



VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
SPECIAL MEETING AGENDA

Online  
Essex Junction, VT 05452  
Tuesday, June 8, 2021  
4:00 PM

E-mail: [manager@essexjunction.org](mailto:manager@essexjunction.org)

[www.essexjunction.org](http://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: 279 254 649#
- **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** [4:00 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **WORK SESSION ON ESSEX JUNCTION INDEPENDENCE INITIATIVE**
5. **INVOCATION TO CIVILITY**
6. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
7. **PUBLIC HEARING** [8:00 PM]
  - a. Fiscal Year 2022 Proposed Utility Rates
8. **BUSINESS ITEMS**
  - a. \*Consider reappointment of Karen Dolan to the Village Capital Program Review Committee
  - b. \*Consider reappointment of Philip Batalion to the Village Planning Commission
  - c. \*Consider reappointment of Warren Spinner to the Village Tree Advisory Committee
  - d. Consider approval of COVID true-up bonuses for employees
  - e. Presentation, discussion, and potential action to update Community Development fees
  - f. 1 Main Street Pocket Park update
  - g. CCRPC Appointments – Clarification on Alternate and TAC Alternate
9. **CONSENT ITEMS**
  - a. Warn second public hearing on Fiscal Year 2022 Proposed Utility rates for June 22, 2021
  - b. Consider approval of FY2022 Essex CHIPS lease
  - c. Approve minutes: May 24, 2021 – Joint; May 25, 2021
  - d. Check Warrants: #17253 – 5/28/21; #17254 – 6/4/21
10. **READING FILE**
  - a. Board member comments
  - b. Email from Liz Subin re: Supporting Equity Work in Essex
  - c. Essex Juneteenth Celebration
  - d. Upcoming meeting schedule
11. **EXECUTIVE SESSION**
  - a. \* An executive session may be requested to discuss the appointments of public officials
12. **ADJOURN**

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Certification: 6/4/2021  
Date Posted Initials

## Memo

To: Village Trustees

From: Brad Luck, Director, EJRP

Date: June 1, 2021

Re: Work Session: Essex Junction Independence

### Essex Junction Independence

#### Goal

To create an independent Essex Junction, ensuring that it: has a foundation that provides for economic and political stability, reflects the Village character, has opportunity for growth, and looks towards the future.

#### How we will get there

This will be a Village led process that is future-oriented. We will steer clear of distractions and act with civility, transparency, and deliberateness. The Trustees will work to develop consensus and speak with a consistent voice. We will engage with, bring together, seek input from, and work to inform our community. We will work with the Selectboard and maintain a healthy relationship with our neighbors in the Town.

Tonight, we will be discussing:

- A. Goals in developing the City organization
- B. Statutory options for sharing services
- C. Employee conversations and surveys summary
- D. Draft organizational chart
- E. Draft timeline (charter to city)
- F. Working with the Selectboard on shared services
- G. Other transitional considerations

#### A. Goals in developing the City organization

We will review and discuss Trustee goals as we examine drafting what the potential organization of the City could look like.

#### B. Statutory options for sharing services

We will discuss with legal counsel what the statutory options are for sharing municipal services with another entity.

#### C. Employee conversations and surveys summary

We will review and discuss feedback from conversations and surveys with various employees regarding independence.

#### D. Draft organizational chart

We will look at a draft organizational chart based on the findings of the employee conversations. We will discuss Trustee thoughts, comments, suggestions, and questions. We will determine best next steps.

E. Draft timeline (charter to city)

We will look at a draft timeline of how we get from the November vote and passing of the charter to the starting of a full functioning city of Essex Junction. We will discuss Trustee thoughts, comments, suggestions, and questions. We will determine best next steps.

F. Working with the Selectboard on shared services

We will discuss the approach the Trustees want to take in working with the Selectboard regarding independence and shared services.

G. Other transitional considerations

We will discuss transitional considerations and timelines related to the draft organizational plans.

Attachments

More information will be provided at the work session.

## **Invocation to Civility**

We are gathered together in civil assembly. We gather as a community, in the oldest sense of the word. We gather to come together and try to make decisions; about what is right, about what is wrong. Let us advocate for our positions, but not at the expense of others. Let us remember that there is an immense gap between saying, “I am right” and saying, “I believe I am right.” And that our neighbors with whom we might disagree are good people “with hopes and dreams as true and high as ours.” And let us always remember that, in the end, caring for each other, in this community, is of far greater importance than any difference we may have. Thank you for being here this evening.

- Toby Balivet

# **MEMORANDUM**

**TO:** Village Trustees and Evan Teich, Unified Manager  
**FROM:** Sarah Macy, Finance Director  
**CC:** Jim Jutras, Water Quality Superintendent  
**DATE:** June 1, 2021  
**SUBJECT:** FY22 Proposed Utility Rates (public hearing) and Warn a Second Public Hearing

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## **Issue**

The issue is to hold a public hearing on the the FY22 Proposed Utility Rates and warn a second public hearing.

## **Discussion**

Earlier this year, the Trustees approved FY22 enterprise fund budgets which can be found in **Attachment A – FY22 Approved Wastewater and Sanitation Fund Budgets and FY22 Water Fund Adjusted Budget**. Note: The Water budget will require an adjustment and is presented with the proposed adjustment here. A request will be made after the second public hearing to approve the adjusted budget. The adjustment is a result of the annual Global Foundries reconciliation between projected and actual usage which happens as a part of rate setting after the budgets are finalized.

The proposed FY22 rates result in a 2.88% or \$15.67 annual increase per year for the average residential user (120 gallons per day). The details of these rate calculations can be found in **Attachment B – FY22 Utility Rate Calculations Using Approved Budgets** and summarized in the following table. Coming in under the eight year average of 3.58%, there is an increase to water and sanitation rates and level funded sewer rates. The Utility Rate Evaluation Study from July 2013 established a method for calculating rates each year. The Water and Sanitation rates were set using the approved budgets, actual usage and unit figures, and are being recommended as is. The Sewer rate when run through the calculation method shows a 10% decrease. However, I am recommending that the sewer rate remain at the same level for the upcoming year.

Why is management recommending a level sewer rate instead of a decrease?

The Wastewater Treatment Facility (WWTF) is part of a Tri-Town (Essex Town, Williston, and Essex Junction) agreement for sharing costs. The formula established for billing Essex Town and Williston involves a projection of flow resulting in an estimated percentage of total flow to the facility coming from each community. The remaining flow is attributed to the Village. Over the past three years the trend has been an annual increase to the amount to be raised by Village rate payers. In FY22, this amount decreased triggering the established formula to show a decreasing rate. After discussion with Jim Jutras and for the purpose of long term rate stability, we recommend jointly that the sewer rate remain level instead of decreasing for the year. The meters measuring flow have an error tolerance of about 10% and the budgeted figures rely a great deal on assumptions. It is quite possible that this is an outlier and the previous trend will pick up again next year as has been demonstrated in past years. Most recently FY17 and FY18, rates have been decreased just to increase again in future years. It's our opinion that there is much to be gained by predictable steady change over time instead of

the volatility that comes with a decrease followed by an increase. If, this turns out not to be an outlier year, then that will show in next year's rate setting and we can evaluate it.

<b>Utility Charges Comparison</b>				
<i>Residential Property using 120 gallons/Day</i>				
	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>8 Year Average</b>
<b>Water</b>				
Fixed Charge, annual	\$ 107.44	\$ 114.39	<b>\$ 122.23</b>	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 109.79	\$ 115.63	<b>\$ 120.30</b>	
Total	\$ 217.23	\$ 230.02	<b>\$ 242.53</b>	
\$ Change	\$ 14.91	\$ 12.79	<b>\$ 12.51</b>	\$ 9.1514
% Change	7.37%	5.89%	<b>5.44%</b>	4.79%
<b>WWTF</b>				
Fixed Charge, annual	\$ 103.28	\$ 113.95	<b>\$ 113.95</b>	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 57.23	\$ 62.49	<b>\$ 62.49</b>	
Total	\$ 160.51	\$ 176.44	<b>\$ 176.44</b>	
\$ Change	\$ 14.88	\$ 15.93	<b>\$ (0.00)</b>	\$ 3.8263
% Change	10.22%	9.92%	<b>0.00%</b>	2.64%
<b>Sanitation</b>				
Fixed Charge, annual	\$ 97.92	\$ 102.63	<b>\$ 105.20</b>	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 33.29	\$ 35.04	<b>\$ 35.62</b>	
Total	\$ 131.21	\$ 137.67	<b>\$ 140.82</b>	
\$ Change	\$ 8.82	\$ 6.46	<b>\$ 3.15</b>	\$ 3.7460
% Change	7.20%	4.93%	<b>2.29%</b>	3.12%
<b>Total All Utility Rates, annual</b>				
	\$ 508.95	\$ 544.13	<b>\$ 559.80</b>	
\$ Change	\$ 38.61	\$ 35.18	<b>\$ 15.67</b>	\$ 16.7237
% Change	8.21%	6.91%	<b>2.88%</b>	3.58%

Additionally, **Attachment C**, shows the calculations for the Large User Water Rate and the Wholesale Wastewater Rate. The Large User Water Rate is increasing from \$0.085 to \$0.092 per 1,000 gallons and the Wholesale Wastewater Rate is increasing from \$3.205 to \$3.251 per 1,000 gallons treated.

### Cost

- The large user rate is increasing by \$0.007/1,000 gallons from \$0.085 to \$0.092
- The Wastewater Treatment wholesale rate is increasing 1.4% from \$3.205 to \$3.251
- The cost to the Village resident using 120 gallons per day will increase by 2.88% or \$15.67 annually

### Recommendation

It is recommended that the Trustees warn the second of two public hearings on the proposed FY22 Utility Rates for Tuesday June 22, 2021.

# FY22 Water, Wastewater, and Sanitation Rate Setting

Public Hearing – June 8, 2021

# Village Combined Utility Rates

## FY21 Combined Rates

- Usage .0365/c.f.
- Fixed Charge \$330.97/year
- Increase over FY20 6.9%
- Cost to average user \$544.13 per year or \$45.34 per month when using 120 gallons per day

## FY22 Proposed Combined Rates

- Usage .0374/c.f.
- Fixed Charge \$341.38/year
- Increase over FY20 6.9%
- Cost to average user \$559.80 per year or \$46.65 per month when using 120 gallons per day

# History – Annual Average Cost and Rates

Utility Charges Comparison					
Residential Property using 120 gallons/Day					
	FY18	FY19	FY20	FY21	FY22
<b>Water</b>					
Fixed Charge, annual	\$ 94.24	\$ 100.12	\$ 107.44	\$ 114.39	\$ 122.23
Usage (120 Gal/day, 5840 c.f./yr)	\$ 96.94	\$ 102.20	\$ 109.79	\$ 115.63	\$ 120.30
Total	\$ 191.18	\$ 202.32	\$ 217.23	\$ 230.02	\$ 242.53
\$ Change	\$ 8.86	\$ 11.14	\$ 14.91	\$ 12.79	\$ 12.51
% Change	4.86%	5.82%	7.37%	5.89%	5.44%
<b>WWTF</b>					
Fixed Charge, annual	\$ 88.32	\$ 94.24	\$ 103.28	\$ 113.95	\$ 113.95
Usage (120 Gal/day, 5840 c.f./yr)	\$ 49.06	\$ 51.39	\$ 57.23	\$ 62.49	\$ 62.49
Total	\$ 137.38	\$ 145.63	\$ 160.51	\$ 176.44	\$ 176.44
\$ Change	\$ (14.47)	\$ 8.26	\$ 14.88	\$ 15.93	\$ (0.00)
% Change	-9.53%	6.01%	10.22%	9.92%	0.00%
<b>Sanitation</b>					
Fixed Charge, annual	\$ 89.64	\$ 91.44	\$ 97.92	\$ 102.63	\$ 105.20
Usage (120 Gal/day, 5840 c.f./yr)	\$ 30.95	\$ 30.95	\$ 33.29	\$ 35.04	\$ 35.62
Total	\$ 120.59	\$ 122.39	\$ 131.21	\$ 137.67	\$ 140.82
\$ Change	\$ (2.82)	\$ 1.80	\$ 8.82	\$ 6.46	\$ 3.15
% Change	-2.29%	1.49%	7.20%	4.93%	2.29%
<b>Total All Utility Rates, annual</b>					
\$ Change	\$ (8.44)	\$ 21.19	\$ 38.61	\$ 35.18	\$ 15.67
% Change	-1.84%	4.72%	8.21%	6.91%	2.88%

Utility Charges Comparison					
Rates					
	FY18	FY19	FY20	FY21	FY22
<b>Water</b>					
Fixed Charge, annual	94.24	100.12	107.44	114.39	122.23
\$ Change	\$ 3.60	\$ 5.88	\$ 7.32	\$ 6.95	\$ 7.84
% Change	3.97%	6.24%	7.31%	6.47%	6.85%
<b>Usage, per Cubic Foot</b>					
Usage, per Cubic Foot	0.0166	0.0175	0.0188	0.0198	0.0206
\$ Change	\$ 0.0009	\$ 0.0009	\$ 0.0013	\$ 0.0010	\$ 0.0008
% Change	5.73%	5.42%	7.43%	5.32%	4.04%
<b>WWTF</b>					
Fixed Charge, annual	88.32	94.24	103.28	113.95	113.95
\$ Change	\$ (9.80)	\$ 5.92	\$ 9.04	\$ 10.67	\$ -
% Change	-9.99%	6.70%	9.59%	10.33%	0.00%
<b>Usage, per Cubic Foot</b>					
Usage, per Cubic Foot	0.0084	0.0088	0.0098	0.0107	0.0107
\$ Change	\$ (0.0008)	\$ 0.0004	\$ 0.0010	\$ 0.0009	\$ -
% Change	-8.70%	4.76%	11.36%	9.18%	0.00%
<b>Sanitation</b>					
Fixed Charge, annual	89.64	91.44	97.92	102.63	105.20
\$ Change	\$ (2.24)	\$ 1.80	\$ 6.48	\$ 4.71	\$ 2.57
% Change	-2.44%	2.01%	7.09%	4.81%	2.50%
<b>Usage, per Cubic Foot</b>					
Usage, per Cubic Foot	0.0053	0.0053	0.0057	0.0060	0.0061
\$ Change	\$ (0.0001)	\$ -	\$ 0.0004	\$ 0.0003	\$ 0.0001
% Change	-1.85%	0.00%	7.55%	5.26%	1.67%

# Village Water User Rates

## FY22 Proposed Rates

Usage	\$0.0206/cubic foot
Fixed Charge	\$122.23/year [50% of budget]
Increase over FY21	5.69% or \$13.10 annually for average user
Cost to average user	\$242.53/year [120 gallons per day]

## Reasons for Increase

1. 6.35% increase in operating budget primarily due to \$50,000 increase in transfer to Capital Reserve and increases to employee benefit costs
2. 3.4% increase in CWD Wholesale Rate

# Village Wastewater Treatment User Rates

## FY22 Proposed Rates

Usage	\$0.0107/cubic foot
Fixed Charge	\$113.95/year [65% of budget]
Increase over FY21	0%
Cost to average user	\$176.44/year [120 gallons per day]

## Reasons for Increase

1. 2.1% increase in WWTF budget; planned \$20,000 increase to the capital transfer
2. Decrease in percent of total flow attributed to Village Users – Down to 36% from 41% in FY21 from 39% in FY20. Management proposes to level fund rates while determining if this is an outlier year.

# Village Sanitation User Rates

## FY22 Proposed Rates

Usage	\$0.0061/cubic foot
Fixed Charge	\$105.20/year [75% of budget]
Increase over FY21	2.29% or \$3.15 for average user
Cost to average user	\$140.82/year [120 gallons per day]

## Reasons for Increase

1. \$7,750 increase in amount raised toward WWTF Upgrade Debt as planned
2. Budget increase of 2.4% driven by personnel costs

# Large Water User Rate

## FY22 Proposed Rate

Usage	\$0.092/1,000 gallons
Change from prior year	\$0.007/1,000 gallons or 8.2%

## Explanation:

The Large User rate for GlobalFoundries is calculated as 13% of the Village's water operating budget plus a proportionate share of unaccounted water divided by estimated water usage. At the end of the fiscal year there is a reconciliation. GlobalFoundries either pays more or receives a credit depending on how much water they use and the amount of unaccounted water. In addition, the Large User also pays the CWD wholesale rate and the State of Vermont Water Supply Fee on all water used. These charges are a pass-through on the Village books.

# Wastewater Treatment Wholesale Rate

## FY22 Proposed Rate

Usage	\$3.251/1,000 gallons
Increase over FY21	1.43%

## Reasons for Increase

1. 2.1% increase in WWTF budget
2. Planned \$20,000 increase to the capital transfer

The Wastewater Treatment Wholesale Rate is the rate paid by the Town of Essex and the Town of Williston for the treatment of sewage from those communities. The rate is based on estimated flows and budgeted costs. At the end of each fiscal year the actual flows and costs are analyzed and adjustments are made. The Wastewater Treatment Wholesale Rate is also used for charging septic haulers that discharge at the Treatment Facility.

