D	TRAINING, CONF, DUES			
24855	09/24/20	PETTY CASH - CAITLIN FAY	EJRP Petty Cash Reimburse	226-45123.610	29.20	30546	09/25/20
			092420D	Supplies			
21230	09/20/20	VISION SERVICE PLAN (CT)	Vision Prem Oct 20 Villag	226-45120.210	84.42	30566	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
21230	09/20/20	VISION SERVICE PLAN (CT)	Vision Prem Oct 20 Villag	226-45121.210	67.56	30566	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
23435	08/31/20	CHAMPLAIN WATER DISTRICT	Water Village Aug 2020	254-43200.412	1015.95	30492	09/25/20
			083120V	STATE WATER TAX			
23435	08/31/20	CHAMPLAIN WATER DISTRICT	Water Village Aug 2020	254-43210.412	5012.25	30492	09/25/20
			083120V	STATE WATER TAX - GF			
23435	08/31/20	CHAMPLAIN WATER DISTRICT	Water Village Aug 2020	254-43200.411	55318.18	30492	09/25/20
			083120V	CWD WATER PURCHASE			
23435	08/31/20	CHAMPLAIN WATER DISTRICT	Water Village Aug 2020	254-43210.411	223546.35	30492	09/25/20
			083120V	CWD WATER PURC - GF			
40025	09/17/20	E J PRESCOTT INC	2X40 K COPPER TUBE	254-43200.614	531.20	30500	09/25/20
			5766363	DISTRIBUTION MATERIALS			
07010	09/14/20	GREEN MOUNTAIN POWER CORP	multi-solar accts 8/12-9/	254-43200.622	55.73	30517	09/25/20
			091420D	ELECTRICAL SERVICE			
23080	09/09/20	MVP HEALTH CARE INC	Health Prem Oct 20 Villag	254-43200.210	4526.23	30536	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
24960	09/15/20	NORTHEAST DELTA DENTAL	Dental Prem Oct 2020 Vill	254-43200.210	261.89	30542	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
21230	09/20/20	VISION SERVICE PLAN (CT)	Vision Prem Oct 20 Villag	254-43200.210	48.71	30566	09/25/20
			100120V	HEALTH INS & OTHER BENEFI			
14685	08/31/20	ALLIANCE MECHANICAL INC	Chem Lab Heat Pump	255-43200.570	733.58	30483	09/25/20
			043922	MAINTENANCE OTHER			
14685	08/31/20	ALLIANCE MECHANICAL INC	TM- Service 1 Buderus boi	255-43200.570	263.00	30483	09/25/20
			043924	MAINTENANCE OTHER			
23455	09/10/20	CHITTENDEN SOLID WASTE DI	88.27 WT Grasslands	255-43200.568	7755.40	30493	09/25/20
			20207ESS	SLUDGE MANAGEMENT			
06870	09/18/20	ENDYNE INC	Weekly TKN	255-43200.577	35.00	30502	09/25/20
			345963	CONTRACT LABORATORY SERVI			
18000	09/23/20	FERGUSON WATERWORKS #590	Yard Hydrant adapters	255-43200.570	622.80	30506	09/25/20
			0980912	MAINTENANCE OTHER			
18000	09/22/20	FERGUSON WATERWORKS #590	yard hydrants	255-43200.570	91.27	30506	09/25/20
			0981157	MAINTENANCE OTHER			
18000	09/23/20	FERGUSON WATERWORKS #590	Yard Hydrants various mat	255-43200.570	442.13	30506	09/25/20
			0981465	MAINTENANCE OTHER			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
09050	09/15/20	HACH COMPANY REAGENT SETs, 12120585	255-43200.618 SUPPLIES - LABORATORY	585.80	30519	09/25/20
09050	09/15/20	HACH COMPANY REAGENT SETs, 12120585	255-43200.570 MAINTENANCE OTHER	507.92	30519	09/25/20
09050	09/16/20	HACH COMPANY NITRITE, TNT+ LR 0.015-0. 12122320	255-43200.618 SUPPLIES - LABORATORY	172.60	30519	09/25/20
V10347	09/18/20	J.C. EHRLICH Sept PEST SERVICE 8190999	255-43200.570 MAINTENANCE OTHER	74.00	30524	09/25/20
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag 100120V	255-43200.210 HEALTH INS & OTHER BENEFIT	7569.80	30536	09/25/20
05485	09/20/20	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/ 69588665	255-43200.442 Rental of Equipment	80.74	30538	09/25/20
06675	09/18/20	NATIONAL BUSINESS TECHNOL Copier usages 8/18-9/17/2 IN385695	255-43200.442 Rental of Equipment	31.00	30539	09/25/20
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill 100120V	255-43200.210 HEALTH INS & OTHER BENEFIT	454.15	30542	09/25/20
36825	09/18/20	THE SMALL ENGINE CO INC blade 087680	255-43200.570 MAINTENANCE OTHER	87.48	30561	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	255-43200.210 HEALTH INS & OTHER BENEFIT	96.97	30566	09/25/20
14685	08/31/20	ALLIANCE MECHANICAL INC HS pump station- TM Beder 043925	256-43200.434 PUMP STATION MAINTENANCE	119.00	30483	09/25/20
07010	09/09/20	GREEN MOUNTAIN POWER CORP multi solar accts 8/7-9/7 090920DB	256-43200.622 ELECTRICAL SERVICE	89.33	30516	09/25/20
07010	09/09/20	GREEN MOUNTAIN POWER CORP multi solar accts 8/7-9/7 090920DB	256-43220.001 SUSIE WILSON PS COSTS	49.19	30516	09/25/20
07010	09/09/20	GREEN MOUNTAIN POWER CORP multi solar accts 8/7-9/7 090920DB	256-43220.002 WEST ST PS COSTS	62.03	30516	09/25/20
07010	09/14/20	GREEN MOUNTAIN POWER CORP multi-solar accts 8/12-9/ 091420D	256-43200.622 ELECTRICAL SERVICE	376.86	30517	09/25/20
23080	09/09/20	MVP HEALTH CARE INC Health Prem Oct 20 Villag 100120V	256-43200.210 HEALTH INS & OTHER BENEFIT	3234.33	30536	09/25/20
24960	09/15/20	NORTHEAST DELTA DENTAL Dental Prem Oct 2020 Vill 100120V	256-43200.210 HEALTH INS & OTHER BENEFIT	175.92	30542	09/25/20
21230	09/20/20	VISION SERVICE PLAN (CT) Vision Prem Oct 20 Villag 100120V	256-43200.210 HEALTH INS & OTHER BENEFIT	33.97	30566	09/25/20

09/25/20

Town of Essex / Village of EJ Accounts Payable

02:11 pm

Check Warrant Report # 17218 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 09/25/20 To 09/25/20 & Fund 2

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

		Report Total		376186.89		
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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	09/17/20	Sept. 6-Oct. 3 Cleaning 5342	210-41943.020 Contractual Svc - 2 Linco	600.00	30604	10/02/20
14400	ABOVE AND BEYOND	09/17/20	Sept. 6-Oct. 3 Cleaning 5342	210-41943.021 Contractual Svcs - Browne	2212.75	30604	10/02/20
42665	AMAZON/SYNCB	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	210-45110.610 SUPPLIES	346.43	30606	10/02/20
42665	AMAZON/SYNCB	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	210-41320.600 Emergency Prep. Supplies	256.97	30606	10/02/20
07465	BIBENS ACE HARDWARE INC	09/01/20	21.56 39010	210-41942.020 R&M Bldg - 2 Lincoln St	21.56	30608	10/02/20
07465	BIBENS ACE HARDWARE INC	09/24/20	Batteries for thermostat 39226	210-41942.020 R&M Bldg - 2 Lincoln St	16.99	30608	10/02/20
16030	BROWN ELECTRIC	09/25/20	lamp post on Main 35111	210-43115.610 Street Lights Supplies/Ma	786.81	30610	10/02/20
26360	CACTUSHEAD PUPPETS	09/02/20	Youth Programs CHP9302020	210-45551.837 CHILDRENS PROGRAMS	25.00	30611	10/02/20
26360	CACTUSHEAD PUPPETS	09/02/20	Youth Programs CHP9302020	210-49340.006 LIBRARY GRANT EXPENDITURE	200.00	30611	10/02/20
V04609	CENTER POINT LARGE PRINT	09/01/20	ADULT COLLECTION 1788111	210-45551.640 ADULT COLLECTION-PRINT &	93.48	30613	10/02/20
04940	COMCAST	03/19/20	Internet 2 Lincoln 3/26-4 0136343 320	210-41945.020 Telephone - 2 Lincoln St	153.35	30618	10/02/20
04940	COMCAST	03/19/20	Internet 2 Lincoln 3/26-4 0136343 320	210-33582.005 Town contribution other	-153.35	30618	10/02/20
04940	COMCAST	09/19/20	Internet 2 Lincoln 9/26-1 0136343 920	210-41945.020 Telephone - 2 Lincoln St	153.35	30619	10/02/20
04940	COMCAST	09/19/20	Internet 2 Lincoln 9/26-1 0136343 920	210-33582.005 Town contribution other	-153.35	30619	10/02/20
04940	COMCAST	09/03/20	Cable TV 9/10-10/10 EJFD 02077220 920	210-41945.022 Telephone - Fire Station	21.34	30621	10/02/20
31545	COSTCO #314	09/14/20	Supplies 227010091420	210-42220.610 SUPPLIES	502.19	30623	10/02/20
25715	DONALD L. HAMLIN CONSULT	09/24/20	VEJ-West Street Paving 20803 092420	210-43120.610 Summer Const - Supplies	5333.98	30627	10/02/20
35260	EAST COAST PRINTERS INC	09/01/20	Gaiters 08202033	210-42220.612 UNIFORMS,BOOTS,ETC	810.00	30629	10/02/20
V10576	ECOPIXEL LLC	10/01/20	Oct web hosting 2849	210-41320.530 COMMUNICATIONS	129.00	30630	10/02/20
24045	EMPIRE JANITORIAL SUPPLY	09/14/20	Hand Soap 2061031	210-45220.610 SUPPLIES	93.00	30631	10/02/20
05550	ESO SOLUTIONS INC	09/22/20	Software Platform Convers ESO41312	210-42220.570 MAINTENANCE OTHER	8550.50	30633	10/02/20
23215	ESSEX EQUIPMENT INC	09/29/20	SCREW,LAG EYE 1/2 107657220001	210-43110.610 SUPPLIES	14.49	30635	10/02/20
21150	FINDAWAY LLC	09/18/20	YOUTH COLLECTION 328961	210-45551.641 JUVEN COLLECTION-PRNT & E	69.99	30639	10/02/20
26305	FIREBIRD CAFE	08/16/20	Open and Outside Vouchers 081620D	210-41335.812 NEW PROGRAMS	1200.00	30640	10/02/20
21845	FIRST NATIONAL BANK OMAHA	09/18/20	ADULT AND YOUTH PROGRAMS 0017 920	210-45551.837 CHILDRENS PROGRAMS	65.35	30642	10/02/20

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21845	09/18/20	FIRST NATIONAL BANK OMAHA ADULT AND YOUTH PROGRAMS	0017 920	210-45551.836 ADULT PROGRAMS	163.86	30642	10/02/20
21740	07/24/20	FIRST NATIONAL BANK OMAHA Evan Credit Card Bill	9572 720	210-41320.340 COMPUTER EXPENSES	302.64	30643	10/02/20
45400	09/11/20	FIRST NATIONAL BANK OMAHA Firebird cafe mtg	091120D	210-41970.610 SUPPLIES	31.02	30644	10/02/20
19005	09/15/20	FIRSTLIGHT FIBER Telephone	7834844	210-41945.022 Telephone - Fire Station	50.37	30645	10/02/20
07010	09/09/20	GREEN MOUNTAIN POWER CORP MSP Power August	508532417489	210-41947.026 Electricity - Maple St	664.85	30651	10/02/20
07010	09/09/20	GREEN MOUNTAIN POWER CORP MSP Power August	904431072239	210-41947.026 Electricity - Maple St	40.99	30652	10/02/20
24420	09/24/20	HERITAGE FORD Mirror	261350	210-42220.432 VEHICLE MAINTENANCE	461.04	30654	10/02/20
26285	08/14/20	LATTRELL ERICK Open and Outside music ev	0010	210-41335.812 NEW PROGRAMS	250.00	30662	10/02/20
26345	09/19/20	LECLAIR HANDYMAN SERVICES Parking barrier	EJ1	210-41335.810 COMMUNITY EVENTS & PROGRA	159.00	30663	10/02/20
29340	09/24/20	O'BRIEN & SONS, INC. MSP Benches repairs	I201009IN	210-45220.434 MAINTENANCE-BUILDINGS/GRO	622.00	30672	10/02/20
25635	09/23/20	PIONEER MANUFACTURING CO Airless Pump field painte	INV768389	210-45220.610 SUPPLIES	495.00	30675	10/02/20
24410	09/20/20	PRIORITY EXPRESS INC COURIER SERVICE	80272039	210-45551.536 POSTAGE/DELIVERY	41.48	30678	10/02/20
24410	09/27/20	PRIORITY EXPRESS INC COURIER SERVICE	80272040	210-45551.536 POSTAGE/DELIVERY	43.36	30678	10/02/20
22840	09/17/20	RIES DANIEL Lock Work bath house	I200917405	210-41942.026 R&M Bldg - Maple St Park	316.00	30682	10/02/20
03330	08/20/20	SAPUPPO-STULTZ SARA MICHE JOINT MTG 8/20	003	210-41320.530 COMMUNICATIONS	83.06	30686	10/02/20
36130	09/18/20	VERIZON WIRELESS WIRELESS CELL SERVICE	9863102513	210-43110.530 Communications	35.01	30694	10/02/20
22070	09/25/20	VILLAGE COPY & PRINT INC. Ballot envelope printing	8174	210-41320.820 ELECTIONS	249.50	30695	10/02/20
23395	09/08/20	VILLAGE HARDWARE - WILLIS 3/8x400 WHT Braid Rope	511992	210-43110.610 SUPPLIES	46.60	30696	10/02/20
29825	09/22/20	VT GAS SYSTEMS MSP VT Gas September	1578756 920	210-41948.026 Natural Gas - Maple St	39.32	30699	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20	20296	210-41948.020 Natural Gas - 2 Lincoln	91.28	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20	20296	210-41948.023 Natural Gas - Park St Sch	172.95	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20	20296	210-43110.623 HEATING/NATURAL GAS	70.01	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20	20296	210-41948.022 Natural Gas - Fire Statio	51.64	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20	20296	210-41948.021 Natural Gas - Brownell	91.45	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS MSP VT Gas September	810044 920	210-41948.026 Natural Gas - Maple St	82.92	30702	10/02/20

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07565	09/11/20	Gloves safety 213660836	210-45220.610 SUPPLIES	32.97	30704	10/02/20
07565	09/22/20	Cleaner 213957583	210-45220.610 SUPPLIES	66.60	30704	10/02/20
07565	09/23/20	Vacuum Bags 214000677	210-45220.610 SUPPLIES	167.88	30704	10/02/20
V9941	08/11/20	Background Check LM 081120 A	210-41320.330 OTHER PROFESSIONAL SERVIC	30.00	37388344	10/02/20
V9941	08/30/20	Medical Supplies 39146521 CF	210-42220.615 EMS SUPPLIES	56.15	37388344	10/02/20
V9941	08/18/20	FIRE DEPT SUPPLIES AMAZON B	210-42220.889 ROUTINE EQUIPMENT PURCHAS	78.37	37388344	10/02/20
V9941	09/01/20	9/1 MNTHLY INVOICE SHUTTERSTK	210-41320.530 COMMUNICATIONS	14.50	37388344	10/02/20
42665	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	226-45115.610 SUPPLIES	348.92	30606	10/02/20
42665	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	226-45120.610 SUPPLIES	1235.71	30606	10/02/20
42665	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	226-45121.610 SUPPLIES	255.49	30606	10/02/20
42665	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	226-45123.610 Supplies	6499.91	30606	10/02/20
42665	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	226-45122.610 Supplies	40.02	30606	10/02/20
42665	09/10/20	EJRP Amazon Aug/Sept 0432266 0920	226-45122.610 Supplies	-170.00	30606	10/02/20
17045	09/28/20	Blueprint Basketball Fees 092820D	226-45115.330 OTHER PROFESSIONAL SVCS	4308.00	30607	10/02/20
25075	09/02/20	Jr Hornets/Youth Soccer P 090220D	226-45115.330 OTHER PROFESSIONAL SVCS	2100.00	30636	10/02/20
24830	09/21/20	Summit RecKids Snack 374634	226-45120.610 SUPPLIES	141.61	30681	10/02/20
24830	09/21/20	Summit RecKids Snack 376181	226-45120.610 SUPPLIES	233.65	30681	10/02/20
24830	09/21/20	Founders RecKids Snack 377111	226-45120.610 SUPPLIES	138.41	30681	10/02/20
24830	09/21/20	EES RecKids Snack 377127	226-45120.610 SUPPLIES	82.29	30681	10/02/20
24830	09/22/20	Fleming RecKids Snack 377639	226-45120.610 SUPPLIES	192.53	30681	10/02/20
24830	09/28/20	Hiawatha RecKids Snack 379094	226-45120.610 SUPPLIES	93.87	30681	10/02/20
23495	09/21/20	RecKids Bus Cinemas to Me 70108472	226-45120.580 TRAVEL	290.80	30690	10/02/20
36130	09/18/20	WIRELESS CELL SERVICE 9863102513	226-45121.610 SUPPLIES	48.54	30694	10/02/20
07565	09/16/20	SLS Water 213790066	226-45123.610 Supplies	284.70	30704	10/02/20
07565	09/22/20	Sanitizing Wipes 213957975	226-45123.610 Supplies	84.90	30704	10/02/20

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07565	09/25/20	W B MASON CO INC Plastic Jugs 214091285	226-45123.610 Supplies	134.98	30704	10/02/20
25715	09/15/20	DONALD L. HAMLIN CONSULT VEJ-Crescent Connector Pr 12833 091520	230-46801.008 CRESCENT CONNECTOR	3221.50	30627	10/02/20
25715	09/24/20	DONALD L. HAMLIN CONSULT VEJ-Lamoille Street Recon 19805 092420	230-46801.021 Lamoille Water Line Repl	11774.41	30627	10/02/20
25715	09/24/20	DONALD L. HAMLIN CONSULT VEJ-Mansfield Gravel Wetl 20802 092420	230-46801.710 BRICK/MANSF STRM CA0462	15153.10	30627	10/02/20
V9632	09/18/20	HOYLE, TANNER & ASSOC, IN Densmore Dr. 8-9 thru 9-5 0063431	230-46801.022 Densmore Dr, FEMA	13321.50	30655	10/02/20
25715	09/24/20	DONALD L. HAMLIN CONSULT VEJ-Fairview PRV 18808 25-Sep	254-43330.010 Fairview Drive PRV	3541.35	30627	10/02/20
25715	09/24/20	DONALD L. HAMLIN CONSULT VEJ-Lamoille Street Recon 19805 092420	254-43330.009 Lamoille St Water Line	5799.34	30627	10/02/20
40025	09/23/20	E J PRESCOTT INC 4- 1/2-5-1/2 SERVICE BOX 5768586	254-43200.610 SUPPLIES	521.82	30628	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20 20296	254-43200.623 HEATING/NATURAL GAS	39.32	30700	10/02/20
07465	09/28/20	BIBENS ACE HARDWARE INC supplies and hydrant work 828574	255-43200.570 MAINTENANCE OTHER	74.94	30608	10/02/20
11870	09/25/15	CVC PAGING Annual Pager 'AIRTIME FEE 8786943	255-43200.535 TELEPHONE SERVICES	105.00	30625	10/02/20
06870	09/28/20	ENDYNE INC NY Bi-Monthly 346940	255-43200.491 CONTRACTUAL SERVICES	316.00	30632	10/02/20
23215	08/27/20	ESSEX EQUIPMENT INC LINE,TRIMMER X-SHAPE 107617750001	255-43200.570 MAINTENANCE OTHER	38.49	30635	10/02/20
23215	09/28/20	ESSEX EQUIPMENT INC Hydrant Threader 107646880001	255-43200.570 MAINTENANCE OTHER	490.00	30635	10/02/20
23215	09/29/20	ESSEX EQUIPMENT INC yard Hydrant Excavation 107655630001	255-43200.570 MAINTENANCE OTHER	505.19	30635	10/02/20
23215	09/29/20	ESSEX EQUIPMENT INC SHACKLE,SCREW PIN 107657600001	255-43200.570 MAINTENANCE OTHER	31.60	30635	10/02/20
38955	09/22/20	F W WEBB COMPANY hydrants 244428	255-43200.570 MAINTENANCE OTHER	66.34	30638	10/02/20
07010	09/21/20	GREEN MOUNTAIN POWER CORP 39 Cascade 8/19/20-9/18/2 0132407920	255-43200.622 ELECTRICAL SERVICE	8274.47	30649	10/02/20
09050	09/16/20	HACH COMPANY 2 COLORIMETER ASSY, 510NM 12124593	255-43200.570 MAINTENANCE OTHER	1006.00	30653	10/02/20
33195	09/23/20	LIMOGE & SONS GARAGE DOOR MAIN BOARD Dewatering RS 69567TE	255-43200.570 MAINTENANCE OTHER	645.00	30664	10/02/20
V1661	09/22/20	NORTH CENTRAL LABORATORIE Asstd Supplies 444662	255-43200.618 SUPPLIES - LABORATORY	1396.12	30671	10/02/20
V2159	09/24/20	SURPASS CHEMICAL CO INC 5040 Gal Sodium Hypochlor 351054	255-43200.619 CHEMICALS	4651.92	30691	10/02/20
36130	09/18/20	VERIZON WIRELESS WIRELESS CELL SERVICE 9863102513	255-43200.570 MAINTENANCE OTHER	40.01	30694	10/02/20
23395	09/28/20	VILLAGE HARDWARE - WILLIS Tubing 512057	255-43330.014 VPIC HydroFlow Unit	34.06	30696	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20 20296	255-43200.623 HEATING/NATURAL GAS	729.04	30700	10/02/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	09/24/20	W B MASON CO INC PAPER.FLGSHP BRIGHTS.5X11 214056569	255-43200.610 SUPPLIES	29.99	30704	10/02/20
34995	09/29/20	MCMASTER CARR SUPPLY CO River St parts 46327893	256-43200.434 PUMP STATION MAINTENANCE	306.71	30666	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20 20296	256-43200.623 HEATING/NATURAL GAS	46.07	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20 20296	256-43220.001 SUSIE WILSON PS COSTS	42.31	30700	10/02/20
29825	09/22/20	VT GAS SYSTEMS 8/18/20-9/18/20 20296	256-43220.002 WEST ST PS COSTS	41.57	30700	10/02/20
Report Total				----- 115039.15 =====		

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	09/28/20	OIL FILTER 2019 Chev. Sil 552027256288	210-43110.610 SUPPLIES	77.92	30709	10/09/20
05290	ADVANCE AUTO PARTS	09/29/20	Hex Bolt 3 PC DORMN 552027331810	210-43110.610 SUPPLIES	9.21	30709	10/09/20
05290	ADVANCE AUTO PARTS	09/30/20	wiper blade 2007 Ford F25 552027456331	210-43110.432 R&M Services - Vehicles	69.84	30709	10/09/20
05290	ADVANCE AUTO PARTS	10/01/20	Air 1 EA CQBLU Prinoth 552027531895	210-43110.432 R&M Services - Vehicles	40.06	30709	10/09/20
05290	ADVANCE AUTO PARTS	10/01/20	AIR FILTER EA 552027531901	210-43110.432 R&M Services - Vehicles	39.38	30709	10/09/20
05290	ADVANCE AUTO PARTS	10/01/20	Air 1 EA CQBLU for Wacke 552027556414	210-43110.432 R&M Services - Vehicles	53.71	30709	10/09/20
05290	ADVANCE AUTO PARTS	10/02/20	Microfiber Towel 25 PA A 552027631927	210-43110.610 SUPPLIES	21.14	30709	10/09/20
05290	ADVANCE AUTO PARTS	10/02/20	ENGINE CLNRBRT 552027631935	210-43110.432 R&M Services - Vehicles	36.72	30709	10/09/20
05290	ADVANCE AUTO PARTS	10/02/20	primer 552027631941	210-43110.610 SUPPLIES	37.08	30709	10/09/20
42665	AMAZON/SYNCB	09/10/20	YOUTH MATERIALS PROGRAMS 69852 920	210-45551.640 ADULT COLLECTION-PRINT &	186.89	30713	10/09/20
42665	AMAZON/SYNCB	09/10/20	YOUTH MATERIALS PROGRAMS 69852 920	210-45551.641 JUVEN COLLECTION-PRNT & E	183.90	30713	10/09/20
42665	AMAZON/SYNCB	09/10/20	YOUTH MATERIALS PROGRAMS 69852 920	210-45551.837 CHILDRENS PROGRAMS	-7.00	30713	10/09/20
42665	AMAZON/SYNCB	09/10/20	YOUTH MATERIALS PROGRAMS 69852 920	210-45110.610 SUPPLIES	7.58	30713	10/09/20
42665	AMAZON/SYNCB	09/10/20	YOUTH MATERIALS PROGRAMS 69852 920	210-45551.340 COMPUTER EXPENSES	190.70	30713	10/09/20
42665	AMAZON/SYNCB	09/10/20	YOUTH MATERIALS PROGRAMS 69852 920	210-45551.837 CHILDRENS PROGRAMS	43.16	30713	10/09/20
V9976	AVONDA AIR SYSTEMS, INC	09/23/20	ANNUAL CONTRACTED SERVICE 9873	210-41943.021 Contractual Svcs - Browne	1080.00	30714	10/09/20
23190	BAILEY SPRING & CHASSIS	10/02/20	U-BOLT ROD S29508	210-43110.432 R&M Services - Vehicles	4.14	30715	10/09/20
09345	BASIC	10/05/20	Monthly Fee for COBRA Adm 40507643	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	30718	10/09/20
07465	BIBENS ACE HARDWARE INC	10/01/20	VICTOR RAT TRAP QUICKSET 39289	210-43110.610 SUPPLIES	17.97	30719	10/09/20
07465	BIBENS ACE HARDWARE INC	10/01/20	BATTERY ALK D 8PK WIDE 39290	210-43110.610 SUPPLIES	15.99	30719	10/09/20
23455	CHITTENDEN SOLID WASTE DI	10/01/20	oil disposal 111001862	210-41946.022 Gen Supplies - Fire Stati	20.00	30725	10/09/20
21210	CINTAS LOC # 68M 71 M	10/01/20	shop towels 4063240303	210-43110.610 SUPPLIES	80.17	30726	10/09/20
21210	CINTAS LOC # 68M 71 M	10/01/20	WATERBREAK COOLER AGRMENT 9104583736	210-43110.610 SUPPLIES	50.00	30726	10/09/20
17895	CLEAN NEST	09/29/20	MSP Janitorial AugSept 8909	210-41943.026 Contractual Svcs - Maple	4550.00	30728	10/09/20
17895	CLEAN NEST	10/02/20	MPR Floor Wax 9011	210-45220.434 MAINTENANCE-BUILDINGS/GRO	865.00	30728	10/09/20

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25120	10/02/20	CLICKTIME.COM EJRP Timesheets Sept 327642	210-45110.330 OTHER PROFESSIONAL SVCS	504.00	30730	10/09/20
25120	10/02/20	CLICKTIME.COM Town Timesheets Sept 327656	210-41510.570 Other Purchased Services	80.00	30730	10/09/20
38280	09/15/20	CRYSTAL ROCK BOTTLED WATE Water EJRP 17752734920	210-45110.610 SUPPLIES	80.63	30736	10/09/20
27420	09/28/20	DAVE WHITCOMB'S SERVICE C State Inspection Unit #2 22374	210-43110.432 R&M Services - Vehicles	60.00	30737	10/09/20
27420	09/28/20	DAVE WHITCOMB'S SERVICE C 2019 Chevrolet - Silverad 22380	210-43110.432 R&M Services - Vehicles	60.00	30737	10/09/20
27420	09/28/20	DAVE WHITCOMB'S SERVICE C State Inspection Unit #3 22381	210-43110.432 R&M Services - Vehicles	60.00	30737	10/09/20
27420	09/29/20	DAVE WHITCOMB'S SERVICE C State Inspection Unit 14 22392	210-43110.432 R&M Services - Vehicles	60.00	30737	10/09/20
27420	09/29/20	DAVE WHITCOMB'S SERVICE C STATE INSPECTION- trailer 22395	210-43110.432 R&M Services - Vehicles	162.49	30737	10/09/20
27420	09/29/20	DAVE WHITCOMB'S SERVICE C 460.35 WHEEL BEARING Unit 22400	210-43110.432 R&M Services - Vehicles	713.35	30737	10/09/20
23215	09/15/20	ESSEX EQUIPMENT INC Pool Fence Rental due to 107524520004	210-41320.600 Emergency Prep. Supplies	231.84	30749	10/09/20
16000	09/30/20	FISHER AUTO PARTS Tail Light 293305728	210-43110.432 R&M Services - Vehicles	168.49	30757	10/09/20
16000	09/30/20	FISHER AUTO PARTS filters for Trackless 293305735	210-43110.432 R&M Services - Vehicles	166.30	30757	10/09/20
16000	09/30/20	FISHER AUTO PARTS Tail Light 293305757	210-41946.022 Gen Supplies - Fire Stati	122.75	30757	10/09/20
10705	08/03/20	GARDENERS SUPPLY CO INC MSP Gardens 767566	210-45220.610 SUPPLIES	45.82	30761	10/09/20
34895	10/01/20	GAUTHIER TRUCKING, INC. MSP Trash Removal 1511571	210-41943.026 Contractual Svcs - Maple	392.33	30762	10/09/20
20470	09/30/20	GLOBAL MONTELLO GROUP Sept Vehicle Fuel 263719	210-43110.626 Vehicle Fuels	901.83	30763	10/09/20
20470	09/30/20	GLOBAL MONTELLO GROUP Sept Vehicle Fuel 263719	210-41944.022 Gasoline - Fire Station	161.84	30763	10/09/20
20470	09/30/20	GLOBAL MONTELLO GROUP Sept Vehicle Fuel 263719	210-41944.026 Gasoline - Maple St Park	62.63	30763	10/09/20
09375	09/30/20	GOOGLE INC Tech Access 9/1-9/30/20 3798993355	210-45551.530 TECHNOLOGY ACCESS	95.88	30765	10/09/20
37715	08/11/20	INTEGRITY COMMUNICATIONS Pool Phone Repairs 38864	210-45110.530 COMMUNICATIONS	154.08	30774	10/09/20
38460	09/30/20	L D OLIVER SEED CO INC straw 19658	210-43120.610 Summer Const - Supplies	92.35	30780	10/09/20
V10729	07/14/20	OVERDRIVE INC Adult Materials DA20225286	210-45551.640 ADULT COLLECTION-PRINT &	59.99	30786	10/09/20
V10729	07/16/20	OVERDRIVE INC Adult Materials DA20228086	210-45551.640 ADULT COLLECTION-PRINT &	70.00	30786	10/09/20
V10729	07/22/20	OVERDRIVE INC Youth Materials DA20233102	210-45551.641 JUVEN COLLECTION-PRNT & E	703.01	30786	10/09/20
V10729	08/21/20	OVERDRIVE INC Youth Materials DA20267912	210-45551.641 JUVEN COLLECTION-PRNT & E	367.64	30786	10/09/20

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V10729	08/25/20	Adult Collection DA20270625	210-45551.640 ADULT COLLECTION-PRINT &	710.14	30786	10/09/20
V10729	08/25/20	Youth Materials DA20271282	210-45551.641 JUVEN COLLECTION-PRNT & E	22.50	30786	10/09/20
V10729	09/01/20	Adult Materials DA20280584	210-45551.640 ADULT COLLECTION-PRINT &	119.99	30786	10/09/20
V10729	09/08/20	Adult Materials DA20286485	210-45551.640 ADULT COLLECTION-PRINT &	170.48	30786	10/09/20
V10729	09/13/20	Adult Materials DA20291823	210-45551.640 ADULT COLLECTION-PRINT &	144.97	30786	10/09/20
V10729	09/15/20	Adult Collection DA20295870	210-45551.640 ADULT COLLECTION-PRINT &	219.97	30786	10/09/20
V10729	09/18/20	Youth Materials DA20299546	210-45551.641 JUVEN COLLECTION-PRNT & E	592.86	30786	10/09/20
V10729	09/18/20	Adult Materials DA20299559	210-45551.640 ADULT COLLECTION-PRINT &	23.99	30786	10/09/20
23420	09/09/20	Pool Portolets - Final In T539867	210-41320.600 Emergency Prep. Supplies	400.00	30787	10/09/20
24410	10/04/20	Courier Service 80272041	210-45551.536 POSTAGE/DELIVERY	41.48	30789	10/09/20
37430	09/30/20	filters ID86406	210-43110.432 R&M Services - Vehicles	240.38	30791	10/09/20
37430	09/30/20	Filter-ventilator ID86431	210-43110.432 R&M Services - Vehicles	44.64	30791	10/09/20
03180	10/01/20	Central Station Monitorin 19992	210-42220.570 MAINTENANCE OTHER	250.00	30793	10/09/20
03180	10/01/20	Central Station Monitorin 19993	210-43110.434 MAINT. BUILDINGS/GROUNDS	250.00	30793	10/09/20
20845	09/30/20	Haz Mat On Line Training EXFD093020	210-42220.500 TRAINING, CONFERENCES, DU	159.90	30794	10/09/20
36130	09/18/20	shared services 8/19-9/19 19863061763	210-41970.535 TELEPHONE SERVICES	40.01	30805	10/09/20
36130	09/18/20	shared services 8/19-9/19 19863061763	210-42220.535 TELEPHONE SERVICES	160.04	30805	10/09/20
36130	09/19/20	cell phones 8/20-9/19/20 9863142701	210-43110.530 Communications	192.73	30806	10/09/20
22070	10/05/20	Village ballot instructio 8184	210-41320.820 ELECTIONS	704.00	30808	10/09/20
23395	10/02/20	3/4x1x50 PVC Tubing Prino 512074	210-41946.022 Gen Supplies - Fire Stati	8.53	30809	10/09/20
07565	09/28/20	Fire-Floor Wax EJRP Suppl 214133829	210-45220.610 SUPPLIES	268.02	30818	10/09/20
17205	10/01/20	FUEL FILTER Prinoth S91358	210-43110.432 R&M Services - Vehicles	153.96	30820	10/09/20
07305	09/30/20	MSP Pool Chemicals 9973791952	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	176.22	30710	10/09/20
44205	09/25/20	SLS Contracted Services EJRP09252020	226-45123.330 Other Professional Svcs	826.56	30746	10/09/20
44205	10/08/20	RecKids SLS Site Fee EJRP10082020	226-45123.330 Other Professional Svcs	3450.00	30746	10/09/20

