



VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, June 22, 2021
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

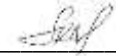
Phone: (802) 878-6951

This meeting will be held both remotely and in person. 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: 805 488 632#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING:** Please use "Chat" to request to speak, only. **Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. *Work Session on Essex Junction Independence Initiative
 - b. **Interview and consider reappointment of Philip Batalion to the Village Planning Commission
 - c. **Interview and consider reappointment of Micah Hagan to the Village Bike/Walk Advisory Committee
 - d. Consider approval of Fiscal Year 2022 Proposed Utility Rates
6. **PUBLIC HEARING** [8:00 PM]
 - a. Fiscal Year 2022 Proposed Utility Rates
7. **CONSENT ITEMS**
 - a. Consider approval of Structure Grant Award – Brickyard Rd culvert replacement design
 - b. Consider approval of Municipal Roads Grants-in-Aid Program letter of intent
 - c. Consider approval of updated Community Development fees
 - d. Approve minutes: June 8, 2021, June 15, 2021 - Joint
 - e. Check Warrants: #17255 – 6/11/21; #17256 – 6/18/21
8. **READING FILE**
 - a. Board member comments
 - b. Letter from James Jutras re: GMWEA (Green Mountain Water Environment Association) Operator of the Year
 - c. Memo from Robin Pierce re: Village Center Development Update
 - d. Email from Elijah Massey re: Resignation from Bike/Walk Advisory Committee
 - e. Email from Tom Weaver re: Resignation from Zoning Board of Adjustment
 - f. Email from Andy Champagne re: Separation
 - g. Memo from Dennis Lutz et al. re: Chittenden County Regional Planning Commission Fiscal Year 2022 Unified Planning Grants
 - h. Email from David Nistico re: Resignation from Planning Commission
 - i. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. *An executive session may be needed to discuss negotiation of contracts and agreements with the Town of Essex
 - b. **An executive session may be requested to discuss the appointments of public officials
10. **ADJOURN**

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

Certification: 6/18/2021 
Date Posted Initials

Memo

To: Village Trustees

From: Brad Luck, Director, EJRP

Date: June 15, 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. Draft charter review
- B. Org chart review
- C. Consolidated services future

A. Draft charter review

We will review the draft charter, discuss legal counsel responses to questions and recommended edits, review the first draft of the transitional provisions, and make changes as deemed fit. We will see if there are items that need further review or discussion.

B. Org chart review

Based on our conversation at the last work session, we will review the draft org chart. There are several attachments related to this matter that should be reviewed.

- 6/8 work session feedback
- Gabrielle Smith e-mail re: recreation & parks
- Goals of creating organization list
- Draft org chart (post 6.8 Trustee work session)
- Stormwater summary
- Documents related to 6/8 work session
 - Memo from Ron Hoague re: future of policing related to separation of the Village
 - Response from Susan McNamara-Hill re: clerk/treasurer transition period
 - Response from Travis Sabatano re: concerns on HR Director as Assistant Manager
 - Response from Sarah Macy re: finance transition period & future city finance
 - Response from Wendy Hysko re: housing IT at Brownell

Additionally, there may be information from the Selectboard's 6/21 meeting to consider.

The Trustees should discuss the departmental analysis for Stormwater.

The Trustees should review the org chart and see if there is a consensus on the current iteration or if any changes are desired at this time and/or if more questions need to be addressed.

C. Consolidated services future

A clear message from conversations with consolidated department heads was a desire for a path forward. Below are my notes from the departmental analysis:

Clarity on a direction would be valuable for these consolidated departments. The Trustees and Selectboard would serve employees best by creating a clear path forward as it relates to municipal departments and services, whether it is in independence or the current governance structure. The Trustees should make it known sooner than later whether or not they are interested in returning to a place where they have more Village departments and personnel, and work with the Selectboard towards a shared vision. This would help these departments make decisions now that support that future state, and do not result in wasted energy or more things to change and untangle.

The Trustees should discuss their goals and desires moving forward as it relates to consolidation, shared services, and tax equity.

Attachments

- 5/25 work session feedback – one additional
- 6/8 work session feedback
- Gabrielle Smith e-mail re: recreation & parks
- Legal Counsel responses to Trustees questions re: Charter
- Legal Counsel charter mark-up
- Legal Counsel transitional provisions draft
- Charter comments – Travis Sabataso
- Goals of creating organization list
- Draft org chart (post 6.8 Trustee work session)
- Stormwater summary
- Documents related to 6/8 work session
 - Memo from Ron Hoague re: future of policing related to separation of the Village
 - Response from legal counsel re: polling the board
 - Response from Susan McNamara-Hill re: clerk/treasurer transition period
 - Response from Travis Sabataso re: concerns on HR Director as Assistant Manager
 - Response from Sarah Macy re: finance transition period & future city finance
 - Response from Wendy Hysko re: housing IT at Brownell
 - Questions to Rob Paluba re: IT transition period & hybrid IT model

May 25 Work Session Feedback on Essex Junction Independence

This survey will be available from 5/26 through 6/7.

This survey is for Village of Essex Junction residents and must include your e-mail, name, and address. Incomplete responses will not be given consideration.

Please note: this information will be used to inform the work and discussions of the Trustees. We will not be directly responding to any comments or questions posted below. If you have specific matters you would like a response to, you should e-mail the Trustees directly (<https://www.essexjunction.org/boards/board-of-trustees>).

Please be aware that the information provided below could be made public.

Email *

germainmorgan@yahoo.com

Your Name *

Toni Morgan

Your Address *

17 Grove St

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

committee to research and plan, plus citizen support group

Did you hear anything that you are concerned about?

how to communicate, esp anticipated disinformation campaign from certain people in the town

Do you have any comments, feedback, or suggestions?

show new charter along with old to easily see changes, additions. Do clear short mailings to all residents. thanks!

Do you have any questions?

Do we have to be a 'city' I feel so 'village' ;-)

This form was created inside of Essex Junction Recreation & Parks.



June 8 Work Session Feedback on Essex Junction Independence

This survey will be available from 6/9 through 6/22.

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Please be aware that the information provided below could be made public.

Email *

tmillervt@yahoo.com

Your Name *

Tim Miller

Your Address *

5 Nahma Ave

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

Everything related to independence!

Did you hear anything that you are concerned about?

Sharing of the recreation departments

Do you have any comments, feedback, or suggestions?

Outside of continuing to rent space to Essex parks and rec, it is imperative That EJRP be it's own entity!

Do you have any questions?

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Please be aware that the information provided below could be made public.

Email *

mgiroux236@aol.com

Your Name *

Michael A. Giroux

Your Address *

18 TYLER DR

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

SEPERATION

Did you hear anything that you are concerned about?