**Attachment A – FY22 Approved  
Wastewater and Sanitation Fund Budgets**

**FY22 Water Fund Budget with proposed  
adjustment for Large User Fees**

Costing Center		255-55-30 - WWTF, Village							
		2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues									
	022.000-Tri-Town: WWTF Charge - Village Users	694,916	716,133	773,856	807,887	860,898	775,461	(85,437)	-9.9%
	022.001-Village: Septage Discharge	18,000	19,415	16,000	33,308	16,000	20,000	4,000	25.0%
	022.002-Village: Leachate Revenues	-	814	-	875	-	500	500	n/a
	025.001-Tri-Town: WWTF Charge - Essex	477,278	477,278	488,219	488,219	536,828	560,055	23,227	4.3%
	025.002-Tri-Town: WWTF Charge - Williston	715,917	715,917	752,671	752,671	730,086	818,542	88,456	12.1%
	025.003-Tri-Town: Shared Septage	9,000	9,563	8,000	16,406	8,000	20,000	12,000	150.0%
	025.004-Tri-Town: Shared Leachate	-	401	-	431	-	100	100	n/a
	025.005-Tri-Town: Village Pump Station Inspection Fees	31,725	31,725	32,000	32,000	32,000	34,300	2,300	7.2%
	060.000-Interest Income	-	2,066	-	9,675	-	-	-	n/a
	085.000-Penalties	3,000	3,379	3,500	4,093	3,500	3,500	-	0.0%
	098.000-Miscellaneous Revenue	-	215	-	69,859	-	-	-	n/a
<b>Total Revenues</b>		<b>1,949,836</b>	<b>1,976,906</b>	<b>2,074,246</b>	<b>2,215,425</b>	<b>2,187,312</b>	<b>2,232,458</b>	<b>45,146</b>	<b>2.1%</b>
Expenditure									
	110.000-Regular Salaries	343,375	309,347	339,164	342,352	338,203	355,183	16,980	5.0%
	120.000-Part Time Salaries	16,000	6,284	15,394	8,567	33,158	34,193	1,035	3.1%
	130.000-Overtime	45,000	44,064	48,000	44,678	48,000	50,000	2,000	4.2%
	210.000-Group Insurance	137,000	115,047	134,490	110,888	128,644	135,055	6,411	5.0%
	220.000-Social Security	31,095	27,077	33,916	29,254	32,081	29,924	(2,157)	-6.7%
	230.000-Retirement	34,338	31,090	33,916	33,718	33,620	35,519	1,899	5.6%
	250.000-Unemployment Insurance	420	398	150	436	175	450	275	157.1%
	260.000-Workers Comp insurance	20,534	20,853	29,669	18,778	30,000	27,800	(2,200)	-7.3%
	290.000-Other Employee Benefits	-	-	-	-	-	1,809	1,809	n/a
	320.000-Legal Services	2,000	1,650	4,000	3,990	4,000	4,000	-	0.0%
	330.000-Professional Services	4,000	3,677	4,000	18,151	4,000	4,000	-	0.0%
	335.000-Audit	4,320	5,130	4,388	5,333	4,400	4,500	100	2.3%
	340.000-Technical Services	11,000	9,961	12,000	11,400	22,000	36,000	14,000	63.6%
	410.000-Water and Sewer Charges	3,000	5,335	3,000	6,279	3,500	4,000	500	14.3%
	421.000-Grit Disposal	18,000	16,286	14,000	13,793	14,980	16,000	1,020	6.8%
	422.000-Snow Removal	-	-	-	1,469	-	-	-	n/a
	430.000-R&M Vehicles and Equipment	3,000	3,869	4,000	891	4,000	4,000	-	0.0%
	491.000-Administrative Fees	52,079	52,079	59,280	59,280	61,430	61,778	348	0.6%
	500.000-Training, Conferences, Dues	6,500	5,939	7,000	5,769	7,500	7,500	-	0.0%
	505.000-Technology Subscription, Licenses	-	-	-	-	-	1,737	1,737	n/a
	510.000-Permits, Licenses, Registrations	9,900	9,900	9,900	9,900	9,900	9,900	-	0.0%
	520.000-Insurance	32,275	29,580	27,979	27,830	30,221	36,610	6,389	21.1%
	530.000-Communications	6,000	4,615	6,000	5,820	6,000	6,000	-	0.0%
	540.000-Advertising	-	459	-	-	-	-	-	n/a

[illegible]

Costing Center

256-56-40 - Sanitation, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues								
023.000-Sanitation User Fees	586,985	598,033	635,664	649,135	672,048	685,061	13,013	1.9%
023.001-Essex Pump Station Fees	25,940	26,095	28,750	27,517	28,750	30,123	1,373	4.8%
023.002-Two Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
024.000-Utility Connection Fee	30,000	7,000	30,000	84,000	30,000	30,000	-	0.0%
060.000-Interest Income	500	500	1,000	10,493	1,000	8,000	7,000	700.0%
085.000-Penalties	2,500	2,829	2,500	3,330	2,500	2,500	-	0.0%
098.000-Miscellaneous Revenue	-	4,227	6,240	1,183	3,000	3,000	-	0.0%
<b>Total Revenues</b>	<b>660,925</b>	<b>653,684</b>	<b>719,154</b>	<b>790,658</b>	<b>752,298</b>	<b>773,684</b>	<b>21,386</b>	<b>2.8%</b>
Expenditure								
110.000-Regular Salaries	91,459	95,633	101,835	105,921	108,563	113,186	4,623	4.3%
120.000-Part Time Salaries	5,427	3,972	9,232	4,025	9,564	9,906	342	3.6%
130.000-Overtime	14,185	9,680	14,000	9,966	15,000	16,977	1,977	13.2%
210.000-Group Insurance	40,567	42,043	53,162	47,382	55,470	58,478	3,008	5.4%
220.000-Social Security	8,671	8,382	9,568	9,003	10,184	10,482	298	2.9%
230.000-Retirement	9,146	9,624	10,183	10,136	10,858	11,318	460	4.2%
250.000-Unemployment Insurance	200	90	70	108	85	175	90	105.9%
260.000-Workers Comp insurance	5,282	6,334	6,967	5,542	9,400	8,850	(550)	-5.9%
290.000-Other Employee Benefits	-	-	-	-	-	840	840	n/a
330.000-Professional Services	1,000	852	1,000	420	1,000	1,000	-	0.0%
335.000-Audit	1,840	2,185	1,869	2,370	2,000	2,500	500	25.0%
410.000-Water and Sewer Charges	500	363	500	235	500	500	-	0.0%
430.000-R&M Vehicles and Equipment	2,500	4,133	2,500	1,143	2,000	2,000	-	0.0%
433.000-R&M Infrastructure	6,000	1,162	6,000	1,400	6,000	6,000	-	0.0%
434.000-R&M Pump Stations	12,000	15,623	14,000	4,616	14,000	14,000	-	0.0%
434.001-Susie Wilson PS Costs	10,000	10,479	12,000	8,344	12,000	12,480	480	4.0%
434.002-West Street PS Costs	12,000	11,190	13,000	12,308	13,000	13,520	520	4.0%
441.000-Rental of Land or Buildings	1,140	1,631	1,640	548	1,700	1,700	-	0.0%
491.000-Administrative Fees	135,883	135,883	150,159	150,559	154,860	157,856	2,996	1.9%
500.000-Training, Conferences, Dues	200	-	200	-	200	200	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	616	616	n/a
520.000-Insurance	6,225	5,929	4,469	11,640	6,014	5,750	(264)	-4.4%
521.000-Insurance Deductibles	1,000	1,000	1,000	1,575	1,000	1,000	-	0.0%
550.000-Printing and Binding	1,000	-	1,500	-	1,500	1,500	-	0.0%
560.000-Postage	3,500	6,318	5,000	5,786	5,500	5,500	-	0.0%
610.000-General Supplies	1,000	2,143	1,000	2,355	1,000	1,000	-	0.0%
612.000-Uniforms	1,500	942	1,500	1,803	1,500	1,350	(150)	-10.0%
621.000-Natural Gas/Heating	1,900	1,038	1,800	959	1,800	2,000	200	11.1%
622.000-Electricity	12,000	13,237	14,000	11,169	14,000	14,000	-	0.0%

Costing Center		256-56-40 - Sanitation, Village							
		2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
626.000-Gasoline		2,500	4,009	3,500	3,385	4,000	4,000	-	0.0%
735.000-Technology: Hardware, Software, Equipment		1,300	2,453	1,000	2,758	5,350	3,000	(2,350)	-43.9%
750.000-Machinery and Equipment		5,000	-	5,000	-	5,000	5,000	-	0.0%
920.000-Transfer between funds (capital)		95,000	95,000	95,000	95,000	95,000	95,000	-	0.0%
<b>Total Expenditure</b>		<b>489,925</b>	<b>491,328</b>	<b>542,654</b>	<b>510,456</b>	<b>568,048</b>	<b>581,684</b>	<b>13,636</b>	<b>2.4%</b>
<i>Net Sanitation Fund</i>		<i>171,000</i>	<i>162,355</i>	<i>176,500</i>	<i>280,202</i>	<i>184,250</i>	<i>192,000</i>	<i>7,750</i>	<i>4.2%</i>

Costing Center	254-54-20 - Water Fund, Village -- With Proposed Amendment							
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues								
021.000-Water User Fees	992,409	1,022,387	1,086,788	1,125,059	1,171,588	1,237,418	65,830	5.6%
021.001-Water Large User Fees	97,201	98,079	92,729	91,377	95,000	114,093	19,093	20.1%
021.400-Water Passthrough - Global	2,757,750	2,763,723	2,837,547	2,776,574	2,865,922	2,865,970	48	0.0%
024.000-Utility Connection Fee	15,000	7,000	15,000	6,550	7,000	7,000	-	0.0%
060.000-Interest Income	-	50	-	1,115	-	1,000	1,000	n/a
085.000-Penalties	4,000	5,088	4,500	6,236	4,500	5,000	500	11.1%
098.000-Miscellaneous Revenue	-	630	-	227	-	150	150	n/a
<b>Total Revenues</b>	<b>3,866,360</b>	<b>3,896,956</b>	<b>4,036,564</b>	<b>4,007,138</b>	<b>4,144,010</b>	<b>4,230,631</b>	<b>86,621</b>	<b>2.1%</b>
Expenditure								
110.000-Regular Salaries	109,133	111,685	118,220	117,551	123,321	127,344	4,023	3.3%
120.000-Part Time Salaries	5,427	3,972	9,193	3,329	9,507	9,906	399	4.2%
130.000-Overtime	14,000	14,222	14,000	14,365	15,000	14,408	(592)	-3.9%
210.000-Group Insurance	45,212	55,806	65,713	66,102	68,513	77,998	9,485	13.8%
220.000-Social Security	9,965	10,096	10,699	10,220	11,309	11,672	363	3.2%
230.000-Retirement	10,913	11,389	11,822	11,406	12,332	12,734	402	3.3%
250.000-Unemployment Insurance	200	87	60	102	75	175	100	133.3%
260.000-Workers Comp insurance	6,716	7,750	7,992	6,679	10,500	10,300	(200)	-1.9%
290.000-Other Employee Benefits	-	-	-	-	-	875	875	n/a
330.000-Professional Services	1,000	918	1,000	275	1,000	1,000	-	0.0%
335.000-Audit	3,680	4,370	3,738	4,543	4,200	4,500	300	7.1%
410.000-Water and Sewer Charges	200	127	200	82	200	200	-	0.0%
411.000-Water Purchase - CWD	529,435	469,253	517,159	515,439	522,331	540,613	18,282	3.5%
411.400-CWD Water Purchase - Global	2,757,750	2,786,254	2,837,547	2,774,651	2,865,922	2,865,970	48	0.0%
430.000-R&M Vehicles and Equipment	2,500	1,461	2,500	8,693	2,500	2,500	-	0.0%
433.000-R&M Infrastructure	16,000	1,038	16,000	23,948	16,000	16,000	-	0.0%
441.000-Rental of Land or Buildings	142	100	142	100	150	150	-	0.0%
491.000-Administrative Fees	104,158	104,158	118,559	118,559	122,860	123,556	696	0.6%
500.000-Training, Conferences, Dues	2,500	2,048	2,500	727	2,000	3,000	1,000	50.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	955	955	n/a
520.000-Insurance	2,271	2,632	2,620	1,784	6,540	6,225	(315)	-4.8%
530.000-Communications	1,500	2,246	1,500	2,167	2,500	2,500	-	0.0%
550.000-Printing and Binding	2,608	1,871	2,000	1,278	2,000	2,000	-	0.0%
560.000-Postage	2,000	3,158	2,600	2,893	3,100	3,500	400	12.9%
610.000-General Supplies	6,000	7,664	7,000	4,099	7,000	7,500	500	7.1%
612.000-Uniforms	1,500	1,255	1,500	739	1,500	1,350	(150)	-10.0%
614.000-Meters and Parts	7,500	2,051	8,000	1,471	8,000	8,000	-	0.0%
621.000-Natural Gas/Heating	3,000	2,444	3,000	2,194	3,000	3,000	-	0.0%

Costing Center	254-54-20 - Water Fund, Village							
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
622.000-Electricity	750	799	1,000	862	1,000	1,000	-	0.0%
626.000-Gasoline	3,000	1,326	3,000	1,189	3,000	3,000	-	0.0%
735.000-Technology: Hardware, Software, Equipm	1,000	1,227	1,000	1,374	2,650	2,700	50	1.9%
750.000-Machinery and Equipment	6,000	-	6,000	-	6,000	6,000	-	0.0%
920.000-Transfer between funds (capital)	210,000	210,000	260,000	260,000	310,000	360,000	50,000	16.1%
955.000-Interest on Long Term Debt	300	29	300	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>3,866,360</b>	<b>3,821,432</b>	<b>4,036,564</b>	<b>3,956,821</b>	<b>4,144,010</b>	<b>4,230,631</b>	<b>86,621</b>	<b>2.1%</b>
<i>Net Water Fund</i>	-	75,524	-	50,317	-	-	-	n/a

# **Attachment B – FY22 Utility Rate Proposal Summary and Calculations**

Property using 120 gallons/Day

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	8 Year Average
<b>Water</b>									
Fixed Charge	\$ 88.04	\$ 89.40	\$ 90.64	\$ 94.24	\$ 100.12	\$ 107.44	\$ 114.39	\$ 122.23	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 85.85	\$ 90.52	\$ 91.69	\$ 96.94	\$ 102.20	\$ 109.79	\$ 115.63	\$ 120.89	
Total	\$ 173.89	\$ 179.92	\$ 182.33	\$ 191.18	\$ 202.32	\$ 217.23	\$ 230.02	\$ 243.12	
\$ Change	\$ 7.93	\$ 6.03	\$ 2.41	\$ 8.86	\$ 11.14	\$ 14.91	\$ 12.79	\$ 13.10	\$ 9.6450
% Change	4.78%	3.47%	1.34%	4.86%	5.82%	7.37%	5.89%	5.69%	4.90%
<b>WWTF</b>									
Fixed Charge	\$ 102.68	\$ 105.76	\$ 98.12	\$ 88.32	\$ 94.24	\$ 103.28	\$ 113.95	\$ 113.95	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 54.90	\$ 57.23	\$ 53.73	\$ 49.06	\$ 51.39	\$ 57.23	\$ 62.84	\$ 62.84	
Total	\$ 157.58	\$ 162.99	\$ 151.85	\$ 137.38	\$ 145.63	\$ 160.51	\$ 176.79	\$ 176.79	
\$ Change	\$ 7.92	\$ 5.42	\$ (11.14)	\$ (14.47)	\$ 8.26	\$ 14.88	\$ 16.28	\$ -	\$ 3.3916
% Change	5.29%	3.44%	-6.84%	-9.53%	6.01%	10.22%	10.14%	0.00%	2.34%
<b>Sanitation</b>									
Fixed Charge	\$ 89.04	\$ 88.16	\$ 91.88	\$ 89.64	\$ 91.44	\$ 97.92	\$ 102.63	\$ 105.20	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 29.78	\$ 29.78	\$ 31.54	\$ 30.95	\$ 30.95	\$ 33.29	\$ 35.04	\$ 35.62	
Total	\$ 118.82	\$ 117.94	\$ 123.42	\$ 120.59	\$ 122.39	\$ 131.21	\$ 137.67	\$ 140.82	
\$ Change	\$ 7.38	\$ (0.88)	\$ 5.47	\$ (2.82)	\$ 1.80	\$ 8.82	\$ 6.46	\$ 3.15	\$ 3.6715
% Change	6.62%	-0.74%	4.64%	-2.29%	1.49%	7.20%	4.93%	2.29%	3.02%
<b>Total All Utility Rates</b>									
	\$ 450.29	\$ 460.86	\$ 457.59	\$ 449.15	\$ 470.34	\$ 508.95	\$ 544.48	\$ 560.73	
\$ Change	\$ 23.22	\$ 10.57	\$ (3.26)	\$ (8.44)	\$ 21.19	\$ 38.61	\$ 35.53	\$ 16.25	\$ 16.7081
% Change	5.44%	2.35%	-0.71%	-1.84%	4.72%	8.21%	6.98%	2.98%	3.52%