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03520	10/05/20	RecKids SLS Site Fee	190211207	226-45123.330 Other Professional Svcs	24570.00	30747	10/09/20
23215	09/29/20	SLS Traffic Cones	107657310001	226-45123.610 Supplies	1625.00	30749	10/09/20
08480	10/08/20	SLS Building Use Fee	100820D	226-45123.330 Other Professional Svcs	2000.00	30753	10/09/20
20470	09/30/20	Sept Vehicle Fuel	263719	226-45120.626 GAS, GREASE & OIL	43.24	30763	10/09/20
21335	10/06/20	RecKids SLS Site Fee Oct	10062020	226-45123.330 Other Professional Svcs	1200.00	30770	10/09/20
21335	09/30/20	RecKids SLS Site Fee Sept	PBF2stQ	226-45123.330 Other Professional Svcs	5100.00	30770	10/09/20
05595	10/06/20	Being An Ally Programs	100620D	226-45115.330 OTHER PROFESSIONAL SVCS	520.00	30781	10/09/20
23420	10/02/20	Pickleball Weekend Portol	T541711	226-45115.330 OTHER PROFESSIONAL SVCS	240.00	30787	10/09/20
10435	10/01/20	MS Running Series Shirts	18267	226-45115.610 SUPPLIES	194.00	30796	10/09/20
42565	09/16/20	SLS - Employment Ads	206438	226-45123.330 Other Professional Svcs	292.00	30797	10/09/20
29835	09/18/20	SLS Blue Tape	22525	226-45123.610 Supplies	35.14	30798	10/09/20
22045	08/31/20	Fingerprints	81258	226-45120.330 OTHER PROFESSIONAL SVCS	26.50	30811	10/09/20
07565	09/04/20	Maint Supplies	213493871	226-45123.610 Supplies	1179.93	30818	10/09/20
07565	09/16/20	Laminating Sheets-Prescho	213789460	226-45121.610 SUPPLIES	75.08	30818	10/09/20
07565	09/30/20	Gloves	214218356	226-45123.610 Supplies	86.94	30818	10/09/20
07565	10/02/20	Gloves	214322764	226-45123.610 Supplies	53.97	30818	10/09/20
36240	09/10/20	Crescent Connector Projec	72	230-46801.008 CRESCENT CONNECTOR	7396.19	30740	10/09/20
36240	10/02/20	Crescent Connector Projec	73	230-46801.008 CRESCENT CONNECTOR	4211.58	30740	10/09/20
20470	09/30/20	Sept Vehicle Fuel	263719	254-43200.626 GAS,GREASE AND OIL	121.71	30763	10/09/20
36130	09/19/20	cell phones 8/20-9/19/20	9863142701	254-43200.535 TELEPHONE SERVICES	177.10	30806	10/09/20
14685	08/31/20	Aaon unit filter Bldg	044032	255-43200.570 MAINTENANCE OTHER	119.00	30712	10/09/20
26290	10/02/20	Pulsar Flowcert Effluent	1703	255-43200.570 MAINTENANCE OTHER	1991.44	30724	10/09/20
04940	09/23/20	internet 9/30-10/29/20	0316028 0920	255-43200.535 TELEPHONE SERVICES	163.30	30734	10/09/20
40025	09/24/20	Hydrant replacements	5769532	255-43200.570 MAINTENANCE OTHER	654.86	30741	10/09/20
40025	09/24/20	Hydrant Replacements	5770356	255-43200.570 MAINTENANCE OTHER	683.26	30741	10/09/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10734	ENCORE ESSEX JUNCTION SOL	09/19/20	Sep 2020 Monthly Pmt 2009WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	30743	10/09/20
06870	ENDYNE INC	10/02/20	SH 2 Land Application BAT 348354	255-43200.577 CONTRACT LABORATORY SERVI	498.00	30744	10/09/20
06870	ENDYNE INC	10/06/20	weekly TKN 348620	255-43200.577 CONTRACT LABORATORY SERVI	35.00	30744	10/09/20
23215	ESSEX EQUIPMENT INC	09/25/20	Hydrant repair day 2?? 107650050001	255-43200.570 MAINTENANCE OTHER	492.81	30749	10/09/20
38955	F W WEBB COMPANY	09/28/20	hydrant project tools 68736970	255-44600.000 LOSS ON DISPOSITION OF FA	461.58	30751	10/09/20
38955	F W WEBB COMPANY	09/29/20	pumps and hydrant job 68755745	255-43200.570 MAINTENANCE OTHER	793.08	30751	10/09/20
18000	FERGUSON WATERWORKS #590	10/02/20	Digester Line repair 0979464	255-43200.570 MAINTENANCE OTHER	273.36	30752	10/09/20
21740	FIRST NATIONAL BANK OMAHA	09/18/20	WW Visa charges 8/21-9/7/ 0124 920	255-43200.570 MAINTENANCE OTHER	110.15	30754	10/09/20
21740	FIRST NATIONAL BANK OMAHA	09/18/20	WW Visa charges 8/21-9/7/ 0124 920	255-43200.500 TRAINING, CONFERENCES, DU	75.56	30754	10/09/20
21740	FIRST NATIONAL BANK OMAHA	09/18/20	WW Visa charges 8/21-9/7/ 0124 920	255-43200.610 SUPPLIES	507.34	30754	10/09/20
00445	G B MECHANICAL TRUCK CENT	09/25/20	plow box for side by side 23100	255-43331.005 Site Utility Vehicle	3805.00	30760	10/09/20
00445	G B MECHANICAL TRUCK CENT	09/30/20	WWTF bumper side x side 23181	255-43330.010 20 YR CAPITAL PLANNING	12.50	30760	10/09/20
20470	GLOBAL MONTELLO GROUP	09/30/20	Sept Vehicle Fuel 263719	255-43200.626 GAS,GREASE AND OIL	106.91	30763	10/09/20
09050	HACH COMPANY	09/22/20	PHOSPHORUS TNT+ LR PK/25 12132823	255-43200.618 SUPPLIES - LABORATORY	255.16	30769	10/09/20
V10347	J.C. EHRLICH	09/22/20	RODENT CONTROL 8206876	255-43200.570 MAINTENANCE OTHER	105.00	30776	10/09/20
03180	SAFETY SYSTEMS OF VT LLC	10/01/20	Central Station Monitorin 19995	255-43200.570 MAINTENANCE OTHER	250.00	30793	10/09/20
36130	VERIZON WIRELESS	09/18/20	shared services 8/19-9/19 19863061763	255-43200.535 TELEPHONE SERVICES	164.93	30805	10/09/20
23395	VILLAGE HARDWARE - WILLIS	09/30/20	Paint 512066	255-43331.005 Site Utility Vehicle	7.12	30809	10/09/20
12575	VMF FABRICATING & MACHINI	09/23/20	Watson Marlow Pump Lobe 342	255-43200.570 MAINTENANCE OTHER	850.00	30810	10/09/20
38680	VT RURAL WATER ASSOC	10/07/20	Leadership Registration C 1300	255-43200.500 TRAINING, CONFERENCES, DU	12.00	30817	10/09/20
23215	ESSEX EQUIPMENT INC	06/22/20	Duplicate payment 062220DCR	256-43200.612 UNIFORMS,BOOTS,ETC	-65.48	30749	10/09/20
21740	FIRST NATIONAL BANK OMAHA	09/18/20	WW Visa charges 8/21-9/7/ 0124 920	256-43200.434 PUMP STATION MAINTENANCE	326.12	30754	10/09/20
20470	GLOBAL MONTELLO GROUP	09/30/20	Sept Vehicle Fuel 263719	256-43200.626 GAS,GREASE AND OIL	186.96	30763	10/09/20
36130	VERIZON WIRELESS	09/23/20	pump station VPN 8/24-9/ 9863532332	256-43200.613 METERS AND PARTS	37.86	30807	10/09/20
36130	VERIZON WIRELESS	09/23/20	pump station VPN 8/24-9/ 9863532332	256-43200.434 PUMP STATION MAINTENANCE	146.96	30807	10/09/20

10/09/20

Town of Essex / Village of EJ Accounts Payable

01:05 pm

Check Warrant Report # 17220 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 10/09/20 To 10/09/20 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
36130	09/23/20	VERIZON WIRELESS pump station VPN 8/24-9/ 9863532332	256-43220.001 SUSIE WILSON PS COSTS	37.86	30807	10/09/20
Report Total				87879.81		

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Statement on newsletter

Thursday, October 8, 2020

Village residents - you should have received a newsletter explaining the basics of the upcoming merger vote - ballots were mailed out Wednesday. Within the newsletter there was an error which did not get caught until after it had already been mailed. The newsletter's fifth paragraph should have read: "If Essex Junction voters say no to merger this November, the Village Trustees would likely seek feedback from residents on next steps. The Village and Town Governments and all the services they provide would continue as they are."

Unfortunately, what got printed included the statement, "the Essex Town government would not send out ballots next March and there would be no merger." This statement is not accurate. The Essex Town Selectboard has worked with the Village Trustees on a charter which they anticipate will be voted upon this upcoming March for the entire Town.

I apologize to all of the residents who have received this error and to the Town Selectboard for this misrepresentation of their stated intentions. I'm sorry.

If you are a Village resident who is an active registered voter then you will receive your ballot within the next few days. Thanks to the Board of Civil Authority and various volunteers the ballots were delivered to the post office Wednesday the 7th.

If you have any questions about merger please go to <https://www.essexjunction.org/news/merger> or contact any of the Village Trustees, <https://www.essexjunction.org/boards/board-of-trustees>.

- Andrew Brown, Village President

MEMORANDUM

TO: Town of Essex and Village of Essex Junction Employees
FROM: Evan Teich, Unified Manager
DATE: September 29, 2020
SUBJECT: COVID-19 Update



As the fall season approaches and we prepare for a shift in operations and services with many of our departments, I wanted to send out a first and foremost, thank you. The pandemic has brought hardships to our community, our organization, and businesses and our role in providing services and support has been critical to our residents. For many of you, this does not come without adjustments to your daily lives, sacrifices in time, shifts to schedules, changes to childcare and changes to how we conduct business. But, through all of this, you all have taken safety seriously and service as a priority. It takes special people to serve others and the Essex community has them! Thank you.

I encourage you to take a few minutes to complete the COVID-19 Employee Survey which can be found here [link]. Understanding how you have adapted, what challenges you are facing, what has worked well and your suggestions moving forward can have an impact on how we continue through the months ahead.

Governor Scott recently announced the extension to Vermont's State of Emergency to Oct. 15th and continues to recommend prevention, response and mitigation efforts by minimizing the risk of COVID-19 exposure to the public. In monitoring and following state and federal guidelines, I am extending the current directives until at least **November 1, 2020**.

- Employees are encouraged to continue to work off site, if possible. If your work requires you to be on site, you will be expected to return to on site work to perform those tasks. Employees should discuss their work tasks and schedules with their department heads.
- Public buildings continue to be closed to the public and are open by appointment only.
- Department heads shall continue cleaning schedules and sanitizing efforts in all work stations and public areas.
- Members of the public continue to be required to complete the public health questionnaire and wear masks in public buildings.

As a reminder, the following hazard control measures to minimize employees' workplace exposure to COVID-19 are still mandated:

- Use of face masks is mandatory within the workplace when in the presence of others. "In the presence of others" has been defined when there are other people around the

employee, or if the employee is likely to interact with others, such as people coming into an office, interacting with customers, or when working outdoors in a public place. When determining if others are around, the 6-foot rule should be used.

- Interaction with customers must be from behind Plexiglas barriers, where installed.
- It is mandatory for employees to maintain six feet (6') of physical separation (social distancing) at all times, if possible, including when interacting with the public.
- To the extent possible, workstations must be separated by at least six feet (6') to maintain social distancing requirements.
- No more than two (2) employees are permitted to travel together in a single vehicle. This does not apply to police or fire personnel.
- Common employee areas are closed to the extent feasible. Where common areas are not closed, employees have been trained to maintain six feet (6') of physical separation, and in each room a reminder sign is posted to aid compliance, as well as an occupancy limit.
- If common areas remain open, a mask should be worn at all times. If a common area is being used for food consumption, staff must maintain six feet (6') of distance and must sanitize their areas at the end of their meal.
- All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces must be disinfected before, in the middle of, and at the end of each shift (or after each use). All contact surfaces of vehicles used by more than one person must be disinfected at the end of each person's use.
- To monitor employee health at the beginning of each shift, all employees, to the extent possible, must complete the employee health questionnaire and check their temperature using the provided contactless thermometers. Health questionnaires must be turned in to employee's supervisors with the weekly transmittal of all collected questionnaires going to HR Director, Travis Sabataso. Employees are directed to not report to work if they are ill or exhibit signs or symptoms of COVID-19.
- When feasible, garage doors and/or windows should be opened to encourage the flow of fresh air.
- Travel between worksites should be minimized to the extent feasible.
- Adequate handwashing facilities and products will be provided for all employees. Where soap and water are not available, hand sanitizer will be provided. Employees are directed to wash their hands frequently.
- Employees must keep their own private work areas clean. At a minimum, employees should wipe their desk surfaces, computer keyboards, phones, and chair arms daily. To the extent possible, the Village or Town will "fog" high volume buildings.
- All department heads have been designated to act, or assign the role of Site Health Officer. The Site Health Officer has the authority to stop or alter activities to ensure that all work practices conform to these mandatory safety requirements.
- Any employees who will be traveling to a county that is a mandated quarantine county by the State of Vermont, must tell their supervisor when making the vacation request.

Employees must follow all State of Vermont travel regulations and quarantine when required.

Please remember that while we may begin to feel more comfortable entering places and moving around in public, we continue to be in a pandemic and the virus is still out there. Vermont has become a model for the country in responding to COVID-19, but we cannot let our guard down. Be safe.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-31101.000 PROPERTY TAXES-CURRENT	3,670,039.00	1,835,652.85	1,834,386.15	50.02%	1,544,304.18
210-33546.000 STATE FOR VT PILOT & CURR	4,500.00	0.00	4,500.00	0.00%	0.00
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	3,750.00	11,250.00	25.00%	3,750.00
210-33582.001 TOWN STORMWATER PAYMENT	71,851.00	17,962.75	53,888.25	25.00%	17,962.75
210-33582.002 TOWN STREET DEPT PAYMENT	1,192,960.00	297,990.00	894,970.00	24.98%	297,990.00
210-33582.003 Town Recreation Contribut	12,000.00	3,000.00	9,000.00	25.00%	3,000.00
210-33582.004 Town Clerk Payment	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
210-33582.005 Town contribution other	0.00	613.40	-613.40	100.00%	306.70
210-34130.000 LICENSE AND ZONING FEE	25,000.00	8,795.00	16,205.00	35.18%	845.00
210-34131.000 WHITCOMB FARM SOLAR PILOT	6,700.00	0.00	6,700.00	0.00%	0.00
210-34221.000 MISCELLANEOUS FIRE RECEIP	20.00	0.00	20.00	0.00%	0.00
210-35130.000 STATE DISTRICT COURT FINE	1,000.00	267.50	732.50	26.75%	160.00
210-36102.000 INTEREST EARNINGS	2,500.00	0.44	2,499.56	0.02%	0.00
210-36201.000 PARKING SPACE FEES	2,400.00	1,000.00	1,400.00	41.67%	400.00
210-36400.000 BLOCK PARTY CONTRIBUTIONS	500.00	0.00	500.00	0.00%	0.00
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	158.52	1,841.48	7.93%	46.59
210-36605.000 MISCELLANEOUS STREET RECE	4,000.00	967.00	3,033.00	24.18%	320.00
210-36606.000 MISCELLANEOUS LIBRARY REC	500.00	0.00	500.00	0.00%	0.00
210-36606.010 REC & PARK NON-RES FEES	20,000.00	2,135.04	17,864.96	10.68%	0.00
210-39154.000 SERVICE FEE - WATER	114,674.00	28,668.50	86,005.50	25.00%	28,668.50
210-39155.000 SERVICE FEE - WWTP	57,337.00	14,334.25	43,002.75	25.00%	14,334.25
210-39156.000 SERVICE FEE - SANITATION	114,674.00	28,668.50	86,005.50	25.00%	28,668.50
210-395 UNBUDGETED REVENUE					
210-39508.000 DONATIONS TO LIBRARY	0.00	3,000.00	-3,000.00	100.00%	0.00
210-39508.001 BROWNELL LIBRARY GRANTS	0.00	200.00	-200.00	100.00%	0.00
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	74.00	-74.00	100.00%	74.00
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	70.00	-70.00	100.00%	70.00
Total UNBUDGETED REVENUE	0.00	3,344.00	-3,344.00	100.00%	144.00
Total Revenues	5,367,655.00	2,259,807.75	3,107,847.25	42.10%	1,953,400.47
210-41 GENERAL GOVERNMENT					
210-413 GENERAL EXPENSES					
210-41320 ADMINISTRATION					
210-41320.1 ADMIN SALARIES					
210-41320.110 SALARIES REGULAR	180,929.00	32,732.64	148,196.36	18.09%	13,900.96
210-41320.130 SALARIES OVERTIME	0.00	137.06	-137.06	100.00%	137.06
210-41320.140 SALARIES PART TIME	4,798.00	0.00	4,798.00	0.00%	0.00
210-41320.150 MANAGER CONTRACT	67,500.00	16,875.00	50,625.00	25.00%	5,625.00
210-41320.152 SHARED EMPLOYEE EXPENSE	24,633.00	6,158.25	18,474.75	25.00%	2,052.75
Total ADMIN SALARIES	277,860.00	55,902.95	221,957.05	20.12%	21,715.77
210-41320.2 ADMIN BENEFITS					
210-41320.210 HEALTH INS & OTHER BENEFIT	94,089.00	17,883.52	76,205.48	19.01%	9,604.52
210-41320.220 SOCIAL SECURITY	14,399.00	2,577.02	11,821.98	17.90%	1,129.11
210-41320.230 RETIREMENT	20,022.00	3,603.52	16,418.48	18.00%	1,529.28
Total ADMIN BENEFITS	128,510.00	24,064.06	104,445.94	18.73%	12,262.91

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41320.310 BOARD MEMBER FEES	2,500.00	625.00	1,875.00	25.00%	625.00
210-41320.320 LEGAL SERVICES	22,000.00	3,192.30	18,807.70	14.51%	1,350.00
210-41320.330 OTHER PROFESSIONAL SERVIC	1,000.00	710.00	290.00	71.00%	610.00
210-41320.340 COMPUTER EXPENSES	3,824.00	1,405.50	2,418.50	36.75%	1,102.86
210-41320.442 LEASED SERVICES	4,203.00	670.80	3,532.20	15.96%	150.24
210-41320.500 TRAINING, CONFERENCES, DU	6,000.00	950.00	5,050.00	15.83%	0.00
210-41320.530 COMMUNICATIONS	22,500.00	15,511.17	6,988.83	68.94%	378.02
210-41320.536 POSTAGE	500.00	201.00	299.00	40.20%	201.00
210-41320.550 PRINTING AND ADVERTISING	3,000.00	0.00	3,000.00	0.00%	0.00
210-41320.560 TRUSTEES EXPENDITURES	5,500.00	7.42	5,492.58	0.13%	7.42
210-41320.571 PAY & CLASSIFICATION STUD	200.00	0.00	200.00	0.00%	0.00
210-41320.580 TRAVEL	300.00	0.00	300.00	0.00%	0.00
210-41320.600 Emergency Prep. Supplies	0.00	11,690.66	-11,690.66	100.00%	6,579.72
210-41320.610 SUPPLIES	5,000.00	196.71	4,803.29	3.93%	0.00
210-41320.820 ELECTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-41320.835 HOLIDAY EXPENSE	2,600.00	0.00	2,600.00	0.00%	0.00
Total ADMINISTRATION	486,997.00	115,127.57	371,869.43	23.64%	44,982.94
210-41335 ECONOMIC DEVELOPMENT					
210-41335.1 ECON DEV SALARIES					
Total ECON DEV SALARIES	0.00	0.00	0.00	0.00%	0.00
210-41335.2 ECON DEV BENEFITS					
Total ECON DEV BENEFITS	0.00	0.00	0.00	0.00%	0.00
210-41335.810 COMMUNITY EVENTS & PROGRA	10,000.00	519.00	9,481.00	5.19%	519.00
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	9,500.00	6,284.00	3,216.00	66.15%	0.00
210-41335.812 NEW PROGRAMS	2,500.00	5,449.32	-2,949.32	217.97%	4,622.32
210-41335.813 MATCHING GRANT FUNDS	20,000.00	0.00	20,000.00	0.00%	0.00
210-41335.835 BLOCK PARTY EXPENSE	7,500.00	0.00	7,500.00	0.00%	0.00
Total ECONOMIC DEVELOPMENT	49,500.00	12,252.32	37,247.68	24.75%	5,141.32
Total GENERAL EXPENSES	536,497.00	127,379.89	409,117.11	23.74%	50,124.26
210-41510 Finance					
210-41510.110 Salaries - Regular	56,246.00	13,925.60	42,320.40	24.76%	4,284.80
210-41510.130 Salaries - Overtime	2,750.00	0.00	2,750.00	0.00%	0.00
210-41510.210 Group Insurance	6,365.00	1,441.48	4,923.52	22.65%	516.64
210-41510.220 Social Security	4,513.00	1,123.33	3,389.67	24.89%	355.92
210-41510.226 Workers Comp Insurance	16,500.00	6,813.31	9,686.69	41.29%	0.00
210-41510.230 Retirement	5,625.00	1,178.32	4,446.68	20.95%	428.48
210-41510.250 Unemployment Insurance	1,520.00	1,768.34	-248.34	116.34%	884.17
210-41510.335 Audit	7,500.00	673.75	6,826.25	8.98%	0.00
210-41510.521 Liability & Property Ins	63,000.00	30,602.38	32,397.62	48.58%	0.00
210-41510.522 Public Officials Liabilit	12,000.00	5,021.45	6,978.55	41.85%	0.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41510.560 Dues/Subscriptions/Meetin	250.00	0.00	250.00	0.00%	0.00
210-41510.570 Other Purchased Services	4,895.00	2,739.49	2,155.51	55.97%	80.00
210-41510.580 Travel	100.00	0.00	100.00	0.00%	0.00
210-41510.610 General Supplies	150.00	0.00	150.00	0.00%	0.00
Total Finance	181,414.00	65,287.45	116,126.55	35.99%	6,550.01
210-4194 Buildings					
210-41940 LINCOLN HALL					
Total LINCOLN HALL	0.00	0.00	0.00	0.00%	0.00
210-41941 Water & Sewer					
210-41941.020 W/S - 2 Lincoln St	1,000.00	82.74	917.26	8.27%	0.00
210-41941.021 W/S - Brownell	900.00	132.39	767.61	14.71%	0.00
210-41941.022 W/S - Fire Station	500.00	82.74	417.26	16.55%	0.00
210-41941.023 W/S - Park St School	650.00	140.66	509.34	21.64%	0.00
210-41941.026 W/S - Maple St Park	5,200.00	1,050.76	4,149.24	20.21%	0.00
Total Water & Sewer	8,250.00	1,489.29	6,760.71	18.05%	0.00
210-41942 R&M Building					
210-41942.020 R&M Bldg - 2 Lincoln St	11,800.00	1,569.43	10,230.57	13.30%	340.85
210-41942.021 R&M Bldg - Brownell	28,625.00	1,053.07	27,571.93	3.68%	307.95
210-41942.022 R&M Bldg - Fire Station	12,000.00	200.61	11,799.39	1.67%	0.00
210-41942.023 R&M Bldg - Park St School	600.00	2,142.43	-1,542.43	357.07%	442.98
210-41942.026 R&M Bldg - Maple St Park	3,600.00	3,519.77	80.23	97.77%	3,206.03
Total R&M Building	56,625.00	8,485.31	48,139.69	14.99%	4,297.81
210-41943 Contractual Svcs					
210-41943.020 Contractual Svc - 2 Linco	9,000.00	1,950.00	7,050.00	21.67%	600.00
210-41943.021 Contractual Svcs - Browne	34,000.00	8,168.20	25,831.80	24.02%	3,292.75
210-41943.026 Contractual Svcs - Maple	21,840.00	3,059.66	18,780.34	14.01%	2,667.33
Total Contractual Svcs	64,840.00	13,177.86	51,662.14	20.32%	6,560.08
210-41944 Gasoline					
210-41944.022 Gasoline - Fire Station	6,000.00	438.57	5,561.43	7.31%	164.41
210-41944.026 Gasoline - Maple St Park	3,101.00	316.13	2,784.87	10.19%	119.22
Total Gasoline	9,101.00	754.70	8,346.30	8.29%	283.63
210-41945 Telephone					
210-41945.020 Telephone - 2 Lincoln St	3,700.00	1,361.08	2,338.92	36.79%	557.88
210-41945.021 Telephone - Brownell	1,500.00	230.36	1,269.64	15.36%	90.60
210-41945.022 Telephone - Fire Station	2,115.00	451.52	1,663.48	21.35%	261.78
210-41945.023 Telephone - Park St Sch	2,550.00	877.34	1,672.66	34.41%	293.56
210-41945.026 Telephone - Maple St Park	5,350.00	1,939.75	3,410.25	36.26%	727.61
Total Telephone	15,215.00	4,860.05	10,354.95	31.94%	1,931.43

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41946 General Supplies					
210-41946.020 Gen Supplies - 2 Lincoln	2,000.00	75.75	1,924.25	3.79%	2.00
210-41946.022 Gen Supplies - Fire Stati	2,000.00	0.00	2,000.00	0.00%	0.00
Total General Supplies	4,000.00	75.75	3,924.25	1.89%	2.00
210-41947 Electricity					
210-41947.020 Electricity - 2 Lincoln S	7,500.00	1,227.36	6,272.64	16.36%	628.51
210-41947.021 Electricity - Brownell	15,000.00	2,287.63	12,712.37	15.25%	1,172.61
210-41947.022 Electricity - Fire Statio	7,300.00	1,227.37	6,072.63	16.81%	628.51
210-41947.023 Electricity - Park St Sch	4,000.00	1,106.66	2,893.34	27.67%	539.75
210-41947.026 Electricity - Maple St	30,500.00	6,999.86	23,500.14	22.95%	3,324.10
Total Electricity	64,300.00	12,848.88	51,451.12	19.98%	6,293.48
210-41948 Natural Gas					
210-41948.020 Natural Gas - 2 Lincoln	6,400.00	115.80	6,284.20	1.81%	0.00
210-41948.021 Natural Gas - Brownell	7,400.00	106.01	7,293.99	1.43%	0.00
210-41948.022 Natural Gas - Fire Statio	4,800.00	95.88	4,704.12	2.00%	0.00
210-41948.023 Natural Gas - Park St Sch	3,300.00	189.48	3,110.52	5.74%	0.00
210-41948.026 Natural Gas - Maple St	6,960.00	209.17	6,750.83	3.01%	96.02
Total Natural Gas	28,860.00	716.34	28,143.66	2.48%	96.02
210-41949 Capital Outlay					
210-41949.020 Capital Outlay - 2 Lincol	2,000.00	0.00	2,000.00	0.00%	0.00
Total Capital Outlay	2,000.00	0.00	2,000.00	0.00%	0.00
Total Buildings	253,191.00	42,408.18	210,782.82	16.75%	19,464.45
210-41970 COMMUNITY DEVELOPMENT					
210-41970.1 COM DEV SALARIES					
210-41970.110 SALARIES REGULAR	157,800.00	33,024.93	124,775.07	20.93%	12,194.49
Total COM DEV SALARIES	157,800.00	33,024.93	124,775.07	20.93%	12,194.49
210-41970.2 COM DEV BENEFITS					
210-41970.210 HEALTH INS & OTHER BENEFI	24,636.00	5,988.81	18,647.19	24.31%	3,032.85
210-41970.220 SOCIAL SECURITY	12,072.00	2,643.28	9,428.72	21.90%	1,023.38
210-41970.230 RETIREMENT	15,780.00	3,302.46	12,477.54	20.93%	1,219.44
Total COM DEV BENEFITS	52,488.00	11,934.55	40,553.45	22.74%	5,275.67
210-41970.310 BOARD MEMBER FEES	3,600.00	900.00	2,700.00	25.00%	900.00
210-41970.320 LEGAL SERVICES	6,000.00	0.00	6,000.00	0.00%	0.00
210-41970.330 OTHER PROFESSIONAL SVCS	10,000.00	0.00	10,000.00	0.00%	0.00
210-41970.500 TRAINING,CONF,DUES	4,000.00	135.30	3,864.70	3.38%	135.30
210-41970.530 COMMUNICATIONS	2,000.00	0.00	2,000.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41970.535 TELEPHONE SERVICES	600.00	80.02	519.98	13.34%	80.02
210-41970.536 POSTAGE	700.00	0.00	700.00	0.00%	0.00
210-41970.550 PRINTING AND ADVERTISING	2,500.00	0.00	2,500.00	0.00%	0.00
210-41970.580 TRAVEL	2,600.00	400.00	2,200.00	15.38%	200.00
210-41970.610 SUPPLIES	2,000.00	69.51	1,930.49	3.48%	0.00
210-41970.700 BIKE/WALK COMMITTEE	7,000.00	0.00	7,000.00	0.00%	0.00
Total COMMUNITY DEVELOPMENT	251,288.00	46,544.31	204,743.69	18.52%	18,785.48
Total GENERAL GOVERNMENT	1,222,390.00	281,619.83	940,770.17	23.04%	94,924.20
210-42220 FIRE DEPARTMENT					
210-42220.1 FIRE SALARIES					
210-42220.140 SALARIES - FIREFIGHTERS	186,000.00	36,182.19	149,817.81	19.45%	10,030.67
Total FIRE SALARIES	186,000.00	36,182.19	149,817.81	19.45%	10,030.67
210-42220.2 FIRE BENEFITS					
210-42220.200 EMPLOYEE ASSISTANCE PROGR	864.00	216.00	648.00	25.00%	0.00
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	3,222.08	377.92	89.50%	3,222.08
210-42220.220 SOCIAL SECURITY	14,436.00	2,758.86	11,677.14	19.11%	758.16
210-42220.226 WORKERS COMP INSURANCE	30,050.00	0.00	30,050.00	0.00%	0.00
Total FIRE BENEFITS	48,950.00	6,196.94	42,753.06	12.66%	3,980.24
210-42220.432 VEHICLE MAINTENANCE	25,000.00	1,687.86	23,312.14	6.75%	406.53
210-42220.443 RADIO MAINTENANCE	7,250.00	0.00	7,250.00	0.00%	0.00
210-42220.500 TRAINING, CONFERENCES, DU	4,000.00	90.00	3,910.00	2.25%	60.00
210-42220.535 TELEPHONE SERVICES	2,600.00	320.08	2,279.92	12.31%	320.08
210-42220.566 PHYSICAL EXAMS	9,500.00	765.00	8,735.00	8.05%	305.00
210-42220.570 MAINTENANCE OTHER	15,000.00	10,931.90	4,068.10	72.88%	10,849.58
210-42220.578 EMERGENCY GENERATOR MAINT	480.00	0.00	480.00	0.00%	0.00
210-42220.610 SUPPLIES	1,000.00	786.86	213.14	78.69%	619.12
210-42220.611 NEW EQUIPMENT-RADIOS	1,500.00	0.00	1,500.00	0.00%	0.00
210-42220.612 UNIFORMS,BOOTS,ETC	25,000.00	1,079.12	23,920.88	4.32%	1,909.46
210-42220.615 EMS SUPPLIES	1,000.00	402.31	597.69	40.23%	246.43
210-42220.838 FIRE PREVENTION	2,100.00	0.00	2,100.00	0.00%	0.00
210-42220.889 ROUTINE EQUIPMENT PURCHAS	17,500.00	1,245.37	16,254.63	7.12%	1,245.37
Total FIRE DEPARTMENT	346,880.00	59,687.63	287,192.37	17.21%	29,972.48
210-431 STREET DEPARTMENT					
210-43110 STREET GENERAL					
210-43110.1 STREET GENERAL SALARIES					
210-43110.110 SALARIES REGULAR	190,202.00	39,401.80	150,800.20	20.72%	14,447.01
210-43110.130 SALARIES OVERTIME	18,300.00	1,976.34	16,323.66	10.80%	600.00
210-43110.140 SALARIES PART TIME	27,388.00	1,587.30	25,800.70	5.80%	512.10
Total STREET GENERAL SALARIES	235,890.00	42,965.44	192,924.56	18.21%	15,559.11