DO NOT WANT TO SHARE REC DEPT

Do you have any comments, feedback, or suggestions?

DO NOT SHARE REC DEPARTMENT

Do you have any questions?

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Please be aware that the information provided below could be made public.

Email *

sampvt70@gmail.com

Your Name *

Sheila Porter

Your Address *

10 South Summit Street

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

	0	1	2	3	4	5	6	7	8	9	10	
Very Bad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent

What did you hear that you are excited about?

The positive nature of these talks, the fact that we are looking out for ourselves, the fact that we, as village residents, are designing our future.

Did you hear anything that you are concerned about?

The talk about keeping the rec departments co-located. There is no reason. There is too much confusion already, people voted for them to not merge several years ago and then somehow they ended up together anyway. Many people that I talk to in the village are very unhappy with this arrangement.

Do you have any comments, feedback, or suggestions?

Thank you for taking on this challenging idea of separation, it is a lot of work and I appreciate all that each of you is doing.

Do you have any questions?

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Google Forms

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Please be aware that the information provided below could be made public.

Email *

summ3rjamm@aol.com

Your Name *

Christina Papadopoulos

Your Address *

103 Seneca avenue

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

Separation

Did you hear anything that you are concerned about?

I do not want a shared rec dept. That is the whole point of separation.

Do you have any comments, feedback, or suggestions?

Do you have any questions?

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Please be aware that the information provided below could be made public.

Email *

loplady2@gmail.com

Your Name *

Julie Cimonetti

Your Address *

6 Poplar Court

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

.....

Did you hear anything that you are concerned about?

Sharing the recreation department

.....

Do you have any comments, feedback, or suggestions?

I do not want to share the recreation department.

.....

Do you have any questions?

--

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Please be aware that the information provided below could be made public.

Email *

arichadrury@gmail.com

Your Name *

Aricha

Your Address *

8 Murray Rd

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

	0	1	2	3	4	5	6	7	8	9	10	
Very Bad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Excellent

What did you hear that you are excited about?

Exploring specific options for police services

Did you hear anything that you are concerned about?

Shared rec departments. It made sense when we were headed toward merger, but I don't see the benefit to EJ with fully merged rec departments. If there is a benefit to sharing over separating, I'd like to hear clearly what they are.

Do you have any comments, feedback, or suggestions?

not at the moment

Do you have any questions?

not yet

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Google Forms

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Please be aware that the information provided below could be made public.

Email *

brown.m.danielle@gmail.com

Your Name *

Danielle

Your Address *

35 Brickyard Rd

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

Becoming independent

Did you hear anything that you are concerned about?

Sharing Parks and Rec-not something I would like to see happen

Do you have any comments, feedback, or suggestions?

Do you have any questions?

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Please be aware that the information provided below could be made public.

Email *

Vtpiscatella@comcast.net

Your Name *

Andrea Piscatella

Your Address *

58 Kiln Rd

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

Becoming the masters of our own destiny.

Did you hear anything that you are concerned about?

Shared services - except for police, I think every department should separate.

Do you have any comments, feedback, or suggestions?

Parks & Rec should NOT merge. They are currently separate, and should remain separate.

Do you have any questions?

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Please be aware that the information provided below could be made public.

Email *

betsy.hoffmeister@gmail.com

Your Name *

Betsy Hoffmeister

Your Address *

11 Fairview Drive

On a scale of 0-10 (0=Very bad, 10=Excellent), how well do you think the process for creating an independent Essex Junction is going?

0 1 2 3 4 5 6 7 8 9 10

Very Bad Excellent

What did you hear that you are excited about?

I am very excited about a shared Rec Department and Police Department. As both a resident and a shared employee of EPR and EJRP I have a unique perspective on the sharing of Rec. Many residents don't seem to understand which programs are EPR and which are EJRP and also don't realize that they utilize programs from both departments. Rec has done an amazing amount of work in the past two years to create the best programs we can for all Town and Village residents and it would be devastating to the employees and the community if that work needed to be undone.

Did you hear anything that you are concerned about?

No

Do you have any comments, feedback, or suggestions?

Please seek input from the people who work in the Rec Department about what they think is best moving forward.

Do you have any questions?

No

This form was created inside of Essex Junction Recreation & Parks.



From: Brad Luck

Sent: Tuesday, June 15, 2021 10:39 AM

To: Gabrielle Smith <grsmith120901@gmail.com>; Andrew Brown <brown.p.andrew@gmail.com>

Subject: RE: EJP/Essex Rec

Hi Gabrielle-

Thanks for your questions.

1. We moved to one website when co-location began around September 2019. We switched the domain to essexrec.org, but ejrp.org would take you to the same place. EJP had, for 10+ years, been on the Weebly platform. I think that we switched to the CivicPlus platform sometime this past fall, but honestly it is all a blur. When the consolidated IT department moved the old Town government site to CivicPlus, they wanted to get as much as possible aligned. The Rec site went with it. You can still get there by going to essexrec.org or ejrp.org, it is just hosted with the rest of the Town government. I agree that it is less than ideal – in terms of the appearance and functionality of the site. The Village municipal site and Brownell site continue to be separate from CivicPlus. Moving to one website for both departments was our decision (me/Ally/recreation) when co-location started. Moving to the Town platform was IT's decision.
2. I'm not sure if the title of the footer "Town of Essex" can be changed or not, but I think it is just a part of the site creation.
3. The Town is not paying any rent. There is a \$12,000 revenue that comes from the EPR Program Fund to the EJP General Fund, which started with co-location. They do not pay for any of the building expenses (~\$88,500/year). They do not pay for Caitlin's time. On the flip side, Wendy Johnson, the Customer Service Specialist is fully paid for by EPR. She serves both entities when answering the phones and working with customers. Basically Caitlin and Wendy serve both entities and each are employed separately by EPR and EJP. It is a wash from that standpoint.

I appreciate you sharing your concerns. Recreation & Parks is not currently a shared service from a financial perspective, but operationally are very much consolidated. I do see value in one department serving both communities and I think it makes sense that it be a Village department. However, I agree with your assessment that this may be a distraction and controversial, and I do not want anything to get in the way of separation.

Are you comfortable with me including your e-mail in the board packet for the 6/22 Trustee meeting?

Let me know.

Thanks.