VILLAGE OF ESSEX JUNCTION

WATER RATES

6/1/2021 13:34

FY22 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY21 RATE SETTING 50% Fixed, 50% Variable		FY22 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	1,171,588	\$	1,237,418
Budget Ratio				
Fixed	\$	585,794	0.5 \$	618,709
Variable	\$	585,794	0.5 \$	618,709
Total Customers/Equivalent Units		5066.17		5061.97
Fixed Charge				
Base Rate	\$	114.39	\$	122.23
Usage Charge				
Usage Fee	\$	0.0198	\$	0.0206
Projected Consumption (c.f)		29,639,200		29,984,513
REVENUE				
Fixed Charge	\$	585,852.00	\$	618,725
Sale of Water				
Residential	\$	586,856	\$	617,681
Large User - GF	\$	95,000	\$	114,093
Other Revenue/Income				
Interest/Misc	\$	-	\$	1,150
Penalties	\$	4,500	\$	5,000
Miscellaneous	\$	7,000	\$	7,000
Total Revenue	\$	1,279,208	\$	1,363,649
EXPENSES	\$	1,278,088	\$	1,364,661
SURPLUS/DEFICIT	\$	1,120	\$	(1,012)

\$ Change	% Change
\$ 7.84	6.9%
\$ 0.0008	4.0%

Notes:

1. Projected consumption is based on prior 3 year average.
2. Expenses and revenue exclude Global.

VILLAGE OF ESSEX JUNCTION  
WASTEWATER TREATMENT  
FY22 RATE SETTING

6/1/2021 13:13

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY21 RATE SETTING 65% Fixed, 35% Variable		FY22 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	860,898	\$	775,461
Budget Ratio				
Fixed	\$	559,584	0.65 \$	504,050
Variable	\$	301,314	0.35 \$	271,411
Total Customers/Equivalent Units		4911		4883.97
Fixed Charge				
Base Rate	\$	113.95	\$	103.20
Usage Charge				
Usage Fee	\$	0.0107	\$	0.0095
Projected Consumption (c.f)		28,048,974		28,656,199
REVENUE				
Meter Charge	\$	559,605	\$	504,026
Wastewater Treatment				
Customer Charge	\$	300,124	\$	272,234
Other Revenue/Income				
Penalties	\$	3,500	\$	3,500
Septage	\$	16,000	\$	20,000
Leachate	\$	-	\$	500
Total Revenue	\$	879,229	\$	800,260
EXPENSES	\$	880,398	\$	784,101
SURPLUS/DEFICIT	\$	(1,169)	\$	16,159

\$ Change	% Change
\$ (10.75)	-9.4%
\$ (0.0012)	-11.2%

Notes:

1. Projected consumption is based on past 12 months.

Note: Management is recommending rates be set at FY21 levels to avoid decreasing in an outlier year just to jump back up and then some the following year. Please see memo for more information

**VILLAGE OF ESSEX JUNCTION**
**SANITATION RATE**

6/1/2021 13:45

**FY22 RATE SETTING**
**FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU**

	FY21 RATE SETTING 75% Fixed, 25% Variable		FY22 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	487,798	\$	493,061
WWTF Debt Payment	\$	184,250	\$	192,000
Total	\$	672,048	\$	685,061
Budget Ratio				
Fixed	\$	504,036	0.75 \$	513,796
Variable	\$	168,012	0.25 \$	171,265
Total Customers/Equivalent Units		4911		4883.97
Fixed Charge				
Base Rate	\$	102.63	\$	105.20
Usage Charge				
Usage Fee	\$	0.0060	\$	0.0061
Projected Consumption (c.f)		28,048,974		28,656,199
REVENUE				
Meter Charge	\$	504,084	\$	513,794
Sale of Water				
Customer Charge	\$	168,294	\$	174,803
Other Revenue/Income				
Penalties	\$	2,500	\$	2,500
Miscellaneous	\$	33,000	\$	30,000
Interest	\$	1,000	\$	8,000
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	28,750	\$	30,123
Total Revenue	\$	752,557	\$	774,219
EXPENSES	\$	568,048	\$	581,684
SURPLUS/DEFICIT	\$	184,509	\$	192,535

\$ Change	% Change
\$ 2.57	2.5%
\$ 0.0001	1.7%

**Notes:**

1. Projected consumption is based on prior 3 year average.
2. Target revenue projection includes phased increase in rates to cover future debt retirement for WWTF refurbishment.

## **Attachment C – FY22 Large User and Wholesale Rate Calculations**



## VILLAGE OF ESSEX JUNCTION

### GF LARGE WATER USER RATE COMPUTATIONS

### FOR FY2022

#### DEFINITIONS:

6/1/2021 12:32

#### Large Water User:

Any entity that uses 2.5 million or more gallons per day on average.

#### Metered Water

Amount of water which the Village has metered to its customers.  
in the applicable year.

#### Total Water

The amount of water purchased from CWD in a given year.

#### Budgeted Unaccounted Water

The cost of unaccounted water projected in the adopted fiscal year budget

#### Proportionate Share of Unaccounted Water

The % of water metered to the large user compared to the water that flows through the Village Water Delivery system (this does not include the water that flows through GF's "South" meter)

Formula by Meter =  $M28/M19+M20+M25-M24-PS4$

#### FORMULA FOR CALCULATION OF LARGE USER RATE:

plus 13% of Fiscal Year Operating Budget  
divided by User's Proportionate Share of Unaccounted Water  
equals Projected Use by Large User for Upcoming Fiscal Year  
Rate per 1000 gallons of water used

#### CALCULATION OF THE FYE20 LARGE USER WATER RATE:

plus	13% of Water Fund Operating Budget	\$107,126
plus	Proportionate share of Unaccounted water	
	GF = 64.13% Apr. 20 through Mar. 21	64.13%
	x Budgeted unaccounted water	\$10,864
	Proportionate share of unaccounted water	\$6,967
equals	Total to be collected	\$114,093
divided by	GF projected use = 3.4 MGD	
	1,241,000,000 Gallons	
	Converted to thousands of gallons	1,241,000
equals	Large User Rate FY22	<u>0.092</u> /1000 Gallons

#### Fiscal Year End Reconciliation

- 1) Following the April Village-wide water meter reading, actual unaccounted water for the year will be determined.
- 2) Following the end of June GF water meter reading, actual GF water flow for the current year will be determined.
- 3) Using GF's proportionate share of the actual cost of unaccounted water combined with 13% of the fiscal year to be reconciled water operations budget, a revised "Total to be collected" will be determined.
- 4) Using the actual GF water flow for the year to be reconciled multiplied by the current Large User rate, the amount actually collected will be determined.
- 5) The revised "Total to be collected" will be compared to the "amount actually collected".
- 6) If the Total to be collected is more than the amount actually collected, there will be an additional charge for the difference on GF's water bill for June water consumption (to be sent in July). If the Total to be collected is less than the amount actually collected, there will be a credit for the difference on GF's water bill for June water consumption (to be sent in July.)


**FY22 Wholesale Rate Determination**  
**FY22 Flow Percentage Projections**

Williston	38.0%	254.6	827,662.04
Essex	26.0%	174.2	566,295.08
Essex Jct.	36.0%	241.2	784,100.88
Total Flows	100.0%	670	Million Gallons

	<b>FY20 Budget</b>	<b>FY21 Budget</b>	<b>FY22 Budget</b>	
	2,074,246	2,187,312	2,232,458	2.06%
<b>Minus Offsetting Revenues</b>				
Interest Income				
Pump Station Fees	31,725	32,000	34,300	
Shared Septage Revenue	9,000	8,000	20,000	
Shared Leachate Revenue	0	0	100	
	40,725	40,000	54,400	
Total for Wholesale Rate Calculation	2,033,521	2,147,312	2,178,058	
Flow for Calculation	645	670	670	
Rate per 1000 Gallons treated		3.205	3.251	1.43%

<b>WHOLESALE RATE HISTORY</b>	<b><u>Rate</u></b>	<b><u>\$ Change</u></b>	<b><u>% Change</u></b>
2008/09 WHOLESALE SEWER RATE	1.5735		
2009/10 WHOLESALE SEWER RATE	1.8641	0.2906	18%
2010/11 WHOLESALE SEWER RATE	2.1452	0.2811	15%
2011/12 WHOLESALE SEWER RATE	2.2657	0.1205	6%
2012/13 WHOLESALE SEWER RATE	2.4248	0.1591	7%
2013/2014 WHOLESALE SEWER RATE	2.5278	0.1030	4%
2014/2015 WHOLESALE SEWER RATE	2.6294	0.1016	4%
2015/2016 WHOLESALE SEWER RATE	2.6877	0.0583	2%
2016/2017 WHOLESALE SEWER RATE	2.7311	0.0434	2%
2017/2018 WHOLESALE SEWER RATE	2.8430	0.1119	4%
FY19 Wholesale Sewer Rate	2.9830	0.1400	5%
FY20 Wholesale Sewer Rate	3.1540	0.1710	6%
FY21 Wholesale Sewer Rate	3.205	0.0510	2%
FY22 Proposed Wholesale Sewer Rate	3.251	0.0458	1%

# Memorandum

**To:** Village Board of Trustees, Evan Teich, Unified Manager  
**From:** Linda Mahns, Administrative Assistant   
**Re:** Reappointment of Committee members (Village Capital Program Review Committee, Village Planning Commission, Village Tree Advisory Committee)  
**Date:** June 4, 2021

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## Issue

The issue is whether the Board of Trustees will fill expiring seats on the following committees: Village Capital Program Review Committee, Village Planning Commission, and the Village Tree Advisory Committee.

## Discussion

The following seats are set to expire on June 30, 2021:

- Village Capital Program Review Committee – Karen Dolan is interested in being considered for reappointment of this seat.
- Village Planning Commission – Philip Batalion is interested in being considered for reappointment to this seat.
- Village Tree Advisory Committee – Warren Spinner is interested in being considered for reappointment to this seat.

In order to have a complete and thorough discussion about this topic, an executive session may be necessary. The appointment of public officials can be a protected discussion, provided the Board of Trustees makes a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decisions during the open meeting.

## Cost

None.

## Recommendation

The Board of Trustees may wish to reappoint the following members to their respective committees to a three-year terms to expire June 30, 2024: Karen Dolan to the Village Capital Program Review Committee; Philip Batalion to the Village Planning Commission; and Warren Spinner to the Village Tree Advisory Committee.

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

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

## **MEMORANDUM**

**To:** Trustees; Evan Teich, Unified Manager  
**From:** Travis Sabataso, HR Director *TS*  
**Date:** May 27, 2021  
**Re:** True up bonuses

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### **Issue**

The issue is whether the Trustees will authorize the payment of bonuses to Full-Time and Part-Time non-union staff, who received reduced pay raises in Fiscal Year End 2021.

### **Discussion**

Staff agreed to take reduced pay raises in Fiscal Year 2021 in response to the Village's financial uncertainty due to the COVID-19 pandemic. Fortunately the anticipated financial hardships on the Village as a result of the COVID-19 pandemic did not come to fruition. To acknowledge the excellent public service employees have continued to provide throughout the COVID-19 pandemic, and to acknowledge that staff took reduced pay raises as a good faith gesture, we are proposing that we issue bonuses in the amount of \$1,250 to Full-Time employees with the amount being pro-rated for Part-Time employees. This bonus has already been authorized for members of the Village Association, to remain equitable, this bonus should be paid to all others who fall under the same criteria.

### **Cost**

The estimated cost, for all eligible employees including the Association employees, is approximately \$58,000. These funds are available within the FY 21 budget, as we budgeted normal pay raises and issued reduced pay raises.

### **Recommendation**

It is recommended that the Trustees make the following motions to authorize payment of the true up bonuses:

*"I move that the Trustees authorize bonuses to all employees defined as "Full-Time" in the Village Personnel Regulations, who received a reduced pay raise per Section 108 in the Village personnel regulations as adopted on August 25, 2020 in the amount of \$1,250 to be paid in the last pay check in June of 2021."*

**&**

*"I move that the Trustees authorize bonuses to all employees defined as "Part-Time" in the Village Personnel Regulations, who received a reduced pay raise per Section 108 in the Village personnel regulations as adopted on August 25, 2020 in the pro-rated amount of \$1,250 times their Full-Time Equivalent Status to be paid in the last pay check in June of 2021."*

## MEMORANDUM

**To:** Selectboard; Board of Trustees; Evan Teich, Unified Manager; Greg Duggan, Deputy Manager  
**From:** Robin Pierce and Owiso Makuku, Village and Town Community Development Directors  
**Re:** Proposal for Fee Changes in both the Town and the Village of Essex  
**Date:** June 7, 2021

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### Introduction

Permit fees in the Town have not substantively changed in the past 20 years and in the Village since 2014 and, as such, we are outlining a proposal for reviewing and changing fees. The Town and Village Community Development Departments take an increase in fees very seriously, as it has an impact on Town and Village residents and on developers who have chosen to build in Essex. There are also construction and process categories fees in the Town that do not exist in the Village (and vice-versa) that we have had to address.

To that end, we have embarked upon an effort that is multifaceted and, we hope, has asked the right questions and made the right assumptions in proposing changes to the fees, including:

1. What are our goals in reviewing and changing fees? We have undertaken a close examination of staff time involved in the review of each permit type. We have also considered when fees were last adjusted in the Town and the Village.
  - a. A consideration of fees in neighboring communities in Chittenden County.
  - b. Overall, fees haven't been raised since approximately 2001, notwithstanding a 2020 update due to increasing postage costs and recording fees.
2. Whether a cost per square foot approach is a more accurate basis for establishing fees than a fee based on estimated construction cost. The Village uses a cost per square foot, the Town uses the estimated construction cost. There are merits to each but, in our attached Exhibit A ("spreadsheet"), we have examined an increase of fees using a standard cost per square foot. If the Selectboard does not agree that the Town should make a change to how the fees are calculated, we will convert/recalculate the same fee using our current method of cost per \$1,000 of estimated construction cost.

### OTHER Considerations

3. How can we use/incentivize the fee structure to encourage the type of development that we value in Essex? For example, energy efficiency in all building types, affordable housing and community amenities, etc.

**Note:** Neither the Town nor the Village collect extensive Impact fees, but this proposal considers only permit fees and will leave the discussion of Impact Fees to a later date.

### DISCUSSION

In response to the above questions, we have collaborated to come up with the following determinations, which support our proposed alterations to the fee spreadsheet.

1. **What is the goal of permitting fees – to cover staff time involved?**

Permit costs should reflect the true cost (within some reason) of the actual staff time utilized in reviewing the project. Benefits to this approach include residents not picking up the tab for development that they are not involved with – an addition on to a neighbor's home or the profits of a new business or enterprise. Generally speaking, fee increases should be tied to inflation or minimally updated periodically, which has not happened in the Town in recent years or, recently, in the Village for all fees. A good gage of the "fairness" of our fees is a comparison to those of adjacent and/or similar municipalities, which we have considered in our proposal (see below). Nothing in this analysis assumes an effort to make a profit in either the Town or Village through the application of fees.

## **2. Calculations: cost per square feet versus cost per \$1000 of estimated construction cost**

This might entail indexing a source like the RS Means Catalog, which supplies regional averages of construction costs.

### **PROS:**

- a. Better Predictability. The most compelling argument to move to fees based largely on square footage is that the calculations are relatively predictable and don't rely on the applicant accurately guesstimating the cost of the project.
- b. Essex Values and Taxes. The concept of paying fees per square foot should encourage smaller, rather than larger, unit/home sizes. From a tax perspective, that maximizes developable areas and, increases potential gains for the property tax base.
- c. Smaller Carbon Footprint. A smaller, more efficient unit or footprint has value for the Town, State and planet in terms of energy efficiency (less space to heat and cool), less embodied carbon in the materials (due to less material consumed to produce the final product), etc.

### **CONS:**

- a. Not as user friendly - less flexibility to a landowner as they will need to 100% know which option/which builder to use; less maneuverability to change the permit design.

### **CONSIDERATIONS:**

- a. Language should be included in the fee revisions that address 'new construction or "substantial rehabilitation of existing space"'.
- b. Consideration of projects that don't result in new square footage. How should we approach projects that don't result in new square footage, e.g., window or door replacements, or even bathroom or kitchen remodels (another question: would square footage be for new projects only, or remodels?)? Many ordinances make exceptions for "repair and maintenance", as it helps structures retain value and, oftentimes, structural integrity. Unless a building is historic, municipalities are not in the position of enforcing the value/quality of one building material over another. Additionally, we should be encouraging residents to use high quality, sound materials for longevity, so should exclude "repair and maintenance" of building features, even if one material might be "fancier" or better quality than what it is replacing.

- c. Any action that will result in a requirement to obtain a large number of new permits or new permit requirements that will be difficult to enforce. We may want to consider our efforts at enforcement for obtaining a permit(s) for things like repair/maintenance or we will be relying on neighbors reporting on their neighbors. We do not have the staff to enforce or follow up on an overabundance of new permits. When we require a permit, it needs to have enforcement or some closeout mechanism and we are currently too understaffed to start creating more permit requirements.

**OTHER** (Each Community Development Department can discuss these with our respective Planning Commissions, if the Trustees and/or Selectboard have an interest in these concepts.)

**Thoughts on Offsets of Fees:**

**WAIVERS FOR DESIRED FEATURES**

Fee waivers for PassivHouse, LEED, PETALS, etc as a reflection of Town and Village core values. In an effort to get the best development possible in the Town and the Village, maybe we should consider fee waivers – cost savings directly in the pocket of the developer -- when applicants propose items that we want, that go above and beyond permitting requirements. Most Towns do it for bonus provisions, but there is no reason why we couldn't offer them for energy (with a sign-off from an energy consultant), for affordable or senior housing (with a draft covenant), for LEED, PETALS, PassivHouse, etc. certification (with project registration as verification), etc. Energy efficiency and building certifications that increase cost but result in direct value – supporting values by decrease in stormwater, wastewater, electricity usage -- for Essex should be encouraged. We will need to outline clear standards if staff is to certify.