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43110.2 STREET GENERAL BENEFITS					
210-43110.210 HEALTH INS & OTHER BENEFIT	78,989.00	24,255.94	54,733.06	30.71%	11,505.86
210-43110.220 SOCIAL SECURITY	18,046.00	3,271.84	14,774.16	18.13%	1,184.55
210-43110.226 WORKERS COMP INSURANCE	20,275.00	5,360.21	14,914.79	26.44%	0.00
210-43110.230 RETIREMENT	19,020.00	3,880.26	15,139.74	20.40%	1,444.68
210-43110.250 UNEMPLOYMENT INSURANCE	300.00	349.02	-49.02	116.34%	174.51
Total STREET GENERAL BENEFITS	136,630.00	37,117.27	99,512.73	27.17%	14,309.60
210-43110.330 Professional Services					
210-43110.330 Professional Services	16,000.00	5,423.68	10,576.32	33.90%	0.00
210-43110.410 WATER AND SEWER CHARGE					
210-43110.410 WATER AND SEWER CHARGE	2,500.00	488.67	2,011.33	19.55%	0.00
210-43110.432 R&M Services - Vehicles					
210-43110.432 R&M Services - Vehicles	28,000.00	6,909.84	21,090.16	24.68%	3,734.05
210-43110.434 MAINT. BUILDINGS/GROUNDS					
210-43110.434 MAINT. BUILDINGS/GROUNDS	10,000.00	3,974.27	6,025.73	39.74%	0.00
210-43110.441 RIGHT OF WAY AGREEMENTS					
210-43110.441 RIGHT OF WAY AGREEMENTS	12,890.00	5,135.15	7,754.85	39.84%	5,135.15
210-43110.442 EQUIPMENT RENTALS					
210-43110.442 EQUIPMENT RENTALS	3,000.00	967.31	2,032.69	32.24%	752.52
210-43110.500 TRAINING, CONFERENCES, DU					
210-43110.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%	0.00
210-43110.521 LIABILITY & PROPERTY INS.					
210-43110.521 LIABILITY & PROPERTY INS.	13,750.00	6,641.48	7,108.52	48.30%	0.00
210-43110.530 Communications					
210-43110.530 Communications	3,800.00	495.37	3,304.63	13.04%	227.74
210-43110.565 RUBBISH REMOVAL					
210-43110.565 RUBBISH REMOVAL	9,000.00	1,510.86	7,489.14	16.79%	842.93
210-43110.572 Advertising and Interview					
210-43110.572 Advertising and Interview	500.00	0.00	500.00	0.00%	0.00
210-43110.573 ACCIDENT CLAIMS					
210-43110.573 ACCIDENT CLAIMS	1,000.00	0.00	1,000.00	0.00%	0.00
210-43110.610 SUPPLIES					
210-43110.610 SUPPLIES	26,000.00	4,150.03	21,849.97	15.96%	962.35
210-43110.612 UNIFORMS,BOOTS,ETC					
210-43110.612 UNIFORMS,BOOTS,ETC	6,500.00	1,130.66	5,369.34	17.39%	194.80
210-43110.622 ELECTRICAL SERVICE					
210-43110.622 ELECTRICAL SERVICE	4,200.00	564.79	3,635.21	13.45%	289.92
210-43110.623 HEATING/NATURAL GAS					
210-43110.623 HEATING/NATURAL GAS	4,000.00	138.49	3,861.51	3.46%	0.00
210-43110.626 Vehicle Fuels					
210-43110.626 Vehicle Fuels	38,000.00	2,336.95	35,663.05	6.15%	1,194.96
210-43110.891 CAPITAL OUTLAY					
210-43110.891 CAPITAL OUTLAY	14,000.00	0.00	14,000.00	0.00%	0.00
Total STREET GENERAL	566,160.00	119,950.26	446,209.74	21.19%	43,203.13
210-43115.610 Street Lights Supplies/Ma					
210-43115.610 Street Lights Supplies/Ma	12,000.00	2,534.53	9,465.47	21.12%	2,534.53
210-43115.622 Electricity - St/Traffic					
210-43115.622 Electricity - St/Traffic	132,000.00	22,892.35	109,107.65	17.34%	11,526.10
210-43117.000 Streetscape Maintenance					
210-43117.000 Streetscape Maintenance	11,500.00	7,414.22	4,085.78	64.47%	3,832.42
210-43120 STREET-PAVEMENT MAINT					
210-43120.570 Summer Constr - Purchased	255,800.00	112,245.60	143,554.40	43.88%	112,245.60
210-43120.610 Summer Const - Supplies	24,000.00	14,925.35	9,074.65	62.19%	7,111.70
Total STREET-PAVEMENT MAINT	279,800.00	127,170.95	152,629.05	45.45%	119,357.30
210-43123 STREETS - TRAFFIC LIGHTS					
210-43123.730 Traffic Control	16,000.00	2,207.45	13,792.55	13.80%	1,274.70
Total STREETS - TRAFFIC LIGHTS	16,000.00	2,207.45	13,792.55	13.80%	1,274.70
210-43124.570 Sidewalk and Curb Mainten					
210-43124.570 Sidewalk and Curb Mainten	5,500.00	4,987.50	512.50	90.68%	1,479.00
210-43125 WINTER MAINTENANCE					
210-43125.570 CONTRACT SERVICES	20,000.00	0.00	20,000.00	0.00%	0.00
210-43125.610 WINTER MAINTENANCE	125,000.00	110.68	124,889.32	0.09%	45.00
Total WINTER MAINTENANCE	145,000.00	110.68	144,889.32	0.08%	45.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43150 Storm Sewer					
210-43150.430 Storm Sewer Maintenance	15,000.00	1,330.03	13,669.97	8.87%	890.55
Total Storm Sewer	15,000.00	1,330.03	13,669.97	8.87%	890.55
210-43151 STREET - STORMWATER					
210-43151.1 STREET-STORMWATER SALARIE					
210-43151.110 SALARIES - REGULAR	47,232.00	10,222.84	37,009.16	21.64%	3,639.52
Total STREET-STORMWATER SALARIE	47,232.00	10,222.84	37,009.16	21.64%	3,639.52
210-43151.2 STREET-STORMWATER BENEFIT					
210-43151.210 HEALTH INS & OTHER BENEFIT	12,815.00	4,933.05	7,881.95	38.49%	1,857.86
210-43151.220 SOCIAL SECURITY	3,613.00	782.01	2,830.99	21.64%	278.41
210-43151.226 WORKERS COMP INSURANCE	3,438.00	1,104.51	2,333.49	32.13%	0.00
210-43151.230 RETIREMENT	4,723.00	1,083.60	3,639.40	22.94%	361.20
210-43151.250 UNEMPLOYMENT INSURANCE	30.00	34.90	-4.90	116.33%	17.45
Total STREET-STORMWATER BENEFIT	24,619.00	7,938.07	16,680.93	32.24%	2,514.92
Total STREET - STORMWATER	71,851.00	18,160.91	53,690.09	25.28%	6,154.44
210-43160 STREET STREET LIGHTS					
Total STREET STREET LIGHTS	0.00	0.00	0.00	0.00%	0.00
210-43161 STREETS - CONSERVATION					
210-43161.003 Tree Advisory Committee	10,000.00	0.00	10,000.00	0.00%	0.00
Total STREETS - CONSERVATION	10,000.00	0.00	10,000.00	0.00%	0.00
Total STREET DEPARTMENT	1,264,811.00	306,758.88	958,052.12	24.25%	190,297.17
210-45110 RECREATION & PARKS ADMIN					
210-45110.110 SALARIES - REGULAR	244,792.00	50,882.87	193,909.13	20.79%	18,515.28
210-45110.140 SALARIES - PART-TIME	0.00	1,256.69	-1,256.69	100.00%	888.56
210-45110.210 HEALTH INS & OTHER BENEFIT	125,468.00	35,176.63	90,291.37	28.04%	18,687.32
210-45110.220 SOCIAL SECURITY	18,727.00	3,991.73	14,735.27	21.32%	1,485.49
210-45110.230 RETIREMENT	27,182.00	5,660.40	21,521.60	20.82%	2,055.92
210-45110.330 OTHER PROFESSIONAL SVCS	21,742.00	1,769.72	19,972.28	8.14%	1,573.95
210-45110.340 COMPUTER EXPENSES	6,000.00	1,044.94	4,955.06	17.42%	698.94
210-45110.500 TRAINING, CONF, DUES	8,453.00	2,067.17	6,385.83	24.45%	1,887.17
210-45110.530 COMMUNICATIONS	7,851.00	4,511.93	3,339.07	57.47%	502.94
210-45110.535 TELEPHONE SERVICES	1,980.00	0.00	1,980.00	0.00%	0.00
210-45110.550 PRINTING & ADVERTISING	3,000.00	908.61	2,091.39	30.29%	256.95
210-45110.561 CC Processing Fee	0.00	148.57	-148.57	100.00%	0.00
210-45110.610 SUPPLIES	5,000.00	823.43	4,176.57	16.47%	591.06
210-45110.813 SCHOLARSHIPS	4,000.00	0.00	4,000.00	0.00%	0.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total RECREATION & PARKS ADMIN	474,195.00	108,242.69	365,952.31	22.83%	47,143.58
210-45220 PARKS & FACILITIES					
210-45220.110 SALARIES - REGULAR	105,360.00	24,049.68	81,310.32	22.83%	8,086.24
210-45220.140 SALARIES - PART-TIME	22,798.00	7,574.97	15,223.03	33.23%	1,350.03
210-45220.210 HEALTH INS & OTHER BENEFIT	27,076.00	6,963.34	20,112.66	25.72%	3,446.24
210-45220.220 SOCIAL SECURITY	9,804.00	2,500.68	7,303.32	25.51%	775.21
210-45220.230 RETIREMENT	10,536.00	2,205.62	8,330.38	20.93%	808.60
210-45220.330 OTHER PROFESSIONAL SVCS	6,100.00	3,307.75	2,792.25	54.23%	1,184.35
210-45220.434 MAINTENANCE-BUILDINGS/GRO	11,739.00	34.72	11,704.28	0.30%	0.00
210-45220.441 LAND LEASE	500.00	550.00	-50.00	110.00%	550.00
210-45220.442 EQUIPMENT RENTAL	1,980.00	0.00	1,980.00	0.00%	0.00
210-45220.500 TRAINING, CONF, DUES	4,302.00	77.00	4,225.00	1.79%	77.00
210-45220.610 SUPPLIES	16,489.00	10,369.35	6,119.65	62.89%	4,742.71
Total PARKS & FACILITIES	216,684.00	57,633.11	159,050.89	26.60%	21,020.38
210-453 SENIOR SUPPORT					
Total SENIOR SUPPORT	0.00	0.00	0.00	0.00%	0.00
210-45551 BROWNELL LIBRARY					
210-45551.1 LIBRARY SALARIES					
210-45551.110 SALARIES REGULAR	328,850.00	68,412.47	260,437.53	20.80%	24,873.23
210-45551.140 SALARIES PART TIME	108,415.00	16,419.61	91,995.39	15.15%	6,123.39
Total LIBRARY SALARIES	437,265.00	84,832.08	352,432.92	19.40%	30,996.62
210-45551.2 LIBRARY BENEFITS					
210-45551.210 HEALTH INS & OTHER BENEFIT	134,104.00	36,886.51	97,217.49	27.51%	17,824.09
210-45551.220 SOCIAL SECURITY	33,451.00	6,493.81	26,957.19	19.41%	2,372.80
210-45551.230 RETIREMENT	32,580.00	6,816.94	25,763.06	20.92%	2,478.16
Total LIBRARY BENEFITS	200,135.00	50,197.26	149,937.74	25.08%	22,675.05
210-45551.340 COMPUTER EXPENSES	4,000.00	0.00	4,000.00	0.00%	0.00
210-45551.442 Rental of Equipment	1,500.00	539.86	960.14	35.99%	180.37
210-45551.500 TRAINING, CONFERENCES, DU	4,000.00	0.00	4,000.00	0.00%	0.00
210-45551.530 TECHNOLOGY ACCESS	7,700.00	3,875.31	3,824.69	50.33%	1,270.10
210-45551.536 POSTAGE/DELIVERY	2,500.00	503.40	1,996.60	20.14%	213.04
210-45551.572 INTERVIEW COSTS	700.00	0.00	700.00	0.00%	0.00
210-45551.574 VOLUNTEER EXPENSES	800.00	0.00	800.00	0.00%	0.00
210-45551.610 SUPPLIES	13,500.00	1,359.63	12,140.37	10.07%	22.05
210-45551.640 ADULT COLLECTION-PRINT &	41,500.00	2,366.47	39,133.53	5.70%	134.12
210-45551.641 JUVEN COLLECTION-PRNT & E	20,750.00	2,001.18	18,748.82	9.64%	463.77
210-45551.677 COMPUTER REPLACEMENT	8,000.00	0.00	8,000.00	0.00%	0.00
210-45551.836 ADULT PROGRAMS	1,000.00	0.00	1,000.00	0.00%	0.00
210-45551.837 CHILDRENS PROGRAMS	4,500.00	379.99	4,120.01	8.44%	29.99
210-45551.891 CAPITAL OUTLAY	4,000.00	0.00	4,000.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total BROWNELL LIBRARY	751,850.00	146,055.18	605,794.82	19.43%	55,985.11
210-47 DEBT SERVICE					
210-47116.000 CAPITAL IMP PRINCIPAL	135,135.00	135,135.00	0.00	100.00%	135,135.00
210-47216.000 CAPITAL IMP - INTEREST	67,599.00	34,604.63	32,994.37	51.19%	34,604.63
Total DEBT SERVICE	202,734.00	169,739.63	32,994.37	83.73%	169,739.63
210-491 CAPITAL/MISC TRANSFERS					
210-49100.030 CAP RESRV FND CONT - BEG	401,955.00	100,488.75	301,466.25	25.00%	100,488.75
210-49100.031 ROLLING STOCK FUND CONTRI	238,700.00	59,656.00	179,044.00	24.99%	59,656.00
210-49100.040 TRANS FOR BUILDING MAINT	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	1,250.00	3,750.00	25.00%	1,250.00
210-49101.030 TRANS TO CAPITAL RESERVE	112,455.00	28,113.75	84,341.25	25.00%	28,113.75
210-49101.031 HALF PENNY FOR LDR TRUCK	80,000.00	0.00	80,000.00	0.00%	0.00
Total CAPITAL/MISC TRANSFERS	888,110.00	202,008.50	686,101.50	22.75%	202,008.50
210-493 GRANT AND OTHER UNBUDGETE					
210-4930 TERMINATION BENEFITS FROM					
Total TERMINATION BENEFITS FROM	0.00	0.00	0.00	0.00%	0.00
210-4934 GRANT EXPENDITURES					
210-49340.000 MISC GRANT EXPENDITURES	0.00	33,694.64	-33,694.64	100.00%	33,694.64
210-49345 DONATION EXPENDITURES					
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	196.58	-196.58	100.00%	0.00
Total DONATION EXPENDITURES	0.00	196.58	-196.58	100.00%	0.00
210-49346 LIBRARY REPLACEMENT EXPEN					
Total LIBRARY REPLACEMENT EXPEN	0.00	0.00	0.00	0.00%	0.00
Total GRANT EXPENDITURES	0.00	33,891.22	-33,891.22	100.00%	33,694.64
Total GRANT AND OTHER UNBUDGETE	0.00	33,891.22	-33,891.22	100.00%	33,694.64
210-494 PARK ST. SCHOOL					
Total PARK ST. SCHOOL	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	5,367,654.00	1,365,636.67	4,002,017.33	25.44%	844,785.69
Total GENERAL FUND	1.00	894,171.08	-894,172.08		1,108,614.78
Total Revenues	0.00	0.00	0.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	0.00	0.00	0.00%	0.00
222-39110.000 GENERAL FUND TRANS IN	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
Total Revenues	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total BUILDING MAINT FUND	50,000.00	12,500.00	-62,500.00	25.00%	12,500.00
223-31101.000 PENNY TAX	0.00	55,592.14	-55,592.14	100.00%	55,592.14
Total Revenues	0.00	55,592.14	-55,592.14	100.00%	55,592.14
223-46802.004 Road Res-Q	0.00	2,000.00	-2,000.00	100.00%	2,000.00
Total Expenditures	0.00	2,000.00	-2,000.00	100.00%	2,000.00
Total TRUSTEE CAP IMP PROJECTS	0.00	53,592.14	-53,592.14	-100.00%	53,592.14
225-34700.000 SR CTR MEMBERSHIPS	3,200.00	0.00	3,200.00	0.00%	0.00
225-34701.000 SR CTR FUND RAISING REV	3,000.00	0.00	3,000.00	0.00%	0.00
225-34702.000 Program Fees	1,500.00	24.00	1,476.00	1.60%	24.00
225-34702.002 Meals Fees	2,600.00	0.00	2,600.00	0.00%	0.00
225-36400.000 SR CTR DONATIONS	2,000.00	0.00	2,000.00	0.00%	0.00
Total Revenues	12,300.00	24.00	12,276.00	0.20%	24.00
225-45122.330 OTHER PROF SERVICES	3,600.00	0.00	3,600.00	0.00%	0.00
225-45122.430 REPAIRS & MAINTENANCE	1,000.00	0.00	1,000.00	0.00%	0.00
225-45122.442 Rental of Equipment	0.00	282.69	-282.69	100.00%	94.27
225-45122.610 OPERATIONAL SUPP/EXP	3,000.00	0.00	3,000.00	0.00%	0.00
225-45122.612 FUND RAISER EXPENSES	500.00	0.00	500.00	0.00%	0.00
225-45122.614 PROGRAM EXPENSES	2,500.00	76.98	2,423.02	3.08%	76.98
225-45122.812 Meals Expenses	1,500.00	0.00	1,500.00	0.00%	0.00
Total Expenditures	12,100.00	359.67	11,740.33	2.97%	171.25
Total SENIOR CENTER FUND	200.00	-335.67	135.67	-167.84%	-147.25
226-34720.000 POOL DAY ADMISSION	71,727.00	26,871.07	44,855.93	37.46%	543.00
226-34721.000 POOL MEMBERSHIPS	42,868.00	-135.00	43,003.00	-0.31%	0.00
226-34722.000 SWIM LESSONS	52,235.00	4,171.77	48,063.23	7.99%	-102.00

EJRP PPROGRAMS FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
226-34725.000 CONCESSION SALES	2,500.00	0.00	2,500.00	0.00%	0.00
226-34750.000 FACILITY & FIELD RENTAL	13,074.00	3,490.00	9,584.00	26.69%	920.00
226-34779.115 Youth Prog - RP	185,451.00	13,345.58	172,105.42	7.20%	-95.00
226-34779.120 Youth Prog - AS	40,500.00	104.00	40,396.00	0.26%	0.00
226-34780.000 ADULT PROGRAMS	74,070.00	5,930.50	68,139.50	8.01%	0.00
226-34781.120 Childcare - AS	676,683.00	2,362.65	674,320.35	0.35%	0.00
226-34781.121 Childcare - PS	373,037.00	82,792.99	290,244.01	22.19%	41,824.29
226-34781.122 Childcare - DC	338,010.00	108,614.05	229,395.95	32.13%	6,703.89
226-34782.000 SHARED STAFFING CONTRACT	50,046.00	0.00	50,046.00	0.00%	0.00
226-34783.000 Memorial Day Parade	20,000.00	0.00	20,000.00	0.00%	0.00
226-39505.000 SPONSORSHIP	7,550.00	0.00	7,550.00	0.00%	0.00
Total Revenues	1,947,751.00	247,547.61	1,700,203.39	12.71%	49,794.18

226-45110 ADMINISTRATION

226-45110.140 SALARIES - PART-TIME	4,840.00	0.00	4,840.00	0.00%	0.00
226-45110.220 SOCIAL SECURITY	370.00	0.00	370.00	0.00%	0.00
226-45110.226 WORKERS COMPENSATION INS	35,376.00	24,010.53	11,365.47	67.87%	0.00
226-45110.330 OTHER PROFESSIONAL SVCS	3,750.00	0.00	3,750.00	0.00%	0.00
226-45110.442 Equipment Rentals	2,135.00	916.70	1,218.30	42.94%	458.15
226-45110.500 TRAINING, CONF, DUES	10,250.00	334.15	9,915.85	3.26%	334.15
226-45110.536 POSTAGE	4,478.00	0.00	4,478.00	0.00%	0.00
226-45110.550 PRINTING & ADVERTISING	12,860.00	0.00	12,860.00	0.00%	0.00
226-45110.561 CC Processing Fee	0.00	5,433.62	-5,433.62	100.00%	0.00
Total ADMINISTRATION	74,059.00	30,695.00	43,364.00	41.45%	792.30

226-45115 RECREATION PROGRAMS

226-45115.110 Salaries - Regular	27,028.00	5,621.88	21,406.12	20.80%	2,044.32
226-45115.140 SALARIES - PART -TIME	19,877.00	0.00	19,877.00	0.00%	0.00
226-45115.220 SOCIAL SECURITY	2,837.00	430.10	2,406.90	15.16%	156.40
226-45115.330 OTHER PROFESSIONAL SVCS	180,077.00	28,226.05	151,850.95	15.67%	12,575.82
226-45115.410 WATER & SEWER CHARGES	800.00	0.00	800.00	0.00%	0.00
226-45115.434 MAINTENANCE-BLDGS/GROUNDS	250.00	0.00	250.00	0.00%	0.00
226-45115.440 RENTAL	600.00	0.00	600.00	0.00%	0.00
226-45115.442 EQUIPMENT RENTALS	1,400.00	0.00	1,400.00	0.00%	0.00
226-45115.500 TRAINING, CONF, DUES	700.00	154.00	546.00	22.00%	154.00
226-45115.550 PRINTING & ADVERTISING	200.00	0.00	200.00	0.00%	0.00
226-45115.610 SUPPLIES	24,519.00	2,167.82	22,351.18	8.84%	254.38
226-45115.850 Memorial Day Parade	19,500.00	0.00	19,500.00	0.00%	0.00
Total RECREATION PROGRAMS	277,788.00	36,599.85	241,188.15	13.18%	15,184.92

226-45120 AFTER SCHOOL CARE

226-45120.110 SALARIES - REGULAR	265,037.00	52,983.74	212,053.26	19.99%	30,329.56
226-45120.140 SALARIES - PART-TIME	187,302.00	5,194.71	182,107.29	2.77%	5,194.71
226-45120.210 HEALTH INS & OTHER BENEFIT	95,318.00	12,779.06	82,538.94	13.41%	5,787.84
226-45120.220 SOCIAL SECURITY	34,605.00	4,509.53	30,095.47	13.03%	2,735.41
226-45120.230 RETIREMENT	32,142.00	6,218.58	25,923.42	19.35%	2,396.63

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
226-45120.330 OTHER PROFESSIONAL SVCS	40,960.00	246.00	40,714.00	0.60%	246.00
226-45120.421 TRUCK LEASE	12,638.00	12,239.30	398.70	96.85%	0.00
226-45120.500 TRAINING, CONF, DUES	19,155.00	231.00	18,924.00	1.21%	231.00
226-45120.535 Telephone	4,620.00	566.30	4,053.70	12.26%	291.30
226-45120.580 TRAVEL	34,109.00	0.00	34,109.00	0.00%	0.00
226-45120.610 SUPPLIES	37,296.00	2,276.83	35,019.17	6.10%	2,276.83
226-45120.626 GAS, GREASE & OIL	1,900.00	280.41	1,619.59	14.76%	110.42
Total AFTER SCHOOL CARE	765,082.00	97,525.46	667,556.54	12.75%	49,599.70
226-45121 PRESCHOOL					
226-45121.110 SALARIES - REGULAR	202,888.00	40,170.59	162,717.41	19.80%	14,295.29
226-45121.140 SALARIES - PART-TIME	24,970.00	7,278.92	17,691.08	29.15%	1,915.63
226-45121.210 HEALTH INS & OTHER BENEFIT	87,370.00	23,832.80	63,537.20	27.28%	10,725.34
226-45121.220 SOCIAL SECURITY	17,431.00	3,632.92	13,798.08	20.84%	1,241.25
226-45121.230 RETIREMENT	18,921.00	3,935.86	14,985.14	20.80%	1,429.56
226-45121.330 OTHER PROFESSIONAL SVCS	3,114.00	251.00	2,863.00	8.06%	0.00
226-45121.500 TRAINING, CONF, DUES	8,902.00	3,671.00	5,231.00	41.24%	0.00
226-45121.580 TRAVEL	1,728.00	0.00	1,728.00	0.00%	0.00
226-45121.610 SUPPLIES	4,500.00	5,360.51	-860.51	119.12%	5,200.07
Total PRESCHOOL	369,824.00	88,133.60	281,690.40	23.83%	34,807.14
226-45122 SUMMER DAY CAMPS					
226-45122.110 SALARIES - REGULAR	42,714.00	21,012.96	21,701.04	49.19%	0.00
226-45122.140 SALARIES - PART-TIME	182,169.00	157,962.63	24,206.37	86.71%	18,978.79
226-45122.220 SOCIAL SECURITY	17,204.00	13,692.29	3,511.71	79.59%	1,467.15
226-45122.330 OTHER PROFESSIONAL SVCS	6,495.00	9,141.88	-2,646.88	140.75%	15,399.61
226-45122.580 TRAVEL	36,654.00	10,065.63	26,588.37	27.46%	1,592.57
226-45122.610 Supplies	17,476.00	11,424.93	6,051.07	65.37%	2,828.38
226-45122.626 GAS, GREASE AND OIL	100.00	42.04	57.96	42.04%	42.04
Total SUMMER DAY CAMPS	302,812.00	223,342.36	79,469.64	73.76%	40,308.54
226-45123 Rec Kids Supported Learni					
226-45123.140 Salaries - Part-Time	0.00	17,104.86	-17,104.86	100.00%	17,104.86
226-45123.220 Social Security	0.00	1,262.64	-1,262.64	100.00%	1,262.64
226-45123.330 Other Professional Svcs	0.00	1,347.85	-1,347.85	100.00%	1,347.85
226-45123.610 Supplies	0.00	14,509.55	-14,509.55	100.00%	14,509.55
Total Rec Kids Supported Learni	0.00	34,224.90	-34,224.90	100.00%	34,224.90
226-45124 POOL					
226-45124.140 SALARIES - PART-TIME	93,462.00	77,426.53	16,035.47	82.84%	14,732.39
226-45124.220 SOCIAL SECURITY	7,150.00	5,954.77	1,195.23	83.28%	1,157.66
226-45124.330 OTHER PROFESSIONAL SVCS	5,812.00	228.00	5,584.00	3.92%	0.00
226-45124.410 WATER & SEWER CHARGES	2,749.00	0.00	2,749.00	0.00%	0.00
226-45124.434 MAINTENANCE-BLDGS/GROUNDS	21,130.00	8,449.42	12,680.58	39.99%	3,758.56
226-45124.610 SUPPLIES	6,121.00	2,020.32	4,100.68	33.01%	798.68
Total POOL	136,424.00	94,079.04	42,344.96	68.96%	20,447.29

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
226-45125 CONCESSIONS					
Total CONCESSIONS	0.00	0.00	0.00	0.00%	0.00
226-45126 AQUATICS					
Total AQUATICS	0.00	0.00	0.00	0.00%	0.00
226-45220 PARKS & FACILITIES					
226-45220.140 Salaries - Part Time	7,225.00	6,782.53	442.47	93.88%	611.00
226-45220.220 Social Security	553.00	518.87	34.13	93.83%	46.74
226-45220.330 Other Prof Services	2,500.00	0.00	2,500.00	0.00%	0.00
226-45220.442 Equipment Rental	4,800.00	0.00	4,800.00	0.00%	0.00
226-45220.535 Telephone Services	1,320.00	0.00	1,320.00	0.00%	0.00
226-45220.550 TRAINING, CONF, DUES	3,500.00	0.00	3,500.00	0.00%	0.00
226-45220.610 PARKS & FACILITIES SUPPLI	1,275.00	0.00	1,275.00	0.00%	0.00
Total PARKS & FACILITIES	21,173.00	7,301.40	13,871.60	34.48%	657.74
Total Expenditures	1,947,162.00	611,901.61	1,335,260.39	31.43%	196,022.53
Total EJRP PPROGRAMS FUND	589.00	-364,354.00	363,765.00	-61,859.76%	-146,228.35
230-331 GRANT REVENUE					
Total GRANT REVENUE	0.00	0.00	0.00	0.00%	0.00
230-341 CONTRIBUTIONS					
230-34105.000 CVE CONTRIB FOR ECONOMIC	15,300.00	0.00	15,300.00	0.00%	0.00
Total CONTRIBUTIONS	15,300.00	0.00	15,300.00	0.00%	0.00
230-361 INTEREST EARNINGS					
Total INTEREST EARNINGS	0.00	0.00	0.00	0.00%	0.00
230-391 GENERAL FUND TRANSFER IN					
230-39110.000 CONTRIB FROM GENERAL FUND	401,955.00	100,488.75	301,466.25	25.00%	100,488.75
Total GENERAL FUND TRANSFER IN	401,955.00	100,488.75	301,466.25	25.00%	100,488.75
Total Revenues	417,255.00	100,488.75	316,766.25	24.08%	100,488.75
230-46801.007 PEARL ST. LINKING SIDEWAL	0.00	158.50	-158.50	100.00%	17.50
230-46801.008 CRESCENT CONNECTOR	0.00	21,799.88	-21,799.88	100.00%	19,159.88
230-46801.021 Lamoyille Water Line Repl	541,025.00	83,155.44	457,869.56	15.37%	11,774.41
230-46801.022 Densmore Dr, FEMA	0.00	42,986.30	-42,986.30	100.00%	18,584.00
230-46801.710 BRICK/MANSF STRM CA0462	0.00	25,155.28	-25,155.28	100.00%	20,663.58

GEN FUND CAP RESERVE

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-46801.725 CA0530 Phosphorus Control	0.00	999.60	-999.60	100.00%	0.00
Total Expenditures	541,025.00	174,255.00	366,770.00	32.21%	70,199.37
Total GEN FUND CAP RESERVE	-123,770.00	-73,766.25	197,536.25	59.60%	30,289.38
231-39000.004 VAC TRUCK RENTAL	0.00	1,350.00	-1,350.00	100.00%	0.00
231-39110.000 CONTRIB FROM GENERAL FUND	238,624.00	59,656.00	178,968.00	25.00%	59,656.00
Total Revenues	238,624.00	61,006.00	177,618.00	25.57%	59,656.00
231-43131.164 SIDEWALK PLOW	123,495.00	0.00	123,495.00	0.00%	0.00
Total Expenditures	123,495.00	0.00	123,495.00	0.00%	0.00
Total ROLLING STOCK FUND	115,129.00	61,006.00	-176,135.00	52.99%	59,656.00
Total Revenues	0.00	0.00	0.00	0.00%	0.00
Total LAND ACQUISITION FUND	0.00	0.00	0.00	0.00%	0.00
233-39110.000 CONTRIBUTION FROM GEN FUN	112,455.00	28,113.75	84,341.25	25.00%	28,113.75
Total Revenues	112,455.00	28,113.75	84,341.25	25.00%	28,113.75
233-46801.003 LANDSCAPING	10,000.00	0.00	10,000.00	0.00%	0.00
233-46801.005 RESURFACING	23,500.00	21,113.75	2,386.25	89.85%	21,113.75
233-46801.006 LIGHTING & TECHNOLOGY	9,040.00	0.00	9,040.00	0.00%	0.00
233-46801.008 FIELD MAINTENANCE	0.00	10,589.76	-10,589.76	100.00%	0.00
233-46801.009 PARK AMENITIES	55,000.00	21,000.00	34,000.00	38.18%	21,000.00
233-46801.010 BUILDING & FACILITIES	4,000.00	0.00	4,000.00	0.00%	0.00
233-46801.011 Pool Improvements	10,915.00	0.00	10,915.00	0.00%	0.00
Total Expenditures	112,455.00	52,703.51	59,751.49	46.87%	42,113.75
Total NJRP CAP RESERVE	0.00	-24,589.76	24,589.76	-100.00%	-14,000.00
Total Revenues	0.00	0.00	0.00	0.00%	0.00
253-468 CAPITAL PROJECTS					
Total CAPITAL PROJECTS	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total BOND FUND	0.00	0.00	0.00	0.00%	0.00

BOND FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-3 REVENUE					
254-34 OPERATING REVENUE					
254-34403.000 MISC. - UNCLASSIFIED RECE	0.00	1,540.00	-1,540.00	100.00%	350.00
254-348 USER CHARGES					
254-34801.000 SALE OF WATER-RESIDENTIAL	1,171,588.00	152,770.37	1,018,817.63	13.04%	36.44
254-34811.000 WATER BILLING PENALTIES	4,500.00	788.86	3,711.14	17.53%	835.73
254-34812.000 WATER SALES - LARGE USERS	95,000.00	19,309.97	75,690.03	20.33%	8,520.83
254-34821.000 HOOK ON FEES	7,000.00	1,750.00	5,250.00	25.00%	0.00
Total USER CHARGES	1,278,088.00	174,619.20	1,103,468.80	13.66%	9,393.00
254-349 GF PASS THROUGH REVENUES					
254-34900.000 SALE OF WATER-GF	2,795,104.00	525,458.09	2,269,645.91	18.80%	231,866.69
254-34902.000 SALE OF WATER - GF VT TA	70,818.00	11,358.80	59,459.20	16.04%	5,012.25
Total GF PASS THROUGH REVENUES	2,865,922.00	536,816.89	2,329,105.11	18.73%	236,878.94
Total OPERATING REVENUE	4,144,010.00	712,976.09	3,431,033.91	17.20%	246,621.94
254-390 NON OPERATING REVENUE					
254-39000.001 CURRENT YR CONTRIBUTION I	0.00	77,500.00	-77,500.00	100.00%	77,500.00
254-39000.004 VAC TRUCK RENTAL	0.00	225.00	-225.00	100.00%	0.00
Total NON OPERATING REVENUE	0.00	77,725.00	-77,725.00	100.00%	77,500.00
Total REVENUE	4,144,010.00	790,701.09	3,353,308.91	19.08%	324,121.94
Total Revenues	4,144,010.00	790,701.09	3,353,308.91	19.08%	324,121.94
254-43 EXPENSES					
254-432 OPERATING EXPENSES					
254-4320 GENERAL EXPENSES					
254-43200.1 WATER FUND SALARIES					
254-43200.110 SALARIES REGULAR	123,321.00	25,969.59	97,351.41	21.06%	9,325.16
254-43200.130 SALARIES OVERTIME	15,000.00	1,158.39	13,841.61	7.72%	445.17
254-43200.140 SALARIES PART TIME	9,507.00	817.71	8,689.29	8.60%	263.81
Total WATER FUND SALARIES	147,828.00	27,945.69	119,882.31	18.90%	10,034.14
254-43200.2 WATER FUND BENEFITS					
254-43200.210 HEALTH INS & OTHER BENEFIT	68,513.00	20,205.04	48,307.96	29.49%	10,300.06
254-43200.220 SOCIAL SECURITY	11,309.00	2,139.49	9,169.51	18.92%	768.21
254-43200.226 WORKERS COMP INSURANCE	10,500.00	3,038.37	7,461.63	28.94%	0.00
254-43200.230 RETIREMENT	12,332.00	2,636.85	9,695.15	21.38%	932.51
254-43200.250 UNEMPLOYMENT INSURANCE	75.00	87.26	-12.26	116.35%	43.63
Total WATER FUND BENEFITS	102,729.00	28,107.01	74,621.99	27.36%	12,044.41

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.335 AUDIT	4,200.00	402.50	3,797.50	9.58%	0.00
254-43200.340 COMPUTER EXPENSES	2,650.00	616.11	2,033.89	23.25%	0.00
254-43200.410 WATER AND SEWER CHARGE	200.00	26.80	173.20	13.40%	0.00
254-43200.411 CWD WATER PURCHASE	509,046.00	141,456.59	367,589.41	27.79%	55,318.18
254-43200.412 STATE WATER TAX	13,285.00	2,657.80	10,627.20	20.01%	1,015.95
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	432.81	15,567.19	2.71%	0.00
254-43200.432 VEHICLE MAINTENANCE	0.00	162.02	-162.02	100.00%	0.00
254-43200.441 RIGHT OF WAY AGREEMENTS	150.00	91.66	58.34	61.11%	0.00
254-43200.491 CONTRACTUAL SERVICES	122,860.00	31,383.00	91,477.00	25.54%	31,383.00
254-43200.500 TRAINING, CONFERENCES, DU	2,000.00	0.00	2,000.00	0.00%	0.00
254-43200.521 LIABILITY & PROPERTY INS.	6,540.00	906.27	5,633.73	13.86%	0.00
254-43200.535 TELEPHONE SERVICES	2,500.00	358.25	2,141.75	14.33%	177.10
254-43200.536 POSTAGE	3,100.00	767.92	2,332.08	24.77%	0.00
254-43200.550 PRINTING AND ADVERTISING	2,000.00	0.00	2,000.00	0.00%	0.00
254-43200.570 MAINTENANCE OTHER	2,500.00	638.50	1,861.50	25.54%	0.00
254-43200.610 SUPPLIES	7,000.00	976.43	6,023.57	13.95%	509.83
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	-3.01	1,503.01	-0.20%	0.00
254-43200.613 METERS AND PARTS	500.00	0.00	500.00	0.00%	0.00
254-43200.614 DISTRIBUTION MATERIALS	7,500.00	2,686.40	4,813.60	35.82%	1,355.05
254-43200.622 ELECTRICAL SERVICE	1,000.00	120.70	879.30	12.07%	55.73
254-43200.623 HEATING/NATURAL GAS	3,000.00	77.37	2,922.63	2.58%	0.00
254-43200.626 GAS,GREASE AND OIL	3,000.00	248.99	2,751.01	8.30%	135.94
254-43200.742 TRANS TO CAPITAL RESERVE	310,000.00	77,500.00	232,500.00	25.00%	77,500.00
254-43200.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
Total GENERAL EXPENSES	1,278,088.00	317,559.81	960,528.19	24.85%	189,529.33
254-4321 GF WATER EXPENSES					
254-43210.411 CWD WATER PURC - GF	2,795,104.00	497,229.79	2,297,874.21	17.79%	223,546.35
254-43210.412 STATE WATER TAX - GF	70,818.00	11,148.65	59,669.35	15.74%	5,012.25
Total GF WATER EXPENSES	2,865,922.00	508,378.44	2,357,543.56	17.74%	228,558.60
Total OPERATING EXPENSES	4,144,010.00	825,938.25	3,318,071.75	19.93%	418,087.93
254-433 CAPITAL PROJECT EXPENSES					
254-43330.002 METER REPLACEMENT PROGRAM	0.00	1,837.25	-1,837.25	100.00%	0.00
254-43330.005 SERIES 3 BOND INTEREST	0.00	7,647.67	-7,647.67	100.00%	7,647.67
254-43330.009 Lamocille St Water Line	262,797.00	40,957.16	221,839.84	15.59%	5,799.34
254-43330.010 Fairview Drive PRV	0.00	3,541.35	-3,541.35	100.00%	3,541.35
254-43332 BONDED PROJECTS					
Total BONDED PROJECTS	0.00	0.00	0.00	0.00%	0.00
Total CAPITAL PROJECT EXPENSES	262,797.00	53,983.43	208,813.57	20.54%	16,988.36
Total EXPENSES	4,406,807.00	879,921.68	3,526,885.32	19.97%	435,076.29
Total Expenditures	4,406,807.00	879,921.68	3,526,885.32	19.97%	435,076.29