-Brad

From: Gabrielle Smith <grsmith120901@gmail.com>

Sent: Tuesday, June 15, 2021 10:17 AM

To: Brad Luck <BradMLuck@gmail.com>; Andrew Brown <brown.p.andrew@gmail.com>

Subject: EJP/Essex Rec

Hi Brad and Andrew,

I have a few questions about the evolution and future of the relationship between EJRP and EPR. What I see now online is a merged website under the Town of Essex; ejrp.org reroutes to a page on the Town of Essex website. I am having a hard time finding the usual information I would have found on the former EJRP website. I do not find the Town of Essex's website to be as user-friendly as the EJRP website.

I am wondering:

1. When and how were the decisions made leading to this result?
2. Why does the contact information at the bottom of the home page appear as follows:

Contact Us

1. Town of Essex

75 Maple Street
Essex Junction, VT 05452-3209
Phone: 802-878-1376
Business Hours: 7:30 a.m. to 4:00 p.m.
recreation@ejrp.org or recremail@essex.org

The Town of Essex has no property at this address. This is a property fully owned and operated by the Village of Essex Junction. Which leads me to my next question.

3. Is the Town paying any rent or other compensation to the Village for the use of the space at 75 Maple Street or for the other services that, as I understand it, they are sharing as a result of the co-location - Caitlyn's time, phone lines, internet, etc.?

I have concerns about the recommendation to share recreational and parks services with the Town post-separation. These two departments are not merged, and a recent past merger attempt was a very trying one for our community. I see this as a potential distraction, and a possible serious one. I do not see the merits of merging any unmerged departments before or after separation. I am in favor of considering maintaining currently shared services - police, assessors office, etc.

Thank you both for all that you do for EJ. Looking forward to hearing from you.

Gabrielle

Hi Claudine-

1. Attached is the current draft of the charter for the city of Essex Junction. **Could you please review it and provide and comments, suggestions, and examine for anything that is missing.** The items highlighted in blue either have a legal question associated with it or is a section that the Trustees are still reviewing.
2. We have not yet addressed Subchapter 1: Transitional Provisions. Below are the transitional provisions that were in the merger charter last November. **Could you please rewrite this section to the best of your ability based on what is currently in the draft charter?** This will help us know what other conversations need to be had and things that need to be determined to set this section. Please reach out if you have questions/need clarification. One big piece that is missing that we are working on are the financial relationships with the Town of Essex as we transition and settle into a new city. We are engaging in those conversations and will need to add them to the Transitional Provisions sections.
3. On Tuesday, June 8, starting at 4:00p.m., we are going to be discussing the organizational structure of the city. One thing is clear so far – **that the Trustees see value in sharing police services with the Town of Essex.** They have expressed they don't want this done through an MOU. I interpret this to say they want a permanent (or as permanent/ironclad agreement as you can get), to secure shared police services. They want the city to have input in how policing is done, the budget, and who is hired as the chief. It is unclear if they will see value and/or have a desire to share in other departments/services. **Could you prepare a written summary of the types legal methods that could be employed to secure police services (union municipal district, interlocal contract, MOU, other, etc.) and the kinds of agreement language that can be used to make this happen?** Are there other examples of VT municipalities sharing services like this that we can learn from build off from? If they want to share other services with the Town of Essex, how could that happen?
4. Below are some questions that the Trustees have generated about the charter and becoming a city. Could you please respond.

If we could have responses to items #1, #2, and #4 above by Wednesday, June 16, that would be appreciated. We would like to discuss them at our June 22 meeting.

If we could have a response to #3 by Monday, June 7, that would be appreciated, so we can discuss on Tuesday, June 8. Additionally, if you could be available to be at our work session on Tuesday, June 8, starting at 4:15p.m., that would be appreciated. I'd like to give the board the opportunity to ask any questions related to sharing services and the information you provide in #3.

Commented [CS1]: An MOU is technically a contract. At least this is how they are interpreted in Vermont law. I think we would advise just doing this by contract/intermunicipal agreement, not necessarily "MOU". Even though MOUs are interpreted the same way legally. Generally speaking MOUs are deemed a little more aspirational and squishy. The guide for any contract will be 24 V.S.A 1938

As we discussed, you could have a very short term agreement and then work into the union municipal district if that was desired. You talked about wanting oversight into the police force with regards to management and that was a concern if an interlocal agreement simply was a contract for services. We would need to address any level of oversight in the contract or do a short agreement and work toward the union muni district.

To create a new union municipal district would involve approval by both municipalities and vote. 24 VSA §4863.

Title 24 : Municipal And County Government
 Chapter 055 : Police
 (Cite as: 24 V.S.A. § 1938)
 § 1938. Intermunicipal police services; purpose; agreements
 (a) Cities, towns, incorporated villages, the University of Vermont, sheriffs, and State agencies may enter into agreements to provide for intermunicipal police services. Intermunicipal police services include general police services, emergency planning and assistance, task forces, and other specialized investigative units to provide police services within the boundaries of the participating municipalities and counties.
 (b) The legislative body of each municipality may authorize the chief of police or other designee to provide police resources for intermunicipal police services. The participating municipalities, sheriffs, and State agencies shall enter into a written agreement, which shall provide for the scope of the mutual services, the powers, duties, and responsibilities of each participant, and the governing authority for officers called for duty under the terms of the agreement. The agreement shall also contain provisions relating to the use of equipment, supplies, and materials during the period of mutual service. Any employee covered by such an agreement shall remain an employee of the donor agency. ... [1]

Commented [CS2]: Jericho and Underhill share fire services with the UJFD. This has been done through a contractual agreement with the UJFD that has produced some concerns and problems.

Some others we are aware of are police services that are shared for Wilmington and Whitingham. Highgate and Swanton share the Swanton PD.

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Legal Questions relating to transition from Village to City

1) Do we need to have & spell out a special **interim** period between approval of the city charter by the Legislature and “commencement” of the new city, i.e. due to the time gap between legislative approval in spring and City annual meeting and elections the following spring, is it necessary to explain that the Trustees and staff will take necessary steps in the interim year to create a new budget, hire some staff, and have elections? *In other words:*

- Does the existing Board of Trustees automatically become the City Council?
- That’s how it is so far in the draft.
- Does the budget approved for the Village of Essex Junction automatically transfer to the new City?
- You have it set up that there is a meeting to set the budget for the City in the first meeting after approval. Then you have a transitional year.
- Finally, if these, and other, transitional provisions are required, do they need to be spelled out as introductory sections in the charter or can they be in a separate document?
- They should be in the Charter but that section will essentially disappear after the transitional period because it is only valid for a certain period of time.