Or

**PRIORITIZATION OF KEY PARCELS FOR DEVELOPMENT**

Could we come up with a list of priority parcels that the Town and Village would like to see developed (maybe noted on the official map, even if we need to create one), to which to apply lower fees?

**RECOMMENDATION(S):**

We recommend:

1. That the Selectboard/Trustees adopt revised fees as laid out in Exhibit A.

Administrative	Effective Date	Zoning Permit - Residential	Typical new home (1,800 sq. ft., \$200k)	Zoning Permit - Commercial	Typical new commercial (12k sq.ft., \$1mil)	Minimum permit	Addition/ Renovation	Accessory Dwelling	Site Plan - Admin	Peddler's license	Demolition	After-the-fact
Bolton	7/15/2019	\$75-\$125 + \$0.20-0.25/sf	\$435.00	\$150 + \$0.20-0.25/sf	\$2,700.00		Same for new	\$75 + \$0.20/sf	\$100.00			2X permit fee
Burlington <sup>1,2</sup>	7/1/2019	\$70.00	\$70.00	\$70.00	\$122.00	\$122.00	Same for new		\$70.00			2X permit fee
Charlotte	7/1/2019	\$1000; \$1500 5+ BR; \$500 mobile home	\$1,000.00		\$0.00		\$150-350	\$250.00				
Colchester	6/26/2019	\$75 + \$0.50/sf	\$975.00	\$75 + \$0.72/sf	\$8,715.00	\$75.00	\$8 per \$1k ECC	\$150.00		\$80.00	\$110.00	2X permit fee
Basis for Calculation		Calc. as cost/sf, instead of per unit or \$1k ECC			Town: \$3per\$1k ECC Village: \$0.10perSF	Standard Permit Fee	Town: \$3per\$1k ECC Village: Standard Fee	Standard Permit Fee		Standard Permit Fee	Standard Permit Fee	
Essex	1/28/2020	\$2.50 per \$1k ECC	\$500.00	\$3.00 / \$1k ECC	\$3,000.00	\$50.00 res; \$100.00 comm	Same for new		\$125-200		Same as new	
Essex Junction	2/28/2017	\$200/unit	\$200.00	> of \$150 or \$0.10/sf; \$10k cap	\$1,200.00	varies	\$50-100	\$100.00		\$25.00	\$150.00	2X permit fee
NEW Basis for Calculation		\$0.30perSF - aligns w staff time+other towns			\$0.50perSF - aligns w staff time and other towns	50% increase		same: \$100				
Fee		at \$0.30/sf - RES	\$540.00	at \$0.5/sf - COMM	\$6,000.00	\$75 res /\$150comm	\$6,000.00	\$100.00		\$25.00	\$150.00	2X permit fee
Hinesburg	9/9/2019	\$0.40/sf	\$720.00	\$0.50/sf	\$6,000.00		Same for new	\$0.30/sf				1.5X permit fee
Huntington	10/20/2011	\$0.10/sf	\$180.00		\$0.00	\$20.00	\$0.10/sf living space, \$15 other	\$0.10/sf or \$20 min				
Jericho	9/1/2016	\$450-700/Dwelling	\$700.00	\$500 + \$5/100sf	\$1,100.00	\$35.00	> of \$0.14/sf or \$75/room	\$150 + \$5/100sf				
Milton	10/1/2019	\$250/unit + \$0.10/sf	\$430.00	\$250/unit + \$0.20/sf	\$2,650.00		\$50.00		\$100.00		\$25.00	
Richmond	9/16/2019	\$0.20/sf	\$360.00	\$0.30/sf	\$3,600.00	\$45.00	Same for new		\$65.00			2X permit fee
Shelburne	8/13/2019	\$0.40/sf	\$720.00	\$0.35/sf	\$4,200.00	\$400 res; \$500 comm	> of \$50 or \$0.30/sf	> of \$50 or \$0.30/sf	\$150.00	\$15-\$50		
South Burlington	8/5/2019	\$0.45 per sf	\$810.00	\$0.35 per sf	\$4,200.00	\$30.00	\$5.00 / \$1k ECC		\$140.00	\$70+/mo; \$700/yr	\$50.00	permit fee + 50%
St. George	7/20/2017	\$520.00	\$520.00	1% ECC	\$10,000.00		Same for new	\$170.00				permit fee + 25%
Underhill	3/15/2012	\$0.50/sf	\$900.00	\$0.50/sf	\$6,000.00		Same for new		\$100.00			2X permit fee
Westford	7/26/2019	\$0.50/sf	\$900.00	\$0.50/sf	\$6,000.00	\$50.00	Same for new		\$175.00			2X permit fee

Administrative	Effective Date	Zoning Permit - Residential	Typical new home (1,800 sq. ft., \$200k)	Zoning Permit - Commercial	Typical new commercial (12k sq.ft., \$1mil)	Minimum permit	Addition/ Renovation	Accessory Dwelling	Site Plan - Admin	Peddler's license	Demolition	After-the-fact
Williston	11/5/2019	\$5.00 per \$1k ECC	\$1,000.00	\$5.00 per \$1k ECC	\$5,000.00	\$30.00	Same for new			\$75/year; \$25/quarter		1.5X permit fee
Winooski <sup>3</sup>	7/15/2019	\$100 + \$0.10-\$0.25 + \$100-750 + \$0.10/sf	\$960.00	\$100 + \$0.15-0.25/sf + \$100-750 + \$0.12/sf	\$2,560.00	\$75 + \$75	Same for new		\$100 + \$0.25/sf	\$25.00	\$100.00	

Average: \$627.37 \$3,844.58

Notes	
1	Base fees used; other factors may trigger additional fees
2	Some fees may be combined in calculating total
3	Includes zoning (top line) and building (bottom line) permit fees
	Fees may or may not include statutory recording fees (\$15 for documents, \$25 for plats)

**Abbreviations:** com = Commercial ind = Industrial SF = Square Feet ECC = Estimated Construction Cost  
res = Residential DU = Dwelling Unit k = Thousand (\$1k = \$1,000)

Administrative	Violation	Extension/ Renewal	Certificate of Occupancy	Home Occupation	Sign	Temporary sign	Fence	Change of Use	Zoning Compliance	Abutter
Bolton	2X permit fee	50% of original	\$60.00		\$35.00					Per current postage
Burlington <sup>1,2</sup>	3X permit fee		\$30 + 10% all app fees		\$133.00		\$85.00	\$85.00	\$35.00	
Charlotte		\$50.00	\$150.00	\$100.00			\$150.00	\$100.00	\$75.00	
Colchester	Civil penalty	\$20.00	\$75-175	\$25.00	\$75.00	\$20/mo, \$50/yr	\$50.00		\$15-100	Included in application fee
Basis for Calculation		Standard Permit Fee	Standard Permit Fee	Standard Permit Fee	Standard Permit Fee		we may want to think abt fee	Standard Permit Fee	Standard Permit Fee	Standard Mailing Fee
Essex	Civil penalty	\$50.00	\$85.00	\$85.00	\$85.00			\$85.00	\$25.00	\$6.56 per abutter
Essex Junction	Civil penalty		\$35.00	\$35.00	\$25-35	\$0.00		\$150.00	\$25.00	
NEW Basis for Calculation			Increase covers multiple visits	Greater of Town v Village	Greater of Town v Village			Greater of Town v Village	Increase to compare to neighbors	Increase for staff time
Fee		\$50.00	\$100.00	\$85.00	\$85.00			\$150.00	\$50.00	postal fee+\$20
Hinesburg	2X permit fee	\$25.00	\$0.00		\$25.00			\$0.00	\$50.00	
Huntington			included in permit fee		\$15.00			\$20.00		
Jericho		\$35.00	\$75.00	\$35.00	\$50.00			\$100.00		\$75 + USPS rate/abutter
Milton		\$25.00	\$35-50 plus late fees		\$35.00					
Richmond			\$15.00						\$50.00	
Shelburne		\$40.00	\$50.00	\$50.00	\$50.00	\$10.00			\$50/hr	
South Burlington	permit fee + 100%		\$140.00		\$55.00	\$5.00			\$27.00	paid by applicant
St. George	permit fee + 50%		\$10.00	see ZBA	\$110.00	\$120.00				
Underhill	2X permit fee	\$50.00	\$75.00	\$50.00	\$25.00	\$50.00	\$15.00	\$0.25/sf	\$75.00	paid by applicant?
Westford	2X permit fee		\$75.00	\$65.00						

Administrative	Violation	Extension/ Renewal	Certificate of Occupancy	Home Occupation	Sign	Temporary sign	Fence	Change of Use	Zoning Compliance	Abutter
Williston	2X permit fee	\$50.00	\$100 - \$200	\$30.00	\$30 - \$60				\$30 - \$50	
Winooski <sup>3</sup>			\$100.00		\$75.00		\$75.00			

Average:

Notes			
1	Base fees used; other factors may trigger additional fees		3 Includes zoning (top line) and building (bottom line) permit fees
2	Some fees may be combined in calculating total		Fees may or may not include standard recording fees (\$10-15)

Abbreviations:

com = Commercial

ind = Industrial

SF = Square Feet

ECC = Estimated Construction Cost

res = Residential

DU = Dwelling Unit

k = Thousand (\$1k = \$1,000)



Community Development Department

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

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

## **MEMORANDUM**

**TO:** Evan Teich, Unified Manager, Trustees  
**FROM:** Robin Pierce, Community Development Director  
**DATE:** May 25<sup>th</sup> 2021.  
**SUBJECT:** 1 Main Street Park

### **Issue**

The issue is whether the Trustees wish to approve the cost to do bid and construction drawings for the new park to enable a contractor to be selected for the project, and enable the Village Engineer to work with the Tree Advisory Committee (TAC) on species selection, location and soil volume.

### **Discussion**

As part of the process of remediating the new park site and constructing the park the Village issues a bid for park construction. The Soil Management Plan (prepared by Waite-Heindel Environmental Management) will be part of the bid document. Typically the civil plans are also included in the bid document. Because the soil management plan does not provide construction details on the fountain, utilities, sidewalk, etc., the bid and construction Plans need to be produced. The Village selects the successful bidder who removes the asphalt for recycling. The contractor will also remove the concrete pad where the pump island was located while preserving the existing groundwater monitoring well.

In the next steps the contractor will remove the upper soil to allow for a sub-base for bluestone pavers to be installed. Heindel Waite will oversee and segregate soil into clean and dirty. The soil will be live loaded and taken to a stockpiling location, with the clean kept separate from dirty. The dirt will be stored on plastic. The contractor then digs holes for the trees using the same processes described above. The contractor digs a trench for the fountain water line and deeper area for fountain footings which will, again, follow the same process as above. Once all the soil is accumulated, we test and figure out where each type goes. Some of the soil will be able to be put back in the hole created by its removal. Waite - Heindel do an inspection when the process is completed and write up a report. If all goes according to plan the Village gets a Certificate of Completion.

There is grant money to cover the oversight and testing, but the grant does NOT cover soil disposal. The Petroleum Cleanup Fund (PCF) will hopefully cover the disposal of any gasoline-contaminated soil. If we end up with a lot of "urban development soil" (PAHs, arsenic, lead), then the Village may have to pay to dispose of this at a Casella landfill. However, there is a new influx of Brownfield money thanks to Governor Scott, so we may be able to utilize this pot of money for disposal of any urban development soils. As we do not have soil qualities, or type, at the moment there

is no way to put a dollar figure on any soil that we may need to be taken to a landfill.


The CCRPC, the sponsors for this grant, want to close out the Environmental Engineering Consultants portion of this project by September 30<sup>th</sup> 2021. The Environmental Consultant monitors the remediation work and writes a Report on the project certifying that all necessary best practices were adhered to during the project.

There is a cost to prepare the bid documents and construction drawings for the Park. This is best handled by the Village Engineer. Rick Hamlin has said that his firm will produce the drawings necessary to move the park project forward for \$5,000.

### **Recommendation**

At this time Staff request that the Trustees approve use of the Village Economic Development Funds to move this project forward by allocating \$5,000 to the Village Engineer to work with the Tree Advisory Committee (TAC) to determine vegetative species and soil volumes needed for the vegetation to thrive, and provide bid and construction drawings for the new Park.

# Memorandum

**To:** Village Trustees, Evan Teich, Unified Manager  
**CC:** Robin Pierce, Community Development Director, Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator, James Jutras, Water Quality Superintendent  
**From:** Linda Mahns, Administrative Assistant   
**Re:** Appointment of Essex Junction representatives and alternates to CCRPC Planning Advisory Committee  
**Date:** June 4, 2021

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## Issue

The issue is whether the Trustees will reappoint Robin Pierce as TAC, Chelsea Mandigo as CWAC Representative, James Jutras as CWAC Alternate, Dan Kerin as Board of Director Representative, and Elaine Haney as Board of Director Alternate to the Chittenden County Regional Planning Commission's Planning Advisory Committee.

## Discussion

The Chittenden County Regional Planning Commission (CCRPC) has a Planning Advisory Committee (PAC) that oversees the CCRPC's regional planning activities and policy development. Member municipalities have a representative and alternate on the PAC. Terms begin on July 1 and last for 2 years.

Essex Junction's current representatives: Robin Pierce, Chelsea Mandigo, and James Jutras all expressed an interest to be reappointed. Elaine Haney expressed an interest to serve as Board of Director Alternate and her letter of interest is attached to this memo.

In order to have a complete and thorough discussion about this topic, an executive session may be necessary. The appointment of public officials can be a protected discussion, provided the Trustees make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decisions during the open meeting.

## Cost

None.

## Recommendation

Staff recommends the Trustees reappoint Robin Pierce as TAC, Chelsea Mandigo as CWAC Representative, James Jutras as CWAC Alternate, Dan Kerin as Board of Director Representative, and Elaine Haney as Board of Director Alternate to the Chittenden County Regional Planning Commission's Planning Advisory Committee.

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

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

**From:** Elaine Haney

**Sent:** Tuesday, May 18, 2021 2:29 PM

**To:** Evan Teich <[eteich@essex.org](mailto:eteich@essex.org)>; Gregory Duggan <[gduggan@ESSEX.ORG](mailto:gduggan@ESSEX.ORG)>

**Cc:** Andrew Brown <[abrown@essexjunction.org](mailto:abrown@essexjunction.org)>

**Subject:** Village alternate representative for CCRPC

Dear Evan and Greg,

I'm writing to share my interest in being considered as an alternate representative of the Village of Essex Junction on the CCRPC board. As you know, I have not been reappointed to serve in this capacity for the Town. In the past two years as Town alternate, I have worked with Town representative Jeff Carr, who has shared some of his considerable institutional knowledge with me, and have developed a good understanding of our community's relationship with CCRPC and how it benefits us. I would like the opportunity to continue serving, particularly because of my participation in CCRPC's new equity leadership team, which is gearing up to perform an equity assessment of the organization's policies and practices. This process will have an important impact on Essex Junction and I would like to remain involved if possible.

I understand that Andrew Brown is currently the Village's alternate representative to the board. If he is no longer interested in serving in that role, I'd like to ask to be considered as a possible replacement. I don't, however, wish to pressure him into giving up that role.


Thanks for your time and consideration,

Elaine

--

Elaine Haney (she/her/hers)

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Tammy Getchell, Assistant to the Manager   
**Re:** FY22 2<sup>nd</sup> floor lease for Lincoln Hall to Essex C.H.I.P.S.  
**Date:** May 27, 2021

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## Issue

The issue is whether the Trustees will approve a FY22 2<sup>nd</sup> floor lease to Essex C.H.I.P.S.

## Discussion

The FY21 lease for the 2<sup>nd</sup> floor of Lincoln Hall to Essex C.H.I.P.S. expires June 30, 2021. A new lease for FY22 is attached to this memo. Historically, Essex C.H.I.P.S. agrees to pay the Village of Essex Junction \$1.00 per year for use of the 2<sup>nd</sup> floor to operate their program.

Essex C.H.I.P.S. has a current certificate of liability insurance on file.

## Cost

None.

## Recommendation

It is recommended the Trustees approve the FY22 lease of the 2<sup>nd</sup> floor of Lincoln Hall to Essex C.H.I.P.S. to commence July 1, 2021 and end June 30, 2022.

**VILLAGE OF ESSEX JUNCTION, VERMONT**  
**2 LINCOLN STREET, ESSEX JUNCTION, VT**  
**2<sup>ND</sup> FLOOR LEASE**

LEASE made this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and ESSEX CHIPS (Community Health Initiatives and Programs for Students), (hereinafter referred to as "Lessee").

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the second floor of Lincoln Hall, Essex Junction, Vermont.

This lease is for the period of July 1, 2021 through June 30, 2022, unless sooner terminated as herein provided. It is understood that the Village of Essex Junction reserves the right to use the area above the Senior Center in Lincoln Hall for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay Lessor rent of \$1.00 per year, payable in advance to the Village Treasurer.
2. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, and Lessee shall pay for all other utility costs incurred during the Lease term.
3. Lessee is permitted to connect to Cable TV provided they pay all associated costs.
4. Lessee shall be permitted to use Lessor's copier at \$.10 per B/W copy and \$.25 per color copy.
5. Lessee shall keep the premises clean and, in such repair, as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the lessee or guests shall be the responsibility of the lessee to fix in a timely manner.

Lessee may make non-structural changes to the premises without the prior written consent of the Lessor.

The Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition.

6. Lessee shall not sublet the premises nor assign this Lease without the approval of the Village Board of Trustees. Occupancy shall be limited to the Lessee. Lessee shall be responsible for providing a key to the Lessor and allow access at all times. Lessee will provide a permission list for Lessor outlining individuals

**VILLAGE OF ESSEX JUNCTION, VERMONT**  
**2 LINCOLN STREET, ESSEX JUNCTION, VT**  
**2<sup>ND</sup> FLOOR LEASE**

who can access keys. Lessor will not provide keys to any individuals not on the list without the express permission of the Executive Director or Unified Manager.

7. The Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
8. Lessee agrees to indemnify and hold harmless the Lessor from and against any loss, cost, damage and expense resulting from injury to any person or damage to or destruction of any property, caused by any act, omission or neglect of the Lessee, its agents, servants, employees or other persons in, upon or about the premises at the Lessee's invitation or consent. Lessee shall carry a minimum of \$1,000,000 general liability insurance to include property damage and name the Lessor as an additional insured. The Lessee shall provide the Lessor with a Certificate of Insurance within thirty (30) days of execution of this Lease.
9. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.
10. The Lessor may, at its option, choose to terminate this Lease prior to its expiration by providing the Lessee with written notice at least sixty (60) days prior to the termination date specified in the notice.
11. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
12. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: Village of Essex Junction  
c/o Evan Teich, Unified Manager

**VILLAGE OF ESSEX JUNCTION, VERMONT**  
**2 LINCOLN STREET, ESSEX JUNCTION, VT**  
**2<sup>ND</sup> FLOOR LEASE**

2 Lincoln Street  
Essex Junction, VT 05452

Lessee: Essex CHIPS  
c/o David Voegelé, Executive Director  
2 Lincoln Street  
Essex Junction, VT 05452

13. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
14. Fire Safety: No boxes or materials will be located within one foot of any radiators or block any entrances or exits. No electrical work shall be performed by anyone other than a licensed electrician.
15. Load Bearing Capacity: The second floor of Lincoln Hall has a maximum load limit of 50 lbs. per square foot.
16. Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

**VILLAGE OF ESSEX JUNCTION, VERMONT**  
**2 LINCOLN STREET, ESSEX JUNCTION, VT**  
**2<sup>ND</sup> FLOOR LEASE**

**IN WITNESS WHEREOF**, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF:

Lessor: **VILLAGE OF ESSEX JUNCTION**

By: \_\_\_\_\_  
Evan Teich, Unified Manager

**STATE OF VERMONT**  
**COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this \_\_\_\_ day of \_\_\_\_\_, 2021, Evan Teich, Unified Manager of the Village of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the Village of Essex Junction.

IN PRESENCE OF:

Lessee: **ESSEX CHIPS**

By: \_\_\_\_\_  
David Voegele, Executive Director

**SELECTBOARD & TRUSTEES  
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD  
VILLAGE OF ESSEX JUNCTION TRUSTEES  
DRAFT JOINT MEETING MINUTES  
Monday, May 24, 2021**

**SELECTBOARD:** Andy Watts, Chair; Patrick Murray, Vice Chair; Tracey Delphia; Vince Franco; Dawn Hill-Fleury

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Travis Sabatano, HR Director

**OTHERS PRESENT:** Jeanne Bull, Bob Burrows, Heidi Clark, Kevin Collins, Annie Cooper, Erin Dickinson, Erin Ennis, Maureen Gillard, Mary Lou Hurley, Tamara Jaques, Rachael Lizotte, Deb McAdoo, Sue McCormack, Jillian Niggel, Bruce Post, Mary Post, Brian Shelden, Ken Signorello, Saramichelle Stultz, Mike Sullivan, Harlan Smith, Gabrielle Smith, Laura Taylor, Irene Wrenner, Lorraine Zaloom, Margaret, RM

**1. CALL TO ORDER**

Mr. Watts 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.

Mr. Brown 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**

There were no additions or changes to the agenda.

**3. APPROVE AGENDA**

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

**4. MOMENT OF COLLECTIVE SILENCE TO REFLECT ON ANNIVERSARY OF GEORGE FLOYD'S MURDER**

A moment of collective silence was held for all those in attendance to reflect on the anniversary of George Floyd's murder.

**5. PUBLIC TO BE HEARD**

Mr. Signorello requested that the names and salaries of all employees be printed publicly to ensure transparency. He noted that this is done in Burlington and Rutland. Ms. Zaloom thanked the boards for holding a moment of collective silence. She also encouraged Mr. Watts and the other Selectboard members to consider holding informal community chats to make participation more easily accessible.

Ms. Post said that she is still upset about the contents of Mr. Murray's conversation with former Selectboard Chair Ms. Haney which was conducted via Facebook Messenger during a previous meeting. She said that the Selectboard should at least make a statement that they were sorry that this happened and

was disappointed that this did not occur. She said that she did not think that Mr. Murray should be Vice-Chair, and that he should be censured. She also asked why Mr. Teich stayed silent and how he could “serve two masters” in the event of separation. Mr. Watts explained that such discussions were held in Executive Session and that a public censure would require two violations. He said that information on Mr. Murray’s posts came to light after he had been elected Vice-Chair. Mr. Murray said that he had already apologized publicly and that it is not the responsibility of the other members of the Selectboard to chastise him for his behavior.

Ms. Stultz said that the website the Essex ReTorter and its authors started the culture of disrespect and said that “you get what you give.” She said that former chair Ms. Haney had to deal with disgusting comments in the meeting chat while presiding over meetings. She stated that she opposes the idea of listing employee salaries. Mr. Post said that it is important to publicly list employee pay and suggested disabling the chat feature during meetings. Mr. Franco encouraged the audience to remain civil when explaining their points of view.

## **6. BUSINESS ITEMS**

### **a. Update on work of Committee on Equity in Essex and Task Force on Racial Equity, Policing, and Public Safety**

The Committee on Equity for Essex is dedicated to redistributing decision-making, resources, and power into our community to ensure the voices of those who have been historically marginalized are heard. The task force has been meeting twice a month since mid-April. The primary work thus far has been to decide on priorities and to create the following subcommittees: Community/Municipal; Safety, Policing, Communications, and Racial Justice and Police. Mr. Chawla and Mr. Murray are the Trustee and Selectboard representatives, respectively.

Mr. Chawla said that the Community/Municipal group has been working to see how Essex can recruit more diverse board members and employees. They are also working to map our municipal budget to these topics. Mr. Murray said that the Policing subcommittee has been working to ensure that BIPOC residents feel safe with the police. He said that Chief Hoague has been very supportive and amazing to work with. Mr. Murray also said that early discussions on community oversight in policing have been occurring. Ms. Ladd encouraged all interested community members to sign up for e-mail updates. Mr. Teich said that stipends will help to ensure more diverse representation on committees.

#### **Public Comment:**

- Mr. Signorello said that a recent vacancy on the Selectboard had ten applicants, and that a current vacancy on the school board also had many applicants. He encouraged the Selectboard to consider if campaigning is a barrier to participation. He also suggested the use of nominating committees to encourage others to run for office.
- Mr. Post said that Brattleboro has a representative town meeting and voted last year to increase the Selectboard salary.

### **b. Consider approval of Joint Resolution between the Town of Essex Selectboard and Village of Essex Junction Trustees to investigate amicable Separation**

Mr. Watts began the conversation by stating that this is just an investigation, not any type of commitment. He hopes that this will help to begin the healing in the community. Mr. Brown echoed these statements and said that Board members can help to set a tone of civility. He encouraged other Board members to hold him accountable if he says or does something that is not in line with this.

The document was drafted by Mr. Brown, Mr. Chawla, Mr. Watts, and Mr. Murray and was presented to both Boards for their review. Mr. Tyler noted that he would prefer to have the phrase “duplication” removed from this document, as he believes that it is misleading. The Boards agreed to do so.

Ms. Delphia expressed concern about the following phrase, “The Selectboard and Trustees agree to allocate the staffing resources necessary to investigate an amicable separation without impacting the progress of other needed municipal projects.” She requested a more in-depth assessment of the resources that would be needed for this project before voting to include it in this document. After some discussion, the Boards decided to remove this phrase from the document.

Ms. Hill-Fleury said that she felt that the Selectboard should have reviewed this document independently of the Trustees. She said that she would like to see a provision in this document to prevent the Village from annexing neighborhoods. She said that it is important to remember that the entire Town has not voted on separation. Mr. Watts said that it is inappropriate for the Selectboard to prevent a section of the community from joining the Village. Mr. Brown said that the Village intends to vote on separation in November and that there is no way that annexing could be done before this. Mr. Kerin noted that this document was intended to be in effect, “in perpetuity” and was a guiding vision, not a place for specific issues. The Boards also discussed the fact that the legislature would have the final say on any separation, and Mr. Watts noted that recent municipal separations have been approved with the consent of only the part of the community that was separating.

**Public Comment:**

- Mr. Post expressed concern for Mr. Kerin’s comment that this agreement would be “in perpetuity.” He said that in 1999, the Village voted to separate twice, however the legislature would not allow this request to go through. Mr. Watts said that the legislature recommended mediation since both separation and merger agreements were presented to them in parallel.
- Mr. Sheldon expressed concern for some of the comments made earlier in the meeting and said that the Town Outside the Village (TOV) does not need to vote on or consent to separation. Mr. Watts reminded Mr. Sheldon to keep his comments to the document at hand.
- Mr. Signorello said that, when Winooski voted to form its own municipality, 60% of voters lived in the new community. As a result, a community-wide vote was not needed. This is not the case in Essex.
- Ms. Hurley indicated her agreement with Ms. Delphia’s comments and said that the Selectboard should have discussed the topic without the Trustees prior to holding a joint meeting. She said that the Village has not voted yet, and that such discussions are premature. Mr. Watts said the Village is currently working on a separation plan and thus discussion is needed now. He said that he and Mr. Murray worked on the document together due to the difficulty of editing in a large group.
- Ms. Cooper said that Mr. Watts used the wording “Town” when he should have said “TOV.” The Selectboard represents all Town residents, regardless of where they live. She said that the TOV does not exist as its own entity, and no taxes are paid to it. Separation will affect all residents, no matter where they live. Mr. Watts said that he represents all residents of the Town.
- Ms. Stultz indicated her support for Mr. Sheldon’s statements.
- Ms. Wrenner requested that representation for the TOV be included in this plan and said that she would like to see a companion resolution to keep the community whole. Mr. Watts reminded Ms. Wrenner to keep her comments to the document at hand.
- Mr. Smith and Mr. Sullivan thanked the Boards for their work putting together this document.

**Motion by ANDY WATTS, seconded by VINCE FRANCO, that the Selectboard approve the Joint Resolution between the Town of Essex Selectboard and Village of Essex Junction Trustees to investigate an amicable separation. The motion passed 5-0.**

**Motion by RAJ CHAWLA, seconded by DAN KERIN, that the Trustees approve the Joint Resolution between the Town of Essex Selectboard and Village of Essex Junction Trustees to investigate an amicable separation. The motion passed 5-0.**

**c. Schedule the next Joint Board meeting**

The Boards agreed to have staff schedule the next joint meeting via Doodle. Some potential topics include racial equity work, separation, and the activities of the Cannabis Commission.

**d. \*Discussion and potential action on evaluation of public official**

Discussion happened in executive session at the end of the meeting.

**7. CONSENT ITEMS**

a. \*\*Consider reappointment of Debbie McAdoo to the Housing Commission

**RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, that the Trustees reappoint Debbie McAdoo to the Housing Commission. The motion passed 5-0.**

**DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, that the Selectboard reappoint Debbie McAdoo to the Housing Commission. The motion passed 5-0.**

**8. READING FILE**

a. Board member comments

Mr. Watts informed the Board that he had recently testified on behalf of 3+3 initiative that was voted on by Essex voters last year. Mr. Brown said that he and Mr. Watts are working on including a proposal on conflict resolution for the June 5<sup>th</sup> strategic planning session agenda. Mr. Teich said that this session will be in-person for Board members, but that audience members are invited to join virtually.

b. Memo from Greg Duggan re: Strategic planning session on June 5

c. Public Building Reopening process: Town of Essex and Village of Essex Junction COVID-19 Workplace Protocols; Mask Guidance; and Remote Work Policy

d. Update on House Government Operations Committee action regarding 3+3 charter change

e. Upcoming meeting schedule

**9. EXECUTIVE SESSION**

a. \*An executive session is anticipated for the evaluation of public official

**TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313(a)(3), to include the Trustees and HR Director. The motion passed 5-0 at 8:35 PM.**

**ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the Trustees enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313(a)(3), to include the Selectboard and HR Director. The motion passed 5-0 at 8:35 PM.**

**GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees exit executive session. The motion passed 5-0 at 9:45 PM.**

**DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY, that the Selectboard exit executive session. The motion passed 5-0 at 9:45 PM.**

**10. ADJOURN**

**DAN KERIN made a motion, seconded by RAJ CHAWLA, that the Trustees adjourn the meeting. The motion passed 5-0 at 9:45 PM.**

**DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard adjourn the meeting. The motion passed 5-0 at 9:46 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary

**VILLAGE OF ESSEX JUNCTION  
TRUSTEES MEETING MINUTES  
May 25, 2021**

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Maureen Gillard, Recreation & Parks Afterschool Enrichment Coordinator; Jim Jutras, Water Quality Superintendent; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director

**OTHERS PRESENT:** Bob Burrows; Alise Certa; Annie Cooper; Elaine Haney; Tamara Jaques; Deb McAdoo; Timothy Miller; Patrick Murray; Gabrielle Smith; Dennis Thibeault; Kyleigh; Susanna; R M

**1. CALL TO ORDER**

Mr. Brown called the meeting to order at 6:30 PM.

**2. AGENDA ADDITIONS/ CHANGES**

Mr. Brown proposed to make item 6c, agenda item 5e and to remove items 6d,e and f from the agenda to be considered at a future meeting with an interview process. Mr. Brown also requested that item 6j become item 5f. Mr. Tyler added a revised version of the charter document and a document with questions for legal counsel to item 5a.

**3. APPROVE AGENDA**

**GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees approve all agenda changes. The motion passed 5-0.**

**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. Work session on Essex Junction Independence Initiative**

Mr. Luck provided an overview of the evening's work session, to discuss:

A. Draft Charter and next steps

B. Review timeline & consider scheduling additional work sessions

C. Outreach strategies

D. Updates of Community Conversations group with chair Elaine Haney

Mr. Brown opened public comments but there were none at this time.

A. Mr. Luck presented a draft of the City of Essex Junction Charter to review, discuss, and revise during the meeting. The draft charter included notes compiled by the Trustees prior to the meeting and did not include sections that will be discussed once legal counsel answers to questions have been received. This draft also did not include subchapters which had no comments, edits. Or were considered "noncontroversial." Mr. Luck highlighted survey comments from a survey conducted by KSV during the merger process, which suggested that change in government may be challenging for the public. The Trustees had the following discussions and made changes to the charter:

- § 201- The Trustees chose as the corporate existence wording: "The inhabitants of the Village of Essex Junction, within the corporate limits as now established, shall be a municipal corporation by the name of the 'City of Essex Junction'."
- § 203b- Mr. Tyler requested clarification on policing wording from legal counsel.

- § 203e- The Trustees requested clarification from legal counsel on whether power system information needs to be in the charter, for the work described to be able to take place. Mr. Brown, Mr. Tyler, and Mr. Chawla discussed wanting to avoid setting up a need for future charter changes.
- § 205a- The Trustees acknowledged the importance of determining a municipal government structure for the new City of Essex Junction. Mr. Tyler said he found through his research of other Vermont cities with similar density population, that these cities have council manager forms of government, which include mayors. Mr. Brown said that adding the new variable of a mayoral structure could complicate the current separation process. He suggested they maintain the system that is in place and embed the discussion and decision on a new structure to take place during a 3-5 year transition plan. The Trustees discussed this approach and agreed with it. Mr. Chawla said the strategy would effectively buy time, without losing continuity. Mr. Kerin said this strategy would avoid public confusion and allow details to be worked out later. Ms. Thibeault said embedding governance formation into the transition work will generate more voter input. Mr. Tyler said he thinks many people have a misunderstanding of what a mayor does, in a weak mayor system, so it would benefit them to take enough time for a thorough discussion. Mr. Luck suggested that the values people hold for how they would measure good governance could be addressed with the community engagement process being led by Ms. Haney in order to inform this future discussion.
- §301- The Trustees chose to postpone determining what districting language to include in this section, until legal counsel clarifies what should be specified. Mr. Chawla stressed the importance of appropriate representation and an established ward system.
- §302- The Trustees described this section as similar to what is in the current charter. They did not add or remove anything.
- §303a- Mr. Tyler changed this section to read: “consisting of five members elected at large.”
- §304- This section remained as written.
- §305a – Mr. Tyler replaced the words “Chairperson” and “Vice Chairperson” to “President” and “Vice President”, to remain consistent to current charter language.
- §306a- The Trustees discussed the compensation paid to council members. They agreed with the minimum of \$1500 but changed wording to include this compensation in the budget each year, not as a separate item to be voted on. Mr. Brown said this should be acceptable because there are public hearings and budget development meetings where the public could provide feedback on compensation. The Trustees discussed how this could allow the compensation to reflect annual changes if needed.
- §308- The Trustees changed the language to “President” and “Vice President” for consistency.
- §310b- The Trustees changed the language to a 3-person quorum, based on size of the proposed board.
- §312- This section remained as written.
- §402- The Trustees agreed for the language to remain with a moderator. Mr. Tyler said that mayors become moderators in some mayoral city annual meetings, so this may be discussed again during the transition years.
- §501- Mr. Tyler said that many cities call their annual meeting “City Meeting Day” not “Town Meeting Day”. The Trustees agreed with this change. Mr. Chawla and Mr. Brown hoped the municipality could align voting with the school. Mr. Tyler recapped how the FY2022 ballots were aligned but said it could be a challenge to align them every year. Mr. Brown requested legal counsel on if the charter can say “City Meeting Day may be set by the council to align with the schools.”
- §601- Mr. Tyler said the city charters he researched had lengthy descriptions of how to adopt ordinances, but they were not consistent. Mr. Brown suggested that the ordinance process be

the same as the Essex Town's process. The Trustees agreed. Mr. Tyler preferred the current ordinance process in the Village but agreed to move forward with Essex Town's process.

- §604- The Trustees agreed with the changes made, in response to Ms. Thibeault's suggestion prior to the meeting, to this section.
- §701- The Trustees agreed not to change this section on the Manager yet, because they are planning for changes to the governance to take place during the transition phase, at which point Manager powers may also change.
- §704- Ms. Thibeault and Mr. Chawla said their questions on this section had been resolved.
- §803- The Trustees agreed with the language of this section. Mr. Chawla proposed reimagining services and budgeting at a time a few years in the future.
- §804- The Trustees agreed that a Development Review Board should be established, and they kept this section as written. They chose not to specify the number of members, which would then default to the state statute of no fewer than 5 or more than 9.
- §805- Mr. Chawla requested clarification on the Brownell Library Trust board member selection process. Mr. Tyler said some board members are appointed by the Trust but others must be elected through the voters. The Trustees did not change the language of this section.
- §901- Mr. Brown and Ms. Thibeault discussed how to avoid confusion, in this section, between hiring or contracting.
- §§902-906- Mr. Tyler said there are a variety of ways to handle appraisals and requested a recommendation from legal counsel on these sections.
- §906 Mr. Teich requested that the language of this section avoid the verbiage "Real Estate Assessor" because this role is rare in Vermont. He requested legal counsel provide language that could give the most latitude for qualifications of the position.
- §1002- The Trustees changed the language at the beginning this section to "City Meeting" for consistency. They changed part "d" to read "no fewer than the next five years".
- §1005a- The Trustees change the language to read "City Meeting" for consistency.
- §1005c- The Trustees said this section was acceptable, in line with governance.
- §1103- The Trustees said comments on this section were addressed previously.
- §1201 (b)2- The Trustees changed the language to read "no fewer than 5 years".

The Trustees reviewed the draft of legal questions for Ms. Safar, Village Attorney. Mr. Tyler said he was interested in hearing suggestions on how to transition from a Village to a City, and that the examples and sub-questions in the legal questions encapsulate this. He said he is interested in hearing details related to establishing a federal tax entity, contractual agreements, ordinances, land development codes, land records, the Police Department, broadband, and the role of a City Clerk. Mr. Tyler suggested that Ms. Safar draft language for a transitional period to be reviewed by the Trustees and included in the charter. Mr. Chawla clarified that the city would also need to serve as the board of liquor control for the municipality. Mr. Teich suggested that they request Ms. Safar draft a section about taxation and abatements, with language similar to the Town Charter's. Ms. Thibeault suggested that the entire draft charter be provided to Ms. Safar for review to date.

- B. Mr. Luck reviewed the timeline with the Trustees to consider scheduling additional work sessions. He suggested four options and the Trustees discussed their availability. Mr. Luck explained that the goals of the extra meetings would be to develop the organization and Village departments. The Trustees agreed to meet earlier (4:00 pm) on their June 8 meeting and then decide whether another meeting is needed on June 14. Mr. Luck said Ms. Safar reviewed the timeline and wanted to be sure that public meetings which include any public hearings be clearly warned and executed.
- C. Mr. Luck invited the Trustees to discuss a postcard, drafted for outreach to the community, about Essex Junction Independence. Ms. Thibeault suggested a typo fix on page two in the

third paragraph. The Trustees agreed with the content and design of the postcard, confirmed funding availability for the mailing, and approved for it to be sent within the current fiscal year. Mr. Luck suggested that a strategy to consider at a later date could be to host summer chats with the public on the topic of Essex Junction Independence.

- D. Ms. Haney provided updates on the Community Conversations group. This volunteer group, led by Ms. Haney, includes Gabey Smith, Bridget Meyer, and Alise Certa. Ms. Haney said they are not working directly with the Trustees or on the charter, but are moving intentionally to lay groundwork for resident participation in community conversations about Essex Junction. She said there will be many ways for residents to participate and anybody who wants to volunteer will be trained on how to engage. She said their first event will be in June. Ms. Haney said the Community Conversations efforts will amplify what the Trustees are doing well and share facts about the Village as well as what is in the charter. Additionally, they will conduct a "Get Out the Vote" campaign. She said the website and Facebook pages for this effort will launch soon. The Trustees had no questions for Ms. Haney but expressed gratitude and said they are eager to hear back from the group about what people are saying.

Mr. Brown closed the work session at 8:28 PM.

**b. Discussion and possible action on July 4th fireworks permit at Champlain Valley Expo**

Mr. Luck said Essex Junction Recreation and Parks (EJRP) will be hosting the annual Village July 4 fireworks and community celebration. He said that, due to the 15-month pandemic and the event's popularity, the Champlain Valley Exposition (CVE) offered the event to take place at their location at no charge. Event activities will take place on the midway lawn, followed by fireworks at 9:30 PM. He said fireworks for this municipal event normally do not require approval but, because of the CVE location this year, he was requesting the Trustees to discuss and approve them. Mr. Brown appreciated CVE's willingness to accommodate the event. Ms. Thibeault said she reached out to Fire Chief Gaboriault about concerns with fireworks during dry weather. She said the Chief has since signed off on the permit and said he has no concerns at this time. She said, as per usual, the Fire Department will be present at the event. Mr. Kerin and Mr. Teich talked about the Police Department's role at the event. Mr. Luck said Lieutenant Kissinger is happy with the location change. Mr. Teich explained that CVE is a preferred location because the previous location resulted in clogged street traffic. He said he hoped this may also be a possibility in the future, but it would depend on CVE's concert schedule.

**ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the Trustees support the fireworks and community activities for this July 4<sup>th</sup> to take place at Champlain Valley Exposition and advise the municipal manager to sign the fireworks permit.**

**The motion passed 5-0.**

**c. Consider approval of supplemental grant funding through the Vermont Agency of Agriculture, Food and Markets (VAAF) to complete Vermont Phosphorus Innovation Challenge (VPIC) PePhlo project at the wastewater facility**

Mr. Jutras made a request for approval of supplemental grant funding and talked about a second step to be planned later regarding the Phosphorous Innovation Project. He said the Wastewater Treatment Facility (WWTF) was invited to apply for a final grant to complete the Innovation Challenge and create a mobile facility. He said the budget for the grant is \$300,000 with a \$150,000 match from the Village. He said some of the matching funds could come from a previous grant and the application needs to be submitted by the end of FY2021. He anticipates that the project will be complete December 31, 2021. Mr. Jutras explained that, in the past, UVM has been the grantee for this project, but the Village would be the grantee this time in order to procure the equipment needed. Mr. Jutras said a second step, that did not need action at this point, is about phosphorous innovation resulting from this project. He said it will be an item that is marketable,

sellable, and should be patented. He said a next step could be to create a legal business entity for a patent, which would be an opportunity for a return on investment, and he is looking into a National Science Foundation grant to cover the patent process. The Trustees expressed their enthusiasm for the innovation. Mr. Brown said this is further evidence that the WWTF is amazing and award-winning and he is in support of moving forward with the patent direction.

**DAN KERIN made a motion, seconded by AMBER THIBEAULT, that the Trustees authorize the Unified Manager to sign VAFFM grant documents for a project total of \$300,000 to fund the final phase of the PePhlo project and to further authorize the match funds in the amount of \$150,000 to come out of the wastewater facility capital account. Any supplemental project support funds secured in the Village name are to be returned to the WWTF capital fund. The motion passed 5-0.**

**d. \*Discussion and possible action to execute Essex Junction Employee Association contract for 2021-2024**

This took place as agenda item 8a.

**e. \*\*Discussion and possible action on Chittenden County Regional Planning Commission Board and Committee Appointments**

Mr. Brown said there may be another person interested in his seat on the Chittenden County Regional Planning Commission and he would like the opportunity for the Trustees to interview the individual. He requested that this interview be scheduled on a future meeting agenda and that they also discuss whether the Village would also like to have an alternate for the position.

**f. Check Warrants: #17251 – 5/14/21; #17252 – 5/21/21**

The Trustees removed check number 34055 from the warrants, to be addressed at a future meeting, if necessary.

**GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees approve the check warrants, as amended. The motion passed 5-0.**

**6. CONSENT ITEMS**

**DAN KERIN made a motion, seconded by AMBER THIBEAULT, to approve the consent agenda remaining items:**

**a. Consider approval of Chittenden Solid Waste District fiscal year 2022 budget**

To approve the Chittenden Solid Waste District fiscal year 2022 budget.

**b. Warn a public hearing on FY2022 Proposed Utility Rates on June 8, 2021**

To warn the first of two public hearings on the proposed FY2022 Utility Rates for Tuesday June 8, 2021.

~~**c. \*\*Discussion and possible action on Chittenden County Regional Planning Commission Board and Committee Appointments**~~

- Agenda change: item moved to 5e.

~~**d. \*\*Consider reappointment of Karen Dolan to the Village Capital Program Review Committee**~~

- Agenda change: item removed from the agenda to be addressed at a future meeting.

~~**e. \*\*Consider reappointment of Philip Batalion to the Village Planning Commission**~~

- Agenda change: item removed from the agenda to be addressed at a future meeting.

~~**f. \*\*Consider reappointment of Warren Spinner to the Village Tree Advisory Committee**~~

- Agenda change: item removed from the agenda to be addressed at a future meeting.

**g. \*\*Consider reappointment of Claudine Safar as the Village Attorney**

To approve the Unified Manager to appoint Claudine Safar as the Village Attorney.

**h. \*\*Consider reappointment of Jeff Kirschner as the Village Engineering Consultant**

To approve the Unified Manager to appoint Jeff Kirschner as the Village Engineering Consultant.

- i. **Approve minutes: May 11, 2021**  
j. ~~**Check Warrants: #17251 – 5/14/21; #17252 – 5/21/21**~~

- Agenda change: item moved to 5f.

**The motion passed 5-0.**

**7. READING FILE**

**a. Board member comments**

- Mr. Chawla extended congratulations, on behalf of the Trustees, to Mr. Fleury for achieving the Green Mountain Water Environment Associations Vermont Operator of the year award and to Ms. Constandi for winning the Bob Wood Young Professional Award.
- Mr. Teich said that although the Memorial Day parade will not be taking place this year, people can consider visiting the memorial in the Village center and take time to recognize individuals who served the country. He said thank you, on behalf of Essex, and that their service is not forgotten.
- Mr. Teich said that Municipal offices are planned to reopen June 1, with slower opening of the libraries. He said the municipality is also instituting a Remote Work Policy based on success of remote work this year.
- Mr. Teich said they are working with Town Meeting TV to plan for hybrid meetings, possibly to be ready in August. With online meeting attendance up so significantly, they would like people to be able to continue be able to attend virtually if they want to.
- Mr. Tyler commended Mr. Teich for doing a great job managing municipal efforts during the pandemic. Mr. Teich also thanked department heads, staff, police, and board support.

**b. Covid-19 Water Usage through April 2021**

**c. Letter from James Jutras re: Comments, 3-1254 Village of Essex Junction National Pollutant Discharge Elimination System (NPDES) discharge permit**

**d. Residential Property Sales – Out of State Buyers 2017-2020**

**e. 2020 Champlain Valley Expo (CVE) Annual Report**

**f. Bernard Fleury Green Mountain Water Environment Associations Vermont Operator of the year**

**g. Ann Constandi wins Bob Wood Young Professional Award**

**h. Upcoming meeting schedule**

**8. EXECUTIVE SESSION**

- a. \*An executive session is anticipated for contracts and labor relations agreements with employees**

**ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the Trustees make the specific finding that premature general public knowledge of the Village's position concerning ongoing contract negotiations and labor relations agreements with employees would place the Village at a substantial disadvantage. The motion passed 5-0 at 8:58 PM.**

**ANDREW BROWN made a motion, seconded by AMBER THIBEAULT, that the Trustees enter into executive session to discuss contracts and labor relations agreements with employees pursuant to 1 V.S.A. §313(a)(1)(A) and 1 V.S.A. § 313(a)(1)(B), to include the Unified Manager, Deputy Manager, EJRP Director, Assistant Manager and HR Director. The motion passed 5-0 at 8:59 PM.**

**GEORGE TYLER made a motion, seconded by RAJ CHAWLA, to end the executive session. The motion passed 5-0 at 9:18 pm.**

AMBER THIBEAULT made a motion, seconded by DAN KERIN, that the Trustees authorize the Unified Manager to execute a contract with the Essex Junction Employee Association for 2021-2024. The motion passed 5-0.

AMBER THIBEAULT made a motion, seconded by GEORGE TYLER, that the Trustees authorize the Vermont Municipal Employees' Retirement System (VMERS) Group C effective on October 1, 2021, for all eligible Village of Essex Junction employees, both within the Essex Junction Employee Association and outside of the Essex Junction Employee Association. The motion passed 5-0.

- b. **\*\*An executive session may be requested to discuss the appointment of public officials**  
An executive session did not take place on this item.

9. **ADJOURN**

DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees adjourn the meeting. The motion passed 5-0 at 9:21 PM.

Respectfully Submitted,  
Cathy Ainsworth

05/28/21

## Town of Essex / Village of EJ Accounts Payable

Page 1 of 6

11:40 am

Check Warrant Report # 17253 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 &amp; Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	05/10/21 Y Collctn., Y A Prog, Su 210-45551.641 0069852 0521	JUVEN COLLECTION-PRNT & E	686.35	34158	05/28/21
42665	AMAZON/SYNCB	05/10/21 Y Collctn., Y A Prog, Su 210-45551.837 0069852 0521	CHILDRENS PROGRAMS	153.92	34158	05/28/21
42665	AMAZON/SYNCB	05/10/21 Y Collctn., Y A Prog, Su 210-45551.836 0069852 0521	ADULT PROGRAMS	40.49	34158	05/28/21
42665	AMAZON/SYNCB	05/10/21 Y Collctn., Y A Prog, Su 210-45551.610 0069852 0521	SUPPLIES	167.39	34158	05/28/21
42665	AMAZON/SYNCB	05/10/21 Y Collctn., Y A Prog, Su 210-45551.340 0069852 0521	COMPUTER EXPENSES	509.60	34158	05/28/21
V10503	BAYSCAN TECHNOLOGIES	05/14/21 Supplies 67744	210-45551.610 SUPPLIES	122.68	34162	05/28/21
00530	BRODART CO	03/16/21 Youth Collection, Supplie B6116841	210-45551.641 JUVEN COLLECTION-PRNT & E	13.49	34164	05/28/21
00530	BRODART CO	03/16/21 Youth Collection, Supplie B6116841	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	03/16/21 Youth Collection, Supplie B6116861	210-45551.641 JUVEN COLLECTION-PRNT & E	9.17	34164	05/28/21
00530	BRODART CO	03/16/21 Youth Collection, Supplie B6116861	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	04/08/21 Adult Collection, Supplie B6145018	210-45551.640 ADULT COLLECTION-PRINT &	15.11	34164	05/28/21
00530	BRODART CO	04/08/21 Adult Collection, Supplie B6145018	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	04/15/21 Youth Materials, Supplies B6152517	210-45551.641 JUVEN COLLECTION-PRNT & E	45.24	34164	05/28/21
00530	BRODART CO	04/15/21 Youth Materials, Supplies B6152517	210-45551.610 SUPPLIES	2.40	34164	05/28/21
00530	BRODART CO	04/16/21 Adult Collection, Supplie B6153690	210-45551.640 ADULT COLLECTION-PRINT &	15.12	34164	05/28/21
00530	BRODART CO	04/16/21 Adult Collection, Supplie B6153690	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	04/20/21 FASTips (Foundation), Sup B6156167	210-49345.000 LIBRARY DONATION EXPENDIT	15.66	34164	05/28/21
00530	BRODART CO	04/20/21 FASTips (Foundation), Sup B6156167	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	04/22/21 Adult Collection, Supplie B6158306	210-45551.640 ADULT COLLECTION-PRINT &	30.21	34164	05/28/21
00530	BRODART CO	04/22/21 Adult Collection, Supplie B6158306	210-45551.610 SUPPLIES	1.60	34164	05/28/21
00530	BRODART CO	05/03/21 Youth Collection, Supplie B6169326	210-45551.641 JUVEN COLLECTION-PRNT & E	14.19	34164	05/28/21
00530	BRODART CO	05/03/21 Youth Collection, Supplie B6169326	210-45551.610 SUPPLIES	1.60	34164	05/28/21
00530	BRODART CO	05/03/21 Youth Collection, Supplie B6169394	210-45551.641 JUVEN COLLECTION-PRNT & E	195.70	34164	05/28/21
00530	BRODART CO	05/03/21 Youth Collection, Supplie B6169394	210-45551.610 SUPPLIES	14.40	34164	05/28/21
00530	BRODART CO	05/03/21 Adult Collection, Supplie B6169398	210-45551.640 ADULT COLLECTION-PRINT &	522.49	34164	05/28/21

05/28/21

## Town of Essex / Village of EJ Accounts Payable

Page 2 of 6

11:40 am

Check Warrant Report # 17253 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	05/03/21	Adult Collection, Supplie B6169398	210-45551.610 SUPPLIES	27.20	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169526	210-45551.641 JUVEN COLLECTION-PRNT & E	274.51	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169526	210-45551.610 SUPPLIES	23.20	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169564	210-45551.641 JUVEN COLLECTION-PRNT & E	9.17	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169564	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169565	210-45551.641 JUVEN COLLECTION-PRNT & E	10.79	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169565	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169580	210-45551.641 JUVEN COLLECTION-PRNT & E	20.43	34164	05/28/21
00530	BRODART CO	05/03/21	Youth Collection, Supplie B6169580	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	05/04/21	Youth Collection, Supplie B6171130	210-45551.641 JUVEN COLLECTION-PRNT & E	59.51	34164	05/28/21
00530	BRODART CO	05/04/21	Youth Collection, Supplie B6171130	210-45551.610 SUPPLIES	4.00	34164	05/28/21
00530	BRODART CO	05/04/21	Adult Collection, Supplie B6171143	210-45551.640 ADULT COLLECTION-PRINT &	37.30	34164	05/28/21
00530	BRODART CO	05/04/21	Adult Collection, Supplie B6171143	210-45551.610 SUPPLIES	1.60	34164	05/28/21
00530	BRODART CO	05/04/21	Youth Collection, Supplie B6171224	210-45551.641 JUVEN COLLECTION-PRNT & E	10.25	34164	05/28/21
00530	BRODART CO	05/04/21	Youth Collection, Supplie B6171224	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	05/04/21	Adult Collection, Supplie B6171321	210-45551.640 ADULT COLLECTION-PRINT &	310.78	34164	05/28/21
00530	BRODART CO	05/04/21	Adult Collection, Supplie B6171321	210-45551.610 SUPPLIES	13.60	34164	05/28/21
00530	BRODART CO	05/04/21	Adult Collection, Supplie B6171324	210-45551.640 ADULT COLLECTION-PRINT &	21.59	34164	05/28/21
00530	BRODART CO	05/04/21	Adult Collection, Supplie B6171324	210-45551.610 SUPPLIES	0.80	34164	05/28/21
00530	BRODART CO	05/05/21	Adult FASTips, Supplies B6172552	210-49345.000 LIBRARY DONATION EXPENDIT	89.73	34164	05/28/21
00530	BRODART CO	05/05/21	Adult FASTips, Supplies B6172552	210-45551.610 SUPPLIES	4.80	34164	05/28/21
27785	BYCER JOSHUA	05/03/21	Youth Programs 2021	210-45551.837 CHILDRENS PROGRAMS	125.00	34169	05/28/21
V04609	CENTER POINT LARGE PRINT	05/01/21	Adult Collection 1845359	210-45551.640 ADULT COLLECTION-PRINT &	93.48	34171	05/28/21
39475	CLAUSSEN'S INC	05/25/21	flowers Lincoln hall 23272	210-43117.000 Streetscape Maintenance	117.72	34175	05/28/21
24045	EMPIRE JANITORIAL SUPPLY	05/19/21	Hand Soap/Sanitizer 208273	210-45220.610 SUPPLIES	202.00	34180	05/28/21

05/28/21

## Town of Essex / Village of EJ Accounts Payable

Page 3 of 6

11:40 am

Check Warrant Report # 17253 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10634	ENVISIONWARE INC	04/03/21	PC Reservation Software INVUS52130	210-14301.000 PREPAID EXPENSES	255.00	34182	05/28/21
23215	ESSEX EQUIPMENT INC	05/17/21	Kubota Rental 107869890001	210-45220.442 EQUIPMENT RENTAL	688.52	34183	05/28/21
38955	F W WEBB COMPANY	05/13/21	clean out caps 71562483	210-43150.430 Storm Sewer Maintenance	41.66	34184	05/28/21
19005	FIRSTLIGHT FIBER	05/01/21	Telephone and internet BL 9065744	210-41945.021 Telephone - Brownell	88.85	34189	05/28/21
19005	FIRSTLIGHT FIBER	05/01/21	Telephone and internet BL 9065744	210-45551.530 TECHNOLOGY ACCESS	48.69	34189	05/28/21
19005	FIRSTLIGHT FIBER	05/15/21	communications 9199806	210-43110.530 Communications	38.49	34190	05/28/21
08475	GREEN MOUNTAIN ELECTRIC S	04/28/21	Supplies -- light bulbs a S3746561.00?	210-45551.610 SUPPLIES	146.16	34194	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	210-43115.622 Electricity - St/Traffic	83.68	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	210-41947.020 Electricity - 2 Lincoln S	95.20	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	210-43110.622 ELECTRICAL SERVICE	36.89	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	210-41947.022 Electricity - Fire Statio	95.20	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	210-41947.023 Electricity - Park St Sch	37.67	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	210-41947.021 Electricity - Brownell	172.09	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	MSP Power April 0521 ERP	210-41947.026 Electricity - Maple St	27.58	34199	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	MSP Power April 0521ERPDPOL	210-41947.026 Electricity - Maple St	244.54	34200	05/28/21
19260	GRIFFITH TRACI LISE	05/17/21	Training for staff 210401	210-45551.500 TRAINING, CONFERENCES, DU	200.00	34202	05/28/21
23595	HAMMOND ELECTRIC INC	04/29/21	ELECTRICAL REPAIR EJFD 9735JH	210-41942.022 R&M Bldg - Fire Station	416.15	34203	05/28/21
33495	INGRAM LIBRARY SERVICES I	04/30/21	Adult collection 52710743	210-45551.640 ADULT COLLECTION-PRINT &	132.99	34206	05/28/21
V10568	KAMCO SUPPLY CORP	05/07/21	MSP Door SI298105	210-45220.610 SUPPLIES	109.00	34211	05/28/21
V9454	LENNY'S SHOE & APP	05/20/21	Credit 9.10 Overpayment 3263301 CR	210-43110.612 UNIFORMS,BOOTS,ETC	-9.10	34214	05/28/21
V9454	LENNY'S SHOE & APP	05/18/21	workwear D. Collins 3351743	210-43110.612 UNIFORMS,BOOTS,ETC	212.98	34214	05/28/21
V10729	OVERDRIVE INC	05/05/21	Adult Collection 01459050521	210-45551.640 ADULT COLLECTION-PRINT &	55.99	34226	05/28/21
V10729	OVERDRIVE INC	05/06/21	Youth Materials 01459050621	210-45551.641 JUVEN COLLECTION-PRNT & E	602.42	34226	05/28/21
V10729	OVERDRIVE INC	05/24/21	Youth Collection 01459052421	210-45551.641 JUVEN COLLECTION-PRNT & E	997.84	34226	05/28/21
25140	PIKE INDUSTRIES INC	05/24/21	Asphalt 1130847	210-43120.610 Summer Const - Supplies	98.34	34229	05/28/21

05/28/21

## Town of Essex / Village of EJ Accounts Payable

Page 4 of 6

11:40 am

Check Warrant Report # 17253 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24410	PRIORITY EXPRESS INC	04/30/21	April Courier -- 9 visits 80272118	210-45551.536 POSTAGE/DELIVERY	191.16	34230	05/28/21
02050	RON BUSHEY'S SUNOCO	05/12/21	mount, balance tires 1682	210-43110.432 R&M Services - Vehicles	94.00	34234	05/28/21
37965	S D IRELAND CONCRETE	05/20/21	GREENWOOD S HI 88810	210-43124.570 Sidewalk and Curb Mainten	308.00	34237	05/28/21
24345	SENSOURCE INC	04/27/21	Data hosting for building 48379	210-41943.021 Contractual Svcs - Browne	420.00	34240	05/28/21
14160	SHELBURNE MUSEUM	05/07/21	Attraction Pass: Foundati 188	210-49345.000 LIBRARY DONATION EXPENDIT	200.00	34242	05/28/21
14800	TECH GROUP INC	03/31/21	Computers 92145	210-45551.677 COMPUTER REPLACEMENT	6185.00	34246	05/28/21
14800	TECH GROUP INC	05/14/21	Computer Replacement 92829	210-45551.677 COMPUTER REPLACEMENT	105.00	34246	05/28/21
23395	VILLAGE HARDWARE - WILLIS	05/11/21	EJRP MSP Garden Supplies 513200	210-45220.610 SUPPLIES	89.97	34249	05/28/21
03875	VT LIBRARY ASSOC ATTN: ME	05/06/21	VLA Memberships, 10 staff 372392	210-45551.500 TRAINING, CONFERENCES, DU	590.00	34253	05/28/21
07565	W B MASON CO INC	05/13/21	Supplies 220176405	210-45551.610 SUPPLIES	39.48	34256	05/28/21
07565	W B MASON CO INC	05/11/21	supplies for Village FD 220110743	210-42220.610 SUPPLIES	201.82	34256	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	210-45110.530 COMMUNICATIONS	46.99	5282105	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	210-45110.530 COMMUNICATIONS	7.61	5282105	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	210-45110.530 COMMUNICATIONS	15.89	5282105	05/28/21
19815	AMAZON CAPITAL SERVICES	05/17/21	RK FMS Supplies 1749XJRLDN6M	226-45120.610 SUPPLIES	146.18	34157	05/28/21
19815	AMAZON CAPITAL SERVICES	05/23/21	Community Garden Supplies 1D64MYMTTN7N	226-45115.610 SUPPLIES	29.99	34157	05/28/21
20765	BURLINGTON GLASS CENTER	05/11/21	Bus Windshield Repair WOK0038059	226-45120.330 OTHER PROFESSIONAL SVCS	452.50	34168	05/28/21
41950	OCCUPATIONAL HEALTH CENTE	04/14/21	L Miles DOT Physical 1207092026	226-45120.330 OTHER PROFESSIONAL SVCS	124.00	34224	05/28/21
24830	REINHART FOODSERVICE	05/13/21	RK Fleming Snack 475072	226-45120.610 SUPPLIES	146.30	34232	05/28/21
24830	REINHART FOODSERVICE	05/17/21	RK Westford Snack 476993	226-45120.610 SUPPLIES	40.88	34232	05/28/21
24830	REINHART FOODSERVICE	05/17/21	RK FMS Snack 477240	226-45120.610 SUPPLIES	132.15	34232	05/28/21
24830	REINHART FOODSERVICE	05/17/21	RK MSP Snack 477245	226-45120.610 SUPPLIES	27.27	34232	05/28/21
24830	REINHART FOODSERVICE	05/17/21	RK EES Snack 477573	226-45120.610 SUPPLIES	241.37	34232	05/28/21
24830	REINHART FOODSERVICE	05/18/21	RK Hiawatha Snack 477857	226-45120.610 SUPPLIES	125.04	34232	05/28/21
24830	REINHART FOODSERVICE	05/18/21	RK Summit Snack 479054	226-45120.610 SUPPLIES	139.40	34232	05/28/21

05/28/21

## Town of Essex / Village of EJ Accounts Payable

Page 5 of 6

11:40 am

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HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	05/18/21	RK Westford Snack 479179	226-45120.610 SUPPLIES	58.41	34232	05/28/21
24830	REINHART FOODSERVICE	05/20/21	RK Fleming Snack 480034	226-45120.610 SUPPLIES	137.57	34232	05/28/21
24830	REINHART FOODSERVICE	05/25/21	RK Hiawatha Snack 480906	226-45120.610 SUPPLIES	43.07	34232	05/28/21
24830	REINHART FOODSERVICE	05/24/21	RK MSP Snack 481223	226-45120.610 SUPPLIES	118.08	34232	05/28/21
24830	REINHART FOODSERVICE	05/24/21	RK EES Snack 481224	226-45120.610 SUPPLIES	235.07	34232	05/28/21
24830	REINHART FOODSERVICE	05/24/21	RK FMS Snack 481275	226-45120.610 SUPPLIES	82.55	34232	05/28/21
27775	SYNAPTIC SPORT LLC	05/17/21	WFR Course 0002006	226-45115.330 OTHER PROFESSIONAL SVCS	5325.00	34245	05/28/21
25315	VESPA'S PIZZA PASTA & DEL	05/21/21	RK FMS Staff Meeting 052121D	226-45120.610 SUPPLIES	44.00	34248	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	226-45120.610 SUPPLIES	120.84	5282105	05/28/21
11375	CASELLA WASTE MANAGEMENT	05/01/21	May 2YD FL SERVICE 3160906	255-43200.565 GRIT DISPOSAL	1025.83	34170	05/28/21
V10347	J.C. EHRLICH	05/20/21	May Pest MAINTENANCE SERV 2572496	255-43200.570 MAINTENANCE OTHER	74.00	34209	05/28/21
34995	MCMASTER CARR SUPPLY CO	05/19/21	Push-on H-Seal, 58626162	255-43330.017 Vt Phos Challenge PePhlo	51.02	34218	05/28/21
V2093	SLACK CHEMICAL COMPANY IN	05/05/21	3439 Gal Caustic 50% 419859	255-43200.619 CHEMICALS	8346.41	34244	05/28/21
02970	USA BLUE BOOK INC	05/10/21	Digester supernatant flus 598423	255-43200.570 MAINTENANCE OTHER	290.40	34247	05/28/21
23395	VILLAGE HARDWARE - WILLIS	05/21/21	tool stock 13271	255-43200.570 MAINTENANCE OTHER	41.75	34249	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	256-43200.622 ELECTRICAL SERVICE	167.41	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	256-43220.001 SUSIE WILSON PS COSTS	79.81	34196	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	solar accounts May 051021D	256-43220.002 WEST ST PS COSTS	311.60	34196	05/28/21
11555	RUSSELL RESOURCES INC	05/24/21	Cascade pump station 214510	256-43200.434 PUMP STATION MAINTENANCE	165.44	34236	05/28/21

05/28/21

Town of Essex / Village of EJ Accounts Payable

Page 6 of 6

11:40 am

Check Warrant Report # 17253 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 & Fund 2

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
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		Report Total		35776.56	=====	

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06/04/21

## Town of Essex / Village of EJ Accounts Payable

Page 1 of 4

10:47 am

Check Warrant Report # 17254 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/31/21 To 06/04/21 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	05/17/21	cleaning svcs for 2 linco 6084	210-41943.020 Contractual Svc - 2 Linco	750.00	34259	06/04/21
14400	ABOVE AND BEYOND	05/17/21	cleaning svcs for 2 linco 6084	210-41943.021 Contractual Svcs - Browne	2212.75	34259	06/04/21
02420	AUTOZONE	05/24/21	Wax Washing Supplies 3236934451	210-42220.432 VEHICLE MAINTENANCE	67.82	34264	06/04/21
07465	BIBENS ACE HARDWARE INC	05/29/21	Rope 41431/5	210-42220.610 SUPPLIES	29.70	34267	06/04/21
02235	BOUND TREE MEDICAL LLC	05/03/21	XCEED, MED, Powder 84045731	210-42220.615 EMS SUPPLIES	250.93	34269	06/04/21
02235	BOUND TREE MEDICAL LLC	05/18/21	Glasses, Pyramex 84064071	210-42220.615 EMS SUPPLIES	88.90	34269	06/04/21
02235	BOUND TREE MEDICAL LLC	05/18/21	Select Nasopharyngeal 84064072	210-42220.615 EMS SUPPLIES	66.57	34269	06/04/21
00530	BRODART CO	05/20/21	Adult Collection, Supplie B6188363	210-45551.640 ADULT COLLECTION-PRINT &	77.76	34270	06/04/21
04940	COMCAST	05/19/21	Internet 2 Lincoln 0136343 0521	210-41945.020 Telephone - 2 Lincoln St	153.35	34280	06/04/21
04940	COMCAST	05/19/21	Internet 2 Lincoln 0136343 0521	210-33582.005 Town contribution other	-153.35	34280	06/04/21
31545	COSTCO #314	05/24/21	Supplies 052521D	210-42220.610 SUPPLIES	165.61	34284	06/04/21
25390	FIRST NATIONAL BANK OMAHA	05/19/21	EJRP Credit Card May 4955 0521	210-45110.610 SUPPLIES	-10.00	34296	06/04/21
25390	FIRST NATIONAL BANK OMAHA	05/19/21	EJRP Credit Card May 4955 0521	210-45110.550 PRINTING & ADVERTISING	150.00	34296	06/04/21
25390	FIRST NATIONAL BANK OMAHA	05/19/21	EJRP Credit Card May 4955 0521	210-45110.340 COMPUTER EXPENSES	160.00	34296	06/04/21
25390	FIRST NATIONAL BANK OMAHA	05/19/21	EJRP Credit Card May 4955 0521	210-45110.340 COMPUTER EXPENSES	234.00	34296	06/04/21
25390	FIRST NATIONAL BANK OMAHA	05/19/21	EJRP Credit Card May 4955 0521	210-45110.610 SUPPLIES	10.00	34296	06/04/21
19005	FIRSTLIGHT FIBER	05/15/21	Phone 9199815	210-41945.022 Telephone - Fire Station	53.15	34299	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/13/21	non solar accts 4/12-5/12 051321D	210-43115.622 Electricity - St/Traffic	625.03	34302	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/13/21	non solar accts 4/12-5/12 051321D	210-43115.622 Electricity - St/Traffic	9839.98	34302	06/04/21
26430	K5 CORPORATION	05/21/21	PAINT lines 10001274	210-43123.730 Traffic Control	8276.32	34311	06/04/21
38460	L D OLIVER SEED CO INC	05/25/21	Straw Bales 22402	210-45220.610 SUPPLIES	36.81	34312	06/04/21
26920	MAYVILLE DARBY	05/27/21	recording secretary and t 10	210-41320.530 COMMUNICATIONS	20.79	34315	06/04/21
26250	SCOTT'S LINE STRIPING, IN	05/23/21	8 Pails of Paint 40 gallo 21009	210-43123.730 Traffic Control	960.00	34338	06/04/21
29835	SHERWIN-WILLIAMS	05/24/21	STFS 5126 CR ZM WH 5 gal 76736	210-43123.730 Traffic Control	393.30	34339	06/04/21
V10695	SUNSET TREE CARE	05/25/21	Tree Removal 052521D	210-45220.330 OTHER PROFESSIONAL SVCS	1200.00	34342	06/04/21

06/04/21

Town of Essex / Village of EJ Accounts Payable

Page 2 of 4

10:47 am

Check Warrant Report # 17254 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 05/31/21 To 06/04/21 &amp; Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25695	05/18/21	UNTAPPED LLC Maple Syrup 2502	210-42220.615 EMS SUPPLIES	44.00	34344	06/04/21
36130	05/18/21	VERIZON WIRELESS CELL PHONE SERVICE 9880063010	210-43110.530 Communications	35.01	34347	06/04/21
29825	05/21/21	VT GAS SYSTEMS 4/19/21-5/19/21 21135	210-41948.021 Natural Gas - Brownell	364.15	34350	06/04/21
29825	05/21/21	VT GAS SYSTEMS 4/19/21-5/19/21 21135	210-41948.022 Natural Gas - Fire Statio	107.55	34350	06/04/21
29825	05/21/21	VT GAS SYSTEMS 4/19/21-5/19/21 21135	210-41948.023 Natural Gas - Park St Sch	183.92	34350	06/04/21
29825	05/21/21	VT GAS SYSTEMS 4/19/21-5/19/21 21135	210-43110.623 HEATING/NATURAL GAS	148.84	34350	06/04/21
29825	05/21/21	VT GAS SYSTEMS 4/19/21-5/19/21 21135	210-41948.020 Natural Gas - 2 Lincoln	309.67	34350	06/04/21
07565	05/24/21	W B MASON CO INC Supplies 220429511	210-45551.610 SUPPLIES	43.98	34354	06/04/21
07565	05/26/21	W B MASON CO INC Cleaning Supplies 220497918	210-45220.610 SUPPLIES	419.90	34354	06/04/21
07565	05/27/21	W B MASON CO INC Paper Towels 220531986	210-45220.610 SUPPLIES	68.97	34354	06/04/21
12690	05/24/21	WILLIAMSON ELECTRICAL SVC Buildings 3499	210-41942.021 R&M Bldg - Brownell	327.70	34357	06/04/21
V1165	06/04/21	INTERNAL REVENUE SERVICE Short Term Disb-T. Wilber 060421D	210-43151.220 SOCIAL SECURITY	183.60	6042102	06/04/21
21845	05/19/21	FIRST NATIONAL BANK OMAHA Y Progs, Tech Acc, Donati 00170521	210-45551.530 TECHNOLOGY ACCESS	118.66	6042105	06/03/21
21845	05/19/21	FIRST NATIONAL BANK OMAHA Y Progs, Tech Acc, Donati 00170521	210-49345.000 LIBRARY DONATION EXPENDIT	350.00	6042105	06/03/21
21845	05/19/21	FIRST NATIONAL BANK OMAHA Y Progs, Tech Acc, Donati 00170521	210-45551.837 CHILDRENS PROGRAMS	228.77	6042105	06/03/21
11030	05/19/21	GUARINOS SWIMMING POOL SV Pool Valve 0439468	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	370.00	34304	06/04/21
27295	05/10/21	MAPLEHURST FLORIST Barcomb League Basketball 82215	226-45115.610 SUPPLIES	85.00	34314	06/04/21
25395	05/20/21	POOL WORLD INC Pool Maint Supplies 237049	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	68.34	34326	06/04/21
16020	06/01/21	POSTMASTER Postage Special Events Br 060121D	226-45110.536 POSTAGE	833.79	34327	06/04/21
03905	06/01/21	THE EDGE Enrichment May erecspring21	226-45120.330 OTHER PROFESSIONAL SVCS	390.00	34343	06/04/21
36130	05/18/21	VERIZON WIRELESS CELL PHONE SERVICE 9880063010	226-45121.610 SUPPLIES	48.63	34347	06/04/21
19370	05/21/21	VT PLASTIC SPECIALTIES IN Pool Repairs 67102	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	90.00	34353	06/04/21
19370	05/24/21	VT PLASTIC SPECIALTIES IN Pool Gasket Repair 67106	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	50.00	34353	06/04/21
36240	05/12/21	DUBOIS & KING INC Crescent Connector 79	230-46801.008 CRESCENT CONNECTOR	2008.24	34288	06/04/21
23435	05/26/21	CHAMPLAIN WATER DISTRICT 2021 CCR Reports EJCCR2021	254-43200.550 PRINTING AND ADVERTISING	1292.64	34274	06/04/21

06/04/21

Town of Essex / Village of EJ Accounts Payable

Page 3 of 4

10:47 am

Check Warrant Report # 17254 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/31/21 To 06/04/21 &amp; Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	05/13/21	non solar accts 4/12-5/12 051321D	254-43200.622 ELECTRICAL SERVICE	76.91	34302	06/04/21
V9587	RANGER ASPHALT & CONCRETE	05/20/21	topsoil 152910	254-43200.430 WATER LINES MAINT-BREAKS	125.00	34330	06/04/21
29825	VT GAS SYSTEMS	05/21/21	4/19/21-5/19/21 21135	254-43200.623 HEATING/NATURAL GAS	149.05	34350	06/04/21
V10609	2G ENERGY INC.	05/27/21	5/17 service fuel starved 415082100465	255-43200.570 MAINTENANCE OTHER	1861.41	34258	06/04/21
04940	COMCAST	05/23/21	June internet 0316028 0521	255-43200.535 TELEPHONE SERVICES	163.30	34282	06/04/21
06870	ENDYNE INC	05/26/21	CU, ZN Testing Zn project 371914	255-43200.577 CONTRACT LABORATORY SERVI	150.00	34291	06/04/21
06870	ENDYNE INC	05/28/21	SHT NY Bi-Monthly 372239	255-43200.577 CONTRACT LABORATORY SERVI	316.00	34291	06/04/21
06870	ENDYNE INC	05/28/21	Alder Brook Flume 372240	255-43200.577 CONTRACT LABORATORY SERVI	75.00	34291	06/04/21
38955	F W WEBB COMPANY	05/20/21	bracket 71631281	255-43200.570 MAINTENANCE OTHER	6.02	34293	06/04/21
38955	F W WEBB COMPANY	05/21/21	CoGen Heat Xchanger CIRC 71644332	255-43200.570 MAINTENANCE OTHER	693.74	34293	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/19/21	39 Cascade 04/16-5/19 51921D	255-43200.622 ELECTRICAL SERVICE	11614.85	34303	06/04/21
23980	INTERSTATE BATTERY OF VT	06/01/21	Battery 3.6V 700MAH LIT T 190320101484	255-43200.570 MAINTENANCE OTHER	17.98	34308	06/04/21
05495	LCS CONTROLS, INC	05/18/21	FLM project 14148	255-43330.018 Energy Conservation Measu	16290.00	34313	06/04/21
34995	MCMaster CARR SUPPLY CO	05/28/21	Glass-Tube Fuses, Fast-Ac 59170650	255-43200.570 MAINTENANCE OTHER	11.65	34316	06/04/21
V10329	NORTH WILLISTON CATTLE CO	05/23/21	Biosoilds Land Applied Co 251	255-43200.567 SLUDGE PROCESSING	89100.00	34323	06/04/21
12775	PRATT & SMITH ELECTRICAL	05/24/21	Susie Wilson West ST ins 8939	255-43330.022 Pump Station Odor Control	2452.42	34328	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	255-43200.535 TELEPHONE SERVICES	97.25	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	255-43200.570 MAINTENANCE OTHER	40.01	34347	06/04/21
29825	VT GAS SYSTEMS	05/21/21	4/19/21-5/19/21 21135	255-43200.623 HEATING/NATURAL GAS	1671.04	34350	06/04/21
07565	W B MASON CO INC	05/26/21	PAPER, 8.5X11, 20LB, REDBRIT Z20505290	255-43200.610 SUPPLIES	32.39	34354	06/04/21
07465	BIBENS ACE HARDWARE INC	05/28/21	HINGED PLUG 15A-BLACK CAS 41424	256-43200.434 PUMP STATION MAINTENANCE	15.96	34267	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/13/21	non solar accts 4/12-5/12 051321D	256-43200.622 ELECTRICAL SERVICE	405.42	34302	06/04/21
12775	PRATT & SMITH ELECTRICAL	05/24/21	Susie Wilson pump station 8971	256-43330.012 SW St PS Control Cabinet	7832.25	34328	06/04/21
12775	PRATT & SMITH ELECTRICAL	05/24/21	West St. pump station con 8980	256-43330.011 West St Control Cabinet	1576.14	34328	06/04/21
11555	RUSSELL RESOURCES INC	05/25/21	Cascade Left pump CHECK V 214512	256-43200.434 PUMP STATION MAINTENANCE	413.92	34333	06/04/21

10:47 am

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For Check Acct 01(GENERAL FUND) All check #s 05/31/21 To 06/04/21 & Fund 2

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			Invoice	Invoice Description		Amount	Check	Check
Vendor			Date	Invoice Number	Account	Paid	Number	Date
37965	S D	IRELAND CONCRETE	05/20/21	GRADE RING,40" DIA X12" W	256-43220.002	204.00	34335	06/04/21
				357552	WEST ST PS COSTS			
36130	VERIZON WIRELESS		05/23/21	pump stations	256-43220.001	38.72	34347	06/04/21
				9880502430	SUSIE WILSON PS COSTS			
36130	VERIZON WIRELESS		05/23/21	pump stations	256-43220.002	38.72	34347	06/04/21
				9880502430	WEST ST PS COSTS			
36130	VERIZON WIRELESS		05/23/21	pump stations	256-43200.434	150.31	34347	06/04/21
				9880502430	PUMP STATION MAINTENANCE			
29825	VT GAS SYSTEMS		05/21/21	4/19/21-5/19/21	256-43220.002	41.27	34350	06/04/21
				21135	WEST ST PS COSTS			
29825	VT GAS SYSTEMS		05/21/21	4/19/21-5/19/21	256-43200.623	59.36	34350	06/04/21
				21135	HEATING/NATURAL GAS			
29825	VT GAS SYSTEMS		05/21/21	4/19/21-5/19/21	256-43220.001	39.66	34350	06/04/21
				21135	SUSIE WILSON PS COSTS			
Report Total						169590.53		

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**From:** Liz Subin

**Sent:** Monday, May 31, 2021 6:22 PM

**Subject:** Supporting Equity Work in Essex

Dear Board Members, Beth and Erin,

As most of you know, I served on the school board in this district from 2014 to 2021. I have never been more proud of the work we are doing in Essex to put equity where it belongs: in the center of everything we do.

The Essex Safety, Racial Justice & Policing Equity Task Force, Town and Village government and the EWSD are all deeply engaged in policy review and creation. Essex Resists, Rights and Democracy Essex and the Engaged Community Members of the EWSD are advocating daily for racial and social justice in our institutions. Education and building local awareness on issues that affect all of us is being done through community wide events and conversations facilitated by Voices for Inclusion in Essex and Westford and the Community Justice Center.

We are doing this. It is happening through the collaborative, coordinated effort of many elected officials, student groups, district and municipal leaders and community members committed to addressing systemic racism and implementing strategies that make it better for all of us.

I want to thank the board and the district for your continued commitment to this essential work. Your bold leadership and unwavering support for racial justice sends a strong message to our community. I appreciate the hard work you do every day to make our public schools the best they can be for all of our learners and for your place in the larger community wide effort to do better.

Respectfully,  
Liz Subin

## **Essex Juneteenth Celebration**

On June 19, 2021, Essex will stage its 1<sup>st</sup> Juneteenth celebration. Our event will be held from 11am to 1pm at the pavilion of the Brownell Library at 5 Corners, celebrating the contributions of African Americans to life as we know it in the United States. US culture would not be as great, as colorful or as distinct without the contributions of people who came over here in chains and their descendants. Saturday, June 19<sup>th</sup> will be an opportunity to honor these varied and distinguished contributions to the world. The event will highlight excerpts and work of African American inventors, musicians, poets, orators and authors. We expect to schedule some readings, but it will largely be an interactive event in which the public will be invited to take part.

For those unfamiliar with the history of the day, Juneteenth is celebrated in commemoration of June 19, 1865 when the last enslaved people in Galveston, Texas were informed of Lincoln's Emancipation Proclamation on September 22, 1862 and the April 9, 1865 end of the Civil War, when Robert E. Lee surrendered the last major Confederate army to Ulysses S. Grant at Appomattox Courthouse. Juneteenth has been celebrated in Texas since June 19, 1866 and, in 1979, Texas became the first state to make Juneteenth an official holiday. Forty-seven states and the District of Columbia now recognize Juneteenth as a state or ceremonial holiday.

Juneteenth is also known as: **Freedom Day, Jubilee Day, Liberation Day, Emancipation Day**

Light refreshments will be served.

# MEETING SCHEDULES

06/04/2021

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	
			
June 5, 2021 – 8:00 AM		Joint Board Strategic Planning Session -- Linda	
June 7, 2021 – 6:30 PM		SB Regular -- Darby	
June 8, 2021 – 4:00 PM		VB Regular -- Amy	
June 14, 2021 – 4:00 PM		VB Special -- Darby	
June 15, 2021 – 6:30 PM		Joint Board Special Meeting – Amy	
June 21, 2021 – 6:30 PM		SB Regular – Cathy	
June 22, 2021 – 6:30 PM		VB Regular -- Darby	
June 29, 2021 – 6:30 PM		Joint Board Special Meeting	
July 12, 2021 – 6:30 PM		SB Regular -- Cathy	
July 13, 2021 – 6:30 PM		VB Regular -- Amy	
August 2, 2021—6:30 PM		SB Regular -- Cathy	
August 10, 2021—6:30 PM		VB Regular -- Amy	
August 17, 2021—6:30 PM		SB Regular – Cathy	
August 24, 2021—6:30 PM		VB Regular -- Amy	
September 13, 2021—6:30 PM		SB Regular -- Cathy	
September 14, 2021—6:30 PM		VB Regular – Darby	
October 4, 2021—6:30 PM		SB Regular – Darby	
October 12, 2021—6:30 PM		VB Regular --	
October 18, 2021—6:30 PM		SB Regular --	
October 26, 2021—6:30 PM		VB Regular --	
November 1, 2021—6:30 PM		SB Regular	
November 2, 2021 – 8:30 AM		VB All day budget workshop – Darby	
November 9, 2021 – 8:00 AM		SB All day budget workshop --	
November 9, 2021—6:30 PM		VB Regular – Cathy	
November 15, 2021—6:30 PM		SB Regular -- Darby	
November 23, 2021—6:30 PM		VB Regular – Darby	
December 6, 2021—6:30 PM		SB Regular -- Cathy	
December 14, 2021—6:30 PM		VB Regular -- Amy	

<b>December 20, 2021—6:30 PM</b>	SB Regular – Cathy
<b>December 21, 2021—6:30 PM</b>	VB Regular
<b>January 3, 2022—6:30 PM</b>	SB Regular -- Amy
<b>January 11, 2022—6:30 PM</b>	VB Regular – Darby
<b>January 18, 2022—6:30 PM</b>	SB Regular
<b>January 25, 2022—6:30 PM</b>	VB Regular -- Cathy
<b>February 7, 2022—6:30 PM</b>	SB Regular
<b>February 8, 2022—6:30 PM</b>	VB Regular
<b>February 22, 2022—6:30 PM</b>	VB Regular -- Cathy
<b>February 23, 2022—6:30 PM</b>	SB Regular meeting
<b>February 28, 2022—6:30 PM</b>	Town Informational hearing
<b>March 7, 2022—6:30 PM</b>	SB Regular
<b>March 8, 2022—6:30 PM</b>	VB Regular
<b>March 21, 2022—6:30 PM</b>	SB Regular
<b>March 22, 2022—6:30 PM</b>	VB Regular -- Cathy
<b>April 4, 2022—6:30 PM</b>	SB Regular
<b>April 6, 2022 – 7:00 PM</b>	Village Informational hearing -- Cathy
<b>April 13, 2022—6:30 PM</b>	VB Regular