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total WATER FUND	-262,797.00	-89,220.59	352,017.59	33.95%	-110,954.35
255-3 REVENUE					
255-34 OPERATING REVENUE					
255-348 VILLAGE USER CHARGES					
255-34801.000 VILLAGE USER CHARGE	860,898.00	143,519.96	717,378.04	16.67%	1.42
255-34811.000 VILLAGE USER PENALTIES	3,500.00	654.03	2,845.97	18.69%	731.44
255-34812.000 VILL. SEPTAGE DISCHARGE I	16,000.00	26,540.24	-10,540.24	165.88%	10,499.50
255-34813.000 VILLAGE LEACHATE REVENUES	0.00	518.11	-518.11	100.00%	420.00
Total VILLAGE USER CHARGES	880,398.00	171,232.34	709,165.66	19.45%	11,652.36
255-349 TRI-TOWN REVENUES					
255-34900.000 WASTEWATER CHARGE - ESSEX	536,828.00	134,207.01	402,620.99	25.00%	44,735.67
255-34901.000 WASTEWATER CHARGE - WILLI	730,086.00	182,521.50	547,564.50	25.00%	0.00
255-34903.001 SHARED SEPTAGE REVENUES	8,000.00	0.00	8,000.00	0.00%	0.00
255-34903.005 PUMP STATION MAINT. FEES	32,000.00	8,000.00	24,000.00	25.00%	8,000.00
Total TRI-TOWN REVENUES	1,306,914.00	324,728.51	982,185.49	24.85%	52,735.67
Total OPERATING REVENUE	2,187,312.00	495,960.85	1,691,351.15	22.67%	64,388.03
255-39 NON OPERATING INCOME					
255-39000.001 CURRENT YR CONTRIBUTION I	0.00	95,000.00	-95,000.00	100.00%	95,000.00
255-39000.004 VAC TRUCK RENTAL	0.00	225.00	-225.00	100.00%	0.00
Total NON OPERATING INCOME	0.00	95,225.00	-95,225.00	100.00%	95,000.00
Total REVENUE	2,187,312.00	591,185.85	1,596,126.15	27.03%	159,388.03
Total Revenues	2,187,312.00	591,185.85	1,596,126.15	27.03%	159,388.03
255-43 EXPENSES					
255-4320 GENERAL EXPENSES					
255-43200.1 WWTF SALARIES					
255-43200.110 SALARIES REGULAR	338,203.00	70,611.12	267,591.88	20.88%	25,871.45
255-43200.130 SALARIES OVERTIME	48,000.00	8,525.99	39,474.01	17.76%	2,889.69
255-43200.140 SALARIES PART TIME	33,158.00	1,265.81	31,892.19	3.82%	512.10
Total WWTF SALARIES	419,361.00	80,402.92	338,958.08	19.17%	29,273.24
255-43200.2 WWTF BENEFITS					
255-43200.210 HEALTH INS & OTHER BENEFI	128,644.00	41,056.92	87,587.08	31.92%	17,167.84
255-43200.220 SOCIAL SECURITY	32,081.00	6,177.40	25,903.60	19.26%	2,249.07
255-43200.226 WORKERS COMP INSURANCE	30,000.00	8,588.94	21,411.06	28.63%	0.00
255-43200.230 RETIREMENT	33,620.00	6,999.83	26,620.17	20.82%	2,589.91
255-43200.250 UNEMPLOYMENT INSURANCE	175.00	203.60	-28.60	116.34%	101.80
Total WWTF BENEFITS	224,520.00	63,026.69	161,493.31	28.07%	22,108.62

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-43200.320 LEGAL SERVICES	4,000.00	695.00	3,305.00	17.38%	0.00
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	0.00	4,000.00	0.00%	0.00
255-43200.335 AUDIT	4,400.00	472.50	3,927.50	10.74%	0.00
255-43200.410 WATER AND SEWER CHARGE	3,500.00	1,754.09	1,745.91	50.12%	0.00
255-43200.432 VEHICLE MAINTENANCE	4,000.00	162.02	3,837.98	4.05%	0.00
255-43200.442 Rental of Equipment	0.00	293.66	-293.66	100.00%	111.74
255-43200.491 CONTRACTUAL SERVICES	61,430.00	15,691.50	45,738.50	25.54%	15,691.50
255-43200.500 TRAINING, CONFERENCES, DU	7,500.00	111.00	7,389.00	1.48%	0.00
255-43200.521 LIABILITY & PROPERTY INS.	30,221.00	14,803.07	15,417.93	48.98%	0.00
255-43200.535 TELEPHONE SERVICES	6,000.00	1,179.19	4,820.81	19.65%	686.65
255-43200.565 GRIT DISPOSAL	14,980.00	2,945.59	12,034.41	19.66%	1,953.96
255-43200.567 SLUDGE PROCESSING	150,000.00	0.00	150,000.00	0.00%	0.00
255-43200.568 SLUDGE MANAGEMENT	170,000.00	7,755.40	162,244.60	4.56%	7,755.40
255-43200.569 WWTF ANNUAL PERMIT FEE	9,900.00	0.00	9,900.00	0.00%	0.00
255-43200.570 MAINTENANCE OTHER	130,000.00	11,725.91	118,274.09	9.02%	4,647.56
255-43200.577 CONTRACT LABORATORY SERVI	22,000.00	2,035.00	19,965.00	9.25%	140.00
255-43200.610 SUPPLIES	8,500.00	412.76	8,087.24	4.86%	16.69
255-43200.612 UNIFORMS,BOOTS,ETC	5,500.00	598.99	4,901.01	10.89%	0.00
255-43200.618 SUPPLIES - LABORATORY	18,000.00	3,625.58	14,374.42	20.14%	758.40
255-43200.619 CHEMICALS	330,000.00	63,289.37	266,710.63	19.18%	16,268.70
255-43200.622 ELECTRICAL SERVICE	150,000.00	23,576.44	126,423.56	15.72%	10,871.27
255-43200.623 HEATING/NATURAL GAS	25,000.00	1,247.30	23,752.70	4.99%	0.00
255-43200.626 GAS,GREASE AND OIL	4,500.00	328.24	4,171.76	7.29%	201.98
255-43200.742 TRANS TO CAPITAL RESERVE	380,000.00	95,000.00	285,000.00	25.00%	95,000.00
Total GENERAL EXPENSES	2,187,312.00	391,132.22	1,796,179.78	17.88%	205,485.71
255-433 CAPITAL PROJECTS/EXPENSES					
255-43330.001 RZEDB Interest	0.00	20,964.19	-20,964.19	100.00%	20,964.19
255-43330.012 ALKALINITY CNTRL INSTALLA	0.00	351.16	-351.16	100.00%	257.10
255-43330.014 VPIC HydroFlow Unit	0.00	522.24	-522.24	100.00%	10,034.06
255-43330.015 Primary Digester Block Re	0.00	45,872.05	-45,872.05	100.00%	85.21
255-43330.016 Flow EQ Digester Reseal	0.00	962.70	-962.70	100.00%	76.76
255-43330.017 Vt Phos Challenge PePhlo	50,000.00	1,418.00	48,582.00	2.84%	0.00
255-43330.018 Energy Conservation Measu	80,000.00	0.00	80,000.00	0.00%	0.00
255-43330.019 Locker Room AC Expansion	9,000.00	0.00	9,000.00	0.00%	0.00
255-43330.020 Effluent Filter Cloths	40,000.00	0.00	40,000.00	0.00%	0.00
255-43331.004 Plow Truck (With crane)	-55,000.00	0.00	-55,000.00	0.00%	0.00
255-43331.005 Site Utility Vehicle	-15,000.00	18,959.69	-33,959.69	-126.40%	69.69
Total CAPITAL PROJECTS/EXPENSES	109,000.00	89,050.03	19,949.97	81.70%	31,487.01
255-434 NON-OPERATING EXPENSES					
Total NON-OPERATING EXPENSES	0.00	0.00	0.00	0.00%	0.00
Total EXPENSES	2,296,312.00	480,182.25	1,816,129.75	20.91%	236,972.72
Total Expenditures	2,296,312.00	480,182.25	1,816,129.75	20.91%	236,972.72

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total WASTEWATER FUND	-109,000.00	111,003.60	-2,003.60	-101.84%	-77,584.69
256-3 REVENUE					
256-33 INTERGOVERNMENTAL REVENUE					
256-33900.000 ESSEX PUMP STATION FEES	28,750.00	0.00	28,750.00	0.00%	0.00
256-33900.001 PARTY AGREEMNT REV	15,000.00	0.00	15,000.00	0.00%	0.00
Total INTERGOVERNMENTAL REVENUE	43,750.00	0.00	43,750.00	0.00%	0.00
256-34 OPERATING REVENUE					
256-34402.000 INTEREST EARNINGS	1,000.00	0.00	1,000.00	0.00%	0.00
256-34403.000 MISC. - UNCLASSIFIED RECE	3,000.00	0.00	3,000.00	0.00%	0.00
256-348 USER CHARGES					
256-34801.000 ANNUAL CUSTOMER CHARGE	672,048.00	128,065.76	543,982.24	19.06%	1.28
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,500.00	588.07	1,911.93	23.52%	645.62
256-34821.000 HOOK ON FEES	30,000.00	51,000.00	-21,000.00	170.00%	0.00
Total USER CHARGES	704,548.00	179,653.83	524,894.17	25.50%	646.90
Total OPERATING REVENUE	708,548.00	179,653.83	528,894.17	25.36%	646.90
256-39 NON OPERATING REVENUE					
256-39000.001 CURRENT YR CONTRIBUTION I	0.00	23,750.00	-23,750.00	100.00%	23,750.00
256-39000.004 VAC TRUCK RENTAL	0.00	2,700.00	-2,700.00	100.00%	0.00
256-39200.001 WWTF CAPACITY SALE REVENU	0.00	100,000.00	-100,000.00	100.00%	0.00
Total NON OPERATING REVENUE	0.00	126,450.00	-126,450.00	100.00%	23,750.00
Total REVENUE	752,298.00	306,103.83	446,194.17	40.69%	24,396.90
Total Revenues	752,298.00	306,103.83	446,194.17	40.69%	24,396.90
256-43 EXPENSES					
256-432 OPERATING EXPENSES					
256-43200.1 SANITATION SALARIES					
256-43200.110 SALARIES REGULAR	108,563.00	23,067.69	85,495.31	21.25%	8,270.68
256-43200.130 SALARIES OVERTIME	15,000.00	1,038.12	13,961.88	6.92%	300.00
256-43200.140 SALARIES PART TIME	9,564.00	817.71	8,746.29	8.55%	263.81
Total SANITATION SALARIES	133,127.00	24,923.52	108,203.48	18.72%	8,834.49
256-43200.2 SANITATION BENEFITS					
256-43200.210 HEALTH INS & OTHER BENEFI	55,470.00	16,099.54	39,370.46	29.02%	7,483.98
256-43200.220 SOCIAL SECURITY	10,184.00	1,912.10	8,271.90	18.78%	677.82
256-43200.226 WORKERS COMP INSURANCE	9,400.00	2,519.64	6,880.36	26.80%	0.00
256-43200.230 RETIREMENT	10,858.00	2,326.70	8,531.30	21.43%	827.06
256-43200.250 UNEMPLOYMENT INSURANCE	85.00	98.88	-13.88	116.33%	49.44
Total SANITATION BENEFITS	85,997.00	22,956.86	63,040.14	26.69%	9,038.30

SANITATION FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.335 AUDIT	2,000.00	201.25	1,798.75	10.06%	0.00
256-43200.340 COMPUTER EXPENSES	5,350.00	1,328.23	4,021.77	24.83%	0.00
256-43200.410 WATER AND SEWER CHARGE	500.00	82.74	417.26	16.55%	0.00
256-43200.430 SANITATION LINES MAINTENA	6,000.00	0.00	6,000.00	0.00%	0.00
256-43200.432 VEHICLE MAINTENANCE	0.00	2,144.62	-2,144.62	100.00%	200.32
256-43200.434 PUMP STATION MAINTENANCE	14,000.00	1,757.88	12,242.12	12.56%	370.68
256-43200.436 SANIT. LINE BACK-UP CLEAN	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.441 RIGHT OF WAY AGREEMENTS	1,700.00	1,777.37	-77.37	104.55%	0.00
256-43200.491 CONTRACTUAL SERVICES	154,860.00	39,383.00	115,477.00	25.43%	39,383.00
256-43200.500 TRAINING, CONFERENCES, DU	200.00	0.00	200.00	0.00%	0.00
256-43200.521 LIABILITY & PROPERTY INS.	6,014.00	5,564.34	449.66	92.52%	0.00
256-43200.536 POSTAGE	5,500.00	1,535.84	3,964.16	27.92%	0.00
256-43200.550 PRINTING AND ADVERTISING	1,500.00	0.00	1,500.00	0.00%	0.00
256-43200.570 MAINTENANCE OTHER	2,000.00	2,243.59	-243.59	112.18%	0.00
256-43200.610 SUPPLIES	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	0.00	1,500.00	0.00%	0.00
256-43200.622 ELECTRICAL SERVICE	14,000.00	1,181.66	12,818.34	8.44%	595.09
256-43200.623 HEATING/NATURAL GAS	1,800.00	89.09	1,710.91	4.95%	0.00
256-43200.626 GAS,GREASE AND OIL	4,000.00	345.81	3,654.19	8.65%	256.51
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	23,750.00	71,250.00	25.00%	23,750.00
256-43200.891 CAPITAL OUTLAY	5,000.00	0.00	5,000.00	0.00%	0.00
256-43220 ESSEX PS COSTS					
256-43220.001 SUSIE WILSON PS COSTS	12,000.00	1,666.46	10,333.54	13.89%	459.24
256-43220.002 WEST ST PS COSTS	13,000.00	1,377.40	11,622.60	10.60%	667.05
Total ESSEX PS COSTS	25,000.00	3,043.86	21,956.14	12.18%	1,126.29
Total OPERATING EXPENSES	568,048.00	132,309.66	435,738.34	23.29%	83,554.68
256-433 CAPITAL PROJECTS/EXPENSE					
256-43330.002 METER REPLACEMENT PROGRAM	0.00	2,478.22	-2,478.22	100.00%	0.00
256-43330.004 MANHOLE REHAB (INFILT REP	40,000.00	0.00	40,000.00	0.00%	0.00
Total CAPITAL PROJECTS/EXPENSE	40,000.00	2,478.22	37,521.78	6.20%	0.00
256-434 NON OPERATING EXPENSES					
Total NON OPERATING EXPENSES	0.00	0.00	0.00	0.00%	0.00
Total EXPENSES	608,048.00	134,787.88	473,260.12	22.17%	83,554.68
Total Expenditures	608,048.00	134,787.88	473,260.12	22.17%	83,554.68
Total SANITATION FUND	144,250.00	171,315.95	-315,565.95	118.76%	-59,157.78
Total All Funds	-185,398.00	751,322.50	-565,924.50	-405.25%	856,579.88



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: October 13, 2020
SUBJECT: Village Center Development

Issue

Do the Trustees wish to be updated on the progress of current development plans in the Village Center.

Discussion

3 Maple Street. After a short hiatus work has restarted on this project. Once completed it will provide residential housing and a restaurant at street level. No information is available regarding retail or commercial tenants for the other entry level spaces.

11 Park Street. Work is progressing well on this development. Already the outline of the parking garage at the rear is visible. Once the exterior of the front of the building is secure the sidewalk on Park Street will reopen.

Out & About in Essex. The Town and Village applied separately for grants from the State to develop an event based on the August event that was promoted by the Trustees on the weekend of October 17th and 18th. Unlike the former event which was Village Center focused due to the funding source this time vendors who sign on at the Pearl Street Commercial shopping centers will also be included. To date all the vendors who participated previously have signed up for the event. In addition, Fleet Feet, Quality Bake Shop, Shannon's Jewelers and Café Mediterano have also signed up. By applying for the grant separately the Town and the Village both received \$10,000 to host the event which will be occurring in the Town simultaneously. The event will include music venues in the Town and the Village. There is no cost to the Village for this event.

1 Main Street Pocket Park. With the approval of the design by the Trustees the Plan will now go to the Chittenden County Regional Planning Commission (CCRPC) and the Department of Environmental Conservation (DEC) to get clearance for the environmental engineer to develop a Corrective Action Plan (CAP).

Recommendation. This Memo is for informational purposes only.

Tue 9/29/2020 4:22 PM

From: Micah Hagan

Re: Rapid Flashing Beacon Quote

To: Linda Mahns

CC: Elijah Massey, Eric Bowker, Ramón Matanzo, Seth Cronin

I connected with the state. Unfortunately, the reason there's no small scale form is that they have cut that category from this year's grants. They anticipate having that back for next year. That's disappointing, but we can put this on hold for now and store the files to be used then.

We should begin to consider other options for the committee funds for the year. Good subject for an October meeting.

Memorandum

TO: Evan Teich, Unified Manager, and the Selectboard/Trustees
FROM: Dennis E. Lutz, P.E., Public Works Director/Town Engineer
Ricky Jones, Village Public Works Superintendent
DATE: 30 September 2020
SUBJECT: Winter Operations Plan for 2020-2021

ISSUE: The issue is whether the Selectboard and Trustees will approve the Winter Operations Plan for 2020-2021. The Plan has been placed on the Town and Village website as a draft document for public comment and input. Approval of the Plan is requested at the Joint Selectboard/Trustees meeting in October.

DISCUSSION: The Selectboard and the Trustees have previously approved a Joint Winter Operations Plan. The process serves many purposes as noted in the Introduction Section of the document.

Changes are noted in the draft document in red. It continues to preserve the independent actions of both municipalities but provides a joint framework for issues that are common to both. It has been developed with input from both Village and Town Public Works staff.

As in the past, there are two versions – an internal version with contact phone numbers and radio call numbers not available to the public -- and a public version without these numbers. Many of these numbers are private cell-phone numbers needed for internal communication and contact but not appropriate for public disclosure.

GENERAL COMMENTS:

The Town and Village winter salt and overtime costs were relatively low in the winter of 2019-2020 due to weather. However, the sand usage on gravel roads in the Town remained high due to fluctuating temperatures and rain falling on frozen roads.

The overriding issue facing the Town and Village this winter is the potential impact that COVID-19 could have on the workforce. In the past, many employees have worked through colds, temperatures and sometimes the flu. The current situation differs greatly from the past in that employees may be directed to stay home if exhibiting early symptoms of the virus. In addition, if any employee or a family member does contract Covid-19, the employee may be absent for an extended period and the entire workforce has a greater potential to also become sick. Fully qualified and experienced plow operators are in short supply. Even if other Towns help and contractors are asked to help, the level of service that has been provided for years may not be obtainable. This may impact emergency services, school openings and closings, bus delays, access to work,

commercial deliveries and a host of other transportation uses that depend upon the roads being cleared in a timely fashion. Hopefully, this doom and gloom will not happen but the potential for it happening cannot be ignored.

To this end, both the Town and the Village Plan reflects the potential for three levels of service. The plan refers to them as green, yellow and red but, they also could be referred to as normal operations (good), somewhat delayed or reduced operations (fair) and extremely reduced operations (poor to bad). Without healthy, skilled plow operators, the trucks will not roll, and snow and ice will build up. It also takes significantly more material and effort to clear roads once the precipitation has had the opportunity to set up and freeze in place.

TOWN ISSUES:

This year's plan remains unchanged from last year's plan with respect to coverage, sidewalk clearing and plow routes. Additional temporary help has been hired but they do not possess CDL licenses and cannot drive the large plow trucks.

Some residents have already contacted the Town about increasing sidewalk clearing on sidewalks not currently in the Plan. They have been told that no changes will be made this year.

From a personnel basis, the Town has 8 experienced and qualified (CDL) equipment operators (including the Superintendent), 2 added qualified operators (water- sewer employees with a CDL) who are fully qualified plow operators, 1 fully qualified temporary plow operator with a CDL, 1 operator with limited experience, two Parks and Recreation employees for pick-up trucks, and from two temps with limited experience for use on sidewalk plows. There is a total of 11 fully qualified operators. There are 13 separate vehicle routes of which 8 require a CDL operator. In addition, a combined road/sidewalk route in the area of the Town Center will be done by contract. The contract cost is \$26,341.30.

VILLAGE ISSUES:

There does not appear to be any significant issues with respect to the Village portion of the plan. It remains largely unchanged from the previous year.

REVIEW and PUBLIC NOTICE:

A draft external version of the Winter Plan has been provided for comment on the Village and Town websites. With few changes this year, the request is that the Selectboard and the Trustees consider and approve the Winter Operations plan on October 27, 2020. A short presentation on the content and changes to the document will be provided at that meeting.

The final approved documents will then be placed on the Town and Village websites and remain there throughout the coming winter.

RECOMMENDATION: It is recommended that the Selectboard and Trustees approve the Winter Operations Plan for 2020-2021 after hearing any public input.

Winter Operations Plan

Town and Village staff have updated the joint Winter Operations Plan for both communities. A draft of the complete document is on the Town webpage under the Public Works Departmental Section. The public is invited to comment. Both Boards will be discussing the Plan at their Joint Meeting on October 27, 2020.

The Plan remains virtually unchanged from the previous year with the important exception being the impact of operating under the COVID-19 pandemic. That information is described in the document but also provided in the following paragraphs from the Plan:

SPECIAL CONDITIONS FOR WINTER OPERATIONS DURING THE COVID-19 PANDEMIC

CURRENT SITUATION: All Public Works and governmental operations continue to be impacted by the COVID-19 Pandemic at the time of preparation of the Winter Operations Plan (September 2020). Municipal offices remain closed to the Public, masks are required when in buildings or when people have less than six feet of separation, no vaccine has yet been approved or distributed, and all meetings continue to use remote conferencing. It is anticipated that all operations for the entire winter will continue to occur under these conditions.

Public Works winter operations are at great risk of being severely interrupted due to the pandemic. Both the Village and the Town have limited staffs with very few personnel available for back-up in the event that employees are sick and cannot work. It requires a significant amount of training to properly and safely operate the heavy-duty plow trucks, sidewalk plows and other winter equipment. In the past, many employees have come to work with colds and with minor flu symptoms. With COVID, some of these employees may have to be sent home if they experience symptoms similar to those of the pandemic. If an employee tests positive for COVID, additional precautions will have to be put in place, including but not limited to the use of shifts. Winter storms may occur that cannot be fully covered in a timely fashion by plow or sidewalk crews. Delays will occur and the expected current service levels will be negatively impacted.

Private contractors may be able to help but those doing winter plowing already have existing contracts in the private sector and will only be able to assist after they have satisfied their contractual agreements. In most cases, this may be 24 to 48 hours after a major storm event.

The plow and sidewalk crews of both Essex Junction and the Town of Essex, in emergency situations and as the need arises, may be directed to assist operations in either community until manpower or equipment shortages can be brought back to a normal level of operation. Crews may be operating in areas that are unfamiliar to them, which is likely to result in slower clearing operations and higher elements of risk.

In anticipation of COVID or related health issues occurring among the work force, an alert system will be put in place during the pandemic. Information will be provided to the public so they can be aware that service levels will be reduced and to what level. There will be three alert levels: a green (**green**), a yellow (**yellow**) and a red.

The Green Phase: During this phase, it is anticipated that the Public Works crews can maintain the service levels historically provided and as outlined in the Winter Operations Plan. One or two employees may be out due to short term illness or a truck may be inoperative but generally service levels can be maintained. If a major snow or ice event occurs, there will be delays but those delays will be consistent with how these events were accommodated in the past.

The Yellow Phase: A designation under this phase indicates that operations will be delayed anywhere from 4 to 8 hours due to the unavailability of crews or the severity and duration of the storm event or a combination of both. This would occur approximately when only 75% of the CDL licensed crew is available to man the fleet, including the use of qualified supervisory support personnel, any contractors who may be available, and sharing of equipment and operators between the two communities. Primary routes will attempt to be covered as well as hill sections. Coverage on flat secondary roads and sidewalk coverage will likely be delayed until equipment and personnel can be made available for coverage. Some vehicles may be diverted from normal routes for assist emergency responders. This designation may impact school openings or closings and bus pick-ups, depending upon the severity of the storm and the timing.

The Red Phase: This phase occurs when 50% of the CDL licensed crew or less is available to provide winter services. Road clearing operations will be severely impacted with delays that could last anywhere from 12 to 24 hours. Most of the major truck routes take from 6 to 8 hours to clear in a normal 4 to 6-inch storm event lasting a few hours. Employees cannot plow continuously for extended periods safely. Under this scenario, the delays could be anywhere from 12 to 24 hours and sidewalks may not get started until the storm event is over. This alert level will likely impact school openings or closings and bus pick-ups, depending upon the severity of the storm and the timing.

The alert system does not replace other emergency alert systems/declarations or school decisions regarding opening or closure. The only relevance is to expected road conditions and delays in providing road clearing operations over the period of a winter storm and immediately after the storm. School closures will be determined by the Essex-Westford School District and local businesses.

NOTICE OF THE ALERT SYSTEM: The Town and Village will provide information to the media on the alert status, post the status on the Town/Village web page and notify the Police Department and the Essex Westford School District as to the current Phase of Operations.

Citizens can also call the Town Public Works offices during the normal weekday workweek from 7AM until 4PM for the current phase of operation.

Safety Practices and Procedures to be employed by Public Works Employees are covered in the Winter Operations Plan under a special section included in Appendix 8. Employees must strictly adhere to these practices to help prevent the spread of COVID and the impact it would have on their families and the Community's Winter Plowing operations.

TOWN OF ESSEX / VILLAGE OF ESSEX JUNCTION

PUBLIC WORKS

WINTER OPERATIONS PLAN

WITH COVID 19 IMPACTS

PUBLIC VERSION

~~2019-2020~~ **2020-2021**



This plan addresses the wintertime Public Works operations for ice and snow control on Town and Village roads, walkways and municipal parking lots. It also identifies essential community services provided by the Public Works Department of both communities for winter water and sewer emergencies and discusses wintertime coordination actions.

**Dennis E. Lutz, P.E., Town Public Works Director
Ricky Jones, Village Public Works Superintendent**

TABLE OF CONTENTS

RESOLUTION..... 1
INTRODUCTION..... 2
SPECIAL PROCEDURES FOR WINTER OPERATIONS DURING COVID 19 PANDEMIC 3

SECTION 1

GENERAL MANAGEMENT OF OPERATIONS..... 4
 Determination of Operations..... 5
 Control Centers/Internal Communication/Resource Management..... 6
 Equipment..... 7
 Materials..... 7
 External Communication/Public Input-Information-Complaints..... 8
 Notification of Winter Storm Emergencies..... 9
RESOURCES AVAILABLE TO ASSIST IN THE PLANNING/EXECUTION OF WINTER OPERATIONS..9
WINTER UTILITY OPERATIONS..... 10
APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS..... 11
APPENDICES TO SECTION 1..... A1
Appendix 1 Pre-Winter Preparation, Orientation and Training..... A1
Appendix 2 Continuing Operations During Non-Storm Periods..... A2
Appendix 3 Post-Winter Follow-Up..... A3
Appendix 4 Materials Application Guidelines..... A4
Appendix 5 ~~List of Radio Call Numbers...~~(Not available in Public Version)..... A5
Appendix 6 ~~Contacts for Winter Storm Emergencies~~(Not available in Public Version)..... A6
Appendix 7 List of Contractors for Assistance..... A7
Appendix 8 Winter Safety Practices..... A8
Appendix 9 ~~Adjacent Towns' Contact Lists~~..... A9
Appendix 10 Winter Notes for Police..... A10
Appendix 11 Warning Notes/Flyers..... A11
 1. Parking Ban
 2. Children Snowbank/Fort Warning

- 3. Snow on Walks
- 4. Hit Mailbox
- 5. Mailbox Installation/Correction

Appendix 12 Vermont Supreme Court Ruling (2010).....A12

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN OUTSIDE THE VILLAGE

General..... T1
 Pager Responsibility.....T1
 Determination of Operations..... T2
 Control Center..... T2
 Equipment..... T2
 Materials.....T2
 Snow plowing and Sanding/Salting Operations.....T3
 Special practices for 2019-2020.....T9
 Snow Removal on State Highways in the Town of Essex.....T11
 Use of sand/Salt from the Town Highway Garage.....T12
 Mailbox and Encroachment in the Town Public Right of Way.....T12

Appendices

- Appendix A Organizational Chart of the Town Public Works Department
- Appendix B ~~Town Vehicle/Route Assignments~~ (Internal Distribution)
- Appendix C Town Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Town)
- Appendix E ~~Town Notification List~~ (Internal Distribution)
- Appendix F Town Winter Materials Usage Report
- Appendix G Town Towing Ordinance

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

General..... V1
 Pager Responsibility.....V1
 Determination of Operations..... V2
 Control Center..... V2
 Equipment.....V2
 Materials.....V2
 Snow plowing and Sanding/Salting Operations.....V3
 Special practices for 2019-2020.....V5
 Use of sand/Salt from the Village Highway Garage.....V7
 Mailbox and Encroachment in the Village Public Right of Way.....V7

Appendices

- Appendix A Organizational Chart of the Village Public Works Department
- Appendix B ~~Village Vehicle and Route Assignments~~ (Internal Distribution)
- Appendix C Village Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Village)
- Appendix E ~~Village Notification List~~ (Internal Distribution Only)
- Appendix F Village Materials Usage Report
- Appendix G Village Towing Ordinance/General Regulation of Public Streets

RESOLUTION

BE IT RESOLVED that the Board of Selectmen of the Town of Essex and the Trustees of the Village of Essex Junction adopt the following statements of policy regarding winter snow and ice clearing operations:

- 1) NOTWITHSTANDING the circumstances involved with changing climatic conditions, the Town and Village will endeavor to keep Town and Village roads, designated walkways and municipal parking lots in a reasonably safe condition for travelers and
- 2) Town and Village employees will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of the current Town of Essex and Village of Essex Junction Public Works Winter Operations Plan and
- 3) Travelers who use the Town and Village roads, and designated walkways and municipal parking lots are expected to demonstrate due care and reasonable caution, especially under adverse winter conditions.

Executed at Essex Junction this 10th of NOV. 2015.

Town of Essex Selectboard


Max G. Levy, Chair

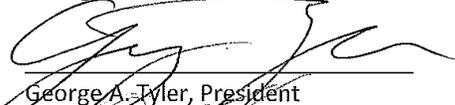

Irene A. Wrenner, Vice Chair


Andy J. Watts, Clerk

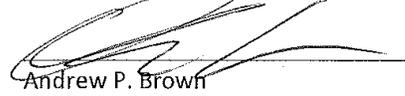

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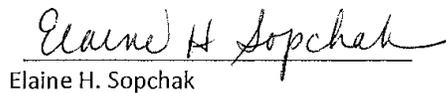

R. Michael Plageman

Village of Essex Junction Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew P. Brown


Elaine H. Sopchak

Lori A. Houghton

INTRODUCTION

The Town of Essex and the Village of Essex Junction are responsible for providing winter services, such as plowing, sanding, and salting of roads, clearing of sidewalks and maintaining access to municipal buildings and parking lots within their respective municipal boundaries. A Winter Operations Plan has been developed and adopted by the respective legislative boards for the following reasons:

- 1) To align the policies set by the Town Selectboard and Village Trustees with regard to winter operations with the execution of policy by their Public Works/Highway departments.
- 2) To help ensure that the winter practices of each department are consistent with the resources available through the budget process, including but not limited to equipment, manpower, overtime and materials.
- 3) To provide a source of information to Town and Village officials, the Police Department, Fire Departments, school officials, commercial businesses and the general public regarding what actions will and will not be performed by the respective Public Works Departments during the winter.
- 4) To provide an internal resource document for operational use and training by Public Works supervisors and employees.
- 5) To reflect current practice, conditions and funding of the winter operations within each community.
- 6) To assist in the reduction of citizen complaints through a better informed citizenry.
- 7) To foster coordination and cooperation between the Town and Village Public Works Departments during winter operations.

The intent is to update the document on an annual basis, prior to the onset of winter conditions and submit the document to the elected officials for their review and approval. Public input will be sought prior to presentation of the document to the two legislative boards.

The Winter Operations Plan consists of three sections, each with its own Appendix. Two versions of the Plan will be prepared with one version prepared for internal use only and a second version for the public. The internal version contains personal employee's information and communications/contact information, the public release of which would be detrimental to individuals and operations. The three sections of the Plan consist of the following:

Section 1. This section covers topics and operational procedures utilized in common by both the Town and the Village. Appendices that are common to both communities are found in this section.

Section 2: Town of Essex (outside the Village). This section is specific to operations within this community, including Appendices pertinent only to the Town.

Section 3: Village of Essex Junction. This section is specific to operations within this community, including Appendices pertinent only to the Village.

SPECIAL CONDITIONS FOR WINTER OPERATIONS DURING THE COVID-19 PANDEMIC

CURRENT SITUATION: All Public Works and governmental operations continue to be impacted by the COVID-19 Pandemic at the time of preparation of the Winter Operations Plan (September 2020). Municipal offices remain closed to the Public, masks are required when in buildings or when people have less than six feet of separation, no vaccine has yet been approved or distributed, and all meetings continue to use remote conferencing. It is anticipated that all operations for the entire winter will continue to occur under these conditions.

Public Works winter operations are at great risk of being severely interrupted due to the pandemic. Both the Village and the Town have limited staffs with very few personnel available for back-up in the event that employees are sick and cannot work. It requires a significant amount of training to properly and safely operate the heavy-duty plow trucks, sidewalk plows and other winter equipment. In the past, many employees have come to work with colds and with minor flu symptoms. With COVID, some of these employees may have to be sent home if they experience symptoms similar to those of the pandemic. If an employee tests positive for COVID, additional precautions will have to be put in place, including but not limited to the use of shifts. Winter storms may occur that cannot be fully covered in a timely fashion by plow or sidewalk crews. Delays will occur and the expected current service levels will be negatively impacted.

Private contractors may be able to help but those doing winter plowing already have existing contracts in the private sector and will only be able to assist after they have satisfied their contractual agreements. In most cases, this may be 24 to 48 hours after a major storm event.

The plow and sidewalk crews of both Essex Junction and the Town of Essex, in emergency situations and as the need arises, may be directed to assist operations in either community until manpower or equipment shortages can be brought back to a normal level of operation. Crews may be operating in areas that are unfamiliar to them, which is likely to result in slower clearing operations and higher elements of risk.

In anticipation of COVID or related health issues occurring among the work force, an alert system will be put in place during the pandemic. Information will be provided to the public so they can be aware that service levels will be reduced and to what level. There will be three alert levels: a green (green), a yellow (yellow) and a red.

The Green Phase: During this phase, it is anticipated that the Public Works crews can maintain the service levels historically provided and as outlined in the Winter Operations Plan. One or two employees may be out due to short term illness or a truck may be inoperative but generally service levels can be maintained. If a major snow or ice event occurs, there will be delays but those delays will be consistent with how these events were accommodated in the past.

The Yellow Phase: A designation under this phase indicates that operations will be delayed anywhere from 4 to 8 hours due to the unavailability of crews or the severity and duration of the storm event or a combination of both. This would occur approximately when only 75% of the CDL licensed crew

is available to man the fleet, including the use of qualified supervisory, support personnel, any contractors who may be available, and sharing of equipment/operators between the two communities. Primary routes will attempt to be covered as well as hill sections. Coverage on flat secondary roads and sidewalk coverage will likely be delayed until equipment and personnel can be made available for coverage. Some vehicles may be diverted from normal routes to assist emergency responders. This designation may impact school openings or closings and bus pick-ups, depending upon the severity of the storm and the timing.

The Red Phase: This phase occurs when 50% of the CDL licensed crew or less is available to provide winter services. Road clearing operations will be severely impacted with delays that could last anywhere from 12 to 24 hours. Most of the major truck routes take from 6 to 8 hours to clear in a normal 4 to 6-inch storm event lasting a few hours. Employees cannot plow continuously for extended periods safely. Under this scenario, the delays could be anywhere from 12 to 24 hours and sidewalks may not get started until the storm event is over. This alert level will likely impact school openings or closings and bus pick-ups, depending upon the severity of the storm and the timing.

The alert system does not replace other emergency alert systems/declarations or school decisions regarding opening or closure. The only relevance is to expected road conditions and delays in providing road clearing operations over the period of a winter storm and immediately after the storm. School or business closures will be determined by the Essex-Westford School District and local businesses.

NOTICE OF THE ALERT SYSTEM: The Town and Village will provide information to the media on the alert status, post the status on the Town/Village web page and notify the Police Department and the Essex Westford School District as to the current Phase of Operations. Citizens can also call the Town Public Works offices during the normal weekday workweek from 7AM until 4PM for the current phase of operation.

Safety Practices and Procedures to be employed by Public Works Employees are covered in the Winter Operations Plan under a special section included in Appendix 8. Employees must strictly adhere to these practices to help prevent the spread of COVID and the impact it would have on their families and the Community's Winter Plowing operations.

GENERAL MANAGEMENT OF OPERATIONS

During the winter operations period generally extending from early November through mid-April, the principal effort of the Departments is directed towards control of snow and ice on highways, walkways and around municipal buildings. The Departments have developed procedures to perform anti-icing and snow and ice removal operations for varying weather conditions. Personnel will respond each time that the Departments are notified or become aware that weather conditions include potential hazardous road or walkway conditions and that conditions warrant a response. The procedures have been developed over many years of experience and use of alternative methods, materials and equipment.

To accomplish the objectives and policies of the Town and Village, general operating procedures and training have been established and implemented. The operating procedures take place over four distinct periods including:

4.

- 1) Pre-winter preparation, orientation and training (Section 1, Appendix 1)
- 2) Winter storm operations (Reference general information in Section 1 and specific Municipal information in Sections 2 and 3)
- 3) Continuing operations during non-storm periods (Section 1, Appendix 2)
- 4) Post-winter follow-up (Section 1, Appendix 3)

In general, the Town and the Village perform all winter operations in a similar manner, especially with respect to general procedures and pre-winter, continuing operations and post-winter follow-up. A general discussion on procedures follows with the other periods covered in Appendices to this section or in the specific municipal sections. The elements of winter operations that are detailed and specific to each community are described in Section 2 (Town) and Section 3 (Village).

Determination of Operations

Using the resources identified in the Winter Operations plan for each community and judgment based on experience, the respective Public Works / Highway Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by each Department. The Superintendent of Public Works or his designee will contact employees in their Department using their alert notification lists.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads, walkways and municipal parking lots in the Village and the Town of Essex are not possible. An overall plan has been developed to provide for clearing of the roads and related infrastructure and this plan is generally followed. However, each storm event is unique and deviations from the plan occur often. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, an after-action informal review of the methods used, the materials, the equipment, the complaints and the manpower effect will be done by the Public Works/Highway Superintendent. These reviews will provide the basis for adjustments in managing future winter storm operations.

Emergency situations may occur requiring deviation from normal procedures and planned routes. In general, the types of situations that may require this change are:

- 1) An immediate need for Police, Fire and/or Emergency Medical assistance.
- 2) Relief for school buses that cannot negotiate a roadway and are stuck.
- 3) The need to address icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.
- 4) Relief for isolated problem areas where it is determined by the municipality that access is urgently needed before all other areas are handled.

Control Center/ Internal Communication/Resource Management

The Public Works supervisor or his designee on duty will be the main line of communication between the respective Public Works Department and the Police Department/School Departments. Contact with other emergency service providers if needed should be through the Police Department Dispatcher.

The Storm Control Center for the Town is the Town Highway Garage off Sand Hill Road and for the Village is the Village Highway Garage. Contact with the Village Highway Garage is through the Village offices.

During the winter of 2020-2021, selected employees in each department will carry a pager on a rotating schedule and will be assigned the responsibility, when carrying the pager, to make an initial determination of how the storm will be handled, including the immediate level of staffing at the onset of the storm. The employee (with the pager) in each community will be temporarily in charge of operations until the Public Works/Highway Superintendent or his designee arrives at their respective Control Center and takes over responsibility.

Whichever individual arrives first - the Public Works Superintendent or the pager carrier - shall contact the Police Department Dispatcher at 878-8331 upon their arrival at the Town or Village Highway Garage. It is important to notify the Police Dispatcher that the Highway Departments are aware of conditions and starting the snow removal process. It also provides a record of event timing and crew availability.

Upon notification and arrival at their respective Control Centers (Highway Garages), employees will complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Superintendent in each community will periodically leave the Control Center to evaluate conditions and assist in the operations. During the period of time in which he is absent from the Control Center, he can be reached via radio or cell phone (reference notification rosters in Sections 2 and 3).

In a similar manner, contact must be made with the Police Dispatcher when the winter clearing operation has ended and employees are no longer on the road. This is important for continuous follow-up after the storm and the need for reactivation of the alert call-out system.

All operators of snow and ice equipment will keep in communication with the Public Works Superintendent or the Highway Garage at all times. Cell phones may only be used with a "Bluetooth", 100% hands-free device or when pulled over to the side of the road and the vehicle stopped.

Radio should be the primary means of contact during all storm events. Radio contact between the Town and Village for coordination of effort should only be between the two Superintendents. The list of radio call numbers for the Police, Fire and Public Works Departments is contained in Section 1, Appendix 5.

Equipment

To support the winter operations, each Department has equipment available for use as outlined in the equipment appendices under Section 2 (Town) and Section 3 (Village). However, the equipment used is generally consistent with the following:

Dump trucks, with either 7 CY capacity or 12 CY capacity, plow and apply materials to paved and gravel roads. The larger 12 CY capacity trucks are used almost exclusively on the Town gravel roads. All dump trucks doing paved roads are equipped with “ground-speed control devices” that are calibrated to apply a specific amount of product. They also stop application of product when the vehicle is stationary. Calibration is an important action to ensure an accurate application and reduce the impact of road salt and other products on the environment.

Dump trucks plowing gravel roads are not equipped with ground speed control devices since the material being applied is sand.

Sidewalk plows are used in the Town and in the Village for clearing of sidewalks. Due to their size and configuration, they do not have adequate capacity for applying sand or salt to all plowed sidewalks.

In an emergency situation where equipment is out of service for repair or the situation is beyond the ability of the community to handle, equipment and operators may be obtained from the other community. If such equipment or operators are not available, supplemental equipment may be rented/hired from area contractors. A list of potential contractors is indicated in Section 1, Appendix 7.

Also, assistance may be secured from other neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities. Major winter disasters may require the assistance of the Vermont National Guard, if authority is given by the Governor. Both the Town and the Village utilize contract operations to assist in plowing or removing snow.

Materials

Both communities use solid sodium chloride (rock salt) as the primary deicer for paved roadways and parking lots, when temperatures are in the appropriate range of effectiveness. At 30 degrees Fahrenheit, one pound of salt melts 46.3 lbs. of ice in 5 minutes. At 15 degrees Fahrenheit, one pound of salt melts 6.3 lbs. of ice and it takes 1 hour. Because of the properties of salt, it is generally not applied by itself below 15 to 20 degrees. It is also used as a liquid either alone, prior to a storm to break the ice-road bond, or applied in combination with the solid salt to help the solid salt stay on the roadway.

Additives and other products improve the effectiveness of salt at lower temperatures. There are many commercial products used to augment the effectiveness of salt and most have trade-names such as Ice-Be-Gone. It is a magnesium chloride based product combined with agricultural materials from the distillation process (grains or sugars) and it operates more effectively than salt at lower temperatures.

Liquid Calcium Chloride will provide more melting at lower temperatures and it is usually applied with salt or alone as a liquid solution (20 to 30% solution).

Guidelines for application of deicing product have been developed nationally and one set is included from the American Public Works Association. Both the Town and the Village utilize the guidelines but may vary the application rates as local conditions dictate. The Guideline is included in Section 1, Appendix 4.

Quantities of winter deicing products and sand are maintained at each Highway Garage. Onsite storage is not sufficient for full winter usage. The Town has approximately 80% of its needed winter sand usage stored onsite at the start of winter and approximately 40% of its average winter salt usage onsite. The Village has 80% of its needed materials usage onsite at the start of the winter. The onsite supplies are augmented during the season with direct delivery from vendors. In some years, the availability of product has been a major issue and it has impacted operations. The price per ton for salt delivered to storage is set based on State bids by highway district, or as separately negotiated by each community. The price per ton for this winter varies between \$78.50 and \$85 per ton, depending upon the vendor. Multiple vendors are often used to help guarantee resupply throughout the winter.

Each plow operator in the Town and Village is required to complete the form in Section 2 and 3, Appendix F on a daily basis, submitted weekly, to record the materials used.

External Communication/Public Information/Complaints

Town: All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (7:30 A.M. to 4:30 P.M.) to the Town Public Works Office via telephone as the principal and fastest means of communication (878-1344).

Requests for winter service can also be sent directly via the Town website at www.essex.org. In addition, complaints or requests for service can be written on a request form service slip with the required information noted and provided to the Public Works Secretary. This information will be converted to a work order within the Public Works office. The Town also utilizes a web-based application called See-Click-Fix in conjunction with the Village for registering complaints. The See-Click-Fix application is not intended for winter complaints that require immediate attention.

Village: All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (8:00 A.M. to 4:30 P.M.) to the Village Office (878-6944). Complaints or requests for service, when received, should be written on a request form service slip with the required information noted and provided to the Village Public Works Superintendent. Other forms of receiving complaints are through the Village's "See-Click-Fix" application.

Request for winter service can also be sent directly via the Village website at essexjunction.org. The See-Click-Fix application is not intended for winter complaints that require immediate attention.

After Hours: Emergency requests during non-working hours in either community should be directed to the Police Department Dispatcher (878-8331) for relay to the appropriate Superintendent, Highway Foreman, Director or Highway Garage. The Highway Garage phone systems are intended for internal control only and not for direct communication between the public and the Department. During storm events, crews are on the road and employees are generally not in the garages.

All complaints will be reviewed and investigated and corrective action taken as appropriate.

General Notification for Winter Storm Emergencies

When conditions are especially severe, the Municipal Manager, the Town Public Works Director, the Public Works Superintendent in the Village, or the Police Chief may issue a special snow emergency statement advising the local media, radio station, major community employers and schools that conditions may adversely affect their operations. Appendix 6 to this section provides a list of contacts and phone numbers for various organizations that may be contacted. Social media may also be used.

During the winter season, frequent contact is made between the School Management staff and the Public Works staff regarding road and weather conditions. Public Works' role is solely to provide information on current and anticipated road conditions. Any decisions relative to late school openings or school closure rests entirely with School Management staff.

RESOURCES AVAILABLE TO ASSIST IN THE PLANNING AND EXECUTION OF WINTER OPERATIONS

In order to provide timely winter services and to gauge the level of activity required prior to, during and following winter storms, the following are utilized:

Weather forecasts are provided by the National Weather Service located at Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually and receivers monitor this forecast at the Public Works buildings.

Weather forecasts are provided by local radio and television stations, including the dedicated weather channel on cable television, and through the internet at www.intellicast.com; www.nws.noaa.gov and www.accuweather.com

Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier and this information can be obtained by calling 511. Two state radio frequencies also can be monitored on the scanner for current information.

State highway frequencies: 159.075 (car to car) and 159.195 (District wide)

VTRANS also provides weather information of interest to municipalities directly to the Highway Departments through the VT. Local Roads Program.

Assistance is available on local road conditions from the Essex Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Departments utilize information provided by police officers on duty/patrol as well as the on-call public works employee. To provide the best possible response in the shortest time, it is important that timely and accurate information be provided by the Police Department and conveyed to Public Works at the time contact is made. The needed input is identified in Section 1, Appendix 10.

WINTER UTILITY OPERATIONS

Prior to the onset of winter, the Water/Sewer Departments of each Public Works Department will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter
5. Drain hydrants that have been activated by the Fire Department

During storms, the Water/Sewer Departments may be called upon to assist in snow and ice clearing operations. Although it is anticipated that the winter highway operations will be primarily handled by the highway crew, selected water/sewer employees will also be utilized as the need arises for qualified plow operators. This use of water/sewer personnel may be on a set schedule or to meet overtime needs or relief plowing during extended storm durations.

Following storms, Water/Sewer Department employees shall endeavor to clear snow and ice from around hydrants and to clear access lanes to pumps stations, as possible and as time allows within the normal workday. It is acknowledged that the municipal workforce cannot clear all hydrants within the community following each winter storm and that access to hydrants during the winter cannot be effective without a joint effort between the municipal workforce and affected landowners. To help achieve the goal of keeping hydrants clear, the Public Works Department will coordinate with the Police Department for use of volunteer and neighborhood groups to shovel hydrants (Adopt a Hydrant Program) as well as assistance from the community's Fire Departments.

The Water/Sewer Department also has responsibility for repair of broken and frozen water mains, within the overall limit of municipal responsibility up to and including the service curb stop. Frozen service lines are the responsibility of the owner and not the municipality. The municipality may provide assistance but is not required to provide assistance on non-public portions of the municipal water system.

In the event of a power failure at any of the "canned" wet-well/dry-well pump stations, the Town and Village have a number of portable generators and mobile pumps which can be connected to any of these stations.

When fire hydrants are used by the Fire Departments during the winter, the Fire Department will notify the Police Dispatcher immediately following the fire and identify the used hydrants by number. The Police Dispatcher will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS

Winter Parking Bans

Both communities have adopted winter parking bans.

Section 815 of the Village of Essex Junction Municipal Code states that:

“No person shall park or leave unattended a vehicle of any type on any street, road or right-of-way in the Village of Essex Junction during the period December 1 through April 1 of the next year between the hours of 12 midnight and 7 a.m.”

Section 7.20.050 of the Town of Essex Municipal Ordinances states that:

- A. *“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the town of Essex and the village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and 7 a.m.*
- B. *The parking or leaving of any vehicle in violation of this section is hereby deemed a nuisance.”*

Towing of Vehicles:

Parking violation will result in the towing of vehicles. The Village towing procedures and requirements are defined in section 825 of the Village Municipal Code. The Town’s towing requirements are defined in Chapter 7.24 of the Town Ordinances. Copies of these documents are contained in the Appendices for Section 2 and 3.

State Laws Relevant to Winter Operations:

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be". Title 19, Section 1111 prohibits encroachment of the Town or Village right-of-way without prior approval by the Selectboard or Trustees. Objects in the ROW are placed there at the owner's risk and the Town /Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the municipal ROW, flowerpots, basketball hoops, etc.

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of the town or state. One or more items of logging or other equipment temporarily within the right-of-

way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

Title 24, Section 2291, Enumeration of Powers provides "...For the purpose of promoting the public health, safety, welfare and convenience, a town, city or incorporated village shall have the following powers:

...to provide for the removal of snow and ice from sidewalks by the owner, occupant or person having charge of the abutting property."

Title 23, Motor Vehicles, Section 1104(a)

...." Stopping prohibited

(a) Except when necessary to avoid conflict with other traffic or in compliance with law or the directions of an enforcement officer or official traffic control device, no person may:

(1) Stop, stand or park a vehicle:

- (A) on the roadway side of any vehicle stopped or parked at the edge or curb of a street;
- (B) on a sidewalk
- (C) within an intersection
- (D) on a crosswalk"

In June of 2010, the State Supreme Court held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. A copy of the full excerpt from this Court finding is included in the Appendix. The Town and Village will make reasonable attempts to evenly distribute plowed snow between and among neighboring properties. However, the location of driveways, fire hydrants, mailboxes and the like may not enable an "equal" distribution of plowed snow along roadways. Neither the Town nor the Village has the resources in terms of manpower, equipment or funds to expend time and effort in redistribution of snow piles along roadways. The primary function and objective of the departments during the winter is as designated in the jointly adopted resolution in the Winter Plan, i.e., . . . "The Town will endeavor to keep Town roads and designated walkways in a reasonably safe condition for travelers" . . .

Title 23, Section 1126a, Depositing snow onto or across certain highways prohibited, states that"(a) No person, other than an employee in the performance of his or her official duties or other person authorized by the agency of transportation (in the case of state highways) or selectboard (in the case of town highways), shall plow or otherwise deposit snow onto the traveled way, shoulder or sidewalk of a state highway or a class 1, 2 or 3 town highway.

(b) Nothing in this section should be construed to be in derogation of any municipal ordinance regulating the deposit of snow within the limits of town highways."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates an obstruction which is dangerous. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The Public Works Departments will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Information flyers covering these topics have been developed to notify customers of violations of these regulations and ordinances. Such notices are not legally enforceable documents but do provide the basis for police enforcement if such warnings are ignored. Copies are contained in Appendix 13.

APPENDIX 1

Pre-Winter Preparation, Orientation and Training

The Importance of Coordination

Update the operations plan yearly based on the previous years' experience and let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings.

Know the plowing and spreading routes

1. All employees will make trial runs of their routes before winter to familiarize themselves with routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there in the past. Plan fall meetings to familiarize road crews with their winter duties and all routes in case someone becomes ill and another crew member must take over the route.
2. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures that will be hidden from a plow, including fire hydrants, guard rails, drop inlets, catch basins and curbing ends. Discuss and mark, if needed, areas that have been consistent sources of complaints in the past.
3. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
4. Review the new development plowing plan with the full crew in late fall. Identify which new roads not yet accepted will be plowed by the Town.

Effective Radio/TV Communication

1. Review the alert notification roster and radio calls with all employees.
2. Check all radio equipment and insure that working spares are stockpiled at the garage.
3. Review the storm warning system with all affected employees.

Equipment - Operation and Maintenance

1. Each Public Works /Highway Superintendent is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.

2. Prior to the onset of winter, the mechanic, superintendent and operator will perform complete vehicle inspections on all winter equipment to include at a minimum:
 - check of all wing and plow hydraulic systems to insure proper operation
 - check on the condition of moldboards, cutting edges
 - operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand or salt spreading and operational checks of the computer-controlled material feed systems
 - brake checks, air and hydraulic hose checks
 - all vehicle lighting, including wiring and sockets on headlights, taillights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered).
 - replacement of side or end-body reflective tape as necessary
3. The Town mechanic and the Village Public Works/Highway Superintendent as appropriate will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.
4. The Public Works/Highway Superintendent will insure that operators perform and document preventive maintenance on a daily basis to include at a minimum:
 - inspection of tires for wear
 - checks on brakes and air systems
 - checks of hydraulic hoses for leaks
 - visible structural checks of frames and the pins holding the bed to the frame
 - all electrical equipment, especially lights, wiring and sockets
 - wipers
 - plow blade wear
 - safety equipment checks (see Appendix 8)

Materials

1. The Public Works/Highway Superintendent are responsible for insuring that adequate supplies of sand, salt and other winter products are on hand prior to the start of winter.
2. The Public Works/Highway Superintendent are responsible for maintaining adequate supplies of gravel, pea-stone, salt, calcium chloride, liquid salt (brine) and other winter products throughout the winter.

Training

Training will be conducted annually and as needed based upon the experience of the workforce on some or all of the following subjects in support of winter operations:

1. The winter snow plan
2. How salt, salt brine, calcium chloride and other deicing agents work
3. How and when to use the appropriate materials and mix of materials
4. Application rates/salt reduction
5. Special storm situations/ review of problems and complaints from previous year
6. Special deicing problems/locations
7. Winter safety considerations
8. Police/Public Works communications
9. Parking/towing ordinance
10. Public relations/complaint procedures / interaction with the public
11. Other subjects as appropriate
12. Accident procedures
13. Record keeping on material usage

APPENDIX 2

Continuing Operations During Non-Storm Periods

Soon after a storm event or during periods of lessened storm activity, a number of operations need to take place to insure readiness for subsequent winter operations.

Equipment needs to be inspected, using preventive maintenance techniques, and repairs made as necessary. Special attention needs to be given to tires, brakes, snowplows - including wings, shoes, bearings, spinners and chloride feed systems.

Written documentation is needed on a daily basis by each equipment operator during the winter on the hours plowed, the amount and type of materials used and any identification of ongoing problems or hazards that need be addressed.

Plow routes need to be driven and checked for identification of problems, especially illegal plowing by driveway contractors, problem mailboxes, snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the supervisor.

Materials, especially salt, need to be reordered to try and provide an adequate stockpile on-site.

It is important to wing-back snow on road shoulders following each major deposition of snow and to clear critical areas to make room for future storage. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass which cannot be moved without considerable effort by snow plows. Therefore, winging-back is an ongoing function which needs to be addressed as soon as storms subside and the amount of stockpiled snow dictates that winging-back is needed.

It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.

Following a storm, generally within 48 hours, an investigation will be made of all complaints received during the storm. The investigation will be completed by the Director, Superintendent, Foreman or their designated representatives. Their findings shall be made known to the complainant as soon as practicable.

During non-storm periods, municipal sidewalk plowing will not be extended to areas not covered under the Winter Operations Plan sidewalk plan. Plowing sidewalks during the winter season that have not previously been plowed can result in damage to equipment, infrastructure and property that is hidden under the snow cover.

Hauling of Snow: The Town outside the Village

The Winter Operating Plan does not include hauling snow in the Town outside the Village. The Town

plowing equipment is configured to haul and spread winter products – sand, salt and other materials. It is not configured to haul snow with major, time consuming and labor-intensive changes to the equipment. In addition, the Town has no location established and permitted for ecologically safe dumping of snow.

However, at specific locations, intersections, cul-de-sacs without storage space, school bus route problem areas or sites of repeated accidents, the Town may selectively utilize the loader and contract dump trucks to haul limited quantities of snow from a specific site. The principle purpose of snow removal is for the public's safety and not for the convenience of the public. The hauled snow shall be dumped on Town owned land where it will have the least possible impact on the environment. The location will be determined by the Public Works Director or Superintendent.

Hauling of Snow: The Village

The Village hauls snow from a number of select locations to include but not necessarily limited to Railroad Street and the parking lot serving the Village offices. As determined by the Village Public Works Superintendent, snow may also be hauled from approximately 16 cul-de-sac locations. The designated snow storage area is at the Village Wastewater Treatment Facility.

APPENDIX 3

Post-Winter Follow-Up

Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside affected groups, including fire, rescue, police, schools, industry, the public and elected officials to obtain input for improvement in the coming season.

Give all equipment a thorough maintenance check after the last snowstorm of the winter.

1. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
2. Order new plow blades and other equipment as necessary.
- 3.. Oil and grease all moving parts before storing equipment.

Schedule summer construction for areas where road defects have resulted in problems all winter long, such as but not limited to ice patches, frost heaves, and poor ditching.

Identify new equipment needs for improving operations.

Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changing equipment and technology.

Develop and maintain a list of the significant complaints and/or plow route or technique changes that occurred during the past winter. Use these notes to develop changes to plow routes or special situations for incorporation into the Winter Operations Plan for the next year.

APPENDIX 4

Material Application Guidelines

Application rates and use of various materials will need to be adjusted not only for different storm events but also during each event. Storms seldom do what they are predicted to do. During a snow or ice event, traffic volumes and patterns will vary. All these variables are the reason that all application tables relating to snow and ice control refer to themselves as guidelines. Important things to remember include:

Techniques:

Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, salt brine, calcium chloride, other deicing products or mixes and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.

Take advantage of nature when deicing. Let the wind help to spread salt or sand over the road. On elevated curves, let gravity work by spreading on the high part of the curve.

Sand does not melt anything. It has ability to aid in traction and that is it. It may be used in a mix with salt or other de-icing products during a freezing rain event or when temperatures are so low as to render deicing agents useless.

Always plow before applying any kind of chemical. If the blade can scrape anything off the pavement, it should be down.

Higher traffic volumes will aid in the melting of snow and ice. In general application rates can be lower on these roads.

To know when to reapply deicer on the road, watch the tires of cars travelling along the road. If snow falls directly behind the tires, it is time to reapply salt. If snow fans out under the tires, the deicer is still working. When snow begins to accumulate, generally plow and stop the application of deicer.

Higher traffic speeds will sweep straight salt off the road leaving less deicing product on the road, which reduces its ability to address the precipitation.

Remove snow, if necessary, from intersections, sharp corners and bends to improve visibility.

It is not cost effective to use dry salt when pavement temperatures are below 15 degrees F.

Give salt and treated salt time to work. Generally apply salt or brine early to create a brine at the snow/road interface and salt late for clearing.

Increase salt application during the night and on sunless days when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.

Know the pavement temperatures and their trends. Pavement temperature is affected by sunshine, clear skies at night, air temperature and wind. Pavement temperatures in the spring on a

sunny day are often sufficiently high that salting is not needed other than on bridges or heavily tree canopied roadways.

Adjust the spinner speed to the lowest possible for the conditions.

The goal should be to never melt everything. It should be to break the bond to the pavement made by the snow and ice.

Sometimes, it is best to do nothing or postpone plowing until there is a build-up on the road.

The table on the following page is taken from the American Public Works Association document entitled Municipal Snow and Ice control by Matt Wittum, latest version dated August 2014.

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (°F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs. / one -lane mile			
			Salt Pre-wetted/ Pretreated with Salt Brine	Salt Pre-wetted Pretreated with Other Blends	Dry Salt *	Winter Sand (abrasives)
	Snow	Plow treat intersections only	80	70	100*	Not Recommended
>30° ↑	Frz. Rain	Apply Chemical	80	70	100*	Not Recommended
	Snow	Plow & apply chemical	80	70	100*	Not Recommended
30° ↓	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↑	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↓	Frz. Rain	Apply Chemical	160	140	200*	400
20-25° ↑	Snow or frz. Rain	Plow & apply chemical	160	140	200*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
20-25° ↓	Frz. Rain	Apply Chemical	240	210	300*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
15-20° ↑	Frz. Rain	Apply Chemical	240	210	300*	400
15-20° ↓	Snow or frz. Rain	Plow & apply chemical	240	210	300*	500 for frz.rain
0-15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	300	Not Recommended	500 spot treat as needed
< 0°	Snow	Plow treat with blends, sand hazardous areas	Not Recommended	400**	Not Recommended	500 spot treat as needed

* Dry salt is not recommended It is likely to blow off the road before it melts ice.

** A blend of 6-8 gal/ton MgCl² or Ca Cl² added o NaCl can melt ice as low as -10°

Deicing Application Rate Guideline 12' of pavement (one lane)

APPENDIX 5

List of Radio Call Numbers

NOT AVAILABLE IN PUBLIC VERSION

Section 1

APPENDIX 6

Contacts for Winter Storm Emergencies

NOT AVAILABLE IN PUBLIC VERSION

APPENDIX 7

List of Contractors for Assistance

<u>NAME</u>	<u>TELEPHONE #</u>
Ormond Bushey & Sons, Inc. (Ormond) 2 Bushey Lane Essex Jct., VT	872-8110
John Leo & Sons P.O. Box 8265 Essex, VT 05451	878-4982
Don Weston Excavating, Inc 349 Commerce Street Williston, VT 05495	860-1566
Dave's Rubbish Removal 6 Curtis Avenue Essex Jct., VT 05452	878-2668
Wayne Russin Excavating Underhill, VT 05489	899-3396
S and D Landscapes 66 Logwood Circle Essex, VT 05452	879-8970

Winter Safety Practices**Personal Safety**

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, non-insulated boots will not keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

Prevent Dehydration

1. The first evidence of dehydration is dark, yellow-colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.
2. Carry fluids in the vehicle -- water, tea, coffee, soup. Any employee using alcohol on the job or driving under the influence of illegal drugs or alcohol will be subject to immediate suspension or termination.

Recognize Symptoms of Common Injuries/Life Threatening Conditions

3. Exposure to cold and wind chill factors

Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15 mph wind is equivalent to -24°F temperatures.

Initial symptoms of exposure to cold include shivering, numbness, low body temperatures, drowsiness and marked muscular weakness.

Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

2. Frostbite

Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.

Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, then becomes numb; pain may occur, then let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.

Treatment includes:

- (1) Protect the frozen area from further injury
- (2) Gradually warm the frostbitten area as soon as possible
- (3) Seek medical assistance immediately in the case of severe frostbite.

3. Snow blindness

Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow-covered surface.

Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.

Prevention: use sunglasses on bright sunny days

Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.

Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.

Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth-to-mouth resuscitation and medical assistance obtained immediately.

Equipment Safety

Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.

Check each vehicle for working safety/emergency equipment onboard to include:

1. flashlight
2. fire extinguisher
3. first aid kit
4. safety flares
5. warning signs with reflectors
6. operational communications equipment
7. shovel, hammer, pliers, screwdrivers
8. safety vests

Do not exceed appropriate speeds for the equipment or operation. Obey posted speed limits.

Operational Safety

The Public Works/Highway Superintendent is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of 16 hours, except in extreme emergencies. The Public Works/Highway Superintendent also needs to pre-qualify drivers to ensure that they have the capability and skill to operate assigned equipment.

On Town vehicles, the mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment. On Village vehicles, the Public Works Superintendent performs this task.

Operators need to be especially cognizant of the following situations:

1. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
2. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.
3. Children playing in snowbanks; snow forts.
4. Inability to see immediately behind vehicles, especially when backing up.
5. Crowding the centerline.
6. Excessive speed.

Safety briefings will be held as part of the Snow Day session and periodically during the winter on at least a monthly basis.

APPENDIX 9

Section 1

Adjacent Towns' Contact Lists

NOT AVAILABLE IN PUBLIC VERSION

APPENDIX 10
Winter Notes to Police

1. Is the problem Town-wide, restricted to one area of Town or at a specific location?
The problem location needs to be defined as accurately as possible.
2. What is the specific nature of the problem?

Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

Ice - How severe is the condition and is it widespread or site specific? Is the problem on paved or gravel roads or both?

Miscellaneous - explain what the problem is in as much detail as possible.

Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?

Washouts - How large an area is affected (size) and is the washout in progress or over?

Emergency Access - Police, Fire or Rescue cannot get to a location because of specific road conditions or problems.
3. What is being done by the Police Department pending arrival of Public Works employees?

Will the Officer remain on site?
Will barricades be put up?
Will roads be closed?
Will Fire/Rescue be contacted?
Will the media be contacted?
4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the Police Officer on site may assist Public Works in the timely arrival of help.

APPENDIX 11

Warning Notes/Fliers

- 1. PARKING BAN**
- 2. CHILDREN WARNING**
- 3. SNOW ON WALKS**
- 4. HIT MAILBOX**
- 5. MAILBOX INSTALLATION/CORRECTION**

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the Town of Essex or the Village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and seven a.m. (Section 7.20.050A of the Town Ordinance)”

The ban applies whether or not it snows.

Vehicles found in violation of the Town or Village Towing Ordinance shall be towed and subject to a fine.

The owner of vehicles parked within the Town or Village right-of-way may also be liable for damages.

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

A WARNING

Do not allow your children to play on or build fort or tunnels in roadside snow banks. Snow plows cannot change their speed or direction quickly enough to prevent injury or death to children playing in the snow banks.

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

REMINDER:

According to Title 19, Section 1111B of the Vt Statutes, "it is illegal to deposit material of any kind within, or in any way affect the grade of a highway right of way without a written permit from the Board of Selectmen of a Town."

It is illegal to remove snow from private property and deposit it on the sidewalk, roadway or against such authorized structures such as fire hydrants.

Under Title 19, Section 1105, . . "A person other than a municipality who places or causes to be placed an obstruction or encroachment in a public highway or trail so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000 plus . . ."

PLEASE CONSIDER THIS A WARNING.

**Town of Essex
Village of Essex Junction
Department of Public Works**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

The Public Works Dept. has determined that the damage to your mailbox was done by a Town/Village plow truck. A municipal employee will either repair your mailbox and/or post or install a standard new one, depending on the extent of the damage sometime in the next few days.

In some cases where poles/posts are damaged, a temporary fix will be made until a permanent replacement is installed in the spring.

The Selectboard and Trustees have established an upper limit for mailbox reimbursement of \$50.

Residents with specialty mailboxes costing more than this amount will be limited to the stated reimbursement.

To report a damaged mailbox, please call the Town or Village Public Works Office as appropriate during normal working hours Monday through Friday, 7:30 a.m. to 4:30 p.m.

**Town of Essex
Village of Essex Junction
Department of Public Works
Town Public Works 878-1344
Village Public Works 878-6944**

MAILBOX CORRECTION NEEDED

Please make the following corrections to your mailbox to reduce the chance of damage during winter plowing operations. The mailbox is:

- Leaning forward, needs to be straightened**
- Too close to road, move back**
- Too low, raise to appropriate height**
- Secure fastener(s) / Connection loose**
- Other**

American Association of State Highway and Transportation Officials (AASHTO) "A Guide for Erecting Mailboxes on Highways"

- **Height - - 42" to 48" from road surface**
- **Setback - -
with curb - - 6" to 12" from face of curb
uncurbed - - a minimum 12" from the
edge of pavement**

APPENDIX 12

Vermont Supreme Court Ruling 2010

Vermont Supreme Court: Snow and Snowplowing are Facts of life in Vermont; Trespass and Takings Claims must be Dismissed.

In a decision very favorable to Vermont municipalities, the Vermont Supreme Court has held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. *Ondovchik Family Limited partnership v. Agency of Transportation*, 2010 VT 35

The plaintiff, Ondovchik Family Limited Partnership (OFLP), is a property owner in Shelburne. As a result of the expansion of State Route 7, a building on the property is located less than eight feet from the highway. OFLP complained that the Vermont Agency of Transportation's (VTrans) snowplows propel snow and contaminated water runoff across the sidewalk and onto OFLP's building and brought suit. The Vermont Supreme Court held that VTrans is under a lawful duty to remove snow from Vermont's highways and this duty carries with it the privilege to deposit snow on adjacent property so long as this action is reasonably necessary to performance of the duty. VTrans has discretion to choose an efficient method of removing snow, even if the method it chooses causes some intrusion into or incidental damage to adjacent property.

OFLP also asserted that VTrans' plowing activities resulted in a taking of its property for public use, in violation of the Fifth Amendment of the United States Constitution, Article 2 of the Vermont Constitution. The Supreme Court rejected this argument as well, stating, "When winter road maintenance activities result in the intermittent snow throw and water runoff, it is an incidental incursion only and does not represent the kind of invasion that would amount to a taking."

OFLP's injury was no different than those of other landowners whose property fronts on plowed roads, all of whom benefit from having the roads plowed and who must "deal with the consequential and incidental incursions and damage that snow throw and water runoff may cause." The Court noted that "snow and snowplowing are facts of life in Vermont, and we do not find a cause of action when defendant had done nothing more than protect public safety by plowing roads that it has an ongoing legal duty to plow."

Vermont municipalities maintain approximately 11,500 miles of local highways, about five times the number of miles maintained by the state. The Supreme Court's common sense approach to the inevitable consequence of winter and snowplowing is welcomed by all. A copy of the decision is at <http://info.libraries.vermont.gov/supct/current/op2009-182.html>

Jim Barlow, Senior Staff Attorney, Municipal Assistance Center.

VLCT News, June 2010

SECTION 2
WINTER OPERATIONS
SPECIFIC TO THE
TOWN
OUTSIDE THE VILLAGE

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN OUTSIDE THE VILLAGE

General.....	T1
Pager Responsibility.....	T1
Determination of Operations.....	T2
Control Center.....	T2
Equipment.....	T2
Materials.....	T2
Snow plowing and Sanding/Salting Operations.....	T3
Special practices for 2020-2021.....	T9
Snow Removal on State Highways in the Town of Essex.....	T11
Use of sand/Salt from the Town Highway Garage.....	T11
Mailbox and Encroachment in the Town Public Right of Way.....	T11

Appendices

Appendix A	Organizational Chart of the Town Public Works Department
Appendix B	Town Vehicle/Route Assignments (Internal Distribution)
Appendix C	Town Equipment for Snow Operations
Appendix D	Maps of Highway Routes (Town)
Appendix E	Town Notification List (Internal Distribution)
Appendix F	Town Winter Materials Usage Report
Appendix G	Town Towing Ordinance

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN

OUTSIDE THE VILLAGE

General

The Town of Essex Public Works Department has the responsibility of maintaining essential services on over 76.92 miles of accepted Town roadways, 23.16 miles of which are gravel and 52.50 miles paved, as well as over 58 miles of waterline, over 53 miles of walks and paved paths, over 30 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Public Works Director has direct responsibility for management of the Department, acting under the general policy direction of the Unified Manager and authority of the Selectboard. The Public Works Director manages seven functional areas within the Department - Administration, Engineering, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The day-to-day operations of Vehicle Maintenance, Highway and Public Buildings are supervised and coordinated by the Highway Superintendent. The Highway Superintendent is responsible for winter field-crew operations. Administration is the primary responsibility of the Public Works Secretary. The Town Engineer/Utility Director is responsible for the Water/Sewer and Engineering Divisions and acts for the Public Works Director in his absence. Section 2, Appendix A contains an organizational chart identifying Department structure; section 2, Appendix B lists vehicle and route assignments; Section 2, Appendix C lists vehicles available for plowing.

The general procedures used by the Town during winter operations have been identified in Section 1. More specific details on Town operations are as follows:

Pager Responsibility

During the winter of **2020-2021**, the non-working-hours pager responsibility will be shared among selected Public Works Highway Level III and IV employees rotating on a published schedule. The person carrying the pager will make an initial determination on how the storm event will be handled. The employee with the pager will be temporarily in charge of operations until the Public Works Superintendent, Highway Foreman or Public Works Director arrives and takes over responsibility. A list of persons carrying the pager and dates has been published and is in effect.

If contact cannot be made with the Highway Pager, the Highway Superintendent should be paged followed by use of the Notification list identified in Section 2, Appendix E.

Winter Storm Operations

Determination of Town Operations

Using the resources available to the Town and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Highway Garage on Sand Hill Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 2, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#103, #107, #105) as well as all three of the 3 cy dump trucks (low pro's #112, #104 and #123). The remaining "gravel" road 14 cy dump trucks do not have calibration devices installed. Trucks #103, #107 and #105 are equipped with liquid application tanks for use in pre-wetting the salt at the spinners using either liquid salt brine (NaCl) or Calcium Chloride.

Materials

At the Highway Garage yard located on Sand Hill Road, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Town are:

1. 5,000 to 6,000 tons of sand.
2. Approximately 500 tons of salt are maintained on-site in covered salt sheds. Usage increased last winter due entirely to winter weather conditions. In recent preceding years salt usage has generally been lower due to less severe winter weather, improved application and control equipment on more trucks, increased monitoring, supervisor direction on salt application and greater use of a variety of products, matched against the temperature, road condition and precipitation level.

As the on-site stockpile of salt is depleted, additional salt is ordered. The Town source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Other potential sources are:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy

Apalachee LLC
1423 Highland Ave
Rochester, NY 14620

3. 3,500 gallons of 32% liquid calcium chloride are stockpiled in a weather-protected fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thaw point.

4. Salt brine may be utilized under certain conditions. The salt brine is used sparingly to pre-wet roads prior to a storm when temperatures are 32° or slightly lower and to routinely pre-wet salt distributed off the plow-truck spinner. Salt brine is only effective within a narrow range of temperatures and weather conditions, and therefore, the Town only has a stockpile of 500 to 600 gallons available for use during a given storm.

5. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations. One product used in 2017-2018 was Ice-be-Gone (Magic Salt). It will be sprayed onto a portion of the stored salt and will be used at temperatures around 15 degrees or lower.

Snow Plowing and Sanding/Salting Operations

The Public Works Department has organized the equipment into seven major routes for routine operations. During very heavy snowfalls, the road grader may be used on an eighth route in the northeast quadrant to free up one additional dump truck to assist in clearing other priority routes. In general, two heavy-duty dump trucks (14 cy capacity each) plow and spread sand on the gravel roads and certain designated paved roads, three heavy-duty dump trucks (7 cy) and three medium duty dump trucks (3 cy) plow and spread salt on the paved roads. The routes are described in section 2, Appendix D. Each complete route for a single truck is approximately 35 miles in length and takes in excess of four to five hours to complete, once a major snow event is over.

1. The routes have been established to provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads for each designated route are:

S.Wilson Paved Route (Truck 105 – 7 cy)

Susie Wilson Road
Susie Wilson Road Bypass
Kellogg Road
Gardenside Lane

Susie Wilson Support Route (Truck 123 – 3 cy)

Old Colchester Road
Gentes Road
Pinecrest Drive

NW Gravel Roads (Truck 106 – 14 cy)

Brigham Hill Road
Lamore to Discovery
Chapin Road
Lost Nation Road to Discovery Road
Discovery Road

Central Route A (Truck 103 – 7 cy)

Essex Way
Towers Road
Old Stage Road
Clover Drive
Sydney Drive
Hagan Drive

Central Route B (Truck 104 – 3 cy)

Billie Butler Drive/Carmichael Street
Tanglewood Drive
Lamell area
Other roads within the plow route without sidewalks
or school bus coverage

Central Route C (Truck 112 – 3 cy)

Upper Sand Hill Road area
Foster Road
Maplelawn Drive
Margaret Street
Deer Crossing
Other roads within the plow route without sidewalks
or school bus coverage

NE Gravel/Paved Route (Truck 108 14cy)

Weed Road
Osgood Hill Road
Bixby Hill Road
Sleepy Hollow

SE Paved Route (Truck 107)

Lower Sandhill Road
Valleyview Drive/Pinewood Drive loop
North Williston Road
Allen Martin Drive

2. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

3. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

4. An intermediate priority will be given to collector streets with lesser traffic loads and a reduced history of accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation streets within such subdivisions). Examples of this type of street are Greenfield Road, Greenbriar Drive, Sleepy Hollow Road, Brigham Hill Road, Indian Brook Road, Lost Nation Road, Willoughby Drive, etc.

Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are Margaret Street, Lavigne and Perry Roads, Colonel Page Road and Pioneer Street.

Dead-end streets follow in priority.

Some collector, minor or dead-end streets may be cleared earlier in a given storm event to meet the objectives of cycling, access on steep grades and school routes/pick-up points/streets without school busing coverage.

Due to the inability of the 7 cy trucks to effectively clear many dead-end streets and cul-de-sacs, the operations plan has been revised to clear more of the dead-end roads with the intermediate plow trucks (3 cy). These trucks can clear the streets and dead-ends and not require that separate trips be made with pickups and one-tons. Clearing of cul-de-sacs and dead-end streets is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.).

5. Within neighborhoods without school busing coverage or sidewalks, the Department will attempt to plow the neighborhood streets with at least one-pass of the road plow prior to 7 A.M. and will attempt to open these roads prior to school dismissal.

6. Sidewalk plowing

a. Sidewalk plowing is limited in the Town due to a combination of available equipment, manpower and the nature of the infrastructure. Many of the sidewalks are older and at a width of 4 feet, with adjacent obstructions such as power poles, fences, rock walls and the like. Sidewalk plows cannot fit on many of these walks due to width conflicts. In a full storm situation, every truck is staffed by a single employee and one full-time employee is available for sidewalk plowing. This staffing assumes that no employees are out of work due to illness or other reasons. There is limited back-up through use of temporary help or re-assigned water-sewer employees.

b. Sidewalk plowing in designated areas will generally begin with the onset of a storm and end when the designated sidewalks are plowed. During some storm events, lack of equipment or manpower may prevent sidewalks from being plowed until after the end of the storm. When this occurs, sidewalk plowing is targeted for completion within 24 hours of the end of a major storm event.

c. The Town has 53 miles of sidewalks and paved paths. Prior to this winter, sidewalk plowing was done on 17 miles of walkways. The rationale used was based on the following statement taken from last year's winter operation plan.

"Sidewalks have been chosen for clearing on high traffic roads where pedestrians may be at greater risk if they were to walk in the roadway and to provide at least "one side of the street" coverage from the entrance of major subdivisions to schools, commercial areas, library, etc. The intent of sidewalk plowing is to try and open sidewalk to a central point within the major developments on the main entrance road to the development."

d. For the winter of 2020-2021, the changes made for last winter to the sidewalk plowing plan remain in place as necessitated by the Essex-Westford School District's decision to both require students within a set distance from the schools to walk and to reduce the number of bus pickup points. The Town budget has not increased sufficiently to enable expansion of the sidewalk plowing from the coverage provided in the winter of 2019-2020. **In addition, the continuing impact of COVID 19 on operations and personnel availability will not enable additional sidewalk clearing to occur this winter.**

e. Given the School District's busing changes, the Town has readjusted its coverage and priority on sidewalk plowing to reflect the following:

1) The first priority is unchanged from previous years and it is articulated in paragraph 6c. The list of coverage is unchanged from previous years and the routes are listed under 6f. Pedestrian usage of the sidewalks is not exclusive to students; usage by the elderly and others must be considered as well.

2) The second priority are those walks within the radius defined by the school for 'walk to school zones'. This affects the following streets that have sidewalks that were added in the winter of 2018-2019. Blackberry, Steeplebush, Cedar St. to the intersection with Cedar Court, Bluestem, Clover to the intersection with Bluestem, Maplelawn, Lasalle, Margaret from Lasalle to Sand Hill Road, Butternut Court to Sage, Sage to Hickory and Hickory.

3) The added sidewalk plowing will only occur on one side of the street.

4) The Town will make every attempt to clear the priority (one and two) walks before students must be at school. However, this effort will require the use of two sidewalk plows and the two sidewalk plows will take from 6 to 7 hours working together to meet this objective. **If this objective cannot be met during the winter during specific storm events, residents need to plan to provide alternate transportation of students.**

f. The areas of sidewalk for priority one plowing include the following:

- (1) The bikepath from the Town/Village line in the Countryside Development to Rt. 15, including the spur to the Commons at Essex Way
- (2) Rt. 15 in Essex Center, Alder Lane, Rt. 128 to the Elementary School and Jericho Road from the intersection with Rte 128 to Sandhill Road (new walkway section in Essex Center)
- (3) Sandhill Road from Rt. 15 to Allen Martin Parkway
- (4) Rt. 15/Susie Wilson Road (west end of Town) from Ethan Allen Avenue to Kellogg Road (both sides), Ewing Place, and the Marketplace and David Drive (one side)
- (5) Pinecrest Drive (both sides) to northern entrance to Suffolk Lane (one side), and Kimberly Drive
- (6) Essex Way from Rt. 15 to the end of bituminous path in the Woodlands Development, between Repa and Bashaw Drive (one side)
- (7) Bixby Hill Road from Rt. 128 to Iris Street
- (8) Foster Road & Founders Rd. bike path
- (9) Allen Martin Parkway to the intersection with Partridge and Laurel Drive and back to Saxon Hollow Drive to Greenbriar Drive to Alderbrook Road (one side)
- (10) The Craftsbury Court to Rt. 15 interconnecting trail

- (11) From the interconnecting trail at Craftsbury Ct. west on Craftsbury to Old Stage Rd., north on Old Stage Rd. east onto Peacham Lane extension (street travel only), north on Peacham Lane to Willoughby, east on Willoughby to Cavendish, west on Cavendish to Peacham Lane, north on Peacham Lane (street travel only) west on Willoughby to Old Stage, south on Old Stage to the Rt. 15 intersection.
- (12) Kellogg Road to the Colchester Town line (both sides)
- (13) Saxon Hollow Drive and Greenbriar Drive from Saxon Hollow Drive to Alderbrook Road
- (14) Blair Road
- (15) Iris Street to Bobolink Circle, north on Bobolink to Clover Drive, Clover Drive to Towers Road (all one side), Bobolink Drive on the southern side and return to Rt.15 (new)
- (16) Gauthier Drive and New England Drive (one side)
- (17) Path adjacent to Old Colchester Rd from Rt. 2A to the Village boundary
- (18) Carmichael Street (both sides) to the end of the accepted roads and along the paved connecting path on the unaccepted portion of future Carmichael Street.
- (19) The path on Marion and Irene Avenues (one side)
- (20) The path on Rt. 128 from Irene Avenue to Thomas Lane
- (21) The sidewalk on the east side of Frederick Road, Lamell Ave between Frederick and Richard Street and Richard Street to Rt. 15.
- (22) Laurel Drive from Allen Martin Parkway to the start of the circular portion of Laurel Drive
- (23) The temporary gravel path from Rt. 15 (Butlers Corners) to the Town Center parking lot.
- (24) Pioneer Drive from Pinecrest Drive to Blair Road
- (25) Saybrook Road from Rt. 15 to the 1st driveway intersection on the west side.
- (26) The multiuse pedestrian path on the south side of Rt.15 from Saybrook Road to Sunset Road
- (27) The paved, multi-use path along Rt. 15 from Essex Way west to the end of the paved section in the Town green-space
- (28) The concrete sidewalks on Carmichael Street from Essex Way to the existing and fully completed elderly housing complex
- (29) Joshua Way from Pinecrest Drive to Susie Wilson Road
- (30) Rt. 15 from Sunset Drive to the Shopping Center ped crossing
- (31) Commonwealth Ave (east side) from Rt. 15 to the NBT Bank entrance road and from Commonwealth Ave (east side) over the gravel path to the Town Center parking lot.
- (32) A new pedestrian crossing on Sand Hill Road near Founders Road will be kept open.
- (33) North side of Freeman Woods to and around cul-de-sac.

Special Practices for 2020-2021

1. The winter of 2019-2020 was characterized by another early start to winter conditions, many fluctuations between freezing and thawing, periods of extended and rapidly changing weather, with very icy conditions on gravel roads. Supply availability of salt, sand and other materials was not a problem. A comparison of overtime, sand and salt provides an indicator of activity level and conditions over the last year.

	2018-2019 (actual)	2018-2019 (budget)	2019-2020 (actual)	2019-2020 (budget)
Overtime (hours)	4,498	4,150	2,378	4,150
Sand (tons)	10,984	4,600	6,269	4,600
Salt (ton)	2,209	1,600	1,351	1,600

2. The procedures followed in the winter of 2019-2020 to reduce overtime, sand and salt use will again be used in the winter of 2020-2021.

3. Salt use will be applied at reduced application levels on flat roads and dead-end streets with cul-de-sacs, but not necessarily eliminated. At the appropriate times and weather conditions, salt and/or salt brines or sand will be applied to keep the areas trafficable. Snow may accumulate more on the flat roads than on hilly sections or on the priority routes. Salt prices escalated dramatically this year, rising by over 14%.

4. Low traffic-volume, flat development roads will also have lower salt application than other roads. Salt, salt brine and sand will be used to keep areas trafficable; salt will be used to reduce the build-up of thick snow and ice in the streets and to prevent the blockage of catch basins by ice. Some build-up of snow and ice will be allowed to accumulate. Typical streets are: Hillside Circle, Butternut Court, Patricia Place, Maplelawn Drive, Rosewood Trail, Cindy Lane, Circle Drive, Ronald Court, Sunset and Lida Drive, Colbert Street and Gauthier Drive.

5. The areas of sidewalk clearing are unchanged from last year.

6. During the evening hours of a storm event between 11:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, the Town forces will be reduced to a minimum or no staffing.

7. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.

8. On paved roads, salt brine may be used in combination with salt in the 25 degree (+ or -) to 34 degree range; salt with liquid calcium and other alternative chemical/organic additives will be used generally below 25 degrees down to 15 degrees (+ or -) and below that level, either higher concentrations of salt plus additives, sand or no material will be placed. All trucks will be calibrated and all drivers will be required to report on their salt usage following each storm to the Superintendent.

9. The Town used contract plowing services last year to plow certain sidewalks and angled parking in the Town Center area (Carmichael Street), beyond the operational capability of the Town. A contract has been signed for this specific service for 2019-2020. Contractor plowing will be used for all of Carmichael Street and Commonwealth Avenue.

10. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars
- equipment breakdown
- assistance to the Fire or Police Departments
- assistance to school buses
- time length since the start of the storm
- availability of materials
- budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Town snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring four to five hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

12. Special Safety Considerations for 2019-2020

- a) With a potential increased concentration and with the age range of students at school bus stops, all busing students need to be cognizant of Town snow plows and the inability of drivers to quickly stop a plow truck weighing in excess of 25 tons. At 30 mph, a truck will travel 103 feet before the driver can react and apply brakes and at least another 73 feet to stop on dry pavement. Students need to stay out of the roadway when plow trucks are approaching and refrain from playing in or around the snow banks. School bus stops are not playgrounds.

- b) It is important that everyone walking on or near the Town roads during the winter have some form of bright or reflective clothing so drivers of all vehicles can see them and take action to avoid those walking. This is especially an area of concern due to the shortened length of sunlit days and during periods of reduced visibility as in heavy snowfalls.

Snow Removal on State Highways in the Town of Essex

Within the Town of Essex, there are over 22 miles of State highways, including:

- Rt. 15 (Center Road, Jericho Road)
- Rt. 117 (River Road)
- Rt. 128 (Browns River Road)
- Rt. 2A (Colchester Road)
- Rt. 289 (Circumferential Highway & ramps)

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage, located in Fort Ethan Allen. Questions or comments on these highways are to be directed to the District Highway Administrator, Dave Blackmore, Dan Shepard or ~~Dick Hosking~~ Ashley Bishop.

Use of Sand / Salt from the Town Highway Garage

The Town of Essex expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Town prohibits the taking of any amount of road salt from the Town highway garage for private use.

The Town purchases winter sand solely for use on Town roads and walks; it is not purchased for routine use by residents or businesses on private driveways or walkways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain no more than two (2) 5-gallon pails of sand from a stockpile outside the gate to the highway garage.

Mailbox Policy and Encroachment in the Public Right of Way

Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Selectboard. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences, flowerpots, basketball hoops, etc., (placed within the Town ROW).
2. To ensure mail delivery to all rural residents, the Town has provided blanket authorization for mailboxes located in the Town right-of-way. The Town retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
 - a) The Town will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.
 - b) Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Town will not fix or replace mailboxes in these situations.
 - c) Owners of mailboxes have a responsibility to contact Public Works at 878-1344 during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Town. The Town will inspect the mailbox to determine if it is the Town's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Town until the replacement has been completed and verified as being in place by the Town.
 - d) The clearing around mailboxes is the sole responsibility of the owner and not the Town. With the large number of streets to plow and limited municipal resources, Town plows cannot provide a level of service that clears the road to every mailbox.
 - e) The Town will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Town will not repair mailboxes that are noted as being damaged or inoperative prior to winter.
3. The Town will restore or replace objects located on private property damaged as a result of its snow or ice clearing operations, when it has been determined that the Town was responsible for the damage, consistent with the Supreme Court Ruling in 2010.
4. Recovery of damages will be pursued by the Town, if Town equipment is damaged due to objects placed in the Town ROW.

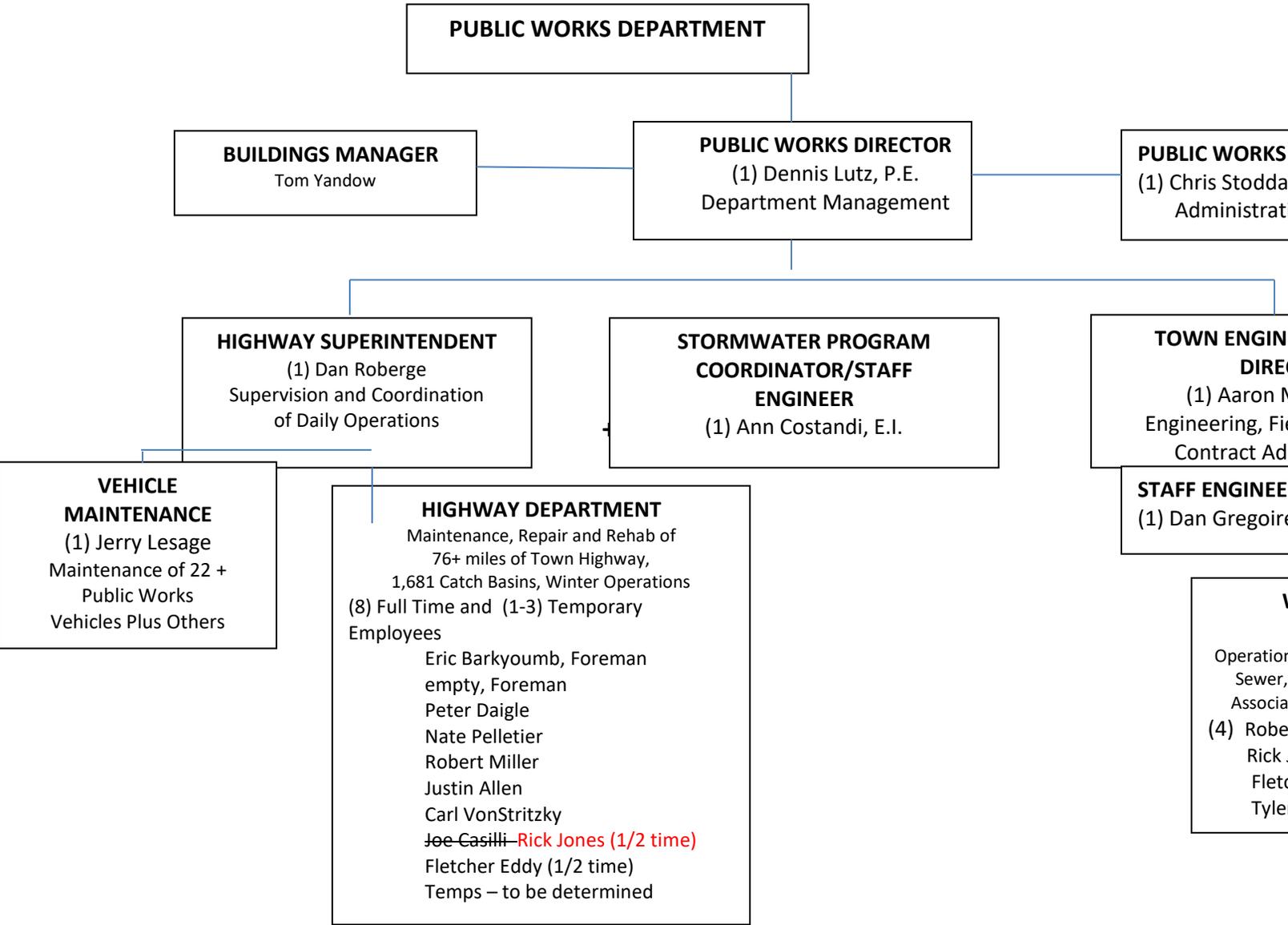
**SECTION 2, APPENDIX B
2019-2020**

**VEHICLE AND ROUTE ASSIGNMENTS
NOT AVAILABLE IN PUBLIC VERSION**

SECTION 2, APPENDIX A

2019-2020

ORGANIZATIONAL CHART OF THE TOWN PUBLIC WORKS DEPARTMENT



SECTION 2, APPENDIX C

2020-2021

TOWN EQUIPMENT FOR SNOW OPERATIONS

- 2020 Int'l 12 cy dual axle D/T with 1-way, 11' snow plow and 10' wing with under carriage discharge (#106) - gravel roads
- 2019 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing and liquid brine dispenser (paved roads) (#105)
- 2017 Int'l 7cy D/T with one-way, 11' snow plow & 10' wing liquid brine dispenser with under carriage discharge (Truck #107)
- *2012 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing with liquid brine tank (paved roads) (#103) **To be replaced when new truck is available in Jan 2022.**
- 2020 Int'l 12 cy D/T with one-way, 11' snow plow & 10' wing, under carriage discharge (gravel roads) (#108)
- 2014 Freightliner, 3 cy with angle 9' 8" snow plow and 9' wing plow (#123-partial time)
- 2015 Int'l 3 cy D/T with angle 9' 8" snow plow and 9' wing plow (#104 – partial time)
- 2016 Int'l 3 cy D/T with angle 9' 8" plow and 9" wing plow (#112 – partial time)

PRIMARY ROUTES

CUL-DE-SACS, PARKING AREAS, SCHOOL TURNAROUNDS

- 2015 Int'l 3 cy D/T, 9' 8" all angle plow, with 9' wing plow (#104) primary route (partial time)
- 2014 Freightliner 3 cy D/T, 9' 8" plow with 9' wing (#123) primary route (partial time)
- 2016 Int'l 3 cy D/T, 9' 8" plow with 9' wing (#112)
- 2017 Chevrolet 4x4 Crew Cab all-angle, 9' hydraulic snow plow (#102) (as needed to fill in)
- 2016 Ford F350 1-ton pickup with plow and drop-in sander (#25)

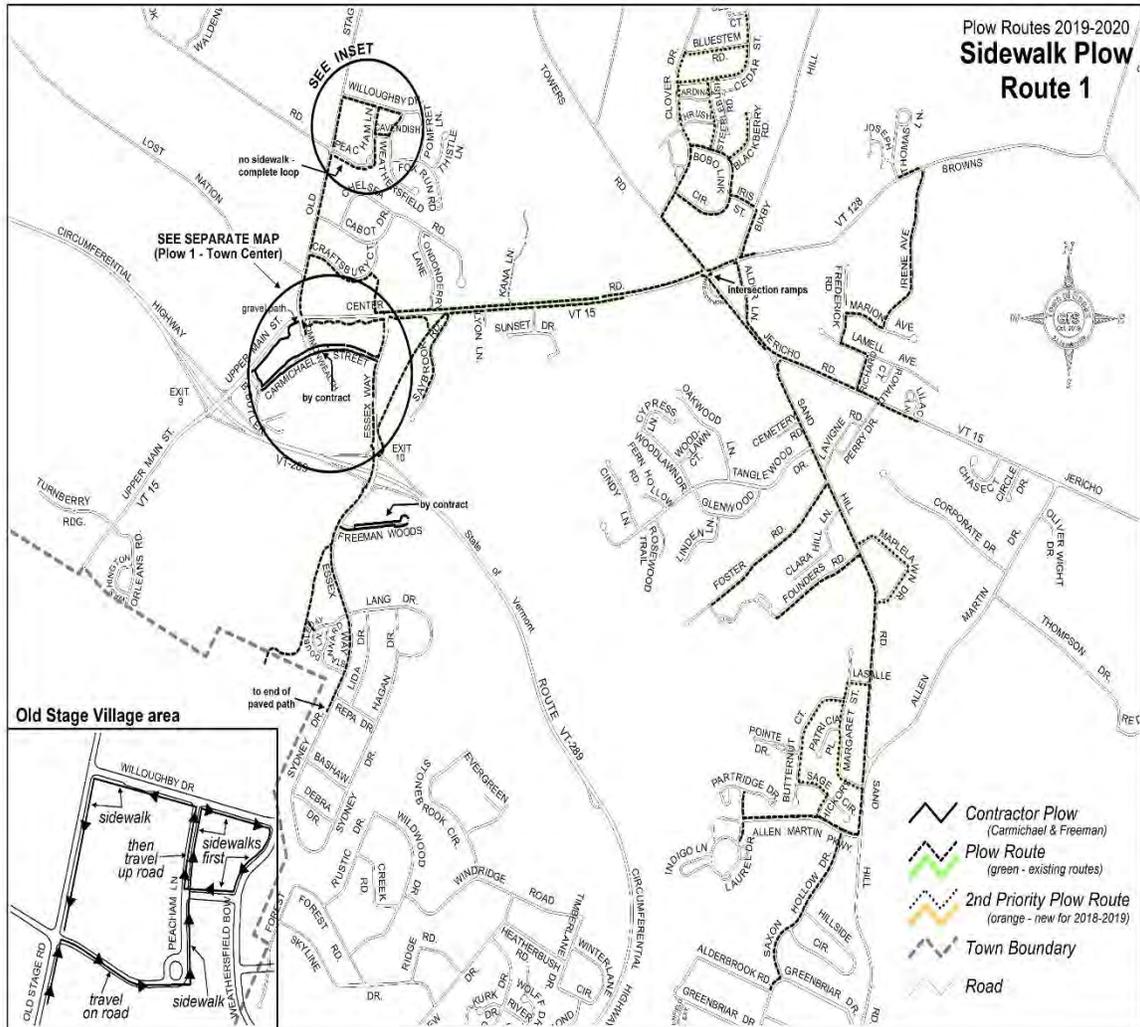
SUPPORT EQUIPMENT

- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2001 Trackless Sidewalk Snow Plow (#120)
- 2006 Caterpillar 143H grader (emergency plowing use only or for gravel roads) (#116)
- 2015 John Deere 524 Bucket Loader (#219)
- 2012 MB MSV Sidewalk Snow Plow (#119)
- 2018 Trackless M7 Sidewalk Plow (#118)
- 2020 Kubota skid steer**

**SECTION 2, APPENDIX D
2019-2020**

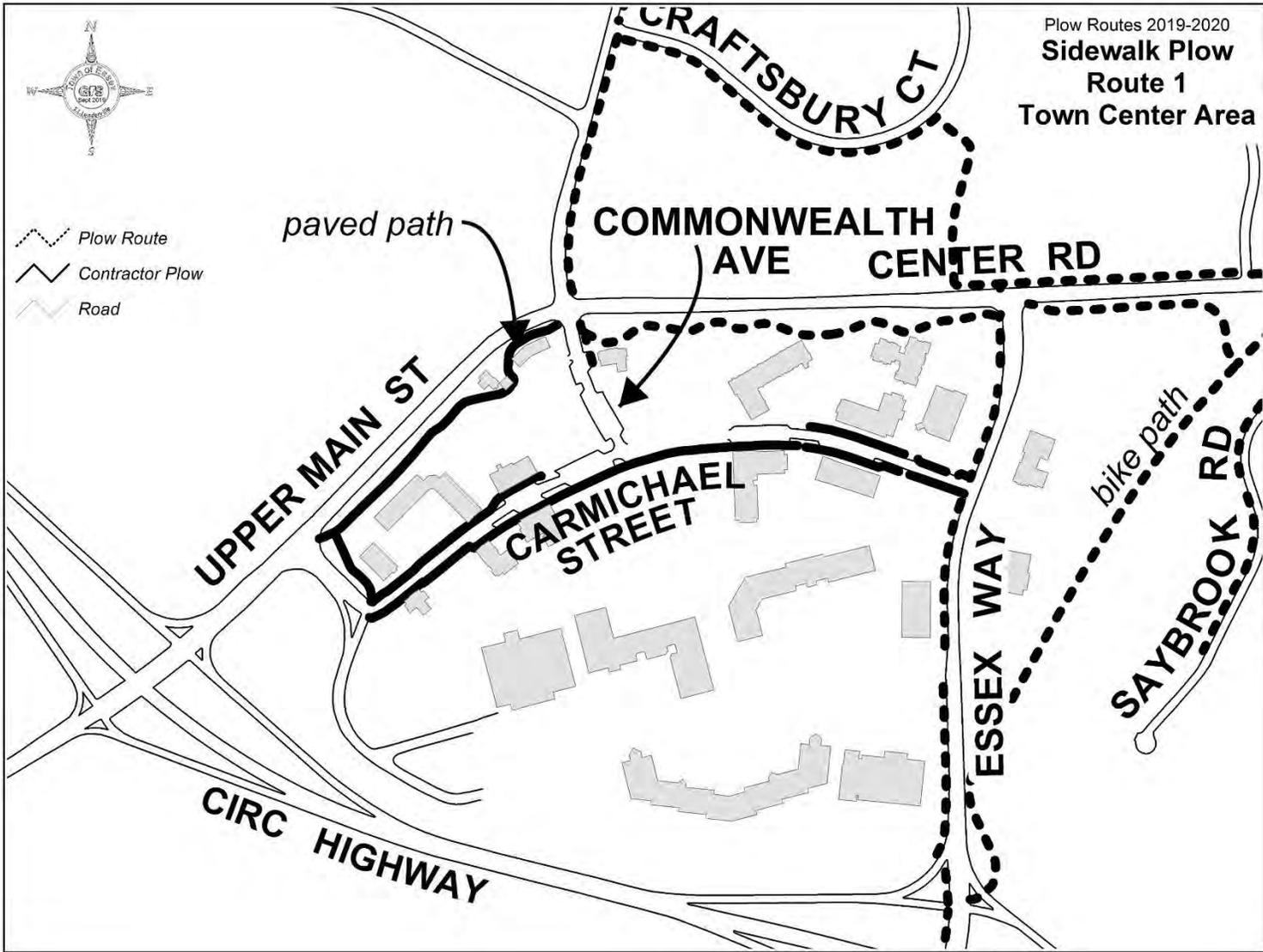
MAPS OF HIGHWAY ROUTES (TOWN)

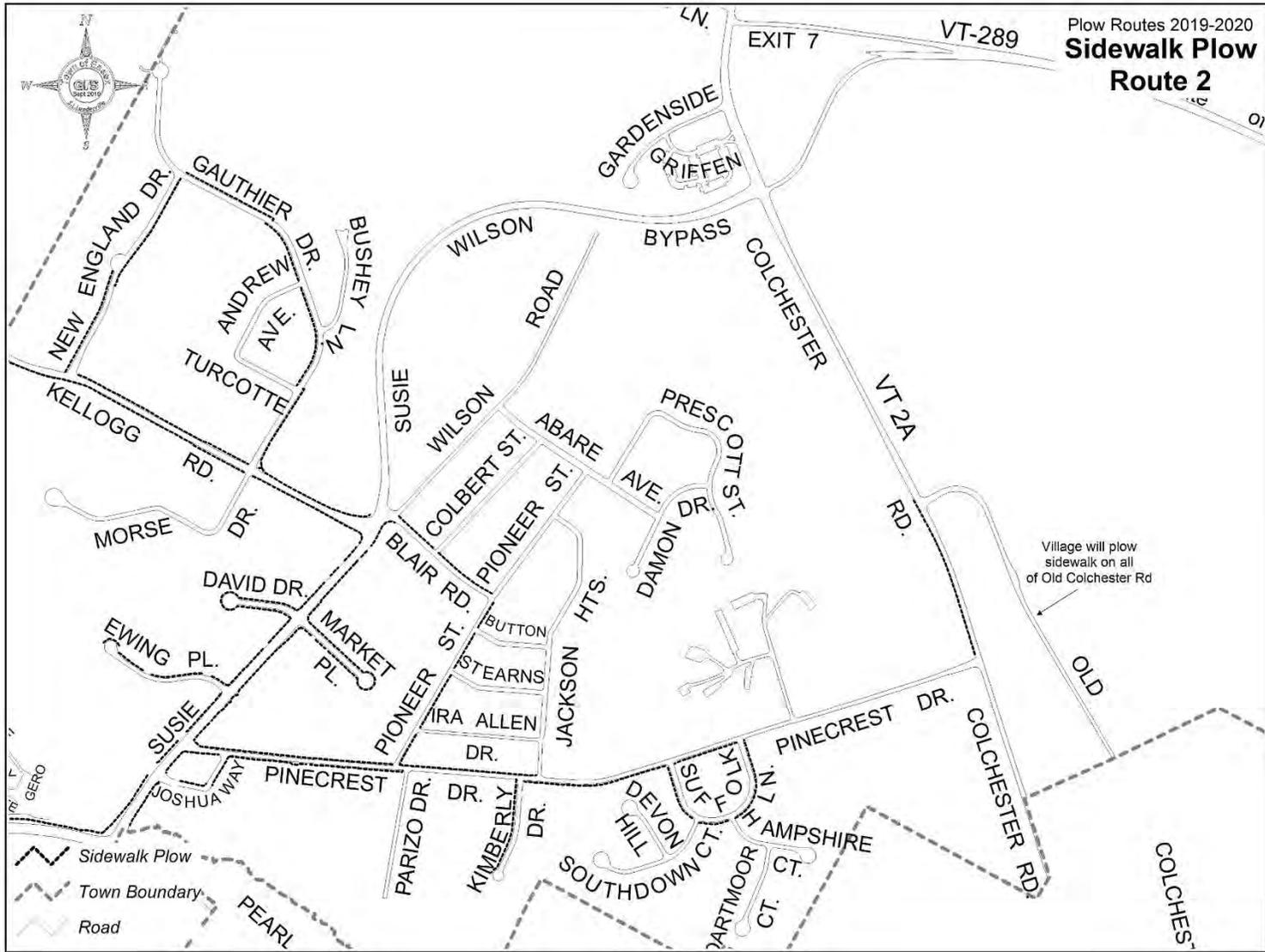
Plow Routes 2019-2020
Sidewalk Plow Route 1



Old Stage Village area

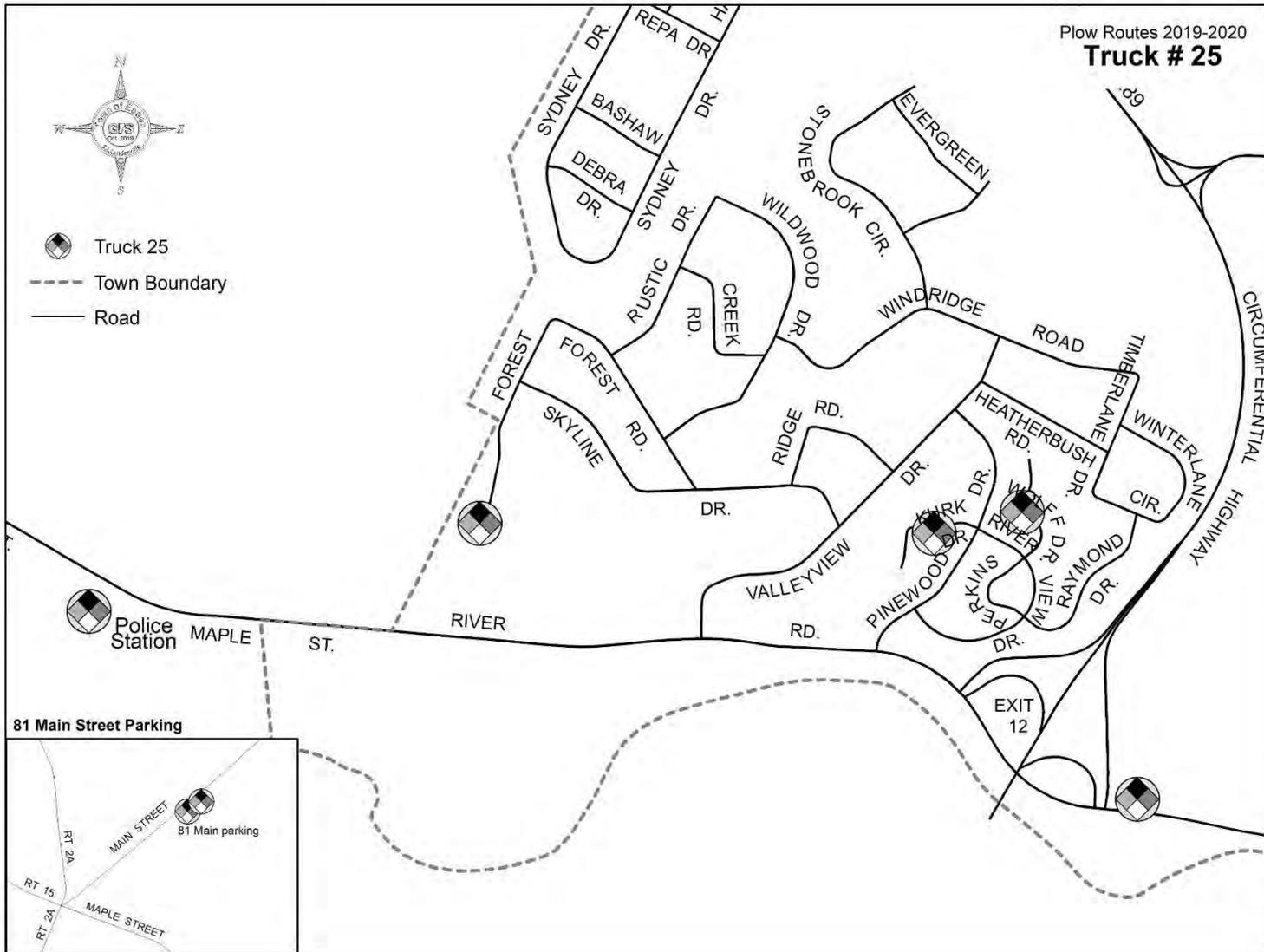






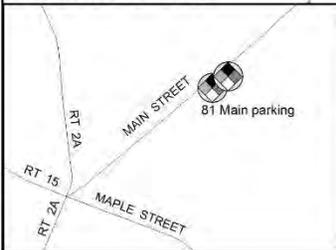
Plow Routes 2019-2020

Truck # 25



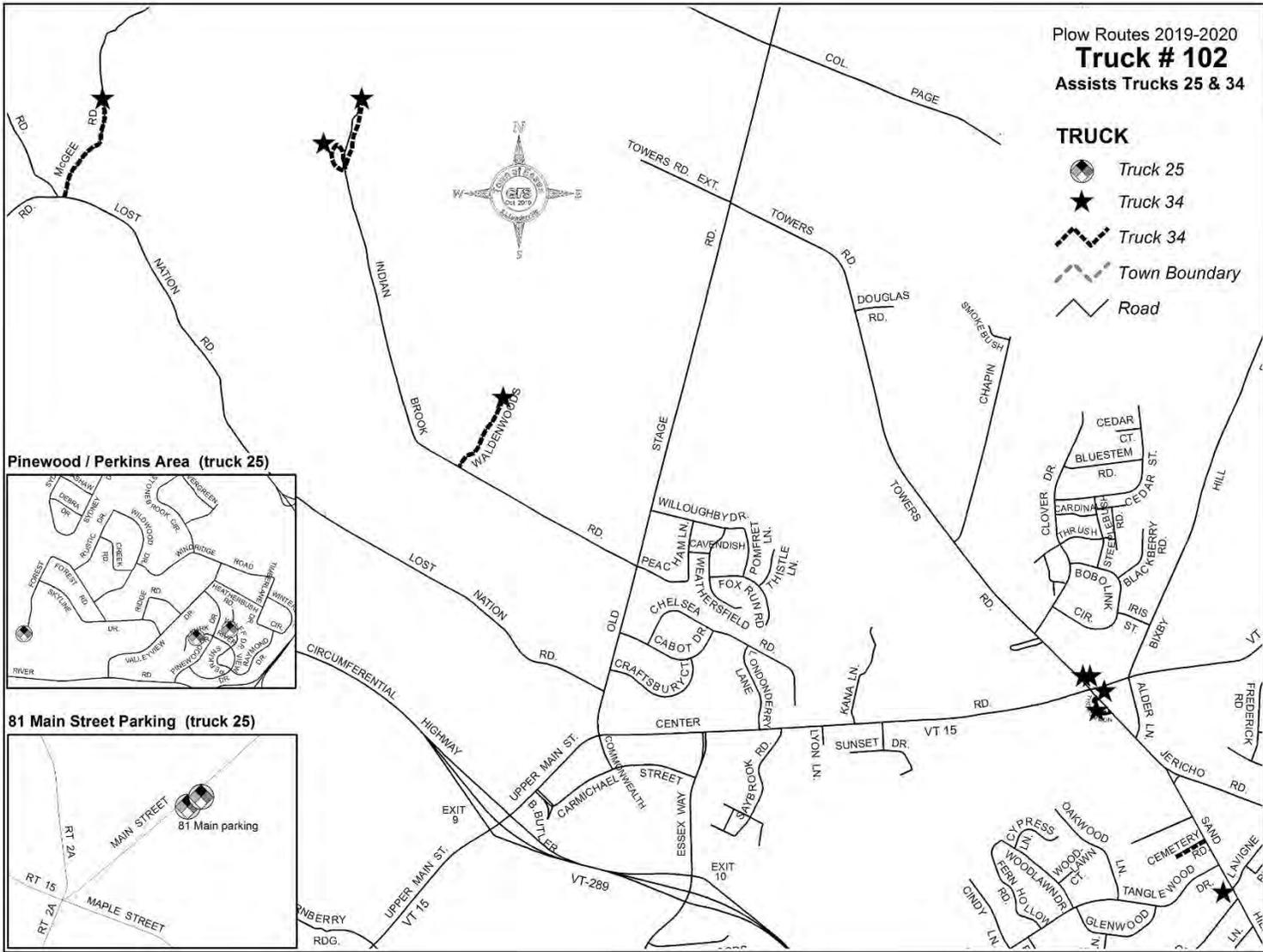
-  Truck 25
-  Town Boundary
-  Road

81 Main Street Parking

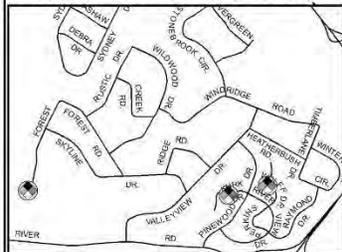


Plow Routes 2019-2020
Truck # 102
 Assists Trucks 25 & 34

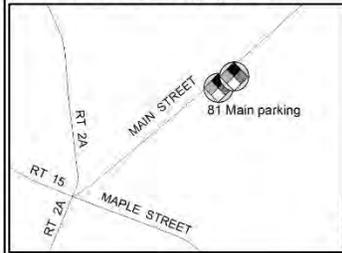
- TRUCK**
-  Truck 25
 -  Truck 34
 -  Truck 34
 -  Town Boundary
 -  Road



Pinewood / Perkins Area (truck 25)



81 Main Street Parking (truck 25)



Plow Routes 2019-2020
Truck # 106

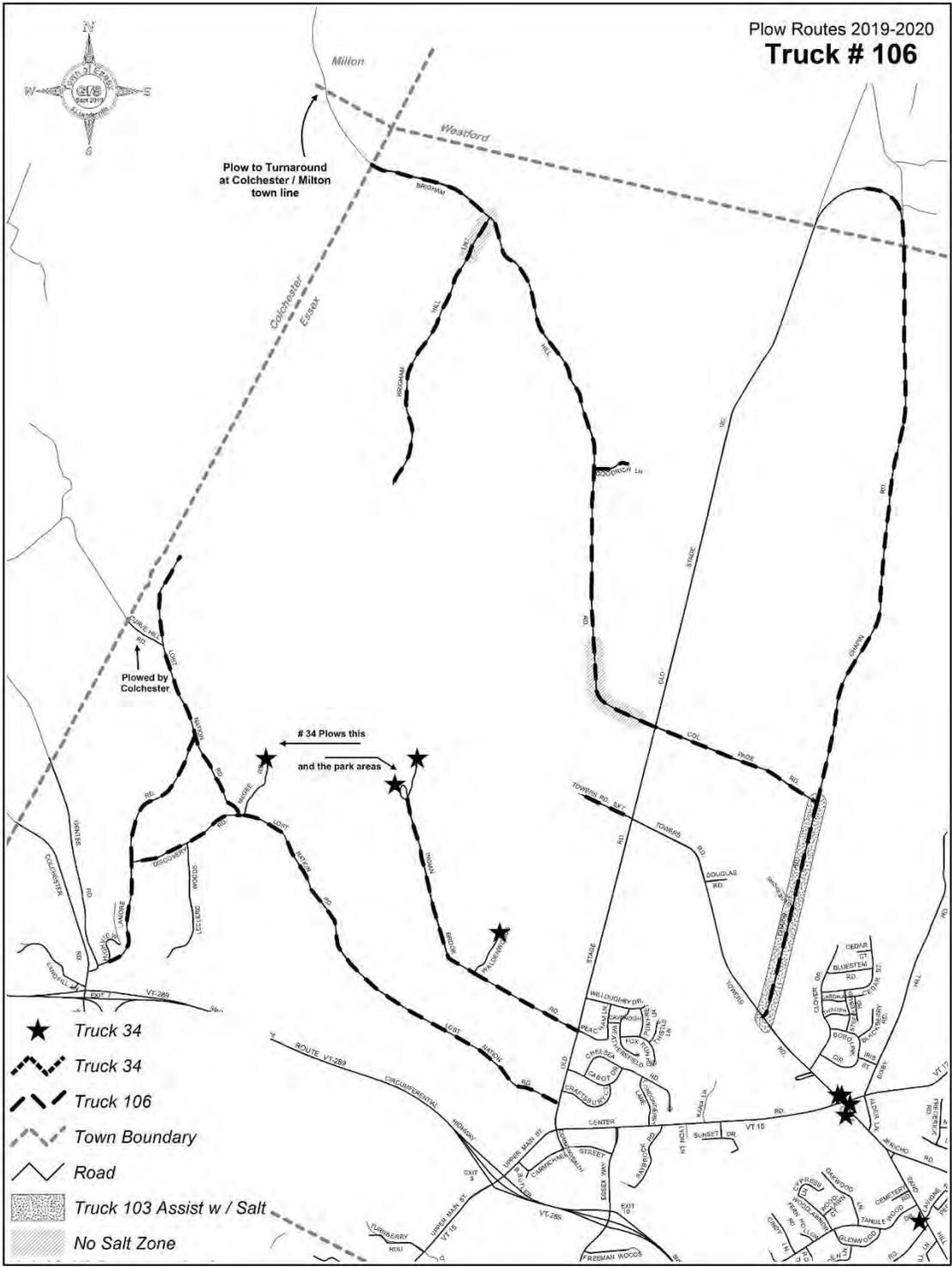


Plow to Turnaround at Colchester / Milton town line

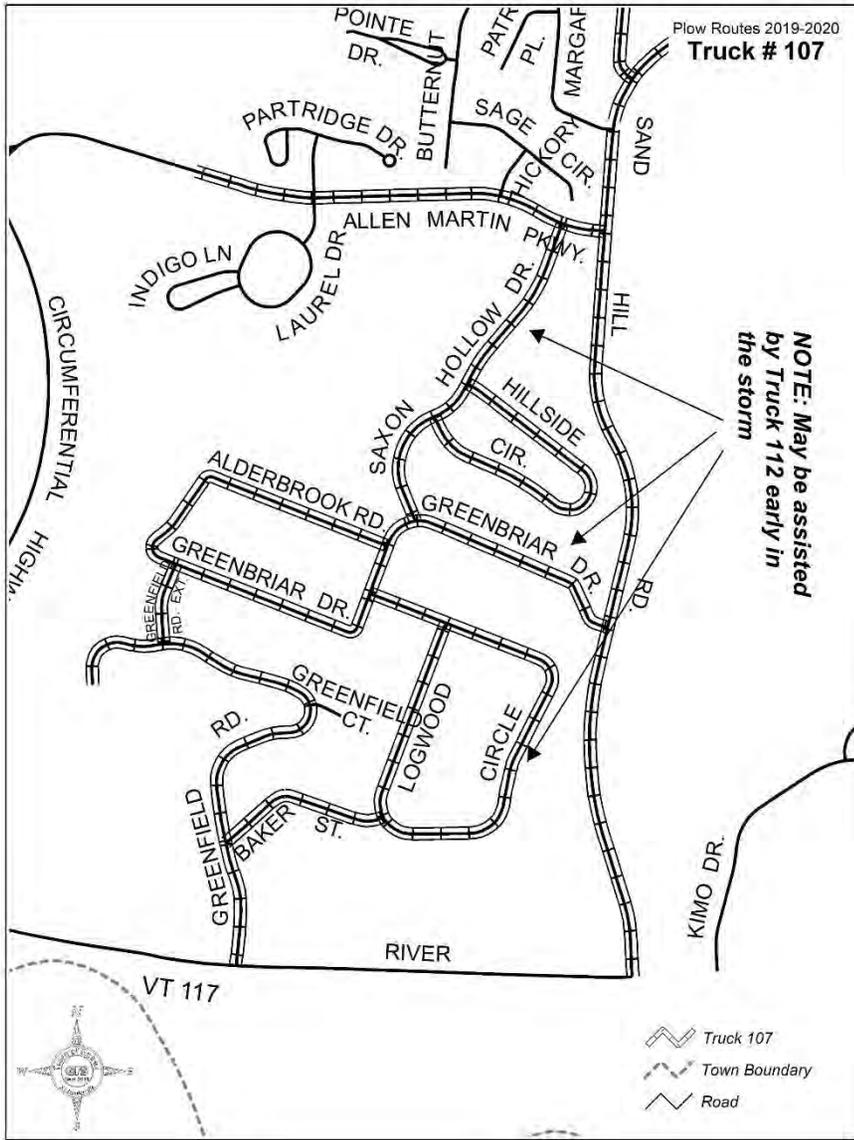
Plowed by Colchester

34 Plows this and the park areas

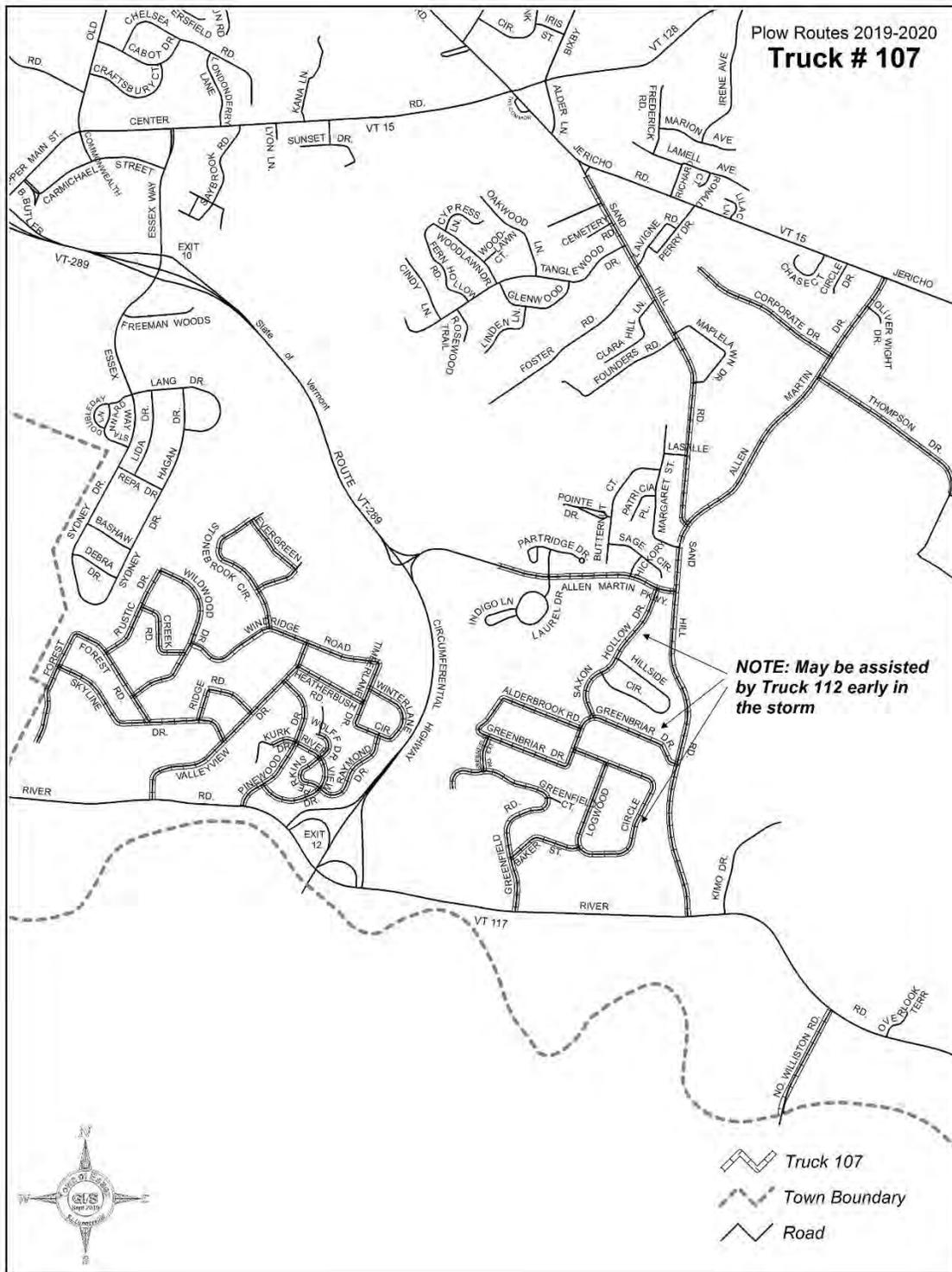
- ★ Truck 34
- ▤ Truck 34
- ▨ Truck 106
- - - Town Boundary
- Road
- ▨ Truck 103 Assist w / Salt
- ▩ No Salt Zone



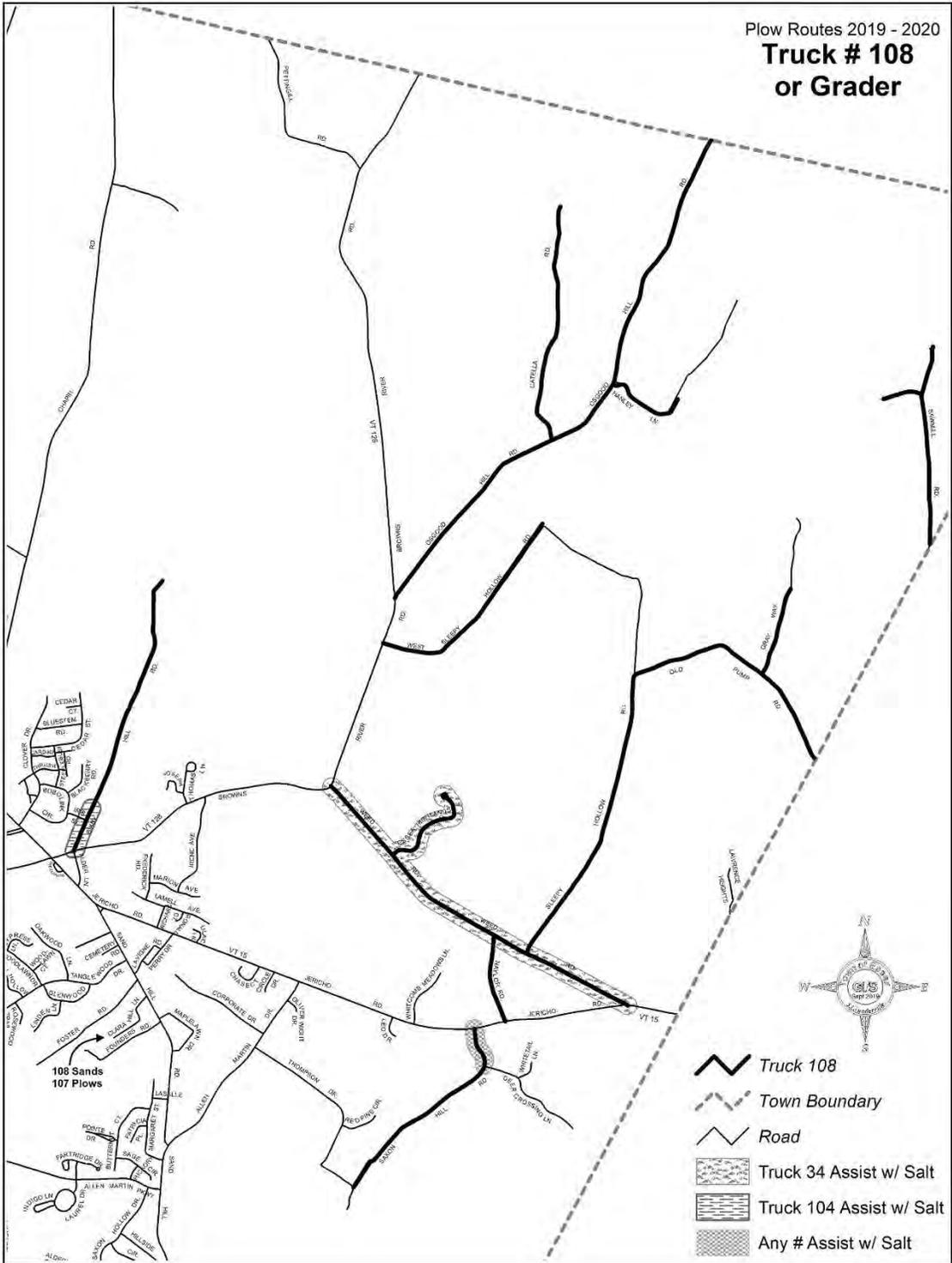
Plow Routes 2019-2020
Truck # 107



Plow Routes 2019-2020
Truck # 107



Plow Routes 2019 - 2020
Truck # 108
or Grader

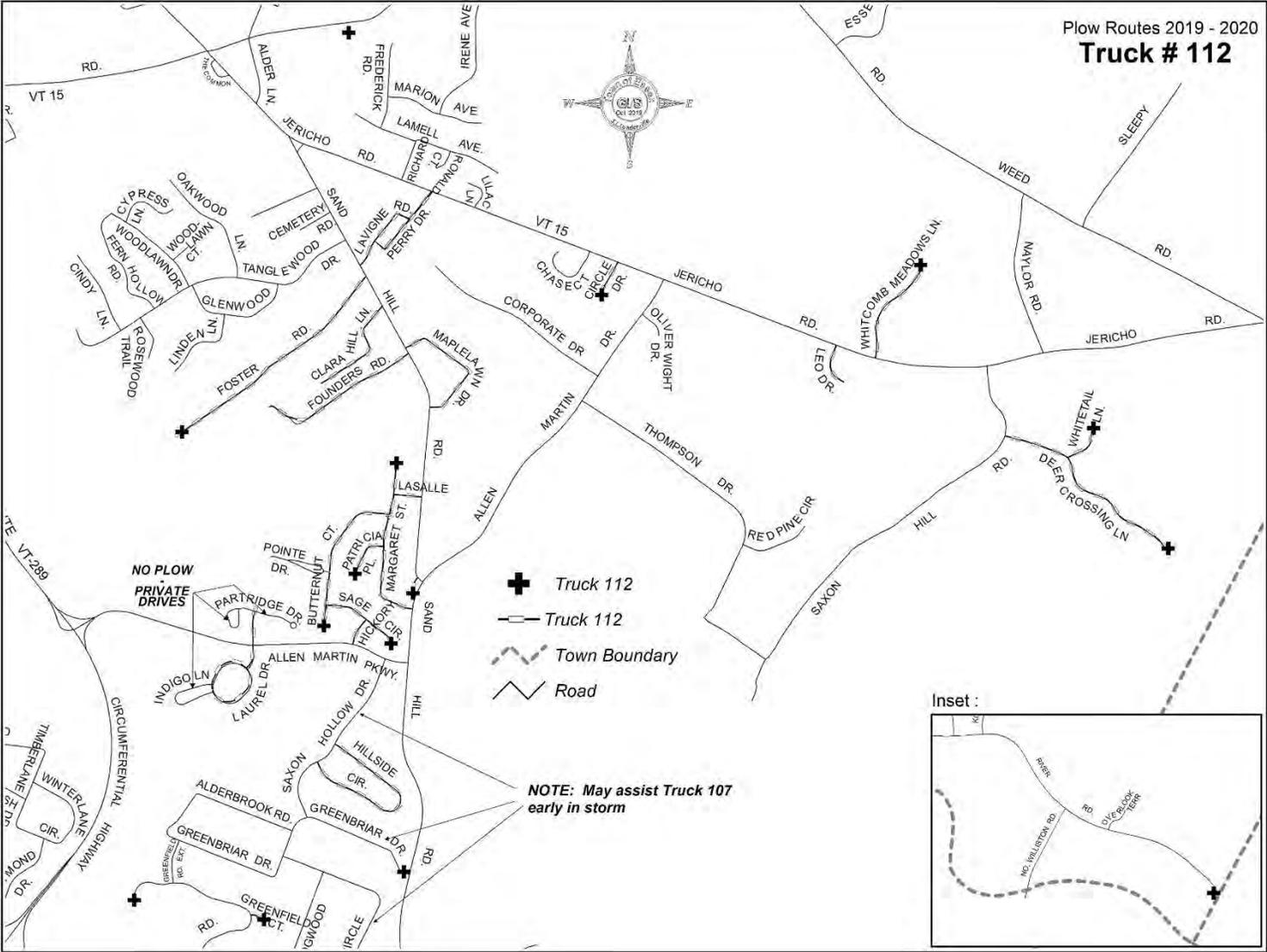


108 Sands
 107 Plows

-  Truck 108
-  Town Boundary
-  Road
-  Truck 34 Assist w/ Salt
-  Truck 104 Assist w/ Salt
-  Any # Assist w/ Salt



Plow Routes 2019 - 2020
Truck # 112

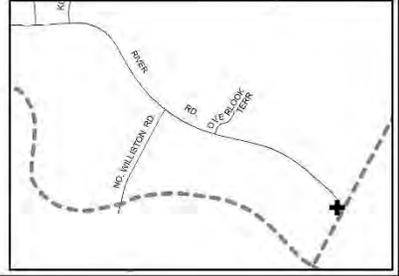


NO PLOW
 PRIVATE
 DRIVES

- ✚ Truck 112
- Truck 112
- - - Town Boundary
- Road

NOTE: May assist Truck 107
 early in storm

Inset :



Plow Routes 2019 - 2020
Truck # 123



- ⊙ Truck 123
- ↔ 123 Truck 123
- - - Town Boundary
- Road



SECTION 2, APPENDIX E

**TOWN OF ESSEX
PUBLIC WORKS NOTIFICATION LIST**

NOT AVAILABLE IN PUBLIC VERSION

SECTION 2, APPENDIX F

Date Day	Time		Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl2	Other Material	Fuel Gal.	Comments
	From	To										
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
Week Totals												

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

Weather Conditions

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover (over 3")
- H. Drifting/Blowing on Road

**SECTION 2, APPENDIX G
2019-2020
TOWN TOWING ORDINANCE**

Chapter 7.24

TOWING

Sections:

- 7.24.010 Findings.**
- 7.24.020 Seasonal hours when parking prohibited.**
- 7.24.030 Unattended or obstructing vehicles prohibited.**
- 7.24.040 Removal of Vehicles authorized when.**
- 7.24.050 Towed vehicles – Registered owner responsibility.**
- 7.24.060 Commercial towing service authorized when.**
- 7.24.070 Redemption of towed and stored vehicles – Costs.**
- 7.24.080 Citing in addition to towing when.**
- 7.24.090 Chapter provisions not exclusive.**

7.24.010 Findings.
It has been determined that motor vehicles parked in such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, of the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance, constitute a hazard contrary to the public health, safety and welfare, and therefore the selectmen of the town of Essex ordain

as set out in this chapter (Preamble of Ord. Passed 2/27/78)

7.24.020 Seasonal hours when parking prohibited.

Any person who shall park or leave unattended a vehicle of any type on any street, road or highway during the period beginning December 1st through April 1st of the following year after midnight and before seven a.m. shall be in violation of this chapter (§ 4 of Ord. Passed 2/27/78)

7.24.030 Unattended or obstructing vehicles prohibited

Any person who shall leave parked of unattended a vehicle of any type which is a hazard to the safe flow of traffic, blocks the use of fire hydrants, or obstructs the movement of emergency vehicles, shall be in violation of this chapter. (§ 6 of Ord. passed 2/27/78)

7.24-040 Removal of vehicles authorized when.

In time of actual emergency, the fire department or ambulance crews may remove vehicles as described in Section 7.24.030 above by operating, pushing, using other vehicles or manpower, or by towing or pushing by other vehicles and may enlist person and vehicles or others to assist in such removal without the assistance of police officer as required by Section 7.24.060, when life or property

would be jeopardized by the delay of summoning police officers. (§ 6 of Ord. passed 2/27/78)

7.24.050 Towed vehicles – Registered owner responsibility.

Any vehicle found in violation of this chapter and towed shall be deemed under the control of the registered owner at the time of parking. (§ 3 of Ord. passed 2/27/78)

7.24.060 Commercial towing service authorized when.

Any vehicle found in violation of this chapter may be removed by a commercial towing service upon the orders of any state or local police officers, constable or deputy sheriff.
(§ 1 of Ord. passed 2/27/78)

7.24.070 Redemption of towed and stored vehicles – Costs.

Any vehicle removed to storage under this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges or other expenses incurred in the moving of the vehicle, except that the charge of towing and storage for each vehicle shall not exceed an amount as established by the town manager. (Ord. passed 9/08/03 (part); Ord. passed 5/15/89; § 2 of Ord. passed 2/27/78)

7-24-080 Citing in addition to towing when.

Any person who parks or leaves unattended any vehicle contrary to this chapter may, in addition to having such vehicle towed, be cited by any police officer, in an action returnable to the district court, where upon conviction a fine not to exceed fifty dollars may be imposed. (§ 7 of Ord. passed 2/27/78)

7.24.090 Chapter provisions not exclusive.

The ordinance codified in this chapter is in addition to and separate from any other ordinance of the Town of Essex, and Vermont Statutes regulating parking or interference with traffic or emergency services. (§ 9 of Ord. passed 2/27/78)

SECTION 3
WINTER OPERATIONS
SPECIFIC TO THE
VILLAGE OF ESSEX JUNCTION

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

General.....	V1
Pager Responsibility.....	V1
Determination of Operations.....	V2
Control Center.....	V2
Equipment.....	V2
Materials.....	V2
Snow plowing and Sanding/Salting Operations.....	V3
Special practices for 2020-2021.....	V5
Use of sand/Salt from the Village Highway Garage.....	V7
Mailbox and Encroachment in the Village Public Right of Way.....	V7

Appendices

Appendix A	Organizational Chart of the Village Public Works Department
Appendix B	Village Vehicle and Route Assignments (Internal Distribution)
Appendix C	Village Equipment for Snow Operations
Appendix D	Maps of Highway Routes (Village)
Appendix E	Village Notification List (Internal Distribution Only)
Appendix F	Village Materials Usage Report
Appendix G	Village Towing Ordinance/General Regulation of Public Streets

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE

OF ESSEX JUNCTION

General

The Village of Essex Junction Public Works Department has the responsibility of maintaining essential services on over 35 miles of accepted Village roads, all of which are paved, 38 miles of paths/sidewalk, of which 32 are plowed, as well as over 40 miles of waterline, over 40 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Village Public Works Superintendent has direct responsibility for management of the Department, acting under the general policy direction of the Unified Manager and authority of the Village Trustees. The Public Works Superintendent manages six functional areas within the Department - Administration, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The Public Works Superintendent is responsible for winter field-crew operations. Section 3, Appendix A contains an organizational chart identifying Department structure; Section 3, Appendix B lists vehicle and route assignments; Section 3, Appendix C lists vehicles available for plowing.

The general procedures used by the Village during winter operations have been identified in Section 1. More specific details on Village operations are as follows:

Pager Responsibility

During the winter of **2020-2021** the non-working-hours on-call responsibility will be shared among selected Public Works Highway employees rotating on a published schedule. The person on-call will make an initial determination on how the storm event will be handled. The on-call employee will be temporarily in charge of operations until the Public Works Superintendent, arrives and takes over responsibility. A list of persons being on-call and dates has been published and is in effect.

If contact cannot be made with the on-call employee, the Public Works Superintendent should be called followed by use of the Notification list identified in Section 3, Appendix E.

Winter Storm Operations

Determination of Village Operations

Using the resources available to the Village and judgment based on experience, the Public Works Superintendent, or his designated representative, will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works, or his designee, will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Village Highway Garage off Jackson Street complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 3, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#34, #6, #5) as well as 1 of the 3 cy dump trucks (low pro #7).

Materials

At the Highway Garage yard located off Jackson Street, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Village are:

250 tons of sand.

Approximately 800 tons of salt are maintained on-site in covered salt sheds. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations.

As the on-site stockpile of salt is depleted, additional salt is ordered. The primary Village source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Other ~~Another~~ potential sources are is:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy

Apalachee Rock Salt Co, LLC
1423 Highland Ave
Rochester, NY 14620

Alternative deicing agents such as Magic Salt or Ice-Be-Gone, are utilized under certain conditions. It is rock salt treated with a liquid, agricultural by-product of the distilling process blended with magnesium chloride. It is applied in combination with straight rock salt as a material that is effective at lower temperatures. It is less corrosive than calcium chloride, biodegradable and has less impact on the environment. The product is sprayed onto rock salt and then mixed to create a semi-homogeneous mixture. The Ice-Be-Gone is obtained through the following distributor:

Magic Salt of Vermont
9 Oak Street
St Albans VT 05478

Snow Plowing and Salting Operations

The Public Works Department has organized the equipment into three subareas of the Village for routine operations. The areas are designated red, green and blue. The red area covers the northwestern part of the Village; the green area covers the central and northwestern area and the blue area covers the southern and southwestern portion. The smaller Low Pro and pic-up trucks are generally used to plow the smaller, less travelled routes and for clearing of the municipal parking lots. Each complete route for a single truck takes in excess of 3.5 hours to complete, once a major snow event is over.

1. The Village plan for clearing of roads generally follows the priority of State road classification: The three classes in the Village are:
 - a. Class 1 Town highways are those town highways which form the extension of a State highway route and which carry a State highway route number.

- b. Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than the normal amount of traffic. The Trustees, with the approval of the Agency of Transportation, shall determine which highways are to be Class 2 highways.
 - c. Class 3 town highways are all traveled town highways other than Class 1 or 2 which meet certain standards by the Agency of Transportation.
 - d. Class 4 town highways are all those highways that are not Class 1, 2 or 3. There are none in the Village.
2. The routes have been established to provide highest priority coverage to the designated Class 1 roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads are:

Trucks 5 and 6 Plow the Class 1 roads in tandem

Park Street
 Maple Street
 Lincoln Street
 Pearl Street
 Main Street

3. Other high traffic volume roads, including all of the Class 2 roads follow shortly after the Class 1 roads or in conjunction with the plowing on the Class 1 roads:

Trucks 5 and 6 Plow independently:

West Street
 South Street (east of West Street)
 South Summit Street
 Iroquois Road

Truck 34

Brickyard Road/Mansfield Avenue
 Assists with salting the Class 1 and 2 roads
 Other critical Red Zone roads

Truck 7

Prospect St.
 Hillcrest Road
 West Hillcrest Road
 Other critical Green Zone roads

4. The next priority of plowing is the collector roads and lesser traffic volume roads within each color zone. Typical collector roads are Cascade Street, Fairview Drive, Rivendell Drive, Central Street, etc. Because of their location adjacent to collector streets, many minor streets (not

including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Dead-end streets follow in priority, although many may be cleared earlier in the process to meet the objectives of cycling and access on steep grades. In general, the trucks plow in the following areas:

Truck 5 and 6: Blue Zone

Truck 7: Green Zone

Truck 34: Red Zone

5. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

6. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

7. Sidewalk clearing throughout the Village begins concurrent with street plowing. It is an important and critical element of the overall snow clearing operation due to the absence of school busing and the significant number of people who use the sidewalks in the winter. Only during periods of continuous heavy snowfall over an extended time frame will sidewalk clearing be delayed for clearing of streets.

8. The general plan for clearing of sidewalks is for all Class 1 and Class 2 roads with sidewalks or paths to be cleared on both sides of the road with the sidewalks on Class 3 roads cleared on only one side. Sidewalk clearing is performed concurrent with road clearing.

9. Sidewalk clearing is performed by both permanent and temporary employees using two sidewalk plows. A one-pass coverage of the sidewalks designated for plowing takes from 3.5 hours (v-plow) to 15 hours (blower) to accomplish with the two employees and two sidewalk plows.

10. Sidewalk clearing will be reduced and generally stopped in late spring when conditions indicate the sidewalks are useable and the sidewalk plows will do damage to private property and lawns.

Special Practices for 2019-2020

1. **The winter of 2019-2020 was characterized by another early start to winter conditions, many fluctuations between freezing and thawing, periods of extended and generally fluctuating weather, with only a few significant snow fall events.** Supply availability of salt, sand and other materials was not a problem.

A comparison of overtime and materials provides an indicator of activity level and conditions over the last year (note that overtime is estimated at 80% of total overtime hours).

	2018-2019 (actual)	2018-2019 (budget)	2019-2020 (actual)	2019-2020 (budget)
Overtime (hours)	912	1,000	920	1,000
Materials (salt/tons)	2,200	1,400	1,500	1,400

2. Significant changes are not planned for the winter of **2020-2021**. Public Works will purchase the deicing agent directly and fill storage tanks onsite. Public Works will then mix the product with the road salt, saving costs. In addition, the trucks will be calibrated both before the season and partially through the season to ensure more accurate application rates.

3. Salt use will be applied at reduced levels where possible on flat roads and cul-de-sacs, but not eliminated.

4. The areas of sidewalk clearing are unchanged from last year. With the sidewalk on the eastern portion of Maple Street linking to the sidewalk on River Road in the Town, the Village will plow the sidewalk out to the general area of JP’s Restaurant. The location is too isolated and far for the Town sidewalk plow to cover and there is a demonstrated need to keep the sidewalk in this area open due to the influx of new businesses along River Road.

5. During the evening hours of a storm event between 9:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, Village forces will be reduced to a minimum or no staffing.

6. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent, or his designated representative, will establish a general material type and application rate prior to each major storm event, and employees are expected to use these settings as a starting point for the storm.

7. The Village used contract plowing services last year to plow the area of Railroad Ave., Lincoln Place, Lincoln Hall, the Fire Station and a portion of Main Street. The call for contract services generally occurs when the projected snowfall accumulation is on the order of 3 to 4 inches. In the past this request for assistance has been handled informally and the intent is to formalize this service through a more formal services agreement.

8. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly, depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars

equipment breakdown
assistance to the Fire or Police Departments
time length since the start of the storm
availability of materials
budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Village snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring three to four hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

Use of Sand / Salt from the Village Highway Garage

The Village of Essex Junction expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Village prohibits the taking of any amount of road salt from the Village highway garage for use on private driveways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain sand from a stockpile inside the gate to the highway garage. It is intended that the “public stockpile” will not be accessed or used by any commercial venture engaged in snow clearing operations.

Mailbox Policy/Encroachment in the Public Right of Way/Lawn Restoration

Because of the volume of complaints specific to objects in the Village right-of-way and damage to property, the following policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Village right-of-way without prior approval by the Trustees. Objects in the ROW are placed there at the owner's risk and the Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the Village ROW, flowerpots, basketball hoops, etc.

2. To insure mail delivery to all residents, the Village has provided blanket authorization for mailboxes located in the Village right-of-way. The Village retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.

The Village will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$50 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.

Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Village will not fix or replace mailboxes in these situations.

Owners of mailboxes have a responsibility to contact Public Works during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Village. The Village will inspect the mailbox to determine if it is the Village's responsibility for the mailbox damage. No payment of the \$50 to replace a mailbox will be made by the Village until the replacement has been completed and verified as being in place by the Village.

The clearing around mailboxes is the sole responsibility of the owner and not the Village. With the large number of streets to plow and limited municipal resources, Village plows cannot provide a level of service that clears the road to every mailbox.

The Village will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Village will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

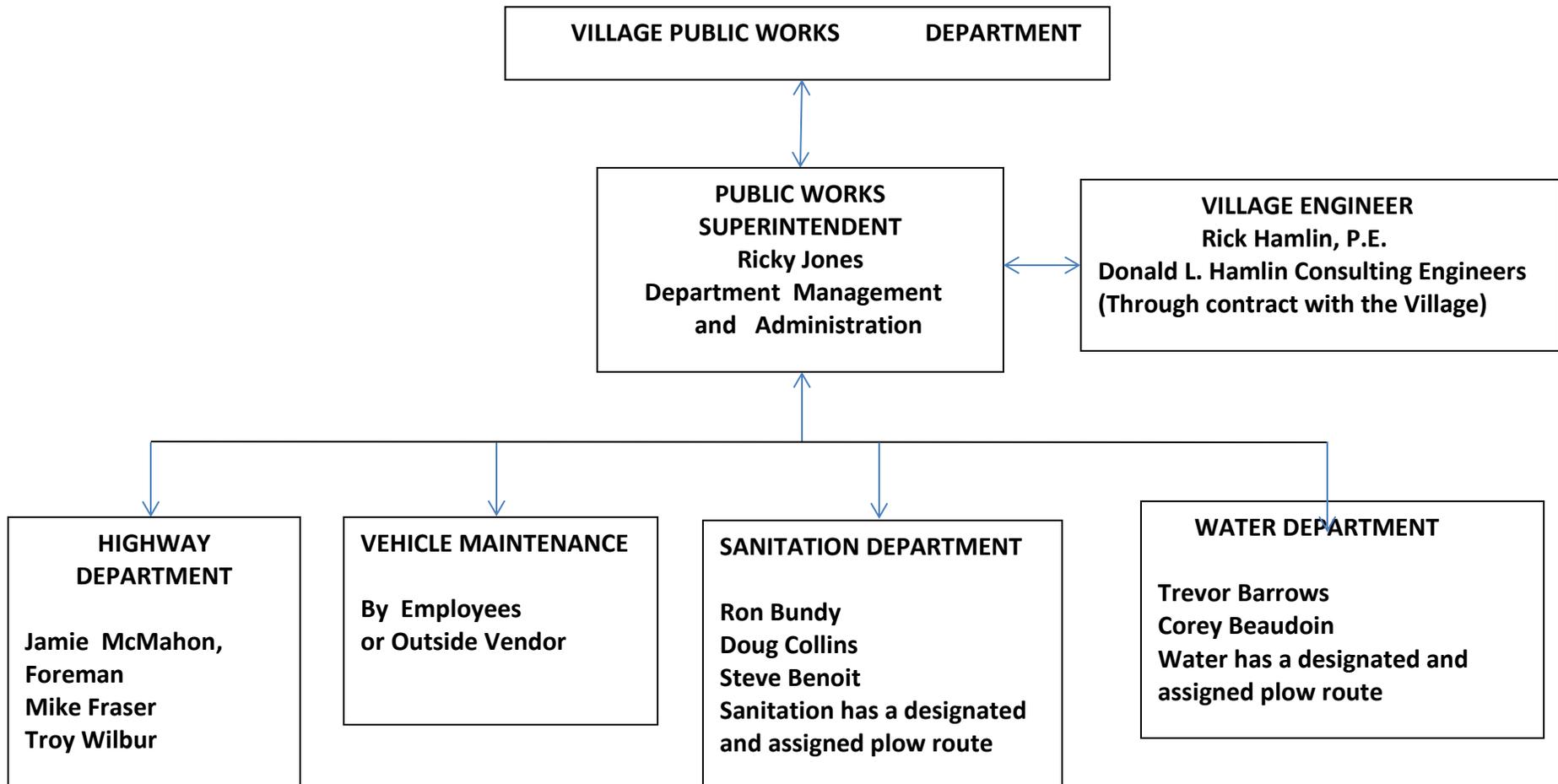
3. The Village will restore or replace objects outside the Village road right of way damaged as a result of its snow or ice clearing operations, only when it has been determined that the Village was responsible for the damage, consistent with the State Supreme Court Ruling in 2010.

4. Recovery of damages will be pursued by the Village, if Village equipment is damaged due to objects placed in the Village ROW.
5. Lawns damaged by municipal sidewalk plowing or municipal road plowing will be restored by the Village following the winter season.

SECTION 3, APPENDIX A

2020-2021

ORGANIZATIONAL CHART OF THE VILLAGE PUBLIC WORKS DEPARTMENT



SECTION 3, APPENDIX B
2020-2021

VILLAGE VEHICLE AND ROUTE ASSIGNMENTS

<u>VEHICLE</u>	<u>PRIMARY OPERATOR</u>
Truck 5 (DT)	
Truck 6 (DT)	
Truck 7 (DT)	
Sidewalk Plow 10	
Sidewalk Plow 11	
Truck 34	
Loader #9	
Pick-up	

SECTION 3, APPENDIX C
2020-2021

VILLAGE EQUIPMENT FOR SNOW OPERATIONS

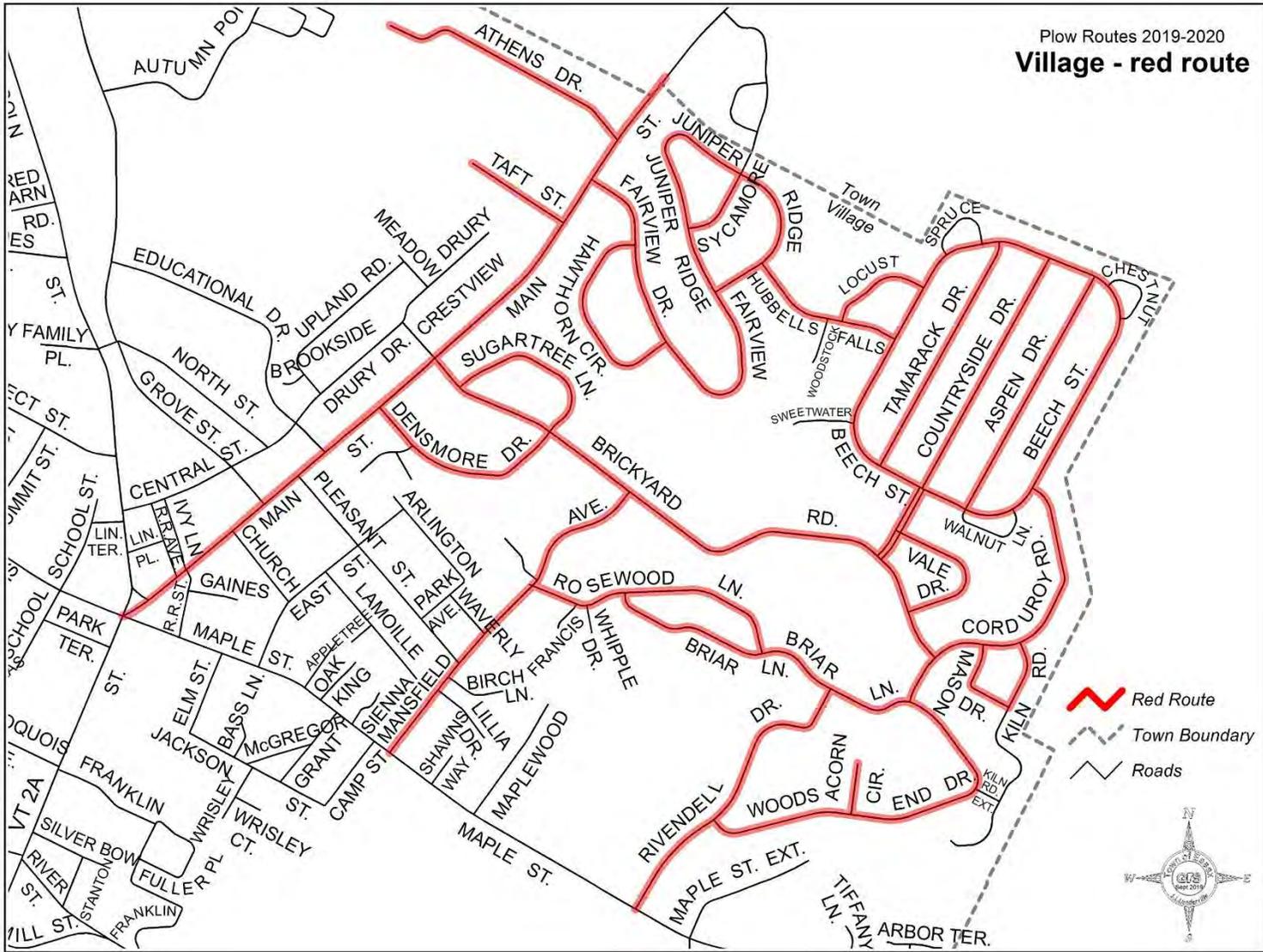
Truck #5	2014 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #6	2015 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #34	2016 Freightliner 7cy. Dump truck with multi-directional front plow, tailgate sander and wing
Truck #7	2012 International 3 cy. Low Pro Dump Truck with all-directional front plow, tailgate sander and wing
Truck #1	2011 Chevrolet Pickup with v-plow and sander.
Truck #15	2011 Chevrolet Pickup with v-plow and sander.
Sidewalk Plow #10	2015 Trackless
Sidewalk Plow #11	2016 Prinoth
Loader #9	2013 Caterpillar 924K
Skid Steer #12	2001 Cat 228, Back-up for sidewalk plowing

SECTION 3, APPENDIX D

2020-2021

MAPS OF HIGHWAY ROUTES (VILLAGE)

Plow Routes 2019-2020
Village - red route



**SECTION 3, APPENDIX E
2019-2020**

VILLAGE OF ESSEX JUNCTION CALL LIST

NOT AVAILABLE IN PUBLIC VERSION

SECTION 3, APPENDIX F

Date Day	From	Time To	Hrs	Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl2	Oth Ma
Mon											
Tues											
Wed											
Thurs											
Fri											
Sat											
Sun											
Week Totals											

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

Weather Co

- A. D
- B. I
- C. E
- D. D
- E. LI
- F. M
- G. H
- H. D

SECTION 3, APPENDIX G
2020-2021

VILLAGE TOWING ORDINANCE

Village of Essex Junction, VT

Municipal Code

SECTION 825. VIOLATION DEEMED NUISANCE – NOTICE, TOWING & CHARGES:

- (a) The parking or leaving any vehicle in violation of this chapter is hereby declared to be a public nuisance.
- (b) The fact that a vehicle which is illegally parked is registered in the name of the person, rental agency or company shall be prima facie proof that such person, rental agency or company was in control of the automobile at the time of such notice.
- (c) It shall be sufficient notice of violation for a law enforcement officer to leave written notice on an official form securely on the vehicle indicating the violation, the time and date of the violation, the location of the violation, and the registration number of the vehicle, and such other information as seems appropriate.
- (d) "Parking," for these purposes, shall mean leaving the vehicle at rest with or without an operator in attendance unless otherwise provided.
- (e) The Public Works Department, the Fire Department of the Village of Essex Junction, or any lawful police official of the State of Vermont, are hereby authorized to remove and tow away, or have towed away, by commercial towing service, any vehicle illegally parked in any place where such parked vehicle violates this chapter, creates or constitutes a public nuisance, creates or constitutes a traffic hazard, blocks the use of fire hydrants, obstructs or may obstruct the movement of emergency vehicles, or interferes with the free flow of traffic, or has three or more unpaid violations. In addition to towing, a police officer may issue a ticket in accordance with Section g.
- (f) A vehicle so towed away to storage under the provision of this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges, or other expenses incurred in the moving of the vehicle, except that the charge of towing each vehicle shall not exceed an amount as established by the Village Manager. The operator of the commercial towing service may hold such vehicle until such charges have been paid. In addition, any vehicle towed due to three or more outstanding violations shall be required to pay all fines prior to the vehicles being released to them by the commercial towing service.
- (g) Any person who violates the provisions of this chapter may be ticketed for such offense by any lawful police official of the state of Vermont as listed below:
 - Twenty-five dollars per violation.
- (h) The Village may choose to have a vehicle towed to a location other than a commercial storage facility and may choose to bear the cost of such towing (i.e. to clear streets for special events).
- (i) The provisions of this chapter are declared to be separable in that any provision declared to be invalid shall not affect the validity of the remaining provisions.

**VILLAGE OF ESSEX JUNCTION
MUNICIPAL CODE**

**CHAPTER 2.
GENERAL REGULATION OF PUBLIC STREETS**

SECTION 201: ENACTMENT AUTHORITY:

This article is adopted by the Trustees of the Village of Essex Junction pursuant to the authority granted them under Sec. 1.07 (d) and (e) of the Village Charter.

SECTION 202:

- (a) No person shall throw or put, or cause to be thrown or put, snow or ice in any street, road park or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (b) No person shall sprinkle any salt, or chloride in any street, road or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (c) No person shall slide on a sled or sleigh in any street, road, walk, lane or alley.

Gregory Duggan

From: Emma Vaughn <evaughn@ccrpcvt.org>
Sent: Tuesday, September 29, 2020 2:44 PM
To: Gregory Duggan
Subject: Chittenden County RPC September Newsletter

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

Having trouble viewing this email? [Click here to view it in a browser.](#)



REGIONAL NOTES

September 2020

Quick Links

[VT Dept. of Health Daily COVID-19 Updates »](#)

[Chittenden County Municipal Response to COVID-19 »](#)

[UVM Health Network COVID-19 FAQ »](#)

[Vermont League of Cities & Towns Resources »](#)

[CCRPC Website »](#)

[CCRPC Calendar »](#)

Table of Contents

[Of Note](#)

[Transportation](#)

[Economy](#)

Good afternoon,

A lot of things are uncertain right now. Cold weather isn't one of them. Button Up season is here! **Button Up Vermont's 2020 campaign** offers many opportunities this year for Energy Committees to help Vermonters stay comfortable and safe: **Livestreamed DIY trainings** to help you get ready for winter, weekly webinars to help determine what home weatherization will work best for you, free virtual home energy visits (while appointments last), and opportunities to help your neighbors, such as contributing to the new Button Up Vermont **Share the Warmth Campaign** administered by the Vermont Community Foundation which will help pay for weatherization projects for low-income Vermonters.

To learn more about Button Up Vermont and help spread the word in your community:

- **Sign up** to become a community partner and help share resources.
- View the **Button Up Checklist**, which walks you through home energy DIY projects and includes links to rebates that will cover some costs.
- View the list of **upcoming events**, including a CCRPC-hosted **webinar on 10/27** that will answer your questions and share information about energy savings in your home.
- Join the Button Up Vermont **newsletter** to stay informed.

[Energy & Natural Resources](#)

[Quality of Place](#)

[Emergency Management](#)

[Social Community](#)

CCRPC Calendar of Events

PLEASE NOTE:
All meetings below will be held **REMOTELY** until further notice. Information about joining remotely is provided with every meeting agenda.

OCTOBER

10/6, 9:00am:
Transportation Advisory Committee Meeting

10/6, 11:00am: Clean Water Advisory Committee Meeting

10/6, 12:30pm:
Clean Water Advisory Committee MS-4 Sub-Committee Meeting

10/7, 5:45pm: CCRPC Executive Committee Meeting

10/21, 6:00pm: CCRPC Board Meeting

[View full calendar »](#)



United Way of Northwest Vermont COVID-19 COMMUNITY RESPONSE

United Way is dedicated to supporting our community members through the COVID-19 pandemic and the social and economic fallout that may result from it. To support all of our neighbors, United Way is

For more information, contact Melanie Needle: mneedle@ccrpcvt.org.

Best regards,

Charlie Baker
Executive Director, **CCRPC**

Of Note

Municipal Engagement for Diversity, Equity, and Inclusion Guide

To help municipalities and local leaders expand the vibrancy of their communities and ensure that recovery benefits all Vermonters, the Local Solutions and Community Action Team of the governor's **Economic Mitigation and Recovery Task Force** created the Municipal Engagement for Diversity, Equity and Inclusion Guide. The guide is designed to assist Vermont cities and towns to go further in their efforts to promote a welcoming and inclusive spirit in their communities. [Learn More »](#)

General Election: November 3

Secretary Condos has issued the First Statewide Elections Directive, which puts in place several temporary procedures to ensure Vermonters can vote safely and confidently in the 2020 elections, including mailing every active registered voter a ballot for the General Election on November 3rd. Learn more on the [Vermont Secretary of State website](#).

Snelling Center Graduates Vermont Leadership Institute Class of 2020

Bryan Davis, Senior Transportation Planner, is part of **VLI's 25th graduating class** and joins a professional network of over 1,000 Vermont Leadership Network alumni, including more than 600 VLI graduates who are positively influencing Vermont's future in business, public policy, education, community development and a wide range of volunteer and non-profit sector roles. [Learn More »](#)

Municipal Response to COVID-19

The CCRPC is working with member municipalities to compile one list of municipal government response to COVID-19. [Learn More »](#)

CCRPC FY21 Annual Work Program & Budget in Effect

The CCRPC Board adopted the FY21 UPWP and Budget at its meeting on May 20, 2020. The FY21 UPWP is effective July 1, 2020-June 30, 2021. [Learn More »](#)

Transportation

Implementing ECOS Strategy 2

VT Freight and Rail Plan Updates: October 6 Virtual Town Hall & Newsletter Issue # 2

The Vermont Agency of Transportation invites the public to participate in a [virtual Town Hall Meeting](#) on Tuesday, October 6, 2020, from 4:00 PM - 5:00 PM via Microsoft Teams. This is the first of two being held this year as part of updating the State's Freight and Rail Plans. The Town Hall will provide an overview of the plans; review rail trends, existing conditions, and system changes; and provide opportunity for members of the public to give feedback and ask questions. In advance, view the [new second issue](#) of the Vermont Freight & Rail Plan Updates Newsletter. [Learn More »](#)

CATMA Telework Program Guide

As more businesses begin to re-open and are adapting to the new workplace, many are planning for employees to continue working from home in some capacity. With the increase in telework interest, CATMA has made it a priority to be a resource for organizations who are navigating a new or enhanced telework policy and culture. As the regional Transportation Management Association serving Chittenden County, CATMA developed a [Telework Program Guide](#) to help facilitate internal

working with its existing network of partnerships and the community at large to develop a **comprehensive list** of community-based services and volunteer opportunities updated on a daily basis.

[Learn More »](#)



CCRPC FY21 Annual Work Program

The CCRPC's Unified Planning Work Program (UPWP) is our annual work program that describes our activities and specifies the deliverables for the next year. The UPWP is the mechanism to implement the strategies for our region outlined in the **ECOS Plan** and helps municipalities implement their local plans.

[Learn More »](#)

CCRPC Board of Directors FY21 Membership

Bolton: Sharon Murray

Buel's Gore: Garret Mott

Burlington: Andy Montroll

Charlotte: Jim Donovan

Colchester: Jacqueline Murphy

Essex: Jeff Carr

Essex Junction: Dan Kerin

Hinesburg: Michael Bissonette

Huntington: Barbara Elliott

Jericho: Catherine McMains

Milton: Tony Micklus

Richmond: Bard Hill

Shelburne: John Zicconi

discussions relative to telework policies and practices. This Guide offers a simple step-by-step format that will help develop, implement, and manage a telework program at your workplace. [Learn More »](#)

ACT/Vermont COVID-19 Commuter Survey Results

A coalition of Vermont transportation partners collaborated with the Association for Commuter Transportation to publicize ACT's "COVID-19's Impacts on Commuting" Survey in June 2020. Though this survey was conducted nationally, Vermonters' responses were able to be analyzed separately. **Results from the survey** provide important information to our members, transportation providers, policy makers, and employers on how to meet the needs of commuters and help ensure their return to the worksite is safe, reliable, and sustainable. [Learn More »](#)

More Transportation Projects & Updates

- Chittenden County [I-89 2050 Study »](#)
- Winooski Avenue [Corridor Study »](#)
- South Burlington VT116-Kimball-Tilley [Land Use & Transportation Plan »](#)
- Winooski East Allen Street [Scoping Study »](#)
- Colchester Ave Protected Bike Lanes and East Ave [Intersection Improvements »](#)
- [Bikeway Connectivity, Pedestrian Safety, and Stormwater Management in the Old North End »](#)
- Richmond Rd. / North Rd. / Texas Hill Rd. Intersection [Scoping Study »](#)
- [Advanced Traffic Monitoring System »](#)
- [Way to Go! to School »](#)
- [Municipal Road General Permit \(MRGP\) Technical Assistance »](#)

For a full list of transportation projects, visit the CCRPC Transportation Advisory Committee [website](#); a full project list is provided in every TAC agenda and is updated regularly. [View the latest TAC agenda »](#)

Economy

Implementing ECOS Strategy 1

Vermont Department of Health Workplace Wellness Workshop Series

The Department of Health is hosting its first ever Worksite Wellness Virtual Workshop Series. Virtual workshops will run from from October 2020 through April 2021 on the theme of "Cultivating Connection-Supporting Employee Wellbeing." The first workshop will be October 15th and registration is open now. Visit the [Department of Health website](#) for full details.

Lake Champlain Chamber Job Search Resource

Looking for a job in Vermont? The Lake Champlain Chamber wants to help. Fill out their form and follow the instructions to upload your resume. The Chamber will share it with HR professionals and recruiters looking to fill current and upcoming positions. [Learn More »](#)

COVID-19 Business Impacts in Vermont

ACCD wants to hear from all Vermont businesses impacted by the response to the COVID-19 virus. Please share these impacts via the ACCD Business Impact Form, which will help assess the full impact as we work toward solutions. [Learn More »](#)

Chittenden County Brownfields Program Accepting Applications

If you own or wish to develop a property that is contaminated or suspected to be contaminated, please apply. To get started, read the information on

St. George: Jeff Pillsbury

So. Burlington: Chris Shaw

Underhill: Vacant

Westford: Allison Hope

Williston: Erik Wells

Winooski: Mike O'Brien
(Chair)

FY21 Membership is
effective July 1, 2020
through June 30, 2021.

For more information
about the CCRPC Board
of Directors, [click here](#).

CCRPC Staff

Charlie Baker, Executive
Director

Dan Albrecht, Senior
Planner

Pam Brangan, GISP, GIS
Data & IT Manager

Jason Charest, PE, Senior
Transportation Planning
Engineer

Eleni Churchill,
Transportation Program
Manager

Forest Cohen, Senior
Business Manager

Bryan Davis, AICP, Senior
Transportation Planner

Marshall Distel,
Transportation Planner

Chris Dubin, Senior
Transportation Planner

Christine Forde, AICP,
Senior Transportation
Planner

Amy Irvin Witham, Business
Office Associate

Regina Mahony, AICP,
Planning Program Manager

Melanie Needle, Senior
Planner

Taylor Newton, Senior
Planner

different types of assistance and fill out and send us a site nomination/assistance request form. [Learn More »](#)

Energy & Natural Resources

Implementing ECOS Strategies 3 & 4

Energy Action Network 2020 Network Summit: October 1 & 2

The [annual summit](#) is a time to: Get the latest data and analysis on where Vermont stands relative to our renewable energy and emissions reduction commitments; hear visionary, strategic proposals about how we can rapidly, cost-effectively, and equitably reduce fossil fuel use and greenhouse gas pollution; and connect and network with other leaders working on and passionate about energy and climate issues. [Learn More & Register »](#)

Upcoming Burlington Electric Department Webinars: October 2 & 22, 12pm

On Friday, October 2, BED Energy Services Director Chris Burns and City of Burlington Sustainability Director Jennifer Green will discuss and take your questions on making the move to electric vehicles including the many rebates and advantages. [Learn More »](#)

On Thursday, October 22, BED General Manager Darren Springer, Energy Services Director Chris Burns, and City of Burlington Sustainability Director Jennifer Green will discuss and take your questions on the City of Burlington's efforts to reduce and eventually eliminate fossil fuel usage in heating and ground transportation. [Learn More »](#)

Grant Opportunity: 2021 Supporting Municipalities Through Ash Tree Management: Applications Due October 30

The Vermont Urban & Community Forestry Program is accepting applications from municipalities seeking financial assistance for municipal ash tree management. With funding from the US Forest Service, this is a competitive grant opportunity that supports local planning and implementation of management to slow the spread of the invasive, non-native emerald ash borer (EAB) and mitigate the effects of ash tree decline and mortality in municipalities. [Learn More »](#)

Vermont DEC Announces Funding Opportunity for Electrification Projects; Applications Due November 3

Funds from Vermont's allocation of the Volkswagen Environmental Mitigation Trust are being allocated to assess the feasibility of all-electric technologies and begin to catalyze market transformation in Vermont. The Vermont Department of Environmental Conservation is seeking proposals for electric replacement or repower (engine replacement) projects for all eligible mitigation actions under the Trust to reduce emissions of nitrogen oxides (NOx) and co-pollutants in the state. [Learn More »](#)

CCRPC Energy Data Webinar Recording Available

CCRPC staff held a webinar on August 31st to share the data available for understanding how energy use is trending in your municipality. Presentation topics included status of energy planning, an overview of data measures available to you for quantifying energy usage and project types, and a look at regional energy usage over time. [Learn More »](#)

Button Up Vermont 2020

Help your neighbors use less energy to heat and cool their homes! You can [bring Button Up Vermont to your community](#) in 2020. Community leaders like you are the heart of Button Up Vermont, helping your neighbors keep their dollars in your community, have more comfortable, healthy homes, and reduce emissions. Read about this year's campaign, running from mid-September to mid-November. [Learn More »](#)

Quality of Place

Implementing ECOS Strategy 2

Sai Sarepalli, PE, Senior
Transportation Planning
Engineer

Emma Vaughn,
Communications Manager

Please Note: As of March
16, 2020, CCRPC
employees are working
remotely and the office is
closed to visitors. Please
call or email and we will
respond as soon as
possible. *Thank you!*

For bios and contact
information, [click here](#).

Our Communities

[Bolton »](#)
[Burlington »](#)
[Charlotte »](#)
[Colchester »](#)
[Essex »](#)
[Essex Junction »](#)
[Hinesburg »](#)
[Huntington »](#)
[Jericho »](#)
[Milton »](#)
[Richmond »](#)
[Shelburne »](#)
[South Burlington »](#)
[Underhill »](#)
[Westford »](#)
[Williston »](#)
[Winooski »](#)

Huntington RFQ for Engineering Services: Responses Due October 9

The Town of Huntington is obtaining Statements of Qualifications from qualified engineering firms detailing the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior wastewater engineering experience. Required professional services will include but are not limited to preliminary engineering services, design and construction-related services, preparation of bidding and contract documents, participation in the evaluation of bids received, and monitoring and inspection of construction activities to ensure compliance with plans and specifications associated with the Town of Huntington Lower Village Wastewater Project. [Learn More »](#)

AARP Third Annual Placemaking Workshop: October 29-30

Join AARP and their partners to learn about Creative Placemaking, a hands-on approach to enhancing public spaces. The free virtual workshop will focus on how communities can reopen public spaces safely and make them welcoming and comfortable year-round for people of all ages, backgrounds and races. [Learn More »](#)

ACCD COVID-19 Recovery Resource Center

To aid Vermonters as we all respond to and recover from the COVID-19 outbreak, ACCD has developed a Recovery Resource Center of available tools including financial assistance programs, unemployment information, and a series of Frequently Asked Questions to help businesses and individuals navigate the resources available in this time of need. [Learn More »](#)

Emergency Management

Implementing ECOS Strategy 2

Earthquake Risks in Vermont: How to Prepare

Vermont is considered by the United States Geological Survey to be of moderate risk for seismic hazards. Earthquake risk is highest in northwest Vermont, but since these events are not common in our state, we may not readily recognize an earthquake or know how to react.

What should you do during and after an earthquake? The simple answer is "**Drop, Cover and Hold On,**" but the answer is different if you are in a car, in a wheelchair, in a high rise or in a store. The main danger is from broken glass, falling objects, or from tripping and falling due to the swaying ground or building.

Ready for more information? Read more about earthquake hazards and how you can prepare at the Vermont Geological Survey's [webpage](#). Check out [ready.gov/earthquakes](#) and practice during the [Great ShakeOut Earthquake Drill](#) on October 15, 2020.

Mandatory Mask Wearing in Vermont

As of August 1, Vermonters are required to wear masks in public spaces, both indoor and outdoor, where physical distancing is not possible. There are some exceptions, including for children under 2 years old and for those who cannot wear a mask for medical reasons. The VT Department of Health offers guidance on when it's important to wear a masks. [Learn More »](#)

Vermont Alert

VT-ALERT is the state system that notifies Vermonters of emergency situations, weather alerts, road information, and more. Register for a free account at [www.vtalert.gov](#).

Social Community

Implementing ECOS Strategy 2

Howard Center Presents October Events for World Mental Health Day

Howard Center will be connecting to the global world mental health movement and hosting its first annual community-wide recognition and celebration of World Mental Health Day (WMHD) on October 10 with a free and open to the public weekly speaker series throughout October. [Learn More »](#)

Statewide Opportunities to Volunteer & Donate

If you want to find a way to help, there are many opportunities. At the state level, there is now a central website where Vermonters can volunteer: <https://vermont.gov/volunteer>.

If you have any questions, feedback, or suggested content for upcoming issues, please contact Emma Vaughn, Communications Manager: evaughn@ccrpcvt.org or (802) 846-4490 x *21.

Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202 | Winooski, VT 05404
(802) 846-4490 | connect@ccrpcvt.org
ccrpcvt.org | ecosproject.com

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Chittenden County Regional Planning Commission,
110 W. Canal Street, Winooski, VT 05404

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MEETING SCHEDULES

10/09/2020

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

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
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