A possible timeline could be:

- November 2021 – vote on charter
 - January 2022 – legislature takes up bill for charter
 - May 2022 – Governor signs bill for charter
 - July 2022 – charter takes effect – however, the Village and Town will have already passed their FY22 budgets in March/April 2021, so those budgets will need to support things for this fiscal year.
 - March/April 2022. City and Town (now Town outside the Village only community) pass FY23 budgets
 - July 2022 – two distinct communities and budgets
- 2) As a new city do we become a new federal tax entity (new FEIN) or do we retain the incorporated Village’s tax liability/status?
- 3) How and where in the Charter should we express that the Village’s debts, contractual agreements (Employee Association, etc.), and other legal/contractual commitments will be transferred to the City? Do they need to be individually spelled out or can/should we use all-inclusive language?
- 4) How and where do we express that current Village ordinances, Land Development Code, Municipal Plan, and other legal/operational regulatory policies will be transferred to the new city?

Commented [CS3]: Wouldn’t the fiscal year go from July 1, 2022 -June 30, 2023

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Commented [CS4]: Does this matter that you are reviewing a budget for a City you don’t know is going to be a City? Are they passing a budget for a Village or a City?

Commented [CS5]: You are a different entity. Village dissolves and the new City starts so you will need a new FEIN. The IRS requires a new FEIN when there is a new charter.

Commented [CS6]: We have some blanket assignment language that takes care of this. However, we really want to take a belt and suspenders approach and get a list of as many of these obligations and contracts as we can so that we can assign whatever is possible to assign. I think it would just be safe and good housekeeping. I don’t think there is a need to do anything more specific in the charter itself.

Commented [CS7]: See Section 107 of the transitional provisions. The existing Ordinances, Code and Plan will automatically become adopted.

Memo to Essex Junction Board of Trustees/legal questions regarding Charter/5.24.21

- 5) All Village of Essex Junction land records, deeds, titles, etc., are presently kept in the Essex Town vault, which is under the jurisdiction of the Essex Town Clerk. Is this a legally acceptable and appropriate arrangement post-separation?
- 6) If we negotiate an agreement to share the Essex Police Department with the Town, would it be appropriate to have such an agreement spelled out in the charter and, if so, where?
- 7) Does the Charter need to describe how we will approach real estate appraisal and tax assessment? There's no clear trend on this subject in other municipal charters. The current draft of the charter has a lot of detail on real estate appraisal. Can we say less?
- 8) Do we need to have anything about providing internet/broadband network in the charter if we want to provide that service in the future?

Below are the Transitional Provisions that were in the merged charter passed by the Trustees in 2020. *****See separately edited transitional provisions in a new document.

Commented [CS8]: The new City should have its own land records. Title searchers will simply have to search in both places for 40 years moving forward.

Commented [CS9]: I don't think so. Too much clutter. Separate documents in my mind. Charter should allow for interlocal agreements and this should be by contract.

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DRAFT

An MOU is technically a contract. At least this is how they are interpreted in Vermont law. I think we would advise just doing this by contract/intermunicipal agreement, not necessarily "MOU". Even though MOUs are interpreted the same way legally. Generally speaking MOUs are deemed a little more aspirational and squishy. The guide for any contract will be 24 V.S.A 1938

As we discussed, you could have a very short term agreement and then work into the union municipal district if that was desired. You talked about wanting oversight into the police force with regards to management and that was a concern if an interlocal agreement simply was a contract for services. We would need to address any level of oversight in the contract or do a short agreement and work toward the union muni district.

To create a new union municipal district would involve approval by both municipalities and vote. 24 VSA §4863.

Title 24 : Municipal And County Government

Chapter 055 : Police

(Cite as: 24 V.S.A. § 1938)

§ 1938. Intermunicipal police services; purpose; agreements

(a) Cities, towns, incorporated villages, the University of Vermont, sheriffs, and State agencies may enter into agreements to provide for intermunicipal police services. Intermunicipal police services include general police services, emergency planning and assistance, task forces, and other specialized investigative units to provide police services within the boundaries of the participating municipalities and counties.

(b) The legislative body of each municipality may authorize the chief of police or other designee to provide police resources for intermunicipal police services. The participating municipalities, sheriffs, and State agencies shall enter into a written agreement, which shall provide for the scope of the mutual services, the powers, duties, and responsibilities of each participant, and the governing authority for officers called for duty under the terms of the agreement. The agreement shall also contain provisions relating to the use of equipment, supplies, and materials during the period of mutual service. Any employee covered by such an agreement shall remain an employee of the donor agency.

(c) Agreements entered into under this section shall not be subject to the requirement of chapter 121 of this title.

(d) Cities, towns, incorporated villages, the University of Vermont, sheriffs, and State agencies may enter into agreements under this section with municipalities in the same or adjoining counties and with municipalities in adjoining states. (Added 1993, No. 42, § 1; amended 2003, No. 121 (Adj. Sess.), §§ 82, 83,

CITY OF ESSEX JUNCTION

Subchapter 2: Incorporation and Powers of The City

§ 201 Corporate Existence Retained

~~“Notwithstanding the provisions of any other municipal charter, t~~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.”²

Commented [CS1]: Section 101 of the Town Charter says that territory within the town can't become a part of another municipal corporation except by annexation. So we want to add language that clearly says we are doing this despite that language.

Commented [CS2]: As depicted in a plat recorded at Map ____, Slide ____ in the City of Essex Land Records. (consider referencing a boundary map).

§ 202 General Powers, Law

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

§ 203 Specific Powers

(a) The City of Essex Junction shall have all the powers granted to Cities and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted; and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this Charter.

(b) The City of Essex Junction may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal, waste water collection and disposal, solid waste collection and disposal, provision of public water supply, provision of public parks and recreation facilities, provision of municipal facilities for office, fire protection, and police protection, provision of public libraries, provision of public parking areas, provision of sidewalks, bicycle paths, and green strips, provision of public roadways, provision of public view zones and open spaces, and such other purposes as are addressed under the general laws of the State of Vermont. The City of Essex Junction may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.

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~~(b) The City may further acquire property within its corporate limits by condemnation where granted to Cities by the statutes of the State of Vermont.~~

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(c) The City of Essex Junction may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any

one or more subdivisions or agencies of the State, or the United States, or any agency thereof.

~~(d) The City may acquire property within or without its corporate limits for any City purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, and may sell, lease, mortgage, hold, manage, and control such property as its interests may acquire. The City may further acquire property within its corporate limits by condemnation where granted to Cities by the statutes of the State of Vermont.~~

~~(d)~~ The City of Essex Junction may establish and maintain an electric power system and regulate power line installations; provided, however, that the City shall have no authority under this Charter which conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency. The City of Essex Junction may also establish a telecommunications system and an enterprise to deliver internet or broadband services.

~~(c)~~ In this Charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers ~~that which~~ the City of Essex Junction would have if the particular power were not mentioned.

§ 204 Reservation of Powers

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

§205 Form of Government

(a) The municipal government provided by this Charter shall be known as council-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this ~~Charter~~chapter, all powers of the City of Essex Junction shall be vested in an elective City Council, which shall enact ordinances, codes, and regulations, adopt budgets, determine policies, and appoint the City Manager, who shall enforce the laws and ordinances and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by this ~~Charter~~ or prescribed by ordinance.

Subchapter 3: Governance Structure

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Commented [gt3]: From Raj: Thinking of the future, would it make sense to include something / do we need to - regarding the power to operate some sort of internet / broadband network for our community?

§ 301 Powers and Duties of Governing Body

- (a) The members of the City of Essex Junction City Council shall constitute the legislative body of the City of Essex Junction for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform all duties required of City legislative bodies or Councils under the laws of the State of Vermont.
- (b) Within the limitations of the foregoing, the City of Essex Junction Council shall have the power to:
 - (1) Appoint and remove a City Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this Charter.
 - (2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this Charter.
 - (3) Provide for an independent audit by a certified public accountant.
 - (4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.
 - (5) Exercise every other power which is not specifically set forth herein, but which is granted to Councils or legislative bodies by the statutes of the state of Vermont.

§ 302 Governing Body Composition and Term of Office

- (a) There shall be a City Council consisting of five (or 7?) members. The transitional City Council shall become the City Council at the termination of the transition period.
- (b) All members shall reside within the boundaries of the City of Essex Junction to be elected by the qualified voters. [creation of Wards within the City??? 2 or more? If we do 2, there can be 2 councilors from each Ward and 1 at large member.]
- (c) The term of office of a City Councilor shall be three years and terms shall be staggered. For the first election cycle five people will be elected. One seat from each ward will be for and two year term and one seat from each ward shall be for three years, and one seat at large will be for two years. After that, every seat shall be a three-year term.
- (d) Within three years after the first election of the five-member Council, the Council shall appoint a special commission to study the composition of voting wards within the City of Essex Junction, and shall have regard to an equal division of population and other

Commented [EA4]: I would suggest 7 councilors. Montpelier and St. A. each have 6 and a weak mayor. Newpopt has 4 alderman and weak mayor. I do not think that the City would need to be divided up into Wards. I would suggest three Wards with 2, 2 and 3 councilors, rather than have 1 at large. Following sections would need to be changed accordingly. Of the 9 cities in Vermont, only Burlington, South Burlington and Rutland would have a greater population than the City of Essex.

considerations deemed proper, recommend within one year, changes, if any, to the number and boundaries of wards by which members of the City Council are elected.

~~(a) There shall be a City Council consisting of five members elected at large.~~

~~(b) The term of office of a City councilor shall be three years and terms shall be staggered.~~

~~(c) Councilors shall represent the City.~~

Commented [CS5]: Or 2 wards and 2 from each ward and 1 at large? Make consistent with Section 1062 of the transitional provisions.

§ 303 Vacancy in office

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

§304 Election of Governing Body Officers

(a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual City meeting, the Council shall organize and elect a president, vice president, and clerk by a majority vote of the entire Council, and shall file a certificate of the election for record in the office of the City clerk.

(b) The chairperson of the Council or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the Council and shall be recognized as the head of the City government for all ceremonial purposes.

(c) In the event of death, resignation, or incapacity of any Council member, the remaining members of the Council may appoint a person to fill that position until the next annual election. Incapacity shall include the failure by any member of the board to attend at least 50 per cent of the meetings of the board in any calendar year. At the next annual election, the vacancy shall be filled and the person so elected shall serve for the remainder of the term of office. In the event the Council is unable to agree upon an interim replacement until the next annual City election, a special election shall be held forthwith to fill the position.

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Commented [CS6]: Does the Council declare incapacity? By a vote of the majority of the members? What constitutes incapacity? Is it more than just missing meetings?

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

Commented [CS7]: Wards?

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§ 305 Compensation

(a) Compensation paid to the Council members shall be set by the voters at the annual meeting, with a minimum of \$1500.00 a year each. Council members' compensation must be set forth as a separate item in the annual budget presented to the meeting.

CLAUDINE – CAN WE DO THIS THROUGH THE BUDGET PROCESS AND NOT AS A SEPARATE ARTICLE? AND, ARE THERE EXAMPLES OF OTHER COMMUNITIES BUILDING IN A MINIMUM ANNUAL INCREASE IN THE SALARY THAT WE COULD CONSIDER?

(b) The Council shall fix the compensation of all officers and employees, except as otherwise provided in this charter.

§ 306 Prohibitions and Conflicts of Interest

- (a) Holding Other Office. No Council member shall hold any City employment during the term for which they were elected to the Council. A Council member may be appointed to represent the City on other boards except as pursuant to 17 V.S.A. § 2647. No former Council member shall hold any compensated appointive municipal office or employment, except for poll worker, until one year after the expiration of the term for which they were elected to the legislative body.
- (b) Appointments and Removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the manager or any of the manager’s subordinates are empowered to appoint. The legislative body may discuss with the Manager the appointment, performance, and removal of such officers and employees in executive session.
- (c) Interference with Administration. Except for the purpose of inquiries and investigations under § 301~~2~~ (b)(4), the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

§ 307 Governing Body Meetings

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

§ 308 Special City Meetings

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

§ 309 Procedure

Commented [CS8]: Another consideration is to say:

Alternative is:

Council members’ compensation shall begin at X and increase annually by (the CPI) (or by a flat % rate annually). This would allow you not to have to revisit this annually.

Some other municipalities are far higher for compensation:
South Burlington 5k presently and asking to increase.
Newport 8,250 (4 years ago)
Hartford 6,600 (4 years ago)

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

§ 310 Appointments

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

§ 311 Additional Governing Body Provisions

- (a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this chapter or by the general law. The compensation of all officers and employees of the City shall be fixed by the Council, except as herein otherwise provided.
- (b) The Council may authorize the sale or lease of any real or personal estate belonging to the City.

Subchapter 4 Other Elected Offices

§ 401 Brownell Library ~~T~~trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system ~~pursuant to § 501~~. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of elected library trustee. The five permanent, self-perpetuating library trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925.

§ 402 Moderator

The voters at the City Annual Meeting shall elect a Moderator who shall preside at the next City Annual Meeting. The term of Moderator shall be one year. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of Moderator.

Subchapter 5 City Meetings

§ 501 City of Essex Junction Meetings/Elections

~~(a) —~~ (a) The voters shall at each annual meeting vote to set the date of the next annual meeting, at which time the voters shall vote for the election of officers, the voting on the budgets, and any other business included in the warnings for the meetings, shall be held on City Meeting Day, as defined in 1 V.S.A. §371.

~~CLAUDINE WE WOULD LIKE TO HAVE FLEXIBILITY IN THIS TO NOT BE SET FOR TOWN MEETING DAY, AS THE SCHOOL DISTRICT ELECTIONS/BUDGET VOTE IS IN APRIL AND WE MAY WANT TO ALIGN WITH THEM. CAN WE CREATE LANGUAGE TO SUPPORT THIS BEING SET ANNUALLY?~~

~~(b)~~ (b) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this Charter.

~~(e)~~ (c) The election of officers and the voting on all questions shall be by Australian ballot system. The City Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

Subchapter 6 Ordinances

§ 601 Adoption of Ordinances

Ordinances shall be adopted in accordance with state law pursuant to 24 V.S.A. §§1972–1976, with the additional requirements noted in this subchapter.

§ 602 Public Hearing

(a) The Council shall hold a minimum of two public hearings prior to the adoption of any ordinance.

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Commented [CS9]: In answer to the question below.....Your current charter allows you to set the next annual meeting date.

17 V.S.A §2631 allows for the charter to set the annual meeting date as you would like.

To the extent that you are doing things different from the state statute, however, this may possibly create difficulty in approval with the legislature. From a public policy perspective, this may create some confusion, but it was approved before and you can certainly try and keep this same model if it has worked. We have edited this to reflect the current model.

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- (b) At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.
- (c) After the second hearing, the Council may finally pass the ordinance with or without amendment, except that if the Council makes an amendment at either hearing, it shall cause the amended ordinance to be published, pursuant to subsection (a) of this section at least once together with a notice of the time and place of two public hearings at which the amended ordinance will be further considered, which publication shall be at least three days prior to the first public hearing. At the time so advertised or at any time and place to which the meeting maybe adjourned, the amended ordinance shall be introduced, and after the second hearing, the Council may finally pass the amended ordinance, or again amend it subject to the same procedures as outlined herein.

§ 603 Effective Date

Every ordinance shall become effective upon passage unless otherwise specified.

§ 604 Rescission of ordinances

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

§ 605 Petition for enactment of ordinance; special meeting

- (a) Voters of the City may at any time petition for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the City Clerk. The Council shall call a special City meeting (or include the ordinance as annual meeting business) to be held within 60 days of the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Council. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take

Commented [CS10]: Keep in mind if you make a typographical changes and it is not substantive, then you will wind up with a long delay. One example could be the ordinance that will be considered with the crescent connector. That would institute a long delay in something you perhaps wanted to pass relatively quickly.

There is nothing wrong with making these extra requirements and they are fine if that is what you want.

effect on the 10th day after the conclusion of the meeting provided that voters, constituting a majority of those voting thereon, shall have voted in the affirmative.

- (b) The proposed ordinance shall be examined by the City Attorney before being submitted to the special City meeting. The City Attorney is authorized subject to the approval of the Council, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clearness and preciseness in its phraseology, but the City Attorney shall not materially change its meaning and effect.
- (c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Council or to the appointment or designation of Council, or to rules governing the procedure of the Council.

Subchapter 7: City Manager

§701 Appointment/Hiring of Manager

The Council shall appoint a City Manager under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The Manager shall be appointed solely on the basis of the Manager's executive and administrative qualifications in accordance with the Vermont statutes.

§ 702 Powers of Manager

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

- (a) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all City of Essex Junction employees, including the Treasurer, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. §495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.

- (b) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this Charter or by law.
- (c) The Manager shall recommend hiring of City Attorney with Council approval, and shall hire special attorneys as needed.
- (d) The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to § 301~~2~~(b)(4) of this charter.
- (e) The Manager shall see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
- (f) The Manager shall prepare and submit the annual budget and capital program to the Council.
- (g) The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Essex Junction as of the end of each fiscal year.
- (h) The Manager shall make such other reports as the Council may require concerning the operations of City of Essex Junction departments, offices, and agencies subject to the Manager's direction and supervision.
- (i) The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Essex Junction and make such recommendations to the Council concerning the affairs of the City of Essex Junction as the Manager deems desirable.
- (j) The Manager shall be responsible for the enforcement of all City of Essex Junction ordinances and laws.
- (k) The Manager may when advisable or proper delegate to subordinate officers and employees of the City of Essex Junction any duties conferred upon the Manager by this Charter, the Vermont statutes, or the Council members.
- (l) The Manager shall perform such other duties as are specified in this Charter or in State law, or as may be required by the Council.

§ 703 Hearing/Removal Process

- (a) The Council may remove the Manager from office for cause in accordance with the following procedures:
 - 1. The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three days to the Manager.
 - 2. Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Council a written request for a hearing; said hearing to be in a public or executive session by choice of the Manager. This hearing shall be held at a special Council meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Council a written reply not later than five days before the hearing.
 - 3. The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing if the Manager has requested one.
- (b) The Manager shall continue to receive the Manager's salary until the effective date of a final resolution of removal.

§ 704 Vacancy in Office of Manager

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

Subchapter 8: Boards and Commissions

§ 801 Board of Civil Authority

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

§ 802 Board of Abatement of Taxes

The Board of Civil Authority shall constitute a Board of Abatement as provided by law. The Board of Abatement shall meet and discharge its duties as required by the applicable statutory provisions.

§ 803 Planning Commission

~~*[gt NOTE: This section and the Development Review Board section below assume that we will convert the Village's present PC/DRB system to a DRB/PC system. I believe this should be a topic for Trustee discussion.]*~~ There shall be a Planning Commission and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter, and members will be appointed by the City Council from among the qualified voters of the City. Members of the Commission shall hold no other City office. The City Council shall have the authority pursuant to 24 V.S.A. §4323(a) to set the terms of the Planning Commission members.

Commented [CS11]: *[gt NOTE: This section and the Development Review Board section below assume that we will convert the Village's present PC/DRB system to a DRB/PC system. I believe this should be a topic for Trustee discussion.]*

Commented [CS12]: You have set the term below for the DRB to be 3 years. Not sure if you also want to set the PC term or not, so we simply gave you authority to set it. Either way is ok.

§ 804 Development Review Board

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

§ 805 Brownell Library Trustees

~~There shall be a five member~~ Brownell Library Board of Library Trustees that who shall be elected to five year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of elected library trustee. The Trustees holding office at the time of enactment of this Charter shall serve until their terms are completed. Any existing policies of the Library Trustees at the time of the enactment of this Charter shall become the policies of the new Brownell Library Board of Trustees. The Library Trustees shall have the authority to establish any new policy for the operation of the Library, or repeal or replace any existing policy and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. Notwithstanding the forgoing, (The Library is shall be required to follow all financial and personnel policies adopted by the City Council.

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Commented [CS13]: The library statute, 22 V.S.A. §143 grants broad authority to the Library Board. This sentence takes some authority away.

Subchapter 9: Administrative Departments

Part I

§ 901 Personnel Administration and Benefits

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

Part II

§ 902 Department of Real Estate Assessor/ Appraisal

[gtNOTE: There's wide variation among city charters on the entire appraisal process and function. Some spell it out, others don't seem to mention it.]

There shall be either established a department of a real estate appraisal Assessor who is a certified real estate appraiser or an independent appraisal firm, headed by a professionally qualified/certified real estate assessor/appraiser, who shall be appointed by the Manager that shall carry out the duties of assessor in the same manner and be subject to all of the same liabilities prescribed for listers under the law of the State of Vermont in assessing property within the City of Essex Junction and which shall establish the grand list thereof and shall return such list to the City Clerk within the time required by state statute.

Commented [gt14]: From Andrew: Do we even need to say we will have a department for this? What if we wanted to contract this out – would we then need to change the charter? In reviewing other City charters, Montpelier as an example, does not have such a department listed within their charter yet they do have such a department within their City.

George: We'll need to investigate and perhaps consult with an attorney. The present Village charter contains some of this but it doesn't establish a department.

Commented [CS15]: *[gtNOTE: There's wide variation among city charters on the entire appraisal process and function. Some spell it out, others don't seem to mention it.]*

§ 903 Appraisal of Property

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

§ 904 Appraisal of Business Personal Property for Tax Purposes

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

§ 905 Duties of Department

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

§ 906 Purpose

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

Subchapter 10 Budget Process

§ 1001 Fiscal year

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

§ 1002 Annual Municipal Budget

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

- (a) An estimate of the financial condition of the City as of the end of the fiscal year.
- (b) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.
- (c) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.

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- (d) A capital budget for no fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
- (e) Such other information as may be required by the Council.

§ 1003 Governing Body's Action on the Budget

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

§ 1004 Meeting Warning and Budget

- (a) The Council shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.
- (b) The Manager shall not less than **15 days prior to the annual** meeting make available the Council's recommended budget **and** the final warning of the pending annual meeting.
- (c) The annual City report shall be made available to the legal voters of the City not later than 10 days prior to the annual meeting.

§ 1005 Appropriation and Transfers

- (a) An annual budget shall be adopted at City Meeting by the vote of a majority of eligible voters by Australian ballot in accordance with section § 501. If, after the total budget has been appropriated, the Council finds additional appropriations necessary, the appropriations shall be made and reported at the next City Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. No specific explanation need be given for any normal annual operating expense in any office, department, or agency which may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget.
- (b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.
- (c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Council may, by resolution,

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Commented [CS16]: Keep in mind this is dissimilar to the general state statute where the warning has to be 30 days in advance. 17 VSA §2521 requires a warning 30 days in advance. I just want to make sure we have a reason we are deviating from the general statute here.

transfer any unencumbered appropriation balance or portion thereof within the Council budget from one department, office, or agency to another.
Notwithstanding the above, no unexpended balance in any appropriation not included in the Council budget shall be transferred or used for any other purpose.

§ 1006 Amount to be Raised by Taxation

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

Subchapter 11: Taxation

§ 1101 Taxes on Real Property

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

§ 1102 Penalty

(a) An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section § 1101 of this ~~C~~harter, and interest as authorized by Vermont statutes.

§ 1103 Assessment and Taxation Agreement

Notwithstanding section § ~~1006 or any other provision~~⁹⁰³ of this ~~C~~harter and the requirements of the general laws of the State of Vermont, the Council is hereby authorized and empowered to negotiate and execute assessment and taxation agreements between the City and a taxpayer or taxpayers within the City of Essex Junction consistent with applicable requirements of the Vermont Constitution.

Subchapter 12: Capital Improvements

§ 1201 Capital Programs

- (a) The Manager shall prepare and submit to the Council a capital program at least three months prior to the final date for submission of the budget.
- (b) Contents. The capital program shall include:

City of Essex Junction. Draft Charter ~~65/1625/21. MSD Edits. Includes First Round of Trustee Edits and Revisions~~

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken during no fewer than the next five fiscal years, with appropriate supporting information as to the necessity for such improvements;
3. Cost estimates, method of financing, and recommended time schedules for each such improvement; and
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

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

Subchapter 13: Amendment of Charter and Initiatives

§ 1301 Laws Governing

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

Subchapter 14: General

§ 1401 Savings Clause

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

§ 1402 ~~Sev~~erability of Provisions

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

Below are the Transitional Provisions that were in the merged charter passed by the Trustees in 2020.

Subchapter 1: Transitional Provisions

§ 101 Assignment and Assumption of ~~V~~village assets and liabilities

1. (a) All assets and obligations formerly owned or held by the ~~Town and Village~~ shall ~~not otherwise transferred shall hereby be assigned and assumed by become the assets and obligations of~~ the ~~new Town of~~City of Essex Junction upon the effective date of ~~this~~ ~~C~~harter. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; assessed but uncollected taxes, rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being ~~necessary~~.
2. (b) All contracts, agreements, trusts, and other binding written documents ~~affecting obligating~~ the ~~Town or~~ Village shall remain in effect on the effective date of the ~~C~~harter, and the ~~new Town City~~ of Essex Junction shall assume all the responsibilities formerly belonging to the ~~Town and Village~~ unless ~~previously allocated or~~ otherwise specified. Pursuant to § 104, the ~~unincorporated Village shall become a debt assessment district until the Village's residual bond debt is retired~~.

Commented [CS1]: Hmm.... Can we do it this way? I have great reservations. I think its got to be considered that this would be like a corporation dissolving and it would need to deed its property over to the new entity. I would think contracts need to be assigned; deeds need to be transferred between entities; liabilities need to be assumed. Thoughts?

Commented [CS2]: Have to look into this.

§ 102 Transition Period

The transition period shall begin not later than July 1, following the approval of the ~~C~~harter by the Legislature, and end ~~no later than~~ June 30 the year after approval of the ~~C~~harter. At the end of the transition period, ~~the C~~harter will become effective and the ~~new Town City~~ of Essex Junction shall be fully established and ~~organized~~. Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms.

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Commented [CS3]: I think we are going to have to get this transition done a little bit sooner than this. I don't think we can take an entire year.

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Commented [CS4]: Won't the new City be established immediately? The new Charter will establish the City and I think it will be effective immediately.

§ 103 Organizational Municipal Meeting

The first annual ~~Town City~~ Meeting shall occur on Town Meeting Day following approval of the ~~C~~harter. This shall be a ~~unified meeting of the new municipality~~City of Essex Junction and shall be noticed and warned to all residents of the ~~Town City~~ of Essex Junction and unincorporated Village of Essex Junction. ~~This meeting shall be for the purpose of presenting and discussing the budget only. Other (new Town)City business may also be presented and discussed but not voted on. After presentation and discussion of the budget and any other business the meeting shall adjourn. Voting on the budget shall be by Australian ballot and shall occur on Town Meeting Day.~~

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Commented [CS5]: Why is the annual meeting for the City of EJ being warned to the residents of the Town?

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Commented [CS6]: So you will have the discussion on the same day as Ausi Ballot voting?

§ 104 Transitional Districts

Transitional district rates, if any, may ~~shall~~ be set by the ~~new Town Selectboard~~ City Council.

1. ~~(a) For a transitional period commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Debt Assessment District for the purpose of retiring the Village's residual bonded debt in existence before the transitional period. This residual debt is scheduled to retire in FY 2035.~~
2. ~~(b) For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Tax Reconciliation District for the purpose of transferring the cost of the Village's municipal operations into the Town's operational budget.~~
3. ~~(c) For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Sidewalk District for the purpose of levying a special tax on properties within the Village for the purpose of maintaining the Village's sidewalks, including snow removal and routine maintenance, but not capital repairs, in accordance with its previous sidewalk maintenance procedures prior to the merger.~~
4. ~~(d) For a transitional period of 12 years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Capital Improvement District for the purpose of levying a special tax on properties within the Village for the purpose of paying for Village capital infrastructure projects on the Village's Capital Reserve Plan prior to the merger. The Capital Improvement District is not required to complete all projects in the plan prior to the end of the transitional period and the Selectboard shall designate in their proposed budgets which projects are to be completed in each new fiscal year of the transitional period.~~
5. ~~(e) For a transitional period of 12 years commencing from the July 1 effective date of the Charter, the former Village Center Zone, as designated in the Essex Junction zoning plan Land Development Code, shall be designated as a Downtown Improvement District City Center for the purpose of continuing the former Village's downtown revitalization efforts as outlined in the Village's municipal Comprehensive Plan, and shall retain any and all state designations for the purposes of redevelopment in force at the time of adoption of the Charter or until such designations are withdrawn or amended as per routine statutory process.~~

Commented [CS7]: Do we even need to worry about this since we are assuming all Village debt?

Commented [CS8]: I think a city center is a special designation with the state. Check

§ 105 ~~Interim~~ Governing Body

1. ~~(a) For the transition period described in paragraph § 102 following the approval of the charter by the Legislature, all members of the former Town Selectboard and Village Board of Trustees shall comprise an Interim Governing Body the City Council. In no event shall the Interim Governing Body consist of fewer than three former trustees and three former~~

~~selectpersons.~~ In the event of a resignation, the remaining members of the board on which the resignation occurred shall appoint a replacement. **[NEW MEMBERS?]** The City Council shall chosen from the registered voters in the communities over which they have jurisdiction. ~~The Interim Governing Body shall schedule, warn, and hold meetings as appropriate. The former selectpersons shall address details and issues relating to expenditures in the Essex Town budget approved by voters for the fiscal year of the transitional period. The former trustees shall address details and issues relating to expenditures in the Essex Junction budget approved by voters for the fiscal year of the transitional period. The selectpersons and trustees~~Council Members shall address all details and issues relating to the transition from a town and the Village of Essex Junction to the new Town City of Essex Junction jointly. The Interim Governing Body with the assistance of the Unified Manager shall develop recommendations for whatever proposals or policies are needed to ensure a smooth transition. The new Town of Essex Selectboard may implement such proposals at the end of the transitional period.

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2. ~~(b) The Council shall review, consider and adopt all regulations, ordinances and plans from former Village of Essex Junction as its own. During the transition period the Interim Governing Body will also, with the assistance of the Manager and staff, integrate the ordinances of the former Town of Essex with the ordinances of the former Village of Essex Junction, pursuant to § 110 below, by identifying conflicting ordinances and determining in each case whether the more or less restrictive ordinance will apply or a combination thereof.~~
3. ~~(e) In the event of~~At no time shall a vacancy ~~that~~ results in fewer than three members of the former Town City of Essex Junction City Council and should such circumstances arise, ~~then the Selectboard or fewer than three members of the former Village Trustees, all remaining members shall vote to appoint an interim member for the remainder of the former Councilor's term. from the district with a vacancy in a manner pursuant to § 304.~~
4. ~~(d) The Interim Governing Body will also, City Council, with the assistance of the Unified~~the City Manager and staff, propose and warn in the manner pursuant to this Charter, the first annual budget of the new Town City of Essex Junction for consideration by the voters at the first annual meeting held pursuant to § 103. ~~This meeting shall be informational only. Voting for the budget shall occur on Town Meeting Day pursuant to § 103.~~

§ 1066 Town Selectboard

1. ~~(a) There shall be a Town Selectboard consisting of seven members.~~
2. ~~(b) Three members shall reside within the boundaries of the former incorporated Village of Essex Junction to be elected by the qualified voters within the boundaries of the former incorporated Village of Essex Junction. This area will become known as Ward 2. Boundary adjustments will be made over time as necessary pursuant to § 301. Three members shall reside within the boundaries of the Town of Essex exclusive of the former Village of Essex Junction to be elected by the qualified voters of the Town of Essex exclusive of the former Village of Essex Junction. This area will become known as Ward 1. Boundary adjustments will be made over time~~

Commented [EA9]: I think there would need to be a transitional provision regarding the election of the new Council after the transition council ends.

Commented [EA10]: Why is this in the transitional section?

Commented [EA11]: I would suggest 7 councilors. Montpelier and St. A. each have 6 and a weak mayor. Newport has 4 alderman and weak mayor. I do not think that the City would need to be divided up into Wards. I would suggest three Wards with 2, 2 and 3 councilors, rather than have 1 at large. Following sections would need to be changed accordingly. Of the 9 cities in Vermont, only Burlington, South Burlington and Rutland would have a greater population than the City of Essex.

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as necessary pursuant to § 301. One member shall reside in either Ward 1 or Ward 2 to be elected by the combined votes of the qualified voters in Ward 1 and Ward 2.

3. (c) The term of office of a Town Selectperson shall be three years and terms shall be staggered. For the first election cycle seven people will be elected. One seat for each ward will be for three years; one seat for each ward will be for two years; one seat for each ward will be for one year. After that, every seat shall be a three-year term. The remaining seