



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, November 10, 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: 809 808 010#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING:** Please use "Chat" to request to speak, only. **Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. Presentation of Chittenden County Regional Planning Commission Annual Report
 - b. Consider approval of bid award for Densmore Drive project
 - c. Consider approval of bid award for sidewalk plow
 - d. Update on racial equity work and consider appointment of Trustee to planning team
 - e. Discussion of results from Special Village Meeting about merger with Town of Essex and Australian ballot budget voting
 - f. *Discussion of evaluation of public employees
6. **CONSENT ITEMS**
 - a. Approve minutes: October 13, 2020; October 20, 2020 – Joint; October 26, 2020 – Joint; October 27, 2020
 - b. Check Warrants: #17223—10/30/20; #17224—11/06/20
7. **READING FILE**
 - a. Board member comments
 - b. Letter from Greater Burlington Industrial Corp. re: Appropriation Request
 - c. Chittenden County Regional Planning Commission October Newsletter
 - d. Memo from Dennis Lutz and Tom Yandow re: Buildings study (INFORMATION)
 - e. Memo to employees re: COVID19 update
 - f. Email from Janine Burke-Wells re Thanks for Your Contribution to the PFAS Cost Impacts Study
 - g. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. *An executive session is anticipated to discuss evaluation of public employees
9. **ADJOURN**

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

Certification: 11/06/2020

Date Posted

Initials 

Memorandum

To: Trustees; Evan Teich, Unified Manager
From: Greg Duggan, Deputy Manager *GSD*
Re: Chittenden County Regional Planning Commission annual report
Date: November 2, 2020

Issue

The issue is to inform the Trustees that Chittenden County Regional Planning Commission Executive Director Charlie Baker will attend the November 10 Trustees meeting to present the CCRPC annual report.

Discussion

Mr. Baker will present the CCRPC annual report and be available to answer questions. The annual report is attached.

Cost

n/a

Recommendation

This memo is for information and discussion purposes.

FY2020 ANNUAL REPORT

Essex Junction

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible for comprehensive and collaborative transportation planning involving municipalities, state and federal agencies and other key stakeholders in Chittenden County. The CCRPC works to ensure implementation of the regional transportation plan and provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY20, the CCRPC invested just under \$4.5 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$4.1 million in Federal and State investment with \$245,000 in municipal dues and another \$146,000 in local match for specific projects—an estimated 11:1 return on local investment.

Essex Junction representatives to the CCRPC Board and other committees in FY20 were:

- CCRPC representative – Daniel Kerin
- CCRPC alternate – Andrew Brown
- Transportation Advisory Committee (TAC) – Robin Pierce
- Planning Advisory Committee (PAC) – Robin Pierce
- Clean Water Advisory Committee (CWAC) – Chelsea Mandigo
- MS4 Subcommittee – Chelsea Mandigo

Specific activities the CCRPC is engaged in with Essex Junction, as well as CCRPC's regional activities, are discussed in the following sections.

Essex Junction Activities

In FY2020, the CCRPC provided assistance to Essex Junction on the following projects and initiatives:

- **Essex Junction Stormwater CCTV Inspection:** This project has consisted of working with a consultant to use a camera to inspect and inventory stormwater pipes and to generate a condition assessment report that the Village will then be able to use to create a stormwater infrastructure replacement plan, to be used in both operational and capital infrastructure planning. After a consultant was hired during the fall of 2019 and the scope of work was finalized in early 2020, the video inspection of the stormwater system commenced in March. Due to working restrictions caused by COVID-19, this project is being carried over into FY21. Total consultant costs in FY20: \$10,500. Contract balance for FY21: \$43,850.
- **Water Quality Planning Assistance:** The CCRPC continued to provide assistance with Municipal Roads General Permit (MRGP) compliance. Staff reviewed and sent Essex's REI Inventory to the DEC data portal before the April 1st, 2020 deadline. RPC Staff worked with a consultant team to develop conceptual plans and cost estimates for an outlet on Rosewood Lane.
- **Municipal Plan Development Assistance:** In FY19, CCRPC staff worked with Essex Junction on the development of the Village Comprehensive Plan. The plan was adopted by the Village Trustees in August 2019 and approved by the CCRPC Board in September 2019. For more information, visit: <https://www.essexvt.org/267/Comprehensive-Plan>
- **Emergency Management – LEMP:** CCRPC staff offered assistance in preparation of the annual Local Emergency Management Plan (LEMP), formerly known as the Local Emergency Operations Plan (LEOP), to ensure that Essex Junction is prepared in the event of a disaster.
- **Chittenden County Brownfields Program:** The CCRPC manages this program to help properties that are vacant or underutilized because of potential petroleum or hazardous substance contamination become productive again. Since the fall of 2016, using EPA grant funds, the program has provided \$29,965 for environmental contractors to assess potential contamination issues and develop cleanup plans at the 3 Maple Street and Road Res-Q properties in Essex Junction. For more information, visit <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Traffic Counts:** The CCRPC conducted four roadway AADT (Annual Average Daily Traffic) counts and two turning movement counts in support of Essex Junction's transportation projects and studies: <http://vtrans.ms2soft.com/>
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Town, including:
 - Worked with the Town and Village on developing infographics for a public engagement initiative surrounding a Town/Village merger vote taking place in November 2020;
 - Assembled a COVID-19 Community Guide for Essex Junction residents;
 - Developed a traffic simulation model to evaluate the signal timing plans for two Essex Junction intersections.

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. Essex Junction projects included in the TIP are listed below. These projects are also identified in the FY20 Vermont Agency of Transportation Capital Program for design or construction.

- **Mansfield/Brickyard Gravel Wetlands** – \$142,456 Transportation Alternatives award in 2016 to construct a gravel wetland for runoff from Creek Condominiums and portions of a Village Road. Construction scheduled for 2020.
- **Crescent Connector Road** – \$10.7 million for the construction of a new road between VT2A and VT 117. This is a CIRC Alternative Phase I project. Construction is scheduled to begin in 2021.

FY2021 CCRPC Work Program

Project Name	Brief Description	UPWP Recommendation
Essex Junction Village Land Development Code Rewrite and Update	This project would involve rewriting the Land Development Code for the Village of Essex Junction. The new code would reference the Design Five Corners Initiative, which has been endorsed by the Village Trustees after community engagement through charrettes and group meetings.	CCRPC Staff will reconsider this project during the FY21 mid-year adjustment or earlier. It is not currently included in the UPWP due to a lack of land use staff capacity.

Regional Activities

- **ECOS Plan Implementation:** Throughout the past fiscal year, the CCRPC has been working to implement the planning principles of the [2018 Chittenden County ECOS Plan](http://www.ecosproject.com/2018-chittenden-county-ecos-plan). The ECOS Plan (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines three plans into one: The Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy. The 2019 ECOS Annual Report is a summary that highlights a number of regional accomplishments, trends, and high priority actions (<http://www.ecosproject.com/2019-ecos-annual-report>). In addition, the ECOS Scorecard hosts the ECOS Partners' shared measurement and indicator system that monitors how Chittenden County is doing relative to achieving our shared ECOS goals (<https://app.resultsscorecard.com/Scorecard/Embed/8502>).
- **Legislative Forum:** The CCRPC hosted the Legislative Breakfast to serve as a forum for municipal representatives and legislators to connect on a few important topics for the upcoming legislative session, including: Smart Growth, housing, Act 250, water quality funding, transportation investments, transportation climate initiative, population health, workforce, mental health and substance use disorders, and regional and municipal planning investments (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>).

- Racial Equity & Public Engagement:** Addressing inequity in our region is one of the eight key strategies in the Chittenden County ECOS Plan. CCRPC staff have started to plan for the update of the **2014 Public Participation Plan** (PPP: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) with a renewed focus on analyzing inequities in all sectors of our work to ensure that we actively eliminate barriers and foster an inclusive and meaningful public engagement for all planning and policy work we do – this meaningful engagement is the foundation that leads to actions that meet the needs of our diverse community. This past year, the CCRPC continued to participate in Refugee and Immigrant Service Provider Network meetings, completed the 2019 Title VI Report for VTrans/FHWA, and worked towards the completion of the FTA Title VI Program. The CCRPC has made a public commitment to address issues related to racial and economic disparities through the following actions:
 - Facilitating, providing, and/or taking advantage of educational opportunities for our staff, partner municipalities, and other local and regional partners that address inequities and advance anti-racism efforts.
 - Examining our organization's policies, practices, culture, and services through the lens of anti-racism and white privilege to ensure they reflect our commitment to racial justice.
 - Furthering our understanding of the significant historical role land use policies and transportation investments have had in systemic racism and inequity, while making sure that future zoning and transportation investments in Chittenden County encourage equity and provide increased opportunities for Black, Indigenous, people of color (BIPOC), and low income residents. More specifically, we will update our Equity Impact Worksheet that is part of our Public Participation Plan based on best practices around the country and will have this reviewed locally by a diverse audience.
 - Encouraging municipal appointments on our Board and Committees that reflect the diversity of our community.
 - Strengthening existing relationships and partnerships and forging new ones with Vermont organizations working to advance anti-racism efforts.
 - Committing to advance Strategy 8 of the Chittenden County ECOS Plan (page 48), which includes specific tasks related to tracking and analyzing inequities in all sectors of our work, prioritizing positive programs and investments to low opportunity places, and more.
- Building Homes Together:** Following the first three years of the Building Homes Together campaign, more progress on housing production in Chittenden County was achieved in 2018 – please note that 2019 data is not available at this time. The campaign was initiated by the CCRPC, Champlain Housing Trust, and Housing Vermont in 2016. There were 620 homes developed and ready for occupancy in 2018. Over the first three years of the campaign, an average of 758 homes were built each year ahead of the pace needed to meet the campaign's goal of 3,500 homes over five years. With over 2,200 homes built in the county in the last three years, only 280, or 13%, became permanently affordable. That's shy of the campaign's goal of 20%. (<http://www.ecosproject.com/building-homes-together>).
- Public Health:** The CCRPC served on the Chittenden County Opioid Alliance (CCOA, <http://www.ccoavt.org>) together with other dedicated stakeholders including local non-profit agencies, state and local government, United Way of Northwest Vermont, UVM Medical Center, Vermont Department of Health, business leaders, and community members in Chittenden County. In FY20, we helped the CCOA transition to the Chittenden County Public

Health Alliance to broaden the focus on social determinants of health, with racial justice and mental health the current focus areas. The CCRPC also served as the lead agency for the Chittenden Prevention Network's Regional Prevention Partnership grant (<http://www.healthvermont.gov/alcohol-drug-abuse/programs-services/prevention-programs>). Accomplishments include a sharps disposal kiosk at the Williston Fire Department, expansion of Rx drug take-back locations, promoting Rx drug takeback events, fake ID enforcement to discourage underage drinking, and community education about substance use prevention for youth.

- **Regional Energy Planning:** In coordination with the adoption of the 2018 ECOS Plan, the CCRPC has been moving forward with initiatives to support the Region's Enhanced Energy Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>). In order to advance the climate and energy goals within the State's Comprehensive Energy Plan, the CCRPC has continued to conduct outreach with municipal energy committees/planning commissions, municipal legislative bodies, and state agencies to assist with the development of local energy plans. Nine municipalities have adopted enhanced energy plans and five municipalities have plans in development. The CCRPC also participated in Transportation and Climate Initiative (TCI) stakeholder meetings, organized a regional [Button Up Vermont](#) event with 400 participants, participated in Drive Electric Vermont meetings, worked with VEIC on a resource guide to support EV charging at multi-unit properties (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2020/08/CCRPC-MUD-EV-Charging-Survey-Report-Final-20200807.pdf>), reviewed Public Utility Commission proceedings, and provided municipal assistance to move forward with the energy planning recommendations established in Act 174.
- **Emergency Management:** During the unprecedented time of global response to the COVID-19 pandemic, CCRPC staff worked extensively with municipalities, state health officials, and the public to relay important updates, resources, and general information about the pandemic. A COVID-19 Municipal Response webpage was developed and maintained (<https://www.ccrpcvt.org/covid-19/>), and staff developed community guides for seven municipalities that were mailed to residents. In addition to focusing resources on addressing the pandemic in our region, the CCRPC continued to host Local Emergency Planning Committee meetings (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>) and participate in a wide array of emergency management-related workshops and exercises to enhance resilience to disasters in our region. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.
- **Chittenden County I-89 2050 Study:** The CCRPC in collaboration with VTrans, municipalities, and other stakeholders continues to move forward with this multi-year study to assess safety, capacity, multimodal access, resilience, and other transportation and land use issues along the I-89 corridor and its interchanges within Chittenden County. The 2050 Vision for the I-89 Corridor through Chittenden County is an interstate system (mainline and interchanges) that is safe, resilient, and provides for reliable and efficient movement of people and goods in support of state, regional, and municipal plans and goals. As the study progresses, the project team

continues to evaluate transportation alternatives that best achieve the study goals related to safety, livability and sustainability, mobility and efficiency, environmental stewardship and resilience, economic access and vitality, and system preservation. For more information, please visit the project website at <https://envision89.com/>.

- **Transportation Demand Management:** In partnership with VTrans, CCRPC staff continued the **Way to Go! Challenge** (www.waytogovt.org) as a school-focused K-12 program to encourage sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. In 2019/2020, 33,138 Vermont students and staff from 83 schools participated in program. The CCRPC also continued to collaborate with regional TDM partners to evaluate strategies and policies to encourage sustainable modes of transportation such as walking, biking, ridesharing, vanpooling, transit, bikesharing and carsharing. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Greenride Bikeshare, Go! Vermont/VTrans, and United Way.
- **Public Transportation Planning:** An integral component of our region's transportation system is the public transit service provided by Green Mountain Transit (GMT). Throughout the past year, the CCRPC has been engaged in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable, and environmentally sustainable. The CCRPC hosted a series of Rural Transit Roundtable meetings to bring together state agencies, municipal staff, legislative representatives, TDM partners, and members of the public to evaluate opportunities to enhance transit services in rural areas of our county. CCRPC staff also hosted Tilley Drive transit meetings, participated in ADA Advisory Committee meetings, worked with municipalities to coordinate FY21 transit-related UPWP requests, and worked with UVM and GMT to conduct the Commuter Bus Ridership Pilot Project (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2020/07/CCRPC-Final-Report-3.pdf>).
- **Elderly and Disabled (E&D) Transportation Program:** Beginning in FY19, the CCRPC embarked on a plan with GMT and United Way of Northwest VT to evaluate program improvements for E&D transportation in Chittenden County. The program evaluation included goals to enhance collaboration between program stakeholders, develop better public-facing information for riders, and prioritize opportunities to create a more equitable program for all Chittenden County residents. After program recommendations were made in fall 2019, CCRPC staff worked with VTrans to update the statewide E&D Program Guidance and prepare for the first annual E&D Transportation Summit. The CCRPC now also hosts the quarterly E&D partner meetings, which were previously hosted by GMT.
- **Neighbor Rides:** Since 2013, the CCRPC has been investing in the United Way Neighbor Rides program to improve the integration of volunteer drivers into SSTA's services and increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transportation (<http://www.unitedwaynwvt.org/Neighbor-Rides>). Throughout the past year, CCRPC staff have continued to work with United Way and other Neighbor Rides stakeholders in an effort to identify opportunities to increase the number of volunteer drivers in the program. The COVID-19 pandemic has undoubtedly had an adverse impact on the Neighbor Rides program. Beginning in FY21, the program stakeholders will be working to address existing

COVID-related barriers to the volunteer driver program.

- **Active Transportation Planning:** The CCRPC has remained committed to supporting active transportation initiatives in our communities. CCRPC staff continue to collaborate with TDM partners and local municipalities on planning efforts to expand the Greenride Bikeshare system and move toward a fleet conversion to electric assist bicycles (www.greenridebikeshare.com). The CCRPC also assisted with planning efforts for the 2020 Vermont Walk/Bike Summit, provided VTrans with support on the development of the State's Bike Ped Strategic Plan, promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with grant and UPWP applications, managed UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. The CCRPC also continued to host the webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.
- **Clean Water:** Water quality projects have become an integral part of our regional planning efforts. The CCRPC's water quality initiatives help to safeguard our clean drinking water, support our recreation and tourism industry, and make our municipalities more resilient to flood events. The CCRPC has continued to assist our member municipalities to achieve these goals. The CCRPC continues to host the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>) and provide guidance for the Vermont Clean Water Fund. CCRPC staff also joined the Lake Champlain Sea Grant Program Advisory Committee, participated in Vermont Clean Water Network meetings, assisted municipalities with developing stormwater master plans and implementing Clean Water Block Grant projects, supported education programs such as the Rethink Runoff (<http://www.rethinkrunoff.org>), assisted with watershed resiliency mapping, participated in water quality-focused policy discussions, and submitted an application to become the Clean Water Service Provider for the Northern Lake Champlain Direct Drainages Basin (Basin 5).
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** The CCRPC continues to work with a team of consultants to develop Road Erosion Inventory (REI) concept plans and REI datasets for member municipalities in order to address road erosion issues on municipal roads to meet MRGP requirements. For an interactive dashboard of the REI progress in our communities visit <https://map.ccrpcvt.org/reidashboard/>. CCRPC staff assisted municipalities with FY21 **Better Roads** grants to secure funding for erosion control and maintenance techniques that protect and enhance water quality around our region. The CCRPC also provided funding to municipalities through the annual Unified Planning Work Program (UPWP) for inspection and inventory of their stormwater system, development of Phosphorus Control Plans (PCPs) for MS4 communities and conceptual plans for transportation-related water quality projects on local roads.
- **Intelligent Transportation Systems (ITS) and Bluetooth Technology:** Intelligent Transportation Systems (ITS) technologies are aimed at enhancing transportation safety and increasing mobility through the integration of advanced communications technologies into transportation infrastructure. The CCRPC has been involved in a variety of ITS-related projects, initiatives, and trainings that encompass a broad range of wireless and traditional communications-based technologies for transportation systems. The CCRPC has continued to monitor deployed

corridor-level Bluetooth (BT) devices along five corridors in Chittenden County. The data from this system will also be utilized by the VTrans Advanced Transportation Management System (ATMS) and Traveler Information System (TIS) for 511.

- **Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, bylaw and ordinance revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance, build-out analyses, Congestion Policy development for urban areas to replace the current LOS Policy, Transportation Resilience Planning Tool development for sub-watersheds in the county (<https://roadfloodresilience.vermont.gov/#/map>) and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>). In addition, we have created an online, searchable database of funding opportunities across a variety of planning sectors (<https://www.ccrpcvt.org/funding-opportunities/>).
- **Lake Champlain Byway:** Chittenden County includes eight of the Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the Byway website (<https://lakechamplainbyway.com/>) including a helpful Interactive Map (<http://map.ccrpcvt.org/lcbyway/>).

For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.



MEMORANDUM

TO: Village of Essex Junction Trustees
FROM: Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator
cc: Jim Jutras, Water Quality Superintendent
Evan Teich Unified Municipal Manager,
Gregory Duggan, Deputy Manager
Sarah Macy, Finance Director, Assistant Manager
Ricky Jones, Public Works Superintendent
DATE: November 2, 2020
SUBJECT: Densmore Drive Culvert Replacement Construction Bid Award

Issue: To award a bid contract for the construction of a replacement culvert on Densmore Drive.

Discussion: The Densmore Dr. culvert near Main St failed as a result of the October 31, 2019 FEMA declared event storm. Densmore Dr. remains closed for access from Main St. Hoyle, Tanner & Associates was hired to design a replacement structure and to process and evaluate bids received. The project is broken into two phases. Phase 1 is winterization of the culvert area to prevent further damage over the winter. Phase 2 is the replacement of the culvert. Per the Trustee direction and support, the replacement structure will be a pre-cast concrete box culvert installed Spring 2021. This project was determined to be eligible for the FEMA Hazard Mitigation program which allows the replacement structure to be above and beyond pre-storm conditions. It also allows the relocation of the water and sewer utilities, eligible for reimbursement by FEMA. Utilities other than sewer and water are currently being moved out of the way by the utilities companies at their expense.

Costs: The lowest construction bid was by S.D. Ireland at \$829,215. A complete summary of bids and the Engineers review of all bids is attached for your information. This project is expected to be 75% reimbursable by FEMA and estimated to be \$621,911 reimbursed.

There are sufficient funds in the Village Capitol Fund to cover the project costs. Reimbursement will be submitted throughout the project.

Recommendation: Staff recommends that the Trustees award the bid for the Densmore Drive culvert replacement to the low bidder, S.D. Ireland., for \$829,215.

October 28, 2020



125 College Street, 4th Floor
Burlington, Vermont 05401
802-860-1331
www.hoyletanner.com

Mr. James Jutras
Water Quality Superintendent
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
jim@essexjunction.org

Re: Construction Bid Results
Densmore Drive over Indian River Culvert Replacement
Village of Essex Junction, VT
Hoyle, Tanner Project No. 927901

Dear Jim:

Bids were received for the above referenced project on Monday, October 26, 2020 at 2:00 pm, and were publicly read via a video conference call. Six bid proposals were received; a tabulation of these bids and our bid analysis is enclosed for your review. The purpose of this letter is to summarize the bid results and to make a recommendation of award.

The following is a summary of the bids received:

Engineers Estimate	
Hoyle, Tanner & Associates Inc.	<u>Total Bid:</u> \$ 962,840.00
S.D. Ireland Brothers Corporation	<u>Total Bid:</u> \$ 829,215.00
CCS Constructors Inc.	<u>Total Bid:</u> \$ 923,845.00
Engineers Construction Inc.	<u>Total Bid:</u> \$ 974,505.00
Don Weston Excavating	<u>Total Bid:</u> \$ 1,033,940.00
J.A.McDonald, Inc.	<u>Total Bid:</u> \$ 1,211,229.75
A.L. St. Onge Contractor, Inc.	<u>Total Bid:</u> \$ 1,274,005.00

All bids received were responsive and contained the required bid bonds in the amount of 5% of the bid price. S.D. Ireland Brothers Corporation is the low bidder with a total bid of \$829,215.00. The low bid price is \$133,625.00 lower than the Engineer's Estimate, or 13.9% lower.

There are several items with unit prices that deviate from the Engineer's Estimate by more than 50%. All these items were evaluated for reasonableness and unbalancing and are shown on our enclosed bid analysis tabulation. There does not appear to be any evidence of unbalanced unit prices that will give the low bidder an unfair advantage, nor disadvantage to the Owner.

S.D. Ireland Brothers Corporation is a well-known local Bridge Contractor who has built many bridge projects. Hoyle, Tanner has worked on several bridge projects where S.D. Ireland Brothers Corporation provided the precast concrete structures. We find S.D. Ireland Brothers Corporation to be a competent bridge contractor capable of performing the work for the Densmore Drive Culvert project.

After reviewing and analyzing the bids received, and the capabilities of S.D. Ireland Brothers Corporation, we recommend award of the project to S.D. Ireland Brothers Corporation.

Should you have any questions or require further information please do not hesitate to contact the undersigned at (603) 431-2520 or semprini@hoyletanner.com.

Very truly yours,
Hoyle, Tanner & Associates, Inc.

A handwritten signature in black ink, appearing to read "Jillian Semprini".

Jillian Semprini, P.E.
Project Engineer

Enclosures

BID CANVASS
Replacement of the Densmore Drive Culvert over Indian Brook
Village of Essex Junction, VT

ITEM NO.	DESCRIPTION	QUANTITY	Engineer Estimate		S D Ireland Brothers Corporation		CCS Constructors Inc.		Engineers Construction, Inc.		
			UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	
BID SCHEDULE A: WINTERIZATION											
203.27	UNCLASSIFIED CHANNEL EXCAVATION	625 CY	\$ 25.00	\$ 15,625.00	\$ 25.00	\$ 15,625.00	\$ 28.00	\$ 17,500.00	\$ 26.50	\$ 16,562.50	
541.45	CONTROLLED DENSITY (FLOWABLE) FILL	10 CY	\$ 250.00	\$ 2,500.00	\$ 300.00	\$ 3,000.00	\$ 225.00	\$ 2,250.00	\$ 252.00	\$ 2,520.00	
613.06	E-STONE, TYPE 1	250 CY	\$ 65.00	\$ 16,250.00	\$ 50.00	\$ 12,500.00	\$ 60.00	\$ 15,000.00	\$ 66.00	\$ 16,500.00	
635.11	MOBILIZATION/DEMOBILIZATION	1 LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00	\$ 15,900.00	\$ 15,900.00	
TOTAL BID SCHEDULE A: WINTERIZATION:				\$ 39,375.00		\$ 36,125.00		\$ 59,750.00		\$ 51,482.50	
BID SCHEDULE B: NEW CULVERT CROSSING CONSTRUCTION											
201.11	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	0.05 ACRE	\$ 50,000.00	\$ 2,500.00	\$ 10,000.00	\$ 500.00	\$ 45,000.00	\$ 2,250.00	\$ 53,000.00	\$ 2,650.00	
203.15	COMMON EXCAVATION	500 CY	\$ 20.00	\$ 10,000.00	\$ 22.00	\$ 11,000.00	\$ 22.00	\$ 11,000.00	\$ 20.00	\$ 10,000.00	
203.27	UNCLASSIFIED CHANNEL EXCAVATION	150 CY	\$ 17.00	\$ 2,550.00	\$ 25.00	\$ 3,750.00	\$ 25.00	\$ 3,750.00	\$ 26.50	\$ 3,975.00	
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	150 CY	\$ 25.00	\$ 3,750.00	\$ 25.00	\$ 3,750.00	\$ 32.00	\$ 4,800.00	\$ 39.00	\$ 5,850.00	
203.3	EARTH BORROW	55 CY	\$ 25.00	\$ 1,375.00	\$ 25.00	\$ 1,375.00	\$ 20.00	\$ 1,100.00	\$ 34.00	\$ 1,870.00	
204.2	TRENCH EXCAVATION OF EARTH	275 CY	\$ 25.00	\$ 6,875.00	\$ 25.00	\$ 6,875.00	\$ 25.00	\$ 6,875.00	\$ 19.00	\$ 5,225.00	
204.25	STRUCTURE EXCAVATION	725 CY	\$ 25.00	\$ 18,125.00	\$ 30.00	\$ 21,750.00	\$ 25.00	\$ 18,125.00	\$ 26.00	\$ 18,850.00	
204.3	GRANULAR BACKFILL FOR STRUCTURES	300 CY	\$ 45.00	\$ 13,500.00	\$ 50.00	\$ 15,000.00	\$ 75.00	\$ 22,500.00	\$ 71.50	\$ 21,450.00	
210.1	COARSE-MILLING, BITUMINOUS PAVEMENT	110 SY	\$ 20.00	\$ 2,200.00	\$ 40.00	\$ 4,400.00	\$ 20.00	\$ 2,200.00	\$ 20.00	\$ 2,200.00	
301.15	SUBBASE OF GRAVEL	500 CY	\$ 40.00	\$ 20,000.00	\$ 35.00	\$ 17,500.00	\$ 45.00	\$ 22,500.00	\$ 36.50	\$ 18,250.00	
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	170 CY	\$ 45.00	\$ 7,650.00	\$ 35.00	\$ 5,950.00	\$ 45.00	\$ 7,650.00	\$ 36.50	\$ 6,205.00	
404.65	EMULSIFIED ASPHALT	10 CWT	\$ 25.00	\$ 250.00	\$ 75.00	\$ 750.00	\$ 100.00	\$ 1,000.00	\$ 61.00	\$ 610.00	
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	200 TON	\$ 140.00	\$ 28,000.00	\$ 100.00	\$ 20,000.00	\$ 100.00	\$ 20,000.00	\$ 99.50	\$ 19,900.00	
406.38	HAND-PLACED BITUMINOUS CONCRETE PAVEMENT, DRIVES	260 SY	\$ 30.00	\$ 7,800.00	\$ 25.00	\$ 6,500.00	\$ 20.00	\$ 5,200.00	\$ 44.50	\$ 11,570.00	
514.1	WATER REPELLENT, SILANE	5 GAL	\$ 100.00	\$ 500.00	\$ 125.00	\$ 625.00	\$ 75.00	\$ 375.00	\$ 64.00	\$ 320.00	
519.2	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	278 SY	\$ 30.00	\$ 8,340.00	\$ 45.00	\$ 12,510.00	\$ 45.00	\$ 12,510.00	\$ 30.00	\$ 8,340.00	
540.1	PRECAST CONCRETE STRUCTURE	1 LS	\$ 410,000.00	\$ 410,000.00	\$ 310,000.00	\$ 310,000.00	\$ 322,000.00	\$ 322,000.00	\$ 366,000.00	\$ 366,000.00	
601.0815	18" RCP CLASS III	90 LF	\$ 100.00	\$ 9,000.00	\$ 85.00	\$ 7,650.00	\$ 175.00	\$ 15,750.00	\$ 117.00	\$ 10,530.00	
601.7015	18" CPEPES	1 EACH	\$ 380.00	\$ 380.00	\$ 350.00	\$ 350.00	\$ 300.00	\$ 300.00	\$ 980.00	\$ 980.00	
604.1	CONCRETE CATCH BASIN WITH CAST IRON GRATE	4 EACH	\$ 2,800.00	\$ 11,200.00	\$ 5,000.00	\$ 20,000.00	\$ 3,500.00	\$ 14,000.00	\$ 4,560.00	\$ 18,240.00	
604.11	CONCRETE MANHOLE WITH CAST IRON COVER	1 EACH	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,560.00	\$ 4,560.00	
613.06	E-STONE, TYPE 1	350 CY	\$ 50.00	\$ 17,500.00	\$ 50.00	\$ 17,500.00	\$ 60.00	\$ 21,000.00	\$ 66.00	\$ 23,100.00	
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	560 LF	\$ 40.00	\$ 22,400.00	\$ 30.00	\$ 16,800.00	\$ 35.00	\$ 19,600.00	\$ 21.00	\$ 11,760.00	
616.41	REMOVAL OF EXISTING CURB	530 LF	\$ 8.00	\$ 4,240.00	\$ 5.00	\$ 2,650.00	\$ 9.00	\$ 4,770.00	\$ 11.00	\$ 5,830.00	
635.11	MOBILIZATION/DEMOBILIZATION	1 LS	\$ 84,000.00	\$ 84,000.00	\$ 50,000.00	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 87,000.00	\$ 87,000.00	
641.1	TRAFFIC CONTROL	1 LS	\$ 5,000.00	\$ 5,000.00	\$ 14,000.00	\$ 14,000.00	\$ 7,500.00	\$ 7,500.00	\$ 28,000.00	\$ 28,000.00	
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	1300 SY	\$ 3.00	\$ 3,900.00	\$ 1.25	\$ 1,625.00	\$ 2.00	\$ 2,600.00	\$ 1.65	\$ 2,145.00	
649.31	GEOTEXTILE UNDER STONE FILL	225 SY	\$ 5.00	\$ 1,125.00	\$ 3.00	\$ 675.00	\$ 3.00	\$ 675.00	\$ 6.00	\$ 1,350.00	
651.15	SEED	15 LB	\$ 10.00	\$ 150.00	\$ 10.00	\$ 150.00	\$ 12.00	\$ 180.00	\$ 14.00	\$ 210.00	
651.18	FERTILIZER	95 LB	\$ 4.00	\$ 380.00	\$ 4.00	\$ 380.00	\$ 3.00	\$ 285.00	\$ 5.00	\$ 475.00	
651.2	AGRICULTURAL LIMESTONE	0.5 TON	\$ 550.00	\$ 275.00	\$ 750.00	\$ 375.00	\$ 1,200.00	\$ 600.00	\$ 755.00	\$ 377.50	
651.35	TOPSOIL	100 CY	\$ 45.00	\$ 4,500.00	\$ 40.00	\$ 4,000.00	\$ 50.00	\$ 5,000.00	\$ 64.00	\$ 6,400.00	
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	1 LS	\$ 9,000.00	\$ 9,000.00	\$ 20,000.00	\$ 20,000.00	\$ 14,000.00	\$ 14,000.00	\$ 6,000.00	\$ 6,000.00	
900.645 GS	SPECIAL PROVISION (GAS LINE SLEEVE)	1 LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	
900.645 TD	SPECIAL PROVISION (TEMPORARY ACCESS DRIVE)	1 LS	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,100.00	\$ 4,100.00	
900.645 SS	SPECIAL PROVISION (8" SANITARY SEWER)	1 LS	\$ 41,000.00	\$ 41,000.00	\$ 31,000.00	\$ 31,000.00	\$ 30,000.00	\$ 30,000.00	\$ 17,000.00	\$ 17,000.00	
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	1 LS	\$ 30,000.00	\$ 30,000.00	\$ 59,000.00	\$ 59,000.00	\$ 40,000.00	\$ 40,000.00	\$ 37,000.00	\$ 37,000.00	
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	1 LS	\$ 58,000.00	\$ 58,000.00	\$ 31,200.00	\$ 31,200.00	\$ 25,000.00	\$ 25,000.00	\$ 69,200.00	\$ 69,200.00	
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	1 LS	\$ 45,000.00	\$ 45,000.00	\$ 41,000.00	\$ 41,000.00	\$ 85,000.00	\$ 85,000.00	\$ 56,000.00	\$ 56,000.00	
900.675 PCCS	SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, VARIABLE DEPTH)	200 SY	\$ 95.00	\$ 19,000.00	\$ 85.00	\$ 17,000.00	\$ 125.00	\$ 25,000.00	\$ 110.00	\$ 22,000.00	
TOTAL BID SCHEDULE B: NEW CULVERT CROSSING CONSTRUCTION:					\$ 923,465.00		\$ 793,090.00		\$ 864,095.00		\$ 923,022.50
TOTAL BID SCHEDULE A AND BID SCHEDULE B:					\$ 962,840.00		\$ 829,215.00		\$ 923,845.00		\$ 974,505.00

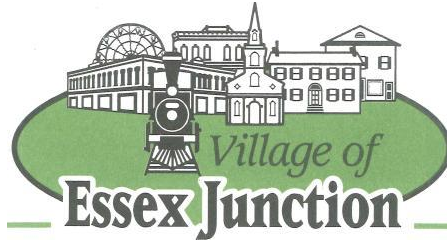
ITEM NO.	DESIGNATION	QUANTITY	Don Weston Excavating		J.A.McDoanld, inc		A.L. St.Onge Contractor, Inc.				
			UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	
BID SCHEDULE A: WINTERIZATION											
203.27	UNCLASSIFIED CHANNEL EXCAVATION	625 CY	\$ 25.00	\$ 15,625.00	\$ 32.80	\$ 20,500.00	\$ 16.00	\$ 10,000.00		\$ -	
541.45	CONTROLLED DENSITY (FLOWABLE) FILL	10 CY	\$ 500.00	\$ 5,000.00	\$ 380.00	\$ 3,800.00	\$ 650.00	\$ 6,500.00		\$ -	
613.06	E-STONE, TYPE 1	250 CY	\$ 60.00	\$ 15,000.00	\$ 66.00	\$ 16,500.00	\$ 60.00	\$ 15,000.00		\$ -	
635.11	MOBILIZATION/DEMOBILIZATION	1 LS	\$ 25,000.00	\$ 25,000.00	\$ 30,200.00	\$ 30,200.00	\$ 60,000.00	\$ 60,000.00		\$ -	
TOTAL BID SCHEDULE A: WINTERIZATION:					\$ 60,625.00		\$ 71,000.00		\$ 91,500.00		\$ -
BID SCHEDULE B: NEW CULVERT CROSSING CONSTRUCTION											
201.11	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	0.05 ACRE	\$ 10,000.00	\$ 500.00	\$ 49,300.00	\$ 2,465.00	\$ 50,000.00	\$ 2,500.00		\$ -	
203.15	COMMON EXCAVATION	500 CY	\$ 25.00	\$ 12,500.00	\$ 27.00	\$ 13,500.00	\$ 20.00	\$ 10,000.00		\$ -	
203.27	UNCLASSIFIED CHANNEL EXCAVATION	150 CY	\$ 25.00	\$ 3,750.00	\$ 153.25	\$ 22,987.50	\$ 42.00	\$ 6,300.00		\$ -	
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	150 CY	\$ 30.00	\$ 4,500.00	\$ 35.50	\$ 5,325.00	\$ 30.00	\$ 4,500.00		\$ -	
203.3	EARTH BORROW	55 CY	\$ 25.00	\$ 1,375.00	\$ 42.15	\$ 2,318.25	\$ 45.00	\$ 2,475.00		\$ -	
204.2	TRENCH EXCAVATION OF EARTH	275 CY	\$ 30.00	\$ 8,250.00	\$ 37.75	\$ 10,381.25	\$ 17.00	\$ 4,675.00		\$ -	
204.25	STRUCTURE EXCAVATION	725 CY	\$ 25.00	\$ 18,125.00	\$ 36.50	\$ 26,462.50	\$ 20.00	\$ 14,500.00		\$ -	
204.3	GRANULAR BACKFILL FOR STRUCTURES	300 CY	\$ 35.00	\$ 10,500.00	\$ 37.60	\$ 11,280.00	\$ 45.00	\$ 13,500.00		\$ -	
210.1	COARSE-MILLING, BITUMINOUS PAVEMENT	110 SY	\$ 7.00	\$ 770.00	\$ 31.30	\$ 3,443.00	\$ 25.00	\$ 2,750.00		\$ -	
301.15	SUBBASE OF GRAVEL	500 CY	\$ 35.00	\$ 17,500.00	\$ 48.25	\$ 24,125.00	\$ 55.00	\$ 27,500.00		\$ -	
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	170 CY	\$ 35.00	\$ 5,950.00	\$ 45.90	\$ 7,803.00	\$ 55.00	\$ 9,350.00		\$ -	
404.65	EMULSIFIED ASPHALT	10 CWT	\$ 10.00	\$ 100.00	\$ 101.00	\$ 1,010.00	\$ 10.00	\$ 100.00		\$ -	
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	200 TON	\$ 100.00	\$ 20,000.00	\$ 115.00	\$ 23,000.00	\$ 92.50	\$ 18,500.00		\$ -	
406.38	HAND-PLACED BITUMINOUS CONCRETE PAVEMENT, DRIVES	260 SY	\$ 15.00	\$ 3,900.00	\$ 32.00	\$ 8,320.00	\$ 25.00	\$ 6,500.00		\$ -	
514.1	WATER REPELLENT, SILANE	5 GAL	\$ 40.00	\$ 200.00	\$ 127.00	\$ 635.00	\$ 75.00	\$ 375.00		\$ -	
519.2	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	278 SY	\$ 40.00	\$ 11,120.00	\$ 51.00	\$ 14,178.00	\$ 40.00	\$ 11,120.00		\$ -	
540.1	PRECAST CONCRETE STRUCTURE	1 LS	\$ 430,000.00	\$ 430,000.00	\$ 410,500.00	\$ 410,500.00	\$ 500,000.00	\$ 500,000.00		\$ -	
601.0815	18" RCP CLASS III	90 LF	\$ 185.00	\$ 16,650.00	\$ 48.00	\$ 4,320.00	\$ 175.00	\$ 15,750.00		\$ -	
601.7015	18" CPEPES	1 EACH	\$ 1,700.00	\$ 1,700.00	\$ 1,200.00	\$ 1,200.00	\$ 400.00	\$ 400.00		\$ -	
604.1	CONCRETE CATCH BASIN WITH CAST IRON GRATE	4 EACH	\$ 3,000.00	\$ 12,000.00	\$ 3,000.00	\$ 12,000.00	\$ 3,100.00	\$ 12,400.00		\$ -	
604.11	CONCRETE MANHOLE WITH CAST IRON COVER	1 EACH	\$ 3,500.00	\$ 3,500.00	\$ 4,800.00	\$ 4,800.00	\$ 3,300.00	\$ 3,300.00		\$ -	
613.06	E-STONE, TYPE 1	350 CY	\$ 60.00	\$ 21,000.00	\$ 47.00	\$ 16,450.00	\$ 55.00	\$ 19,250.00		\$ -	
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	560 LF	\$ 30.00	\$ 16,800.00	\$ 25.75	\$ 14,420.00	\$ 55.00	\$ 30,800.00		\$ -	
616.41	REMOVAL OF EXISTING CURB	530 LF	\$ 3.00	\$ 1,590.00	\$ 2.50	\$ 1,325.00	\$ 15.00	\$ 7,950.00		\$ -	
635.11	MOBILIZATION/DEMOBILIZATION	1 LS	\$ 28,000.00	\$ 28,000.00	\$ 149,600.00	\$ 149,600.00	\$ 150,000.00	\$ 150,000.00		\$ -	
641.1	TRAFFIC CONTROL	1 LS	\$ 1,000.00	\$ 1,000.00	\$ 24,475.00	\$ 24,475.00	\$ 25,000.00	\$ 25,000.00		\$ -	
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	1300 SY	\$ 1.50	\$ 1,950.00	\$ 1.25	\$ 1,625.00	\$ 5.00	\$ 6,500.00		\$ -	
649.31	GEOTEXTILE UNDER STONE FILL	225 SY	\$ 2.00	\$ 450.00	\$ 1.50	\$ 337.50	\$ 6.00	\$ 1,350.00		\$ -	
651.15	SEED	15 LB	\$ 10.00	\$ 150.00	\$ 9.75	\$ 146.25	\$ 25.00	\$ 375.00		\$ -	
651.18	FERTILIZER	95 LB	\$ 3.00	\$ 285.00	\$ 5.50	\$ 522.50	\$ 3.00	\$ 285.00		\$ -	
651.2	AGRICULTURAL LIMESTONE	0.5 TON	\$ 400.00	\$ 200.00	\$ 750.00	\$ 375.00	\$ 1,000.00	\$ 500.00		\$ -	
651.35	TOPSOIL	100 CY	\$ 40.00	\$ 4,000.00	\$ 58.00	\$ 5,800.00	\$ 70.00	\$ 7,000.00		\$ -	
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	1 LS	\$ 50,000.00	\$ 50,000.00	\$ 17,750.00	\$ 17,750.00	\$ 15,000.00	\$ 15,000.00		\$ -	
900.645 GS	SPECIAL PROVISION (GAS LINE SLEEVE)	1 LS	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00		\$ -	
900.645 TD	SPECIAL PROVISION (TEMPORARY ACCESS DRIVE)	1 LS	\$ 10,000.00	\$ 10,000.00	\$ 6,600.00	\$ 6,600.00	\$ 7,000.00	\$ 7,000.00		\$ -	
900.645 SS	SPECIAL PROVISION (8" SANITARY SEWER)	1 LS	\$ 60,000.00	\$ 60,000.00	\$ 48,500.00	\$ 48,500.00	\$ 40,000.00	\$ 40,000.00		\$ -	
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	1 LS	\$ 80,000.00	\$ 80,000.00	\$ 123,300.00	\$ 123,300.00	\$ 50,000.00	\$ 50,000.00		\$ -	
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	1 LS	\$ 50,000.00	\$ 50,000.00	\$ 58,750.00	\$ 58,750.00	\$ 50,000.00	\$ 50,000.00		\$ -	
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	1 LS	\$ 35,000.00	\$ 35,000.00	\$ 22,200.00	\$ 22,200.00	\$ 60,000.00	\$ 60,000.00		\$ -	
900.675 PCCS	SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, VARIABLE DEPTH)	200 SY	\$ 100.00	\$ 20,000.00	\$ 170.00	\$ 34,000.00	\$ 200.00	\$ 40,000.00		\$ -	
TOTAL BID SCHEDULE B: NEW CULVERT CROSSING CONSTRUCTION:					\$ 973,315.00		\$ 1,140,229.75		\$ 1,182,505.00		\$ -
TOTAL BID SCHEDULE A AND BID SCHEDULE B:					\$ 1,033,940.00		\$ 1,211,229.75		\$ 1,274,005.00		\$ -

ITEM NO.	DESCRIPTION	QUANTITY		ENGINEER'S ESTIMATE		LOW BID S D Ireland Brothers Corporation		LOW BID ITEM AMOUNT DIFFERENCE	% OF ENGINEERS ESTIMATE	REMARKS
				UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT			
BID SCHEDULE A: WINTERIZATION										
203.27	UNCLASSIFIED CHANNEL EXCAVATION	625	CY	\$ 25.00	\$ 15,625.00	\$ 25.00	\$ 15,625.00	\$0.00	100.0%	
541.45	CONTROLLED DENSITY (FLOWABLE) FILL	10	CY	\$ 250.00	\$ 2,500.00	\$ 300.00	\$ 3,000.00	+ \$500.00	120.0%	
613.06	E-STONE, TYPE 1	250	CY	\$ 65.00	\$ 16,250.00	\$ 50.00	\$ 12,500.00	-\$3,750.00	76.9%	
635.11	MOBILIZATION/DEMOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$0.00	100.0%	
BID SCHEDULE B: NEW CULVERT CROSSING CONSTRUCTION										
201.11	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	0	ACRE	\$ 50,000.00	\$ 2,500.00	\$ 10,000.00	\$ 500.00	-\$2,000.00	20.0%	Low cost associated with small project area.The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
203.15	COMMON EXCAVATION	500	CY	\$ 20.00	\$ 10,000.00	\$ 22.00	\$ 11,000.00	+ \$1,000.00	110.0%	
203.27	UNCLASSIFIED CHANNEL EXCAVATION	150	CY	\$ 17.00	\$ 2,550.00	\$ 25.00	\$ 3,750.00	+ \$1,200.00	147.1%	
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	150	CY	\$ 25.00	\$ 3,750.00	\$ 25.00	\$ 3,750.00	\$0.00	100.0%	
203.3	EARTH BORROW	55	CY	\$ 25.00	\$ 1,375.00	\$ 25.00	\$ 1,375.00	\$0.00	100.0%	
204.2	TRENCH EXCAVATION OF EARTH	275	CY	\$ 25.00	\$ 6,875.00	\$ 25.00	\$ 6,875.00	\$0.00	100.0%	
204.25	STRUCTURE EXCAVATION	725	CY	\$ 25.00	\$ 18,125.00	\$ 30.00	\$ 21,750.00	+ \$3,625.00	120.0%	
204.3	GRANULAR BACKFILL FOR STRUCTURES	300	CY	\$ 45.00	\$ 13,500.00	\$ 50.00	\$ 15,000.00	+ \$1,500.00	111.1%	
210.1	COARSE-MILLING, BITUMINOUS PAVEMENT	110	SY	\$ 20.00	\$ 2,200.00	\$ 40.00	\$ 4,400.00	+ \$2,200.00	200.0%	This is a relatively high unit cost, likely associated with the relatively small volume needed for this project. Resident Engineer to monitor the quantity used and projected for use during construction and notify the Engineer and Village if it is expected to exceed the estimated value.
301.15	SUBBASE OF GRAVEL	500	CY	\$ 40.00	\$ 20,000.00	\$ 35.00	\$ 17,500.00	-\$2,500.00	87.5%	
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	170	CY	\$ 45.00	\$ 7,650.00	\$ 35.00	\$ 5,950.00	-\$1,700.00	77.8%	
404.65	EMULSIFIED ASPHALT	10	CWT	\$ 25.00	\$ 250.00	\$ 75.00	\$ 750.00	+ \$500.00	300.0%	This is a relatively high unit cost, likely associated with the relatively small volume needed for this project. Resident Engineer to monitor the quantity used and projected for use during construction and notify the Engineer and Village if it is expected to exceed the estimated value.
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	200	TON	\$ 140.00	\$ 28,000.00	\$ 100.00	\$ 20,000.00	-\$8,000.00	71.4%	
406.38	HAND-PLACED BITUMINOUS CONCRETE PAVEMENT, DRIVES	260	SY	\$ 30.00	\$ 7,800.00	\$ 25.00	\$ 6,500.00	-\$1,300.00	83.3%	
514.1	WATER REPELLENT, SILANE	5	GAL	\$ 100.00	\$ 500.00	\$ 125.00	\$ 625.00	+ \$125.00	125.0%	
519.2	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	278	SY	\$ 30.00	\$ 8,340.00	\$ 45.00	\$ 12,510.00	+ \$4,170.00	150.0%	The quantity of this item has been verified.The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
540.1	PRECAST CONCRETE STRUCTURE	1	LS	\$ 410,000.00	\$ 410,000.00	\$ 310,000.00	\$ 310,000.00	-\$100,000.00	75.6%	This project is benefiting from precast production from a local supplier during winter months with low competition from other projects. There is recognized cost savings due to this project planning.
601.0815	18" RCP CLASS III	90	LF	\$ 100.00	\$ 9,000.00	\$ 85.00	\$ 7,650.00	-\$1,350.00	85.0%	
601.7015	18" CPEPES	1	EACH	\$ 380.00	\$ 380.00	\$ 350.00	\$ 350.00	-\$30.00	92.1%	

ITEM NO.	DESCRIPTION	QUANTITY		ENGINEER'S ESTIMATE		LOW BID S D Ireland Brothers Corporation		LOW BID ITEM AMOUNT DIFFERENCE	% OF ENGINEERS ESTIMATE	REMARKS
				UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT			
604.1	CONCRETE CATCH BASIN WITH CAST IRON GRATE	4	EACH	\$ 2,800.00	\$ 11,200.00	\$ 5,000.00	\$ 20,000.00	+ \$8,800.00	178.6%	While the unit price cost for this is high in comparison to the engineer's estimate, the quantity is controlled at 4 structures per the contract plans. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
604.11	CONCRETE MANHOLE WITH CAST IRON COVER	1	EACH	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	+ \$500.00	110.0%	
613.06	E-STONE, TYPE 1	350	CY	\$ 50.00	\$ 17,500.00	\$ 50.00	\$ 17,500.00	\$0.00	100.0%	
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	560	LF	\$ 40.00	\$ 22,400.00	\$ 30.00	\$ 16,800.00	-\$5,600.00	75.0%	
616.41	REMOVAL OF EXISTING CURB	530	LF	\$ 8.00	\$ 4,240.00	\$ 5.00	\$ 2,650.00	-\$1,590.00	62.5%	
635.11	MOBILIZATION/DEMOBILIZATION	1	LS	\$ 84,000.00	\$ 84,000.00	\$ 50,000.00	\$ 50,000.00	-\$34,000.00	59.5%	Mobilization is a variable item and is typical 5% to 10% of the bid subtotal. The Low Bidder used 6% of the bid subtotal; this amount seems reasonable given that it is within the typical range. The difference in unit price appears to present no advantage to the Bidder nor disadvantage to the Owner.
641.1	TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 14,000.00	\$ 14,000.00	+ \$9,000.00	280.0%	This item is scheduled for lump sum payment. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	1,300	SY	\$ 3.00	\$ 3,900.00	\$ 1.25	\$ 1,625.00	-\$2,275.00	41.7%	Contractors cost matches the VTrans average for this item. Engineer's estimate increased the cost for the small quantity on this project.
649.31	GEOTEXTILE UNDER STONE FILL	225	SY	\$ 5.00	\$ 1,125.00	\$ 3.00	\$ 675.00	-\$450.00	60.0%	
651.15	SEED	15	LB	\$ 10.00	\$ 150.00	\$ 10.00	\$ 150.00	\$0.00	100.0%	
651.18	FERTILIZER	95	LB	\$ 4.00	\$ 380.00	\$ 4.00	\$ 380.00	\$0.00	100.0%	
651.2	AGRICULTURAL LIMESTONE	1	TON	\$ 550.00	\$ 275.00	\$ 750.00	\$ 375.00	+ \$100.00	136.4%	
651.35	TOPSOIL	100	CY	\$ 45.00	\$ 4,500.00	\$ 40.00	\$ 4,000.00	-\$500.00	88.9%	
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 20,000.00	\$ 20,000.00	+ \$11,000.00	222.2%	The work for this item is clearly outlined in the Special Provision for lump sum payment. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
900.645 GS	SPECIAL PROVISION (GAS LINE SLEEVE)	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$0.00	100.0%	
900.645 TD	SPECIAL PROVISION (TEMPORARY ACCESS DRIVE)	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	+ \$1,000.00	125.0%	
900.645 SS	SPECIAL PROVISION (8" SANITARY SEWER)	1	LS	\$ 41,000.00	\$ 41,000.00	\$ 31,000.00	\$ 31,000.00	-\$10,000.00	75.6%	
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 59,000.00	\$ 59,000.00	+ \$29,000.00	196.7%	The work for this item is clearly outlined in the Special Provision for lump sum payment. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	1	LS	\$ 58,000.00	\$ 58,000.00	\$ 31,200.00	\$ 31,200.00	-\$26,800.00	53.8%	
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	1	LS	\$ 45,000.00	\$ 45,000.00	\$ 41,000.00	\$ 41,000.00	-\$4,000.00	91.1%	
900.675 PCCS	SPECIAL PROVISION (PORTLAND CEMENT CONCRETE SIDEWALK, VARIABLE DEPTH)	200	SY	\$ 95.00	\$ 19,000.00	\$ 85.00	\$ 17,000.00	-\$2,000.00	89.5%	

TOTAL \$ 962,840.00 \$ 829,215.00

Rick Jones
Public Works Superintendent
Rick@essexjunction.org



Office: (802) 878-6942

MEMORANDUM

TO: Essex Junction Trustees and Evan Teich, Unified Manager
cc: Sarah Macy, Finance Director
FROM: Rick Jones, Public Works Superintendent
DATE: 10-23-2020
SUBJECT: Sidewalk machine

Issue: Should the Trustees approve the sidewalk machine bid to Chadwick-BaRoss

Discussion: The Village went out to bid to replace a sidewalk machine and received two bids.
Beauregard Equipment total bid price \$129,700.00
Chadwick-BaRoss total bid price \$124,490.00
This will come out of the Rolling stock fund FY21.
With a delivery time of up to 3 weeks from the bid award date.
We bought our last sidewalk machine from Chadwick-BaRoss and have had a good experience with the machine and the company.

Costs: \$124,490.00 + \$6,849.00 for 5 year warranty Total \$131,339.00

Recommendation: Staff recommends awarding the bid to Chadwick-Baross for a price not to exceed \$131,339.00

Memorandum

To: Trustees; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Update on racial equity work and appointment of Trustee to planning team

Date: November 5, 2020

Issue

The issue is to update the Trustees on racial equity work happening in the community, and whether the Trustees will appoint a Trustee to the planning team for ongoing racial equity work.

Discussion

The listening sessions about racial equity, policing, and safety in Essex wrapped up on November 1. Creative Discourse, which was hired to lead the community through the work, held four listening sessions, including one for Black, Indigenous, People of Color (BIPOC), two general sessions for people who have lived or worked in Essex, and one for the Nepali community. Summaries of the listening sessions will be available in the near future.

A survey is also available to get more input on safety, policing, and racial justice in Essex. The survey is available at <https://forms.gle/wDSmcH3hLxGx9WGC7> and will be available until Nov. 13.

Creative Discourse is convening a planning team of 12 to 18 people to build off the community feedback. Tentatively, the planning team will meet on two Wednesday evenings in December. Planning team members will be asked to commit to the two meetings in December, and likely have the possibility of continuing the work into 2021. The goal is to create a diverse group with representatives from residents, the Police Department, Community Justice Center, Trustees and Selectboard, and municipal staff.

Cost

n/a

Recommendation

Staff recommends the Trustees appoint a Trustee to the planning team for racial equity, policing, and safety in Essex.

Memorandum

To: Trustees; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Special Village meeting results for merger with Town of Essex and Australian ballot budget voting

Date: November 5, 2020

Issue

The issue is to inform the Trustees of the results of the vote on whether the Village should adopt the plan for merger of the Town of Essex and Village of Essex Junction.

Discussion

Essex Junction voters on Nov. 3 approved the plan of merger between the Village and Town. Preliminary results are attached.

Voters also approved moving to Australian ballot for budget voting.

Cost

n/a

Recommendation

This memo is for information and discussion.

**VILLAGE OF ESSEX JUNCTION
PRELIMINARY RESULTS
SPECIAL VILLAGE ELECTION
NOVEMBER 3, 2020**

Number of Voters on Checklist:	7,855
Number of voters:	4,678

Article 1.

Shall the Village adopt the Plan for Merger of the Town of Essex, Vermont and Village of Essex Junction, Vermont dated September 24, 2020 and the proposed Charter for the merged communities?

Yes:	3,453
No:	1,205
Blank ballots:	20

Article 2.

Shall the Village of Essex Junction adopt its annual budget by Australian ballot?

Yes:	3,548
No:	1,000
Blank ballots:	130

Attest: *Susan McNamara-Hill*
Susan McNamara-Hill, Village Clerk

Memorandum

To: Trustees; Evan Teich, Unified Manager
Cc: Brad Luck, Director Essex Junction Recreation and Parks
From: Travis Sabatase, HR Director JS
Re: Executive session for personnel
Date: November 3, 2020

Issue

The issue is whether the Trustees will enter into executive session to discuss the evaluation of public employees.

Discussion

In order to have a complete and thorough discussion, it would appear that an executive session may be necessary. The evaluation of public employees can be a protected discussion, provided that the Trustees explain the reasons for its final decisions during the open meeting.

Recommendation

It is recommended that the Trustees authorize bonuses, in accordance with the Employee Recognition and Merit Bonus Awards Policy, equal to the maximum 5% of the employee's annual salary to three Essex Junction Recreation and Parks employees.

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

"I move that the Trustees enter into executive session to discuss the evaluation of public employees in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager, Director of Essex Junction Recreation and Parks, and Human Resources Director."

**VILLAGE TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
October 13, 2020**

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Ron Hoague, Police Chief; Jim Jutras, Water Quality Superintendent; Sarah Macy, Finance Director/Assistant Manager.

OTHERS PRESENT: Jay Blanchard; Bruce Brown; Alexander Caron; Marcus Certa; Diane Clemens; Annie Cooper; Jennifer Coulter; Patty Davis; Brian Donohue; Joe Dowd; Lucy Drummond; Jeff Frolik; Lloyd Gates; Roy Gates; Chris Hollis; Sam Hooker; Christopher Kenny; Sean Maloney; Russ Mills; Lynda Ossola; Noreen Pellcheck; Roseanne Prestipino; Ken Signorello; Gibson Smith; Mike Sullivan; Irene Wrenner; Dave ____; EJ Resident08; John ____; Michelle ____; Phyllis ____; PHW; Robin ____.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

Mr. Teich requested the addition of the Merger Public Hearing PowerPoint presentation as a handout for item 4a (Public hearing to consider the Plan for Merger of the Town of Essex and Village of Essex Junction, Vermont); and a document from Chief Hoague for item 6a (Discussion with Essex Police Chief about traffic enforcement, police staffing, and other police department priorities).

3. APPROVE AGENDA

RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to approve the agenda. The motion passed 5-0.

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.

Mr. Brown provided an overview of the Essex merger plan while presenting a slideshow. He discussed the history of collaboration between the Town of Essex and Village of Essex Junction from 2013-2020. He explained the most recent years' concerted efforts to identify and answer all financial and legal questions about merger, in order to make a recommendation for how to proceed with a new municipal charter for a merged community. He talked about key challenges for creating a unified charter, including integrating budgets and devising a model for representation. He said the merger proposal would equalize Town and Village taxes, but not all at once. He explained the two transitional periods outlined in the Charter. The first 5 years, in the Village's proposed merger charter, would establish a 7-member elected board; reorganize departments, building codes, municipal plans, policies, etc.; and establish a special Voting Wards Commission. Over the first 12 years, the Village would pay off its residual debt and taxes would gradually equalize between the Town and Village. Mr. Brown provided an overview of the merger plan's recommended phased-in tax reconciliation process, and the mechanisms that would allow this, as established in the proposed charter. Mr. Brown provided information about the merger charter's voting wards and the Village merger charter's proposal of a 7-member elected board. He also talked about other important features of the merger plan

including Australian Ballot voting; annual meeting schedule; the name of the new community (Essex); and that water/sewer rates would not be affected by merger. He talked about how the votes for the question can be cast, what would happen if the Village votes against the merger and how to find out more information.

Mr. Teich clarified that the ballots were sent separately; one is for the merger and the other is for the election. Ms. Clemens said that the polling place for Village residents is at Essex High School. She explained that masks are required on school premises and people who arrive with no masks on must stay outside of the school to vote.

There were no comments from the public, so Mr. Brown closed the public hearing at 6:50 PM.

5. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

There were no comments from the public at this time.

6. BUSINESS ITEMS

a. Discussion with Essex Police Chief about traffic enforcement, police staffing, and other police department priorities

Chief Hoague presented information about traffic enforcement, which he described as a crash reduction and life-saving effort. He talked about numbers of crashes, tickets, and warnings over the past years. He presented a 5-year comparison of Village and Town traffic-related incidents and addressed the public misperception of low traffic enforcement in Essex. He said the department has been sharing traffic enforcement for over a year, but on October 5, a new officer was hired to be assigned solely to traffic enforcement. Chief Hoague said the highest number of public complaints called in are about traffic.

The Trustees discussed traffic enforcement with Chief Hoague. Mr. Brown requested clarification of whether a person is issued a traffic ticket or a warning, at a stop. Chief Hoague said this decision is up to the discretion of the officer. Mr. Brown asked for racial information on traffic stops. Mr. Kerin said people should keep in mind that documented race data is based on an officer's perception of the race. Chief Hoague said in recent years, officers received more training on how to collect and enter this data. Mr. Tyler talked about speeding traffic on Maple Street and wondered if visuals could be used to slow drivers. Chief Hoague explained how engineering, enforcement, and education all play a role. Mr. Chawla brought up traffic issues on Susie Wilson Road, which he said are improving. He said the Bike/Walk Committee often discusses the need for different engineering in that location to promote safety for bikers and pedestrians. He asked for numbers on how many of the reported road accidents involved pedestrians or bikes. Chief Hoague agreed to provide this number.

Chief Hoague provided an overview of officer hiring at the police station. He said they are budgeted for 32 officers and currently 27 officers are on staff. He said two of the vacancies are frozen due to COVID restrictions, and two people are currently in the Police Academy, expected to begin training in March. Chief Hoague explained the 11-12 month hiring process for officer candidates. The process includes multiple interviews, a polygraph test, health test, three months with the Police Academy, an academy test and four months of shadowing officers on the job. Upon successful completion of all of these steps an officer may begin working independently.

Ms. Cooper expressed concerns about traffic on Maple Street. She described people crossing the double line to pass, instead of waiting. Chief Hoague said signs were placed to help address this. He described the large fine and license violation points for this type of driving

infracton. Ms. Cooper expressed concern for people who use the crosswalk from 81 Main Street toward Five Corners. Chief Hoague talked about the realities of drivers not recognizing cross walks but that blinking lights are expensive and need to be justified by rate of use.

b. Consideration of and possible action to modify wastewater facility capital fund to add replacement blower core

Mr. Jutras spoke with the Trustees about his request to modify the Wastewater Treatment Facility Capital Plan for the purchase of a new aeration blower core replacement under a one-time special offer. He said the wastewater facility aeration blower core, purchased in 2014, has since become obsolete and can no longer be maintained. The manufacturer's one-time, highly-discounted price offer for the replacement is available to Essex until December 31. Mr. Jutras said this piece of equipment is responsible for about 40% of the facility's operation.

The Trustees discussed the costs and savings associated with the price. Mr. Jutras explained his request for the full amount of the purchase, \$55,000, which includes the cost of the part, installation, and shipping and handling. \$25,000 would be credited back to the Village. Ms. Macy confirmed that there are sufficient funds in the Wastewater Treatment Facility Capital Reserves for this purchase. Although Tri-Town utilization communities contribute to the Wastewater capital reserves, decisions to utilize the funds are made by the Trustees. Mr. Jutras expressed no concern with the manufacturer of this purchase and talked about the importance of investing in the facility's lifecycle expenses with the most financially viable options.

ANDREW BROWN made a motion, seconded by DAN KERIN, that the Trustees approve the Wastewater Facility Capital Fund be modified to add a replacement blower core not to exceed a net cost to the Village of \$30,000.

Mr. Jutras confirmed he will not move forward with the purchase without the expected discount.

The motion passed 5-0.

c. Consideration of and possible action to enter professional services agreement and apply for grants for Densmore Drive and Brickyard culverts

Mr. Jutras discussed the issue of whether to move forward with two culvert replacements in the capital plan: 1) Densmore Drive upstream from the culvert that failed in the Halloween storm; 2) Brickyard Road east of the Densmore Drive intersection. He said the engineering evaluation for FEMA, from the Halloween storm washout, included major upstream culverts as part of the overall hydraulic analysis. The analysis found that the marginally-sized culverts are in early stage failure. He said it makes sense for all of these projects to be considered as the same project. He requested permission from the Trustees to apply for a Municipal Highway Stormwater Mitigation Grant, with the Engineering company Hoyle, Tanner & Associates. He also requested approval from the Trustees to allow this company to follow the culvert projects to completion, because they already provided engineering with financing toward the project, with the Densmore Drive culvert replacement. Ms. Macy pointed out that this project ranked 40 points higher than any other capital project. Ms. Thibeault said the Capital Review Committee decided not to split the project because it was originally planned as one full project and would remain as a top priority. She said this request will make minimal impact on the Capital Plan and timeline. Mr. Tyler expressed concerns about the entire area and described the work as a massive engineering accomplishment. He wondered if this would become a problem again in ten years. Mr. Jutras said pipeline assessment protocols are followed so culverts will last and he gave an example of the Mansfield culvert, replaced ten years ago and still functioning.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees authorize the Unified Manager to sign the agreements for professional services with Hoyle, Tanner & Associates and approve staff to apply for grants to offset capital costs. The motion passed 5-0.

d. Discussion about Out and About event

Mr. Teich presented an update on the Out and About event planned for October 17th and 18th. He said state grants of \$10,000 to the Town of Essex and \$10,000 to the Village were awarded to infuse money into local businesses. He said \$15 shopping vouchers are available for the event, on a first-come, first-serve basis, limited to one per Essex household, with verification of residence, and redeemable at specific Essex businesses. Mr. Teich said the event would be family-friendly, socially-distanced, and would include entertainment. He said staff hopes to hold this event annually. The Trustees talked about hopes that there will be high numbers of residents at the event and discussed the methods being used for voucher distribution.

Ms. Wrenner suggested a table in a central location be set up to hand out vouchers.

e. Discussion of public outreach for merger plan and vote

Mr. Teich introduced the issue of whether the Trustees would plan any more public outreach efforts about the November vote on a proposed merger between the Village of Essex Junction and the Town of Essex. He said the cost is not to exceed \$8,000, and the Trustees could use the remaining \$2,000 for something else. The Trustees were in agreement to not spend the remaining funds on new outreach efforts. Mr. Tyler suggested the Trustees have a booth at the Out and About event to conduct outreach. Mr. Kerin revisited the discussion about the Out and About event, wondering how vouchers are not given multiple times to the same household.

Ms. Cooper said she was volunteering at the Out and About event. She said many of the event strategies were carried over from an earlier, similar Essex event. She said the undertaking is very impressive and professional, with a designed logo; a Facebook page; a vendor page; strong inter-department collaboration; and care being taken with vouchers so they may not be duplicated or given multiple times to a household.

7. CONSENT ITEMS

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

- a. Consideration of and possible action on request for banner from Out and About Committee
 - To approve a banner for the “Out & About in Essex” event and waive the \$250 banner fee.
- b. Consideration of and possible action on request for banner from Essex Rotary
 - To approve the request to display the Essential Worker Recognition banner as detailed and presented by the Essex Rotary Club.
- 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

The motion passed 5-0.

8. READING FILE

a. Board Member Comments

- The Trustees re-invited the public to make any comments on the Merger hearing if they arrived late to the evening’s meeting. The informational video available on the Village of Essex Junction’s website was praised.

VILLAGE TRUSTEES
(DRAFT)

October 13, 2020

- 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**
 - Mr. Brown suggested residents and Trustees carefully read this memo and remember that Public Works' winter operators are first responders. He said the report suggests staff tend to work when sick and asked Mr. Teich about this. Mr. Teich talked about the drivers' sense of duty and the challenge of rescheduling routes when someone is sick.
- a. Chittenden County RPC September Newsletter
- b. Upcoming meeting schedule

9. EXECUTIVE SESSION

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

10. ADJOURN

DAN KERIN made a motion, seconded by AMBER THIBEAULT, for the Trustees to adjourn. The motion passed 5-0 at 8:25 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

**TRUSTEES & SELECTBOARD
(DRAFT)**

October 20, 2020

**VILLAGE OF ESSEX JUNCTION TRUSTEES
TOWN OF ESEX SELECTBOARD
SPECIAL MEETING MINUTES
October 20, 2020**

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

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

TOWN PLANNING COMMISSION: Dustin Bruso, Chair; Josh Knox, Vice Chair; John Alden (alternate); Tom Furland; David Raphael; John Schumacher.

VILLAGE PLANNING COMMISSION: John Alden, Vice Chair; Phil Batalion; Patrick Scheld.

VILLAGE ZONING BOARD OF ADJUSTMENT: Tom Weaver, Chair; Martin Hughes.

TOWN ZONING BOARD OF ADJUSTMENT: Tracy Delphia, Chair; Mike Plageman, Vice Chair; Nick Martin; Hubert Norton.

ADMINISTRATION and STAFF: Evan Teich, Unified Manager, Greg Duggan, Deputy Manager; Terry Haas, Village Assistant Zoning Administrator; Sharon Kelley, Town Zoning Administrator; Owiso Makuku, Interim Town Community Development Director; Robin Pierce, Village Community Development Director; Darren Schibler, Town Planner; Deana Stoneback, Administrative Assistant.

OTHERS PRESENT: Annie Cooper; Patty Davis; Erin Dickinson; Russ Mills; Ken Signorello; Margaret Smith; Mariah Sanderson; Mike Thorne; Irene Wrenner.

1. CALL TO ORDER

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

Elaine Haney called the meeting of the Town of Essex Selectboard to order at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

No changes at this time.

3. AGENDA APPROVAL

No approval needed as the agenda was not amended.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on agenda

No comments at this time.

5. BUSINESS ITEMS

a. Introductions

Members of the Village Trustees, Town Selectboard, Village Planning Commission, Town Planning Commission, Village Zoning Board of Adjustment, Town Zoning Board of Adjustment, and staff were introduced.

b. Presentation and discussion of merger, proposed charters, and relevant impacts to Planning Commissions, Zoning Boards of Adjustment, and existing plans, codes, and regulations

Ms. Haney noted that the goal of bringing these boards together is to discuss the proposed Selectboard and Trustee versions of the charters for merging the Town of Essex and Village of Essex Junction, outline their differences, and discuss their implications for planning and development. She noted that the charters were relatively similar and outlined the differences.

Mr. Alden noted his role on the Thoughtful Growth in Action Committee and his term on the Planning Commissions, saying that he does not have concerns about the proposed charters and that they are consistent with what the Thoughtful Growth Committee had discussed for planning and zoning. He said that merging the Planning Commissions and Zoning Boards makes sense in a merger of the Town and Village.

Mr. Bruso suggested that the Town and Village could designate all current commissioners as either members or alternates, citing concern that the Town and Village could lose a substantial knowledge base by excluding potential members or alternates.

Mr. Norton said the Town and Village must maintain their own Development Review Boards until they have a unified set of regulations. Ms. Haney said that both Land Development Codes will be merged if merger occurs. Mr. Tyler clarified that the Thoughtful Growth in Action Committee did not consider a merger but considered consolidation of planning and zoning between two communities.

Ms. Delphia spoke in favor of having a defined term for the board member seats. She added that the integration of the Town and Village Comprehensive Plans will be a heavy lift, should merger occur. Ms. Haney clarified that terms would not be eliminated, but that the charter would be silent on term length. Ms. Delphia said that a specified term length in the governing document is helpful for planning purposes. Mr. Duggan further clarified that state statute allows for Planning Commission terms to range from 1 to 4 years and that the term could be specified in a policy.

Mr. Plageman and Mr. Scheld echoed Mr. Bruso's suggestion to designate all current commissioners as members or alternates to preserve that institutional knowledge. Community Development Director Pierce agreed.

Town Planner Schibler asked about the definition of "qualified voter" in the charter language as a requirement of serving on a board or commission. He noted that state statute requires a majority of the Planning Commission be residents of the community.

c. Discussion of how to reconcile two community centers

George Tyler walked through a presentation focused on comparing the center of the Village with the center of the Town. He noted that the Village's center is more traditionally walkable, developed, and connected by sidewalks, while the Town center is largely hemmed in by state highways and is more of a suburban center. He noted that development in each poses its own unique set of challenges and issues. He spoke about the current development projects in the Village, such as the Design Five Corners project, and spoke about redevelopment projects in other large cities, such as South Burlington, Burlington and Rutland. He walked through an example of what a consolidated Essex Community Development/Planning office could look like.

Ms. Haney reassured Mr. Tyler that the momentum around development projects in the Village would not be lost should a merger occur. She pointed out that the Village leadership has experience with more urban development in the Village center but does not have experience with rural development that occurs in the Town. She emphasized the importance of not putting limitations on future boards, which will be responsible for doing the work laid forth in the charters being developed.

Ms. Delphia said that many of the questions in Mr. Tyler's presentation can be answered by reviewing the entity's Comprehensive Plan. She also stressed the need for a joint Comprehensive Plan as important merger materials, which should be the guiding document for strategy around planning and development.

d. Discussion of how to reconcile different approaches to community development

This item was discussed in business items above.

e. Discussion of continued political and financial investment in redeveloping the Village Center

This item was discussed in business items above.

f. Discussion of other planning and zoning topics not yet considered

This item was discussed in business items above.

g. Comments from public

Annie Cooper said that residents and board members should trust the community to make sure that it carries on its traditions and culture and identity through the merger, should one occur.

Patty Davis said that learning about the Comprehensive Plan was illuminating, and that the Town and Village comprehensive plans should be used as guiding documents as the Village and Town Outside the Village move forward.

Irene Wrenner requested that the boards have an even number of seats, to show respect for the voters' preferences for wanting an even-numbered Selectboard.

h. Discussion of possible changes to draft charter

Unified Manager Teich noted that boards should have an odd number, since they will be appointed.

Ms. Haney noted a potential change in charter language to modify the "qualified voters" requirement and potentially include language that allows for non-voting residents and actual non-residents be able to serve on boards in order to align with state statute.

i. Discussion of next steps

Mr. Tyler suggested holding another forum like this in the middle of January.

Ms. Delphia suggested having an annual meeting between the Town Selectboard, Zoning Board of Adjustment, and Planning Commission, and a similar annual meeting for the Village boards, to have in-person communication and goal-setting about planning priorities. Mr. Chawla suggested adding the Housing Commission to these meetings. Director Makuku suggested coordinating meetings between board chairs on a regular basis to ensure that communication points are established.

**TRUSTEES & SELECTBOARD
(DRAFT)**

October 20, 2020

Mr. Tyler noted that a second public hearing on the Trustees' proposed merger charter will occur next week.

Ms. Haney noted that listening sessions about the Selectboard version of the merger charter will occur on November 2 and 16 and that the Selectboard will use its first December meeting to vote on whether to put the charter on the ballot in March. She noted that the Town and Village versions will both be sent to the legislature for approval, if approved by voters.

6. READING FILE:

a. Board member comments: Mr. Martin suggested a presentation from the Town's perspective similar to the Village center development presentation. Director Makuku noted that the Essex Town Center proposed plan will be presented to the Selectboard in December. Mr. Plageman thanked the Selectboard, Trustees, and staff for organizing and facilitating the meeting.

b. Upcoming meeting schedule

7. EXECUTIVE SESSION:

a. *An executive session is not anticipated

8. ADJOURN:

DAWN HILL-FLEURY made a motion, and **VINCE FRANCO** seconded, that the Selectboard adjourn the meeting. The motion passed 5-0 at 9:49 PM.

DAN KERIN made a motion, and **RAJ CHAWLA** seconded, that the Trustees adjourn the meeting. The motion passed 5-0 at 9:49 PM.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this _____ day of _____, 2020

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

**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
Monday, October 26, 2020**

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

TRUSTEES: George Tyler, Vice Chair; Raj Chawla; Dan Kerin; Amber Thibeault; (Andrew Brown was absent).

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Chris Gaboriault, Fire Chief; Ron Hoague, Chief of Police; Rick Jones, Public Works Superintendent; Lt. Robert Kissinger, Police; Dennis Lutz, Public Works Director; Sarah Macy, Assistant Manager/Finance Director.

OTHERS PRESENT: Marcus Certa; Kevin Collins; Patty Davis; Erin Dickinson; Betsy Dunn; Adam Kavanaugh; Bruce Post; Mary Post; Roseanne Prestipino; Margaret Smith; Ken Signorello; Mike Thorne; Irene Wrenner; Sharon Zukowski.

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 6:31 PM.

George Tyler called the Village of Essex Junction board of Trustees to order for the joint meeting with the Essex Selectboard at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

Mr. Watts requested an agenda change, for item 5e (Update on Out & About event) to take place after item 5c (Approve passage of revised Motor Vehicles, Traffic and Parking ordinances and warn public hearing for final passage).

3. APPROVE AGENDA

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the agenda, as amended. 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.

4. PUBLIC TO BE HEARD

Ms. Dunn said she was curious about Mr. Tyler's comment pertaining to merger, from a previous meeting, when he spoke about different cultures in the Town and Village. Mr. Tyler said he meant that the two municipalities have different approaches to things. He said this may mean that, during a merger, multiple offices and departments would go through a get-to-know-you phase.

5. BUSINESS ITEMS

a. Approve Town of Essex / Village of Essex Junction Public Works Winter Operations Plan with COVID 19 Impacts 2020-2021

Mr. Lutz presented and discussed the Public Works Winter Operations Plan. He talked about concerns, due to the CDL driver shortage and the impacts of COVID, which may result in less staff than is needed to complete plow routes in a timely fashion. Other items of concern are: not having adequate back up if staff are out sick; adherence to safety requirements to prevent the spread of COVID; and delivery systems are slower now due to COVID, which has affected the

wait time of a plow that was ordered in March 2020 but not expected until February 2021. In response, Essex and neighboring Public Works departments are planning to share resources if needed. Mr. Lutz said Essex Public Works also will use a new system to communicate plowing delays referred to as Red, Yellow or Green states of operation. Green phase implies all systems are running smoothly. Yellow phase implies some minor tweaks are needed in schedules and communications. Red phase delays could result from sick personnel during winter weather events, resulting in route completion delays of up to 12-24 hours. Plowing phases will be actively publicized and communicated. Mr. Lutz said he hopes the state will begin to recognize and incentivize plow operators as emergency responders. He talked about the years it takes to learn to operate a plow truck. Mr. Lutz described how plow routes are completed, usually within 4-5 hours, and what happens when a driver is not able to do their usual route. He said the route maps will be available for all drivers to study in the garage.

The board members discussed Mr. Lutz's presentation, the national CDL driver deficit, public safety, and the importance of Public Works' focus on communicating the winter plan with the community. Ms. Thibeault wondered how schools and parents would be notified of Red plowing delays. Mr. Lutz said Public Works would notify schools and first responders as soon as anything is known. Ms. Haney wondered if people shoveling their own walks would be helpful this winter. Mr. Lutz said this would help, in developments, but people should let Public Works know. He clarified that it is easier to find and hire people to plow sidewalks than qualified CDL plow drivers. Mr. Tyler hoped municipal staff get flu shots this year and suggested they practice online team meetings. Mr. Lutz said a planning meeting is set for Wednesday, October 28 to strategize. Mr. Jones elaborated on how important it will be for Public Works staff to not come to work with symptoms, which is a change from previous years. Mr. Chawla talked with Mr. Jones about how neighboring towns are planning together to cover modified neighboring routes, if needed.

Mr. Franco joined the meeting at 7:01 PM.

Mr. Post encouraged staff to not make assumptions about people's symptoms or if someone has COVID. Mr. Lutz explained protocols for staff that would require them to stay or be sent home.

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, for the Selectboard to approve the Winter Operations Plan for 2020-2021. The motion passed 5-0.

Ms. Dunn suggested posting the Winter Operations Plan and on Front Porch Forum and multiple pages where people could find it. Mr. Lutz agreed and said once it is approved a media release will also go to TV, radio, and the Essex Reporter.

DAN KERIN made a motion, seconded by RAJ CHAWLA, that the Trustees approve the Winter Operations Plan for 2020-2021. The motion passed 4-0.

b. Accept traffic study with change in speed limit from 30 mph to 25 mph on Sand Hill Road near Founders Road (Selectboard only)

Mr. Lutz said concerns with speeding along Sand Hill Road near Founders Road resulted in a traffic analysis and a speed limit change request, in collaboration with the Police Department. Chief Hoague said he supports the request to change the speed limit to 25 mph, as there have been many warnings and tickets to drivers on this stretch of road.

Mr. Chawla asked about how the 25 mph speed limit was determined. Mr. Lutz said the study showed traffic at 85th percentile speed. They also studied: shoulder size; grade; sight; roadside culture; pedestrian activity; tickets; accidents; a proposal from a professional engineer; and the classification of the road as a school access road. Mr. Murray wondered what would happen if the speed reduction does not result in a change. Mr. Lutz explained, in that case, structural

deterrents for speeding would be considered. Mr. Kerin pointed out that structural solutions may also be included as part of the Circ Alternatives project for this location.

Ms. Dunn said she lives off Sand Hill Road and is happy to hear about the speed limit change.

DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY, to accept the traffic study as presented. The motion passed 5-0.

c. Approve passage of revised Motor Vehicles, Traffic and Parking ordinances and warn public hearing for final passage (Selectboard only)

Chief Hoague presented the revised Motor Vehicles, Traffic, and Parking ordinances. He talked about the department's process to create a set of ordinances between the Town and Village that look the same and eliminate confusion. He said one of the revised Motor Vehicles, Traffic, and Parking ordinances has language for the Village and one has language for the Selectboard. He explained the differences between the Village and Town's ordinance adoption processes.

Mr. Chawla confirmed that the revised Village and Town ordinances would be ready to become one ordinance if the merger passes but could stand alone if it does not pass. Mr. Watts requested that the words "Village Clerk" be changed to only "Clerk" in section 7-20-040855 B. Ms. Thibault pointed out new exemptions to the winter parking ban and Mr. Hoague clarified that, with no forecast of a weather event, residents could contact the Police Department and receive parking ban exemptions for vehicles of family visits; then the Police would contact these residents if the weather changes. Mr. Chawla asked about changes in section 7-20-400861 and Chief Hoague explained the changes were to clarify waiver amounts and to add recommended fines from Public Works for public property fines.

Ms. Post confirmed with Chief Hoague that, new to the ordinance, is an opportunity for company to park cars on the street, with permission, during the parking ban. He said this was added because there were many requests from the public.

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard pass the revised Motor Vehicles, Traffic, and Parking ordinances and authorize staff to publish a summary of the proposed revisions in a newspaper of general circulation and warn a public hearing for November 23, 2020 to consider final passage of the Motor Vehicles, Traffic, and Parking ordinances. The motion passed 5-0.

RAJ CHAWLA made a motion, seconded by DAN KERIN, to proceed with the process of adopting the ordinances. The motion passed 4-0.

e. Update on Out and About event

Mr. Teich said the Village and Town received a grant of \$10,000 for each municipality for the Out & About event. He said staff worked with local businesses, bands, and residents. Vouchers of \$15 vouchers provided to households to use throughout the Town and Village, and then the businesses would submit receipts to get reimbursed by the Town and Village for these vouchers. He said they distributed all of the vouchers, worth a total of \$15,000 and have received \$6,490 in receipts so far. Mr. Teich said the bands and entertainment contracted for the event made the day fun. Based on the event's success, staff would like to hold a similar event in the Spring and Summer of 2021.

Ms. Thibeault agreed that the event was a success. She suggested next time more media come out leading up to the event. She requested clarity on the deadline for businesses to submit voucher receipts. Mr. Teich said 37 vendors will need to submit receipts by December 1st. Ms. Haney commended Turner Toys and Hobby for marketing the event on their own mailing list. Mr.

Teich thanked Mr. Pierce for the original idea; staff, Trustees and Selectboard members for working at and leading up to the event; restaurants and businesses for putting flyers in windows; and the State of Vermont for its grant program.

Mr. Signorello pointed out that the event also benefitted bands and he appreciated that money went to them. Mr. Teich said 16 bands participated, and it was a good opportunity for them because venues are often holding back from hosting music during the pandemic.

d. Discussion about local options tax for March 2021 ballot – Sarah Macy

Mr. Watts recused himself from this business item to avoid potential perception of a conflict of interest with his employer.

Ms. Macy introduced the issue of whether to put a local options tax on the March 2021 ballot. She said staff feels it is a priority to diversify revenue and reduce reliance of property taxes for capital improvement projects. A Local Options Tax (LOT) would apply an additional 1% tax on Meals & Rooms and Sales & Use; the state of VT would keep 30% of the tax revenue; Essex would receive 70%. She said it is also a point of delivery tax and noted that most neighboring municipalities already apply a LOT. She provided a chart of earnings that could have been received by Essex from a LOT, over recent years. Mr. Teich said, in accordance with state law, the LOT would be Town-wide because Essex only has one zip code. He reminded the boards that the tax was considered 12 years ago and people had many questions.

The board members talked about their points of view on the tax and some of their insights from the 2009 attempt to pass a LOT. The board members agreed the public would need information about what sales would be affected by a LOT. Mr. Tyler said he has not seen evidence that the tax hurts businesses and he talked about revenue from GlobalFoundries cafeteria purchases. Mr. Chawla said the last effort to pass a LOT was met with concerns about taxes on utilities, and other unexpected places. Ms. Thibeault said the LOT fact sheets on the State of Vermont website are helpful for understanding the tax. She said she supports the tax but was concerned with adding this question to the ballot at the same time as the merger vote. She wondered if a special election could be held. Mr. Murray did not think the LOT would be hard for people to understand or accept, as it is for property tax relief and neighboring municipalities are also applying LOTs. Ms. Haney recalled that there were issues with the LOT in 2009, related to taxes on equipment deliveries to IBM. Ms. Hill-Fleury wondered if the LOT would replace merger tax relief strategies and Ms. Haney said this tax is outside of the merger discussion, to be put toward capital improvements. Mr. Chawla wondered how LOT money would be split between the Town and Village if the merger does not pass.

Mr. Post recapped history of the 2009 defeated LOT initiative, pointing out that South Burlington, Burlington, and Williston already had the tax at that time. He described the high turnout to that year's Town Meeting, where it was voted down, and he read a letter from IBM saying they did not support the tax. He said the Town budget took an unexpected \$400,000 hit that year as a result of the initiative. Later in this meeting, Mr. Post said statewide property taxes had income sensitivity, not municipal taxes. He also talked about how it is hard to know what would be taxed, due to LOT expense bundling, and encouraged the municipalities to be fiscally responsible.

Ms. Wrenner said she believes the LOT will fail again if history is not revisited; she asked the board members study it carefully. She said that in 2009 people called it a hidden tax on bills. Ms. Wrenner said that as a result of the issue, the budget was reduced at Town Meeting that year, and the board chair was voted out the next day. Later in this meeting, Ms. Wrenner said she is not for a Local Options Tax, and that she was concerned with lack of information or fairness to taxpayers.

Mr. Certa said putting the LOT question on the ballot in the spring it is poorly timed. He said the merger is supposed to be helping with tax equity so adding a LOT question on the ballot at the same time as the merger question will be confusing and could derail everything. He said more thought needs to be put into specifics of how the funds would be used and pointed to Williston making a case to build box stores as an example. He said it creates a bad perception when a new tax is added to people's lives just because it can be and, until there is a clear plan, the positive impact on property taxes is nebulous. He suggested holding off on the item until the next election cycle.

Ms. Davis agreed with Mr. Certa. She also suggested an interlocking government structure and to develop a vision for the future.

Ms. Post said she was worried about how the tax would affect regular people struggling in Essex, where affordability is already a concern and people cannot buy houses because they are too expensive. She said they should be looking out for people who barely make ends meet. She said maybe all of the money collected should go to the food shelves.

Ms. Zukowski requested they clarify what specifically would be taxed. She said this could add up for people, where life is so hard that neighbors have to borrow \$2 for baby Tylenol, as one of her neighbors recently had to do.

Mr. Murray clarified that this agenda item was about whether or not to move forward with a Local Options Tax, and staff will return with more information to consider. He said this is the first time the boards have discussed it together so there are no plans or details at this time.

Ms. Haney said the Local Option Tax was being considered to pay for capital projects because Town voters added and passed \$100,000 to the budget for road work on the floor at Town Meeting in 2019. Additionally, she said a straw poll at the Village meeting was overwhelmingly in favor of considering a Local Option Tax and their current bond was passed to try to get ahead of capital expenses. She said a LOT would not target specific residents, but anyone who shops in Essex to help pay for the roads and capital they are using.

6. READING FILE

a. Board member comments

- Mr. Teich said that, to date, 8,397 general election ballots had been checked in at the Essex Town Clerk's office, which is 74% of the total who voted in the last election. 2,607 Village ballots, which include the merger question, were also checked in. He thanked Susan McNamara-Hill and Dawn Hill-Fleury for alphabetizing all of the envelopes. He said the State of Vermont provided Essex with an envelope opener machine. He encouraged people to drop their completed ballots in the ballot box outside of the Town Offices at 81 Main St., where they are removed multiple times each day. He said people could also go to the polling station on Nov. 3 to vote.
- Mr. Murray offered residents to contact him or any others on the Selectboard if they have questions or want to talk about the upcoming merger. He said, in addition, he would challenge younger voters to a gaming session and discuss the merger at the same time.

b. Journal of the New England Water Environment Association, "Essex Junction, Vermont, design with energy in mind" by James Jutras

- Ms. Haney and Mr. Tyler said how glad they are that scholar and scientist James Jutras is on staff.

c. Upcoming meeting schedule

264 **7. EXECUTIVE SESSION**

- 265 a. An executive session is not anticipated
266

267 **8. ADJOURN**
268

269 **PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, for the Selectboard to**
270 **adjourn the meeting. The motion passed 4-0 at 9:18 PM.** (Andy Watts did not return to the
271 meeting after recusing himself from the discussion on local options tax.)
272

273 **RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, for the Trustees to adjourn**
274 **the meeting. The motion passed 4-0 at 9:18 PM.**
275

276 Respectfully Submitted,
277 Cathy Ainsworth
278 Recording Secretary
279

**VILLAGE TRUSTEES
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
Tuesday, October 27, 2020**

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager.

OTHERS PRESENT: Bruce Brown; Annie Cooper; Renee Dall; Erin Dickinson; Betsy Dunn; Elaine Haney; Martin Johnson; Stacy Jordon; Adam Kavanaugh; Lynda Ossola; Mary Post; Rosanne Prestipino; John Rowell; Brian Shelden; Ken Signorello; Brian Smith; Mike Sullivan; Mike Thorne; Irene Wrenner; Alan___; Dan___; Susanna___.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

There were no changes to the agenda proposed.

3. APPROVE AGENDA

With no changes to the agenda, approval was not required.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda

There were no comments from the public at this time.

5. BUSINESS ITEMS

a. Discussion of public outreach for merger plan and vote

Mr. Teich talked about the previous seven years of efforts with the Town of Essex Selectboard, at meetings and planning sessions, including: department consolidations; hiring a Unified Manager; establishing a Governance Subcommittee; and studying taxes to move toward a potential merger. He said, to date, several hundred Village ballots had been submitted on the merger vote. He invited the Village Trustees to discuss what kind of public outreach they would move forward with if the merger is approved by the vote in the Village this fall.

The Trustees agreed that more community education should take place to explain how differences in the two charters would be addressed. Mr. Chawla said the Trustees should put the vote into the Selectboard's hands and continue to represent Village interests. He said they should explain that the Town of Essex and Village proposed merger charters are mostly the same with only one difference. Mr. Kerin said it is important for the Trustees to support the Selectboard's vote because the charter differences are not insurmountable. Ms. Thibeault said it is important for Village residents to understand why they should vote again in the spring, as Town residents, and understand what happens if the Town vote passes.

Ms. Cooper thanked the Trustees for providing good information and said she shared it with residents who had questions. She said the website has helpful information.

6. PUBLIC HEARING

a. Public Hearing on merger plan

Mr. Tyler opened the Public hearing on the merger plan at 6:47 PM. He began by sharing a slideshow about the merger, including the 7-year history of collaboration between the Town and

the Village. He said this collaboration led up to hiring a Unified Manager, establishing a Governance Subcommittee of Trustees and Selectboard members, as well as hiring Legal Counsel to help create a unified charter. Mr. Tyler talked about key issues with merging the municipalities. He discussed the makeup of the board, as written in the Village proposed charter, with 3 representatives of the Village ward and 3 from the Town outside the Village ward, along with one at-large representative (3+3+1). He talked about the 5-year and 12-year transition plans written into the proposed charter and how taxes would be equalized over 12 years. He explained the role special districts would play in the tax equalization strategy, including a Sidewalk District, a Capital Improvement District, and a Downtown Improvement District. Mr. Tyler said other features in the charter are to move to Australian Ballot voting; to name the community Essex; and to maintain the water and sewer costs as they are. He said if the merger does not pass in the Village, they would get feedback from residents and determine next steps.

Mr. Teich said people could vote by either bringing ballots to the dropbox outside of the Town Clerk's office or to the polling place on November 3rd.

Mr. Tyler invited public comments, but no comments were made at this time so the Trustees discussed frequently asked questions. Mr. Chawla explained how the remaining bond debt in the Village would remain to be paid down by Village residents. Mr. Tyler said this merger plan is different from the merger plan from years prior due to effectiveness in consolidating services. Mr. Tyler talked about the charter's special tax districts, explaining that the Vermont House of Representatives' Government Operations Committee and the Tax Department approved these concepts to gradually equalize taxes.

Ms. Dunn said most mergers usually include efficiencies and cost reductions, but she did not see any in this merger plan. Mr. Tyler explained that the plan was to maintain service levels at this time, because 2015 administration consolidation efforts resulted in significant cost savings. He said more reorganization would take place within the first 5 years in the merger plan.

Ms. Cooper said the merger plan codifies the consolidation efforts to date. She said she heard from people confused about how ordinances, like Dog Ordinances or Firearms Ordinances, would be handled in a merger. She said she told these residents that specific ordinances pertain to specific locations in the communities so they would not change. She said there are many layers to the individual ordinances so interchanging pieces of them is not possible.

Mr. Rowell wondered what would happen if the Village voted yes to the merger plan and the Town voted no. Mr. Tyler said, if that were the case, this specific merger plan would not proceed. He assured Mr. Rowell that the issue of tax equity for the Village taxpayers would still need to be resolved. Mr. Tyler said that he thinks the idea of a separation seems traumatic and politically volatile. Mr. Kerin said the status quo would not be acceptable and is inequitable. He stressed that it will be important for Villagers to vote again in the spring. Ms. Cooper said that the idea of "Separate and Share" is being discussed but it is another version of what is currently happening. She said she believes Essex is one community.

With no other comments from the public, Mr. Tyler closed the public hearing at 7:47 PM.

7. CONSENT ITEMS

RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees approve the Consent Agenda:

- a. Check Warrants #17221—10/16/20; #17222—10/23/20

The motion passed 4-0.

8. READING FILE

a. Board Member Comments

- Mr. Teich invited Ms. Cooper to recap the recent Out & About event in Essex. She called it a resounding success and talked about staff and business support and engagement from residents. Mr. Sheldon complimented Ms. Cooper for her efforts on this event.

b. Howard Center Community Outreach Program - Annual Update FY20

c. Upcoming meeting schedule

9. EXECUTIVE SESSION

a. *An executive session is not anticipated

No executive session took place.

10. ADJOURN

Ms. Thibeault made a motion, seconded by Mr. Chawla, for the Trustees to adjourn but they withdrew the motion when Mr. Sullivan requested to speak. Mr. Sullivan made a comment about his current activities outside of the meeting agenda.

AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA, for the Trustees to adjourn the meeting. The motion passed 4-0 at 7:58 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

10/30/20

Town of Essex / Village of EJ Accounts Payable

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02:31 pm

Check Warrant Report # 17223 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 10/30/20 To 10/30/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	10/10/20 ADULT YOUTH COLLECTIONS, 0069853 10/2	210-45551.837 CHILDRENS PROGRAMS	166.45	31061	10/30/20
42665	AMAZON/SYNCB	10/10/20 ADULT YOUTH COLLECTIONS, 0069853 10/2	210-45551.340 COMPUTER EXPENSES	167.59	31061	10/30/20
42665	AMAZON/SYNCB	10/10/20 ADULT YOUTH COLLECTIONS, 0069853 10/2	210-45551.641 JUVEN COLLECTION-PRNT & E	51.50	31061	10/30/20
42665	AMAZON/SYNCB	10/10/20 ADULT YOUTH COLLECTIONS, 0069853 10/2	210-45551.677 COMPUTER REPLACEMENT	373.80	31061	10/30/20
07465	BIBENS ACE HARDWARE INC	10/27/20 cable tie, nuts, fastener 39518	210-43110.610 SUPPLIES	46.87	31069	10/30/20
07465	BIBENS ACE HARDWARE INC	10/27/20 BIT DRILL 39521	210-43110.610 SUPPLIES	11.96	31069	10/30/20
04940	COMCAST	10/19/20 2 Lincoln St Internet 0136343 1020	210-41945.020 Telephone - 2 Lincoln St	153.35	31081	10/30/20
04940	COMCAST	10/19/20 2 Lincoln St Internet 0136343 1020	210-33582.005 Town contribution other	-153.35	31081	10/30/20
04940	COMCAST	09/23/20 MSP Internet 9/30-10/29/2 0176315 0920	210-41945.026 Telephone - Maple St Park	1004.53	31083	10/30/20
04940	COMCAST	09/23/20 Park St Internet 0210908 0920	210-41945.023 Telephone - Park St Sch	293.56	31084	10/30/20
38280	CRYSTAL ROCK BOTTLED WATE	10/15/20 Water 17752734 102	210-45110.610 SUPPLIES	53.00	31086	10/30/20
31275	DON WESTON EXCAVATING INC	10/20/20 Remove light bases 22102	210-43115.610 Street Lights Supplies/Ma	5435.30	31087	10/30/20
25715	DONALD L. HAMLIN CONSULT	10/15/20 Chittenden Crossing Septe 101520 18817	210-15102.000 EXCHANGE - ENGI/LEGAL	4000.15	31088	10/30/20
25715	DONALD L. HAMLIN CONSULT	10/15/20 VEJ-Riverside-15 Franklin 20805	210-15102.000 EXCHANGE - ENGI/LEGAL	1102.00	31088	10/30/20
23215	ESSEX EQUIPMENT INC	10/27/20 Pumpkin Display Harness 107691540001	210-45220.610 SUPPLIES	283.86	31091	10/30/20
21835	FIRST NATIONAL BANK OMAHA	09/28/20 Annual Microsoft Subscrip 5351 1020	210-42220.570 MAINTENANCE OTHER	105.99	31097	10/30/20
19005	FIRSTLIGHT FIBER	10/01/20 TECHNOLOGY PHONE ACCESS 7901756	210-45551.530 TECHNOLOGY ACCESS	48.69	31098	10/30/20
19005	FIRSTLIGHT FIBER	10/01/20 TECHNOLOGY PHONE ACCESS 7901756	210-41945.021 Telephone - Brownell	86.88	31098	10/30/20
14665	GALLAGHER, FLYNN & COMPAN	10/27/20 Village Salary Study 1038817	210-41320.571 PAY & CLASSIFICATION STUD	10000.00	31103	10/30/20
04035	GOT THAT RENTAL & SALES I	10/27/20 Caution Tape 79488	210-45220.610 SUPPLIES	15.06	31106	10/30/20
08475	GREEN MOUNTAIN ELECTRIC S	10/21/20 EJRP Maint - PVC Conduit S3625318001	210-45220.610 SUPPLIES	1926.60	31108	10/30/20
05485	NATIONAL BUSINESS LEASING	10/24/20 Copier leases 10/15-11/14 69955858	210-45551.442 Rental of Equipment	80.72	31129	10/30/20
05485	NATIONAL BUSINESS LEASING	10/24/20 Copier leases 10/15-11/14 69955858	210-45551.442 Rental of Equipment	80.74	31129	10/30/20
05485	NATIONAL BUSINESS LEASING	10/24/20 Copier leases 10/15-11/14 69955858	210-43110.442 EQUIPMENT RENTALS	72.59	31129	10/30/20
05485	NATIONAL BUSINESS LEASING	10/24/20 Copier leases 10/15-11/14 69955858	210-41320.442 LEASED SERVICES	138.97	31129	10/30/20

10/30/20

Town of Essex / Village of EJ Accounts Payable

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02:31 pm

Check Warrant Report # 17223 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 10/30/20 To 10/30/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07635	O'ROURKE MEDIA GROUP	10/10/20	sidewalk plow bid ad 299298	210-43110.572 Advertising and Interview	200.00	31132	10/30/20
24100	PERMA-LINE CORP OF NEW EN	10/24/20	OM3-R 48x12 Yellow/ BIack 183136	210-43120.610 Summer Const - Supplies	728.20	31135	10/30/20
37430	R R CHARLEBOIS INC	10/20/20	cable for sweeper ID87408	210-43110.432 R&M Services - Vehicles	11.69	31140	10/30/20
37430	R R CHARLEBOIS INC	10/22/20	8E7 Annual Service RC73105	210-42220.432 VEHICLE MAINTENANCE	902.37	31140	10/30/20
24325	RADIO NORTH GROUP INC	10/19/20	Portable Radio Batteries 24142539	210-42220.443 RADIO MAINTENANCE	1212.00	31141	10/30/20
18010	REYNOLDS & SON, INC.	09/23/20	Spanner Wrench 3378532	210-42220.889 ROUTINE EQUIPMENT PURCHAS	171.44	31144	10/30/20
18010	REYNOLDS & SON, INC.	10/23/20	Battery for LED Streamlig 3380153	210-42220.570 MAINTENANCE OTHER	130.29	31144	10/30/20
37965	S D IRELAND CONCRETE	10/14/20	PORTLAND, LAFARGE 1/11 94 355709	210-43150.430 Storm Sewer Maintenance	510.00	31150	10/30/20
03180	SAFETY SYSTEMS OF VT LLC	10/01/20	Central monitoring Villag 19994	210-41942.026 R&M Bldg - Maple St Park	250.00	31151	10/30/20
10435	SCREENMYLOGO.COM	10/22/20	EJRP Gear 18298	210-45110.550 PRINTING & ADVERTISING	2404.14	31153	10/30/20
42565	SEVEN DAYS	10/14/20	Job Ad 207061	210-45110.550 PRINTING & ADVERTISING	159.00	31154	10/30/20
42565	SEVEN DAYS	10/21/20	Job Ad 207198	210-45110.550 PRINTING & ADVERTISING	159.00	31154	10/30/20
36130	VERIZON WIRELESS	10/18/20	WIRELESS CELL SERVICE 9865193140	210-43110.530 Communications	35.01	31162	10/30/20
11935	VIKING-CIVES USA	10/20/20	TK 5 FLINK MOTOR AUGER 46 4500402	210-43110.432 R&M Services - Vehicles	1105.18	31165	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-41320.210 HEALTH INS & OTHER BENEFI	58.18	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-41510.210 Group Insurance	13.61	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-43110.210 HEALTH INS & OTHER BENEFI	67.94	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-43151.210 HEALTH INS & OTHER BENEFI	10.01	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-45551.210 HEALTH INS & OTHER BENEFI	105.57	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-41970.210 HEALTH INS & OTHER BENEFI	18.76	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-45110.210 HEALTH INS & OTHER BENEFI	86.81	31166	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	210-45220.210 HEALTH INS & OTHER BENEFI	13.61	31166	10/30/20
29825	VT GAS SYSTEMS	10/21/20	MSP Gas October 1578756 1020	210-41948.026 Natural Gas - Maple St	81.96	31172	10/30/20
29825	VT GAS SYSTEMS	10/21/20	service period 9/18-10/19 20395	210-41948.020 Natural Gas - 2 Lincoln	208.80	31173	10/30/20
29825	VT GAS SYSTEMS	10/21/20	service period 9/18-10/19 20395	210-41948.023 Natural Gas - Park St Sch	183.37	31173	10/30/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	10/21/20	VT GAS SYSTEMS service period 9/18-10/19 20395	210-43110.623 HEATING/NATURAL GAS	74.75	31173	10/30/20
29825	10/21/20	VT GAS SYSTEMS service period 9/18-10/19 20395	210-41948.022 Natural Gas - Fire Statio	54.49	31173	10/30/20
29825	10/21/20	VT GAS SYSTEMS service period 9/18-10/19 20395	210-41948.021 Natural Gas - Brownell	264.88	31173	10/30/20
29825	10/21/20	VT GAS SYSTEMS MSP Gas October 810044 1020	210-41948.026 Natural Gas - Maple St	208.01	31176	10/30/20
07565	10/13/20	W B MASON CO INC Gloves 214590536	210-45220.610 SUPPLIES	11.99	31179	10/30/20
07565	10/15/20	W B MASON CO INC Office Supplies 214686919	210-45110.610 SUPPLIES	24.99	31179	10/30/20
07565	10/21/20	W B MASON CO INC PS Office Supplies 214845120	210-45110.610 SUPPLIES	37.54	31179	10/30/20
05485	10/24/20	NATIONAL BUSINESS LEASING Copier leases 10/15-11/14 69955858	225-45122.442 Rental of Equipment	94.15	31129	10/30/20
19680	07/23/20	802 CROSS FIT Camp REACH Program 072320D	226-45122.330 OTHER PROFESSIONAL SVCS	130.00	31054	10/30/20
37985	09/23/20	A T & T MOBILITY EJR Cell Phones 287279921020	226-45120.535 Telephone	275.00	31055	10/30/20
37985	09/27/20	A T & T MOBILITY SLS Cell Phones 287301810920	226-45123.330 Other Professional Svcs	6335.24	31056	10/30/20
07305	06/25/20	AIRGAS USA LLC FY20 Pool Chemicals 9102508538	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	255.54	31057	10/30/20
19815	10/20/20	AMAZON CAPITAL SERVICES Halloween Event 11N646YN3XWX	226-45115.610 SUPPLIES	52.24	31059	10/30/20
19815	10/18/20	AMAZON CAPITAL SERVICES RK Westford Supplies 164V4F9R11FL	226-45120.610 SUPPLIES	14.50	31059	10/30/20
19815	10/19/20	AMAZON CAPITAL SERVICES RK Westford Supplies 164V4F9RPHJK	226-45120.610 SUPPLIES	42.32	31059	10/30/20
19815	10/22/20	AMAZON CAPITAL SERVICES RK Hiawatha Game 17YK1CLK7PWQ	226-45120.610 SUPPLIES	11.99	31059	10/30/20
19815	10/26/20	AMAZON CAPITAL SERVICES RK Westford Supplies 1F3LVMYL634T	226-45120.610 SUPPLIES	164.76	31059	10/30/20
19815	10/18/20	AMAZON CAPITAL SERVICES Preschool Supplies 1L7LR6KNXX3G	226-45121.610 SUPPLIES	63.88	31059	10/30/20
19815	10/15/20	AMAZON CAPITAL SERVICES RK Founders Supplies 1M3MFPXCXJN4D	226-45120.610 SUPPLIES	75.81	31059	10/30/20
19815	10/16/20	AMAZON CAPITAL SERVICES RK Supplies 1P7RH93L6J9J	226-45123.610 Supplies	56.58	31059	10/30/20
19815	10/26/20	AMAZON CAPITAL SERVICES RK Westford Supplies 1THVC76JYNMG	226-45120.610 SUPPLIES	5.99	31059	10/30/20
19815	10/22/20	AMAZON CAPITAL SERVICES RK Founders Supplies 1VGJFFWQNVQW	226-45120.610 SUPPLIES	27.99	31059	10/30/20
25595	10/14/20	AMERICAN RED CROSS RK Staff First Aid CPR 22301533	226-45120.330 OTHER PROFESSIONAL SVCS	330.00	31062	10/30/20
17045	10/26/20	BBA BJ'S BASKETBALL ACADE Blueprint Program 102620D	226-45115.330 OTHER PROFESSIONAL SVCS	2652.00	31066	10/30/20
17895	10/14/20	CLEAN NEST SLS Site Cleaning 9059	226-45123.330 Other Professional Svcs	6968.00	31077	10/30/20

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17895	CLEAN NEST	10/14/20	SLS Site Cleaning 9060	226-45123.330 Other Professional Svcs	8529.50	31077	10/30/20
17895	CLEAN NEST	10/14/20	SLS Site Cleaning 9061	226-45123.330 Other Professional Svcs	1372.25	31077	10/30/20
26700	EMMA CATHLENE HAND MADE	10/01/20	SLS Stickers 100	226-45123.610 Supplies	150.00	31089	10/30/20
20780	NATIONAL ASSOC. FOR THE E	10/28/20	NAEYC Conf C McLaughlin 102820D	226-45110.500 TRAINING, CONF, DUES	290.00	31127	10/30/20
20780	NATIONAL ASSOC. FOR THE E	10/28/20	NAEYC Conf A McCaffrey 102820DA	226-45110.500 TRAINING, CONF, DUES	290.00	31127	10/30/20
20780	NATIONAL ASSOC. FOR THE E	10/28/20	NAEYC Conf C Hendry 102820DB	226-45121.500 TRAINING, CONF, DUES	345.00	31127	10/30/20
05485	NATIONAL BUSINESS LEASING	10/24/20	Copier leases 10/15-11/14 69955858	226-45110.442 Equipment Rentals	177.89	31129	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45120.580 TRAVEL	140.00	31136	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45120.610 SUPPLIES	122.82	31136	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45120.610 SUPPLIES	168.16	31136	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45120.610 SUPPLIES	237.27	31136	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45121.610 SUPPLIES	72.00	31136	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45120.610 SUPPLIES	54.00	31136	10/30/20
24855	PETTY CASH - CAITLIN FAY	10/29/20	EJRP Petty Cash 102920D	226-45120.330 OTHER PROFESSIONAL SVCS	25.00	31136	10/30/20
24830	REINHART FOODSERVICE	10/19/20	RK MSP Snack 388972	226-45120.610 SUPPLIES	74.38	31143	10/30/20
24830	REINHART FOODSERVICE	10/20/20	RK Hiawatha Snack 389165	226-45120.610 SUPPLIES	121.37	31143	10/30/20
24830	REINHART FOODSERVICE	10/19/20	RK Westford Snack 389166	226-45120.610 SUPPLIES	78.86	31143	10/30/20
24830	REINHART FOODSERVICE	10/20/20	RK EES Snack 389977	226-45120.610 SUPPLIES	89.17	31143	10/30/20
24830	REINHART FOODSERVICE	10/20/20	RK Summit Snack 390236	226-45120.610 SUPPLIES	44.19	31143	10/30/20
24830	REINHART FOODSERVICE	10/22/20	RK Fleming Snack 390986	226-45120.610 SUPPLIES	112.19	31143	10/30/20
24830	REINHART FOODSERVICE	10/22/20	RK MSP Snack 391159	226-45120.610 SUPPLIES	65.23	31143	10/30/20
24830	REINHART FOODSERVICE	10/26/20	RK Founders Snack 391999	226-45120.610 SUPPLIES	304.91	31143	10/30/20
24830	REINHART FOODSERVICE	10/24/20	Credit 392513	226-45120.610 SUPPLIES	-22.62	31143	10/30/20
24830	REINHART FOODSERVICE	10/27/20	RK Summit Snack 392534	226-45120.610 SUPPLIES	87.00	31143	10/30/20
24830	REINHART FOODSERVICE	10/26/20	RK EES Snack 392631	226-45120.610 SUPPLIES	177.62	31143	10/30/20

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24830	REINHART FOODSERVICE	10/28/20 Milk Crate Credit	226-45120.610	-0.20	31143	10/30/20
		393909	SUPPLIES			
10435	SCREENMYLOGO.COM	10/22/20 Pool Hoodie Printing	226-45124.610	231.50	31153	10/30/20
		18299	SUPPLIES			
23495	STUDENT TRANSPORTATION OF	09/28/20 SLS Cinemas Bus to Mem. H	226-45123.580	721.00	31158	10/30/20
		70108714	Travel			
36130	VERIZON WIRELESS	10/18/20 WIRELESS CELL SERVICE	226-45121.610	48.56	31162	10/30/20
		9865193140	SUPPLIES			
25315	VESPA'S PIZZA PASTA & DEL	10/02/20 RK Training Pizza	226-45120.610	197.00	31163	10/30/20
		100220D	SUPPLIES			
21230	VISION SERVICE PLAN (CT)	10/19/20 Vision Prem Nov 20 Villag	226-45120.210	75.04	31166	10/30/20
		110120V	HEALTH INS & OTHER BENEFI			
21230	VISION SERVICE PLAN (CT)	10/19/20 Vision Prem Nov 20 Villag	226-45121.210	67.56	31166	10/30/20
		110120V	HEALTH INS & OTHER BENEFI			
25375	VISION SERVICE PLAN (CT)-	10/19/20 Vision Prem Nov 20 Town	226-45120.210	18.04	31167	10/30/20
		110120D	HEALTH INS & OTHER BENEFI			
07565	W B MASON CO INC	10/13/20 RK EES Supplies	226-45120.610	29.98	31179	10/30/20
		214596827	SUPPLIES			
07565	W B MASON CO INC	10/21/20 PS Office Supplies	226-45121.610	54.22	31179	10/30/20
		214845120	SUPPLIES			
V9632	HOYLE, TANNER & ASSOC, IN	10/27/20 FEMA project 9/6-10/10/2	230-46801.022	18701.50	31113	10/30/20
		0063611	Densmore Dr, FEMA			
37965	S D IRELAND CONCRETE	09/30/20 PR #2 Essex Jct TAP TA 16	230-46801.710	17158.95	31150	10/30/20
		655.02	BRICK/MANSF STRM CA0462			
18000	FERGUSON WATERWORKS #590	10/21/20 LF 1-1/2 FIP X FIP BALL C	254-43200.610	914.24	31095	10/30/20
		09814651	SUPPLIES			
21230	VISION SERVICE PLAN (CT)	10/19/20 Vision Prem Nov 20 Villag	254-43200.210	48.71	31166	10/30/20
		110120V	HEALTH INS & OTHER BENEFI			
29825	VT GAS SYSTEMS	10/21/20 service period 9/18-10/19	254-43200.623	68.71	31173	10/30/20
		20395	HEATING/NATURAL GAS			
V10609	2G ENERGY INC.	10/23/20 27383 hour Service	255-43200.500	3718.46	31053	10/30/20
		415082000869	TRAINING, CONFERENCES, DU			
21210	CINTAS LOC # 68M 71 M	10/23/20 Safety supplies with tax	255-43200.570	395.17	31075	10/30/20
		5037295742	MAINTENANCE OTHER			
06870	ENDYNE INC	10/23/20 14 GWM's Land Application	255-43200.577	2700.00	31090	10/30/20
		350603	CONTRACT LABORATORY SERVI			
06870	ENDYNE INC	10/23/20 MPN Fecals SH Tank #2 Lan	255-43200.577	640.00	31090	10/30/20
		350623	CONTRACT LABORATORY SERVI			
06870	ENDYNE INC	10/27/20 Land Application Soil tes	255-43200.577	1680.00	31090	10/30/20
		350852	CONTRACT LABORATORY SERVI			
38955	F W WEBB COMPANY	10/19/20 Pilot Friction Clamp	255-43330.014	25.12	31092	10/30/20
		69001434	VPIC Phase II Pilot Scale			
18000	FERGUSON WATERWORKS #590	10/22/20 Hydrant job valve keys	255-43200.570	333.82	31095	10/30/20
		0987059	MAINTENANCE OTHER			
21740	FIRST NATIONAL BANK OMAHA	10/20/20 WW Visa charges 9/21-10/1	255-43200.612	334.55	31096	10/30/20
		0124 1020	UNIFORMS,BOOTS,ETC			
21740	FIRST NATIONAL BANK OMAHA	10/20/20 WW Visa charges 9/21-10/1	255-43200.500	224.00	31096	10/30/20
		0124 1020	TRAINING, CONFERENCES, DU			
21740	FIRST NATIONAL BANK OMAHA	10/20/20 WW Visa charges 9/21-10/1	255-43200.610	40.89	31096	10/30/20
		0124 1020	SUPPLIES			

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37700	GRAYBAR	10/16/20	Mixer Cabling 9318327167	255-43330.014 VPIC Phase II Pilot Scale	12.56	31107	10/30/20
07010	GREEN MOUNTAIN POWER CORP	10/21/20	39 Cascade 9/18-10/20/20 0132407 1020	255-43200.622 ELECTRICAL SERVICE	8837.28	31109	10/30/20
V1093	HOLLAND CO., INC.	10/23/20	SODIUM ALUMINATE 6004	255-43200.619 CHEMICALS	14295.54	31112	10/30/20
23980	INTERSTATE BATTERY OF VT	10/23/20	12V 10AH Battery Alarms 190320101399	255-43200.500 TRAINING, CONFERENCES, DU	113.40	31117	10/30/20
23980	INTERSTATE BATTERY OF VT	10/21/20	P Sta and Alarm Batteries 903201013981	255-43200.570 MAINTENANCE OTHER	153.80	31117	10/30/20
05485	NATIONAL BUSINESS LEASING	10/24/20	Copier leases 10/15-11/14 69955858	255-43200.442 Rental of Equipment	80.74	31129	10/30/20
12775	PRATT & SMITH ELECTRICAL	10/26/20	Specific TO VPIC 8645	255-43330.014 VPIC Phase II Pilot Scale	156.56	31138	10/30/20
V2093	SLACK CHEMICAL COMPANY IN	08/20/20	Caustic 50% 6/30/21 Bid - 408601	255-43200.619 CHEMICALS	8148.69	31156	10/30/20
36130	VERIZON WIRELESS	10/18/20	WIRELESS CELL SERVICE 9865193140	255-43200.570 MAINTENANCE OTHER	40.01	31162	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	255-43200.210 HEALTH INS & OTHER BENEFI	96.98	31166	10/30/20
29825	VT GAS SYSTEMS	10/21/20	service period 9/18-10/19 20395	255-43200.623 HEATING/NATURAL GAS	991.34	31173	10/30/20
33850	CENTRAL VERMONT PROPERTIE	09/11/20	ROW SW Road 9500216583	256-43200.441 RIGHT OF WAY AGREEMENTS	28.70	31074	10/30/20
33850	CENTRAL VERMONT PROPERTIE	09/11/20	ROW SW Road 9500216583	256-14301.000 PREPAID EXPENSES	771.30	31074	10/30/20
23980	INTERSTATE BATTERY OF VT	10/21/20	P Sta and Alarm Batteries 903201013981	256-43220.001 SUSIE WILSON PS COSTS	28.80	31117	10/30/20
23980	INTERSTATE BATTERY OF VT	10/21/20	P Sta and Alarm Batteries 903201013981	256-43220.002 WEST ST PS COSTS	28.80	31117	10/30/20
23980	INTERSTATE BATTERY OF VT	10/21/20	P Sta and Alarm Batteries 903201013981	256-43200.434 PUMP STATION MAINTENANCE	326.20	31117	10/30/20
23855	SOUTHWORTH-MILTON, INC.	10/22/20	Annual Generator Service SCINV510350	256-43220.002 WEST ST PS COSTS	929.00	31157	10/30/20
23855	SOUTHWORTH-MILTON, INC.	10/23/20	173 WEST ST PS Radiator R scinv510842	256-43220.002 WEST ST PS COSTS	5600.23	31157	10/30/20
21230	VISION SERVICE PLAN (CT)	10/19/20	Vision Prem Nov 20 Villag 110120V	256-43200.210 HEALTH INS & OTHER BENEFI	33.97	31166	10/30/20
29825	VT GAS SYSTEMS	10/21/20	service period 9/18-10/19 20395	256-43200.623 HEATING/NATURAL GAS	46.81	31173	10/30/20
29825	VT GAS SYSTEMS	10/21/20	service period 9/18-10/19 20395	256-43220.001 SUSIE WILSON PS COSTS	43.82	31173	10/30/20
29825	VT GAS SYSTEMS	10/21/20	service period 9/18-10/19 20395	256-43220.002 WEST ST PS COSTS	43.07	31173	10/30/20

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	10/21/20 Fm Plshng Pad 05738 1 EA 455202955735	210-43110.610 SUPPLIES	39.62	31183	11/06/20
05290	ADVANCE AUTO PARTS	10/21/20 BRAKE CLEANER 14 EA WRI 552029532796	210-43110.610 SUPPLIES	62.64	31183	11/06/20
05290	ADVANCE AUTO PARTS	10/21/20 BUTT TERMINAL WP 50 PC (552029557332	210-43110.610 SUPPLIES	33.14	31183	11/06/20
05290	ADVANCE AUTO PARTS	10/29/20 ACRYLIC PRIMER-SU 1 G for 552030357747	210-43110.432 R&M Services - Vehicles	50.04	31183	11/06/20
20440	AINSWORTH CATHY L	10/09/20 recording secretary 58	210-41320.530 COMMUNICATIONS	594.40	31184	11/06/20
02420	AUTOZONE	10/26/20 Fluid Film 3236823299	210-42220.432 VEHICLE MAINTENANCE	27.87	31186	11/06/20
23635	BAY STATE ELEVATOR COMPAN	11/01/20 ELEVATOR MAINT BL 547256	210-41942.021 R&M Bldg - Brownell	318.73	31188	11/06/20
07465	BIBENS ACE HARDWARE INC	10/30/20 REPAIRS 2 LINCOLN Bldg (T 39564	210-41942.020 R&M Bldg - 2 Lincoln St	17.91	31189	11/06/20
07465	BIBENS ACE HARDWARE INC	11/03/20 BATTERIES FOR DOOR LOCKS 39610	210-41942.020 R&M Bldg - 2 Lincoln St	9.99	31189	11/06/20
00530	BRODART CO	10/12/20 YOUTH REPLACEMENTS, SUPPL B5981291	210-49346.002 JUVEN COLLECTION-PRNT & E	74.57	31191	11/06/20
00530	BRODART CO	10/12/20 YOUTH REPLACEMENTS, SUPPL B5981291	210-45551.610 SUPPLIES	9.60	31191	11/06/20
00530	BRODART CO	10/12/20 YOUTH FOUNDATION B5981394	210-49345.000 LIBRARY DONATION EXPENDIT	8.00	31191	11/06/20
00530	BRODART CO	10/12/20 YOUTH FOUNDATION B5981394	210-45551.610 SUPPLIES	0.80	31191	11/06/20
26680	BURT KEITH B	10/28/20 OA band 102820D	210-49340.000 MISC GRANT EXPENDITURES	125.00	31192	11/06/20
26750	CAFE MEDITERANO	10/28/20 OA vendor inv 102820D	210-49340.000 MISC GRANT EXPENDITURES	145.00	31193	11/06/20
V04609	CENTER POINT LARGE PRINT	10/01/20 ADULT COLLECTION 1794261	210-45551.640 ADULT COLLECTION-PRINT &	93.48	31194	11/06/20
21120	CHAMPLAIN MEDICAL URGENT	09/17/20 Hepatitis A Vaccination W 0004020900	210-42220.566 PHYSICAL EXAMS	85.00	31195	11/06/20
21120	CHAMPLAIN MEDICAL URGENT	11/01/20 Post Offer Physical 0004122000	210-42220.566 PHYSICAL EXAMS	412.00	31195	11/06/20
21210	CINTAS LOC # 68M 71 M	10/29/20 shop towels 4065850162	210-43110.610 SUPPLIES	80.17	31198	11/06/20
21210	CINTAS LOC # 68M 71 M	11/01/20 WATERBREAK COOLER AGRMENT 9108320005	210-43110.610 SUPPLIES	50.00	31198	11/06/20
04940	COMCAST	10/27/20 Internet 0179210 1020	210-41945.022 Telephone - Fire Station	168.40	31201	11/06/20
17025	COONRADT AMY	10/26/20 recording secretary 0044	210-41320.530 COMMUNICATIONS	42.21	31205	11/06/20
31545	COSTCO #314	10/22/20 Water/Candy for EJPR Even 10222020	210-42220.610 SUPPLIES	323.32	31206	11/06/20
25715	DONALD L. HAMLIN CONSULT	11/02/20 Road ResQ boundary adjust 19801 11220	210-41970.330 OTHER PROFESSIONAL SVCS	498.00	31207	11/06/20
25715	DONALD L. HAMLIN CONSULT	11/02/20 VEJ-11 Park Street Constr 20801 1120	210-15102.000 EXCHANGE - ENGI/LEGAL	598.50	31207	11/06/20

11/06/20

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Check Warrant Report # 17224 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 11/06/20 To 11/06/20 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	11/02/20	VEJ-Main Street Waterline	210-43110.330	703.00	31207	11/06/20
			20804 1120	Professional Services			
25715	DONALD L. HAMLIN CONSULT	11/02/20	water system inventory	210-43110.330	122.10	31207	11/06/20
			20810 1120	Professional Services			
V10576	ECOPIXEL LLC	11/01/20	Web hosting	210-41320.530	129.00	31211	11/06/20
			2857	COMMUNICATIONS			
26140	EL GATO CANTINA	10/28/20	Out and About Voucher Red	210-49340.000	145.00	31212	11/06/20
			102820D	MISC GRANT EXPENDITURES			
23215	ESSEX EQUIPMENT INC	10/28/20	HITCH PN CLPS	210-43110.610	16.21	31215	11/06/20
			107693870001	SUPPLIES			
V0797	FALCON PLUMBING SERVICE,	10/23/20	INSPECT BOILERS AT 2 LINC	210-41942.020	243.00	31217	11/06/20
			918931	R&M Bldg - 2 Lincoln St			
26305	FIREBIRD CAFE	10/28/20	Out and About Voucher Red	210-49340.000	615.00	31219	11/06/20
			102820D	MISC GRANT EXPENDITURES			
19005	FIRSTLIGHT FIBER	10/15/20	Phone EJFD 9/15-10/14/20	210-41945.022	50.34	31222	11/06/20
			8018841	Telephone - Fire Station			
26525	FIVE CORNER VARIETY	10/28/20	OA voucher inv	210-49340.000	55.00	31223	11/06/20
			102820d	MISC GRANT EXPENDITURES			
26800	FLEET FEET SPORTS BURLING	10/28/20	OA voucher inv	210-49340.000	80.00	31224	11/06/20
			102820d	MISC GRANT EXPENDITURES			
20470	GLOBAL MONTELLO GROUP	10/31/20	Oct Vehicle Fuel	210-41944.022	303.12	31229	11/06/20
			264903	Gasoline - Fire Station			
20470	GLOBAL MONTELLO GROUP	10/31/20	Oct Vehicle Fuel	210-43110.626	1185.27	31229	11/06/20
			264903	Vehicle Fuels			
20470	GLOBAL MONTELLO GROUP	10/31/20	Oct Vehicle Fuel	210-41944.026	65.64	31229	11/06/20
			264903	Gasoline - Maple St Park			
09375	GOOGLE INC	10/31/20	TECH ACCESS	210-45551.530	112.66	31230	11/06/20
			3810124681	TECHNOLOGY ACCESS			
19840	ID WHOLESALER SOUTH	10/07/20	OutAbout Essex Card Suppl	210-49340.000	732.85	31236	11/06/20
			INV6473457	MISC GRANT EXPENDITURES			
33495	INGRAM LIBRARY SERVICES I	10/22/20	ADULT COLLECTION	210-45551.640	12.19	31238	11/06/20
			49000157	ADULT COLLECTION-PRINT &			
33495	INGRAM LIBRARY SERVICES I	10/22/20	ADULT COLLECTION	210-45551.610	0.45	31238	11/06/20
			49000157	SUPPLIES			
33495	INGRAM LIBRARY SERVICES I	10/22/20	ADULT COLLECTION	210-45551.640	8.53	31238	11/06/20
			49000158	ADULT COLLECTION-PRINT &			
33495	INGRAM LIBRARY SERVICES I	10/25/20	ADULT COLLECTION	210-45551.640	125.00	31238	11/06/20
			49041052	ADULT COLLECTION-PRINT &			
26225	KAREN'S KLOSET	10/28/20	Out and About Voucher Red	210-49340.000	15.00	31242	11/06/20
			102820D	MISC GRANT EXPENDITURES			
26145	MCGILLICUDDYS FIVE CORNER	10/28/20	OA voucher inv	210-49340.000	495.00	31250	11/06/20
			102820D	MISC GRANT EXPENDITURES			
26550	MILTON BUSKER & THE GRIM	10/30/20	band OA inv	210-49340.000	250.00	31252	11/06/20
			103020D	MISC GRANT EXPENDITURES			
24620	MILTON RENTAL AND SALES	10/30/20	supplies for Wacker	210-43110.432	233.84	31253	11/06/20
			1604649	R&M Services - Vehicles			
V10615	NATIONAL PEN COMPANY,LLC	10/11/20	Flashlight - Fire Prevent	210-42220.838	436.54	31255	11/06/20
			111633043	FIRE PREVENTION			
V10615	NATIONAL PEN COMPANY,LLC	10/18/20	Pens - Fire Prevention	210-42220.838	401.71	31255	11/06/20
			111651600	FIRE PREVENTION			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24100	PERMA-LINE CORP OF NEW EN	10/30/20 SIGNS	210-43120.610	216.70	31259	11/06/20
		183222	Summer Const - Supplies			
01590	PETTINELLI & ASSOC INC	11/06/20 50% Deposit	210-41320.600	13532.50	31260	11/06/20
		71120178	Emergency Prep. Supplies			
24410	PRIORITY EXPRESS INC	10/25/20 COURIER SERVICES 10/19-10	210-45551.536	41.48	31262	11/06/20
		80272044	POSTAGE/DELIVERY			
37430	R R CHARLEBOIS INC	10/22/20 BUMPER-END, PLASTIC, L FR41	210-43110.432	153.00	31263	11/06/20
		ID87587	R&M Services - Vehicles			
37430	R R CHARLEBOIS INC	10/22/20 8E5 State Inspection	210-42220.432	1257.76	31263	11/06/20
		RC73088	VEHICLE MAINTENANCE			
37430	R R CHARLEBOIS INC	10/26/20 8L3 State Inspection Flu	210-42220.432	917.63	31263	11/06/20
		RC73131	VEHICLE MAINTENANCE			
24775	ROBERGE & SONS MOWING INC	09/22/20 road side grass cutting	210-43117.000	990.00	31267	11/06/20
		787097	Streetscape Maintenance			
V1976	ROCKY'S PIZZA	10/28/20 OA voucher inv	210-49340.000	160.00	31269	11/06/20
		102820D	MISC GRANT EXPENDITURES			
11345	SANITARY EQUIPMENT CO INC	10/27/20 VAC - KANAFLEX HOSE CLAMP	210-43110.432	96.79	31274	11/06/20
		0142024	R&M Services - Vehicles			
11345	SANITARY EQUIPMENT CO INC	10/28/20 VAC -11/4" NPTM..	210-43110.432	12.70	31274	11/06/20
		0142064	R&M Services - Vehicles			
26840	SPUTOOLA	10/29/20 Voucher OA inv	210-49340.000	125.00	31279	11/06/20
		102920D	MISC GRANT EXPENDITURES			
V2124	STAPLES ADVANTAGE	10/17/20 COVID RELATED SUPPLIES	210-41320.600	284.47	31281	11/06/20
		3459382220	Emergency Prep. Supplies			
37680	TARRANT, GILLIES & RICHA	09/30/20 charter legal	210-41320.330	300.00	31283	11/06/20
		14243	OTHER PROFESSIONAL SERVIC			
26690	THOMPSON LOWELL	10/30/20 Band OA inv	210-49340.000	125.00	31285	11/06/20
		103020D	MISC GRANT EXPENDITURES			
24770	TROWEL TRADES SUPPLY INC	10/08/20 REPAIR TO 2 LINCOLN BUILD	210-41942.020	61.20	31288	11/06/20
		850625000	R&M Bldg - 2 Lincoln St			
19720	VERIZON CONNECT NWF, INC.	11/01/20 OCT AVL SERVICE	210-43110.442	132.53	31293	11/06/20
		OSV2267165	EQUIPMENT RENTALS			
36130	VERIZON WIRELESS	10/19/20 communications	210-43110.530	192.75	31294	11/06/20
		9865233502	Communications			
26795	VERMONT CHALKY PAINT LLC	10/28/20 OA voucher inv	210-49340.000	15.00	31296	11/06/20
		102820D	MISC GRANT EXPENDITURES			
25315	VESPA'S PIZZA PASTA & DEL	10/28/20 OA voucher inv	210-49340.000	235.00	31297	11/06/20
		102820D	MISC GRANT EXPENDITURES			
07565	W B MASON CO INC	10/26/20 COVID SUPPLIES	210-41320.600	119.99	31304	11/06/20
		214952124	Emergency Prep. Supplies			
19815	AMAZON CAPITAL SERVICES	11/01/20 RecKids Westford	226-45120.610	49.96	31185	11/06/20
		16QDR99NM116	SUPPLIES			
19815	AMAZON CAPITAL SERVICES	10/29/20 RecKids EES Supplies	226-45120.610	77.83	31185	11/06/20
		1JNRGWL1YMRP	SUPPLIES			
19815	AMAZON CAPITAL SERVICES	10/31/20 RecKids Founders Supplies	226-45120.610	91.95	31185	11/06/20
		1NY1PHVHF6WX	SUPPLIES			
19815	AMAZON CAPITAL SERVICES	10/07/20 SLS Supplies	226-45123.610	2976.96	31185	11/06/20
		1RT3JKDMRLH4	Supplies			
20470	GLOBAL MONTELLO GROUP	10/31/20 Oct Vehicle Fuel	226-45120.626	87.72	31229	11/06/20
		264903	GAS, GREASE & OIL			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	11/02/20 Crescent Connector 12883 1120	230-46801.008 CRESCENT CONNECTOR	5018.75	31207	11/06/20
14245	E.H. WACHS	10/26/20 U-W Operating Nut Set, St 182500	254-43200.614 DISTRIBUTION MATERIALS	992.30	31209	11/06/20
20470	GLOBAL MONTELLO GROUP	10/31/20 Oct Vehicle Fuel 264903	254-43200.626 GAS,GREASE AND OIL	149.59	31229	11/06/20
11345	SANITARY EQUIPMENT CO INC	10/27/20 VAC - KANAFLEX HOSE CLAMP 0142024	254-43200.432 VEHICLE MAINTENANCE	16.13	31274	11/06/20
11345	SANITARY EQUIPMENT CO INC	10/28/20 VAC -11/4" NPTM.. 0142064	254-43200.432 VEHICLE MAINTENANCE	2.12	31274	11/06/20
38760	TI-SALES INC	10/30/20 5/8"â€™ X 3/4" Neptune T- 0124252	254-43330.002 METER REPLACEMENT PROGRAM	2453.66	31287	11/06/20
36130	VERIZON WIRELESS	10/19/20 communications 9865233502	254-43200.535 TELEPHONE SERVICES	177.14	31294	11/06/20
05290	ADVANCE AUTO PARTS	10/27/20 PB White Lith Grease 11 552030133071	255-43200.570 MAINTENANCE OTHER	5.97	31183	11/06/20
04940	COMCAST	10/23/20 internet 10/30-11/29/20 0316028 1020	255-43200.491 CONTRACTUAL SERVICES	163.30	31202	11/06/20
06870	ENDYNE INC	10/28/20 Weekly TKN 350962	255-43200.577 CONTRACT LABORATORY SERVI	35.00	31213	11/06/20
06870	ENDYNE INC	11/02/20 Weekly TKN 351943	255-43200.577 CONTRACT LABORATORY SERVI	35.00	31213	11/06/20
18000	FERGUSON WATERWORKS #590	10/30/20 digester transfer safety 0989130	255-43200.570 MAINTENANCE OTHER	110.81	31218	11/06/20
20470	GLOBAL MONTELLO GROUP	10/31/20 Oct Vehicle Fuel 264903	255-43200.626 GAS,GREASE AND OIL	275.85	31229	11/06/20
24250	IMPACT FIRE	10/29/20 WWTF ANNUAL FIRE EXT INSP 7966809	255-43330.012 ALKALINITY CNTRL INSTALLA	220.00	31237	11/06/20
V9454	LENNY'S SHOE & APP	10/19/20 clothing - Corey 3318338	255-43200.612 UNIFORMS,BOOTS,ETC	274.00	31246	11/06/20
V9454	LENNY'S SHOE & APP	10/29/20 clothing - Patrick 3319908	255-43200.612 UNIFORMS,BOOTS,ETC	526.97	31246	11/06/20
V14377	MANCHESTER HOSE & COUPLIN	10/27/20 1-1/2" RED RUBBER GP Fire 33126	255-22501.002 CWSRF LOAN RF1-148	549.70	31248	11/06/20
20040	RAB CONSULTING & SERVICES	11/02/20 Oct Zn and PreTreat Ordin 094	255-43200.330 OTHER PROFESSIONAL SERVIC	942.50	31264	11/06/20
11345	SANITARY EQUIPMENT CO INC	10/27/20 VAC - KANAFLEX HOSE CLAMP 0142024	255-43200.432 VEHICLE MAINTENANCE	16.13	31274	11/06/20
11345	SANITARY EQUIPMENT CO INC	10/28/20 VAC -11/4" NPTM.. 0142064	255-43200.432 VEHICLE MAINTENANCE	2.12	31274	11/06/20
07235	SETON IDENTIFICATION PROD	10/19/20 credit for tax applied to 1600040034	255-43200.570 MAINTENANCE OTHER	-12.89	31275	11/06/20
07235	SETON IDENTIFICATION PROD	10/13/20 HAZ MAT ENGLISH POSTER FL 9344684164	255-43200.570 MAINTENANCE OTHER	227.75	31275	11/06/20
07235	SETON IDENTIFICATION PROD	10/15/20 PLACARD-CORROSIVE SYMBOL 9344709628	255-43200.570 MAINTENANCE OTHER	183.65	31275	11/06/20
07235	SETON IDENTIFICATION PROD	10/16/20 HAZCOM WARNING LABEL 14X1 9344722265	255-43200.570 MAINTENANCE OTHER	421.30	31275	11/06/20
07235	SETON IDENTIFICATION PROD	10/19/20 credit for SH charges mul 9344737237	255-43200.570 MAINTENANCE OTHER	-41.45	31275	11/06/20

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	GLOBAL MONTELLO GROUP	10/31/20	Oct Vehicle Fuel 264903	256-43200.626 GAS, GREASE AND OIL	147.06	31229	11/06/20
11345	SANITARY EQUIPMENT CO INC	10/27/20	VAC - KANAFLEX HOSE CLAMP 0142024	256-43200.432 VEHICLE MAINTENANCE	193.57	31274	11/06/20
11345	SANITARY EQUIPMENT CO INC	10/28/20	VAC -11/4" NPTM.. 0142064	256-43200.432 VEHICLE MAINTENANCE	25.41	31274	11/06/20
38760	TI-SALES INC	10/30/20	5/8"â€ X 3/4" Neptune T- 0124252	256-43330.002 METER REPLACEMENT PROGRAM	4907.34	31287	11/06/20
36130	VERIZON WIRELESS	10/23/20	communications pump stati 9865625764	256-43200.434 PUMP STATION MAINTENANCE	156.28	31295	11/06/20
36130	VERIZON WIRELESS	10/23/20	communications pump stati 9865625764	256-43220.001 SUSIE WILSON PS COSTS	33.70	31295	11/06/20
36130	VERIZON WIRELESS	10/23/20	communications pump stati 9865625764	256-43220.002 WEST ST PS COSTS	33.70	31295	11/06/20
Report Total					50901.22		

...



GBIC

Good Jobs In A Clean Environment

October 15, 2020

Town of Essex & Essex Junction Selectboards

C/O: Evan Teich, Unified Manager

Town of Essex & Essex Junction

81 Main Street

Essex Junction, Vermont 05452

Dear Evan:

GBIC appreciates the opportunity to submit an appropriation request to the Town of Essex & Essex Junction Selectboards for FY 2022. Especially in this unprecedented year of Covid19, economic development and assistance has become even more important. While Chittenden County remains the economic engine of the State, our region faces new and significant challenges. The GBIC team continues our commitment to retain, expand and attract good wage-paying jobs because without a vibrant, diverse, and stable economy we will not be able to support all of what makes Vermont a special place to live, work, and raise a family.

As a non-profit business and community service organization, it is essential that we solicit annual financial assistance. **We would like to thank both the Town and Junction for their support in the past and for the opportunity to submit this request to consider an appropriation of \$7,500 (combined) for GBIC for FY 2022.** Your support of our programs and services to the business community and municipalities is important to us.

The Articles of Association of GBIC provide that the chief-elected official of each community in Chittenden County is a member of GBIC's corporation. The members have the opportunity to attend the annual membership meeting each year in June to elect directors and also attend any special meetings of the membership that may be called during the year.

Our staff, as well as the members of our Board, would welcome the opportunity to meet with you if we may be of service at any time. Additionally, a member of our team would be more than happy to meet with your Selectboards or Funding Committee when contributions are discussed.

GBIC FY 2020 Performance Dashboard

BENCHMARKS	FY 2020 7-1-19 to 6-30-20
Number of Employer interactions or visitations	36 Key Employer Visits 7,450
Number of Employers contacted	600 Key Employers 90,000 Employees
Number of VTP contracts awarded	*4 Contracts \$117,663
Number of VEDA loans applied for	*13 Loans \$3,605,149
Number of VEGI applications VEGI Awards	*4 Awards \$4,752,411
PTAC Activity	*54 Employers \$28,066,661
CEDS completed or updated	Updated
Number of job fairs held	1
Number of permits assisted	5
Number of site relocations assisted	3
Number of SBDC Customers & Counseling sessions	*76 Clients 161 Counseling Sessions
Number of VMEC Consults	*23 Employers 248 trained

** Represents activity from the 1st half of FY 2020; results of 2nd half of the year are pending*

Thank you for helping us to continue to provide "Good Jobs in a Clean Environment."

Sincerely,



Frank Cioffi
President



Ethan Bechtel
Chair



Shelburne, VT | October 2020
Photo by Lee Krohn

REGIONAL NOTES

October 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 »](#)

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[Quality of Place](#)

[Emergency Management](#)

[Social Community](#)

CCRPC Calendar of Events

PLEASE NOTE:

Good afternoon,

I hope everyone is having a safe and enjoyable autumn. Over the past month, I've been connecting with each of our member municipalities by attending Selectboard and City Council meetings to provide an overview of the work we've done in each community over the past year. [Click here](#) to see what's been happening in your community (*your community > Data & Reports > 2020*), and check out our [FY20 Annual Report](#) to get a sense for local, regional and statewide initiatives.

We also want to point you to a new resource: [Prioritizing Health in the Built Environment: A Municipal Planning Look at Preventing Substance Use in Chittenden County](#). This guide was created by the Chittenden Prevention Network with assistance from the CCRPC and other community partners. It addresses how local leaders can work together to build a community that supports health in policy and practice, and examines best practices surrounding substance use prevention, how the marketing and advertising landscape in a community impacts individual choices, and more. It also includes key tools and strategies for municipalities to use in preventing and reducing substance use (including alcohol, tobacco and cannabis). Please [check this out](#), and [contact Melanie Needle](#) with any questions or comments.

On a related note, [S.54 \(Act 164\)](#) -- Cannabis Tax and Regulate -- became law on October 7th, and will become fully effective in 2022. The new tax and regulate system is still a work in progress, with responsibility for some details left to the new Cannabis Control Board, which will be formed in 2021. Here are some key points, adapted from the Vermont League of Cities & Towns (VLCT) and Vermont Planning Association (VPA) summaries:

- Retail sales will only be allowed in communities that vote to opt-in.
- Cultivation, testing, warehousing, and distribution are not subject to any municipal opt-in.
- While municipalities cannot issue blanket prohibitions of cannabis establishments via ordinance or zoning, the uses are subject to zoning. The bill empowers communities to create local cannabis control commissions, and for such commissions to condition issuance of a local license on any zoning bylaw adopted pursuant to 24 V.S.A., section 4414.

All meetings below will be held REMOTELY until further notice. Information about joining remotely is provided with every meeting agenda.

NOVEMBER

11/3, 9:00am:
Transportation Advisory
Committee Meeting

-CANCELED- 11/3
11:00am: Clean Water
Advisory Committee
Meeting

-CANCELED-
11/3, 12:30pm:
Clean Water Advisory
Committee MS-4 Sub-
Committee Meeting

11/4, 5:45pm: CCRPC
Executive Committee
Meeting

11/18, 2:30pm: Planning
Advisory Committee

11/18, 6:00pm: CCRPC
Board Meeting

DECEMBER

12/8, 8:00am: Chittenden
County Municipal
Legislative Briefing

[View full calendar »](#)



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 »](#)

- Per VPA's interpretation, municipalities can make cannabis establishments subject to conditional use review/approval, and perhaps even craft new conditional use review standards pursuant to 24 VSA, section 4414(3)(B)(v).
- Cannabis shall not be regulated as "farming," and cultivated cannabis shall not be considered an agricultural product or agricultural crop under relevant State laws; therefore municipalities will have the power to regulate cannabis cultivation through zoning, unlike traditional agricultural practices and agricultural structures.

CCRPC will be working with the Planning Advisory Committee on the relevant components of this bill as more details are worked out. For more information, [review the bill](#) or [VLCT's summary](#) (page 6).

Have a safe and happy Halloween!

Best regards,

Charlie Baker
Executive Director, **CCRPC**

Of Note

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. Learn more on the [Vermont Secretary of State website](#), and plan to vote on or before November 3rd.

Now More Than Ever, Your Flu Shot Matters

The merger of flu season and the ongoing COVID-19 pandemic has the potential to create an unprecedented public health situation in the coming months. UVM Health Network is doing everything it can to be ready. This year, getting a flu shot is more important than ever before. [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 »](#)

Transportation

Implementing ECOS Strategy 2

Thoughts on Vermont's Rail System? Provide Feedback by October 30

The Vermont Agency of Transportation has developed a community crowdsourcing [tool](#) for the [Rail and Freight Plans](#). The tool provides ample resources in one spot, and solicits input on the Freight and Rail Plan Updates. [Learn More »](#)

Roll to the Polls - for Free!

Greenride Bikeshare is offering free bike rides to polling places in Burlington, South Burlington and Winooski on Election Day, Nov. 3. Voters can [click here](#) for more details on how to get a free ride to vote. Greenride is owned by Gotcha Mobility, LLC, in Charleston, South Carolina, which is participating in a national program called Roll To the Polls 2020 in partnership with the North American Bikeshare Association. Bike share companies across the country are offering free or discounted rides to the polls. In the 2016 election, 3% of Americans cited "transportation problems" as a barrier to voting, according to the Pew Research Center. That 3% equates to 4.6 million registered voters in 2020, Gotcha Mobility said. [Learn More »](#)

SFY2022 Better Roads Grant Announcement

The Vermont Agency of Transportation announced the 24th year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The grant funds are provided by VTTrans with partnership through the Vermont Agency of Natural Resources. The [Vermont Better Roads Program](#) promotes the use of erosion control and maintenance techniques that save money while protecting and enhancing



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 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 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

St. George: Jeff Pillsbury

So. Burlington: Chris Shaw

Underhill: Vacant

Westford: Allison Hope

Williston: Erik Wells

Winooski: Mike O'Brien
(Chair)

water quality around the State. Applications for funding will be accepted until December 18th, 2020. [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 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 »](#)

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

Covid-19 Business Broadband Impacts Survey: Respond by **November 2**

The Vermont Department of Public Service is asking business owners/operators to complete this **10-minute survey** to help understand how the COVID-19 pandemic has affected your business operations and your employees' ability to do their work, related to your Internet usage and needs. The survey is designed to gather information to help the State develop strategies to close gaps in broadband availability and capacity that were created, or accentuated, by the pandemic. [Learn More »](#)

Building Ventilation and Indoor Air Quality Considerations During COVID-19 - Webinar: **November 5**

Are you a property owner, facilities manager, energy efficiency professional, business owner or member of the Burlington 2030 District? Please join the Burlington 2030 District and Burlington Electric Department for a special webinar focused on implementing healthier and safer indoor spaces during COVID-19 and beyond. [Learn More »](#)

ACCD Expanded Economic Recovery Grants Due **November 9**

ACCD and the Department of Taxes are administering **Expanded Economic Recovery Grants**. The Department of Taxes application is open now through the **myVTax portal** until Friday, November 9, 2020 at 11:59pm. Visit the **ACCD COVID-19 Recovery Resource Center** for full details, eligibility requirements, how to apply, and **FAQs for businesses**. If you missed the webinar this week about the program, **a recording** has been posted to the website as well. [Learn More »](#)

Vermont Temporary Broadband Subsidy Program: Applications Due **November 30**

The Temporary Broadband Subsidy Program provides eligible Vermont households with a credit to assist with Internet service subscriptions.

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

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Amy Irvin Witham, Business Office Associate

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Melanie Needle, Senior Planner

Taylor Newton, Senior Planner

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](#).

Qualifying residents may receive a temporary credit of up to \$40 per month toward an Internet service subscription. Grants will be awarded on a first come, first served basis until funding runs out or the program ends in December 20, 2020. You must apply before November 30, 2020. [Learn More »](#)

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 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

Final Chance: Respond by **October 30** to Inform Vermont's Clean Water Budget

The Clean Water Board is requesting public input on State Fiscal Year 2022 [clean water funding priorities](#), October 1-30, 2020. Thanks to those who have already participated! If you haven't yet, it's not too late. [Learn More »](#)

The Art and Science of Green Stormwater Infrastructure Design: **November 3**

Sarah Hoffmeier of Landscapes Rooted in Design will share her experiences designing, installing, and maintaining the rain garden at Montpelier's Vermont State Employees Credit Union. This bioretention system at the junction of the Siboinebi Trail and Bailey Ave manages stormwater runoff from the parking lot. Sarah designed the rain garden to include specific plants that have capacity to uptake certain pollutants and to ensure an aesthetically-pleasing garden for passers-by. [Learn More »](#)

South Burlington Energy Report

South Burlington Energy Manager Lou Bresee briefed the City Council on measures that have been taken to reduce the City's demand on energy sources and also to generate electricity for City uses. The presentation provided detailed information on energy uses across City functions to provide a basis to determine where and how to make improvements in consumption and where the return on investment in generation makes sense. [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

Burlington's City Hall Park Has Reopened

Burlington's City Hall Park has reopened after more than a year of renovations. The new park features wider pathways, a water fountain with customizable colored lights, and a new public bathroom. The standalone unit, called a Portland Loo, will be open every day the temperature stays

Our Communities

[Bolton »](#)
[Buel's Gore »](#)
[Burlington »](#)
[Charlotte »](#)
[Colchester »](#)
[Essex »](#)
[Essex Junction »](#)
[Hinesburg »](#)
[Huntington »](#)
[Jericho »](#)
[Milton »](#)
[Richmond »](#)
[Shelburne »](#)
[South Burlington »](#)
[Underhill »](#)
[Westford »](#)
[Williston »](#)
[Winooski »](#)

above -20 degrees, meeting a longtime demand for accessible bathrooms downtown. [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

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

Our Community's Health: What's Important to You? Take the Survey

United Way of Northwest Vermont, The Larner College of Medicine at The University of Vermont, and other Vermont United Ways are currently doing a survey asking individuals across the state to share their perceptions about the health of the community. [Learn More »](#)

UVM Medical Center Will Host COVID-19 Vaccine Trial

UVM Medical Center and the Vaccine Testing Center at UVM Larner College of Medicine have been selected to participate in a Phase 3 trial for a COVID-19 vaccine developed by Oxford University and manufactured by AstraZeneca. This is a two-year trial that will include at least 250 people from our region and about 30,000 nationwide. [Learn More »](#)

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 »](#)

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
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ccrpcvt.org | ecosproject.com

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Memorandum

TO: Evan Teich, Unified Manager, the Selectboard and the Trustees

FROM: Dennis E. Lutz, P.E., Public Works Director

Tom Yandow, Buildings Manager

DATE: 22 October 2020

SUBJECT: Buildings Study (INFORMATION)

Tom Yandow and I met with John Alden and staff from Scott and Partners this week to discuss the next phase of work for the ongoing Municipal Facilities Space Needs Analysis first started in 2018 and still open.

Phase 1 has been completed and a report submitted to both Boards outlining the current building needs for the Fire, Recreation and Public Works Departments. That portion of the study provided the data that showed all of these departments lack the building space essential to performing their functions. Almost all these department are at 50% of their needed space and some are in buildings that need upgrades or new facilities. An idealized approach was taken to look at sizing new facilities on the basis of independent operations as well as combined ones. The 15 to 24-million-dollar estimate was made based on totally new facilities. Reality indicates that this would likely never occur.

The next step to be taken in the study is to focus on how existing facilities could be expanded or shared to meet the building needs as well as space that would become available of one or more entities were to relocate. It is likely that some new buildings would be needed whether or not merger occurred. However, if those new buildings were shared as in a merged community and other buildings upgraded and repurposed for other departments, the total building needs could be met at much lower costs.

A lot of good ideas were shared at the meeting and many could lead to workable and implementable solutions. However, without knowing the outcome of the merger votes or in lieu of merger, further consolidation, there are really too many options to reasonably consider. Merger leads solutions in one direction and a non-merger vote may lead options in another direction. It was felt that given the current situation, further building study should be put on hold until the merger/consolidation issue is clearer.

Therefore, both the Architect performing the study and building staff have recommended putting the study on temporary hold.

MEMORANDUM

TO: Town of Essex and Village of Essex Junction Employees
CC: Town Selectboard, Village Trustees
FROM: Evan Teich, Unified Manager
DATE: November 6, 2020
SUBJECT: COVID-19 Update



As most of you know, there is a recent spike in COVID-19 cases across the country and with holidays just around the corner, we must be cautious in how we proceed with services and operations. We must do our part in preventing “super-spreader” events and ensure that we have healthy and available staff to keep our roads plowed this winter and continued services for our community. To date, we have been successful in protecting staff and the public during this state of emergency. To that end, I am extending our current directives regarding building closures and operations until at least **January 3, 2021**.

Cold weather is upon us and departments may have to rethink how we approach public meetings and events during the winter months. I am already impressed with many of the ideas and strategies coming from our departments. Due to the limited conference room space, we will continue with online meetings for boards and committees. I have full confidence in our abilities to remain vigilant of activities that must be revised to meet current safety guidelines and our ability to find ways to continue the necessary work the community deserves from us.

Employee Intranet—Please take a minute to visit the [employee intranet](#). It’s a great resource where you can find information on COVID employee related concerns, employee insurance, and the most up to date policies. If you have an *essex.org* or *essexjunction.org* email address, you can login quickly by clicking on “Existing Account”.

Symptomatic employees—if you have symptoms of COVID-19, please *do not show up for work*. You should consult with your health care provider to determine if these symptoms are due to COVID-19 or some other reason, as well as whether you should or should not go to public places or work.

Vacation requests—Keep in mind that your exposure to certain travel areas (both those you visit or people who visit you) may preclude you from returning to work immediately. For everyone’s safety, please be transparent with any travel plans and potential exposure situations. A necessary quarantine may result in upwards of 2 additional weeks of leave in addition to any approved vacation and continuing operations rely on planning ahead for such events as much as possible.

Employee COVID Survey— I want to thank everyone who took the time to take the COVID-19 Employee Survey. In total 74 employees participated, which is an incredible number. In the coming days we will be putting together a summary of our findings as well as an FAQ to answer some of the more common questions that came up. For some of the more position specific or unique questions employees are welcome to reach out to me, Travis, or Greg directly and we will do our best to respond. Out of the 74 total responses: 17 employees identified as being from Public Works or Waste Water Treatment, 17 identified as being from Police and Fire, 15 identified as being Administrative Staff, & 12 identified as being Department Heads. Further 18 identified as remote workers, and 25 identified as on site staff. More info will follow soon.

Be sure to contact Travis Sabatasso in Human Resources if you have any questions regarding upcoming leave time, COVID-19 concerns, or your safety at work. Our management team understands that concerns can be complex and may not have a clear answer. We are ready to listen and work with you as we maneuver through this pandemic together.

MANAGER DIRECTIVES EFFECTIVE UNTIL JANUARY 3, 2021:

- 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 Sabatase. 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.

From: janine@nebiosolids.org

Sent: Thursday, November 05, 2020 11:43 AM

To: Jim Jutras <jim@essexjunction.org>

Subject: Thanks for Your Contribution to the PFAS Cost Impacts Study!

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

Hi Jim,

On behalf of the Water Environment Federation (WEF), the National Association of Clean Water Agencies (NACWA) and NEBRA, I want to thank you for your contributions to the CDM Smith report *Cost Analysis of the Impacts on Municipal Utilities and Biosolids Management to Address PFAS Contamination*. Your input was invaluable!

You can access the entire report on NEBRA's website. Here's the link for your convenience:

<https://static1.squarespace.com/static/54806478e4b0dc44e1698e88/t/5fa3f1882eaacb3ff8a6beb4/1604579724054/Cost+Analysis+of+PFAS+on+Biosolids+--+Final.pdf>.

NEBRA, WEF and NACWA have started to publicize the report and its findings. Here's a synopsis for you:

- Average costs for managing biosolids **increased 37%** in states where there are stringent PFAS regulations (mainly in the Northeast).
- PFAS has had major impacts on beneficial use programs. There was little to no impact observed on programs relying on landfilling and incineration as primary management methods.
- The data comes from detailed interviews with 29 entities involved in the generation, management and use of biosolids products.
- The report contains 9 interesting case studies of water resource recovery facilities and businesses impacted by PFAS.
- The report also contains a chapter reviewing current PFAS removal and destruction technologies, mostly for drinking water, and reviews promising and emerging technologies related to PFAS removal and destruction from biosolids and wastewater matrices including vitrification, plasma-assisted sludge oxidation, and foam fractionation.

Our goal now is to get this report into the hands of legislators and regulators to inform policy discussions related to PFAS and biosolids/residuals.

Your cooperation and assistance was the key to this study. Again, many thanks for sharing your story and data with us. Please let me know if you have any suggestions for utilizing the results of this important study.

Take care,
Janine

Janine Burke-Wells, Executive Director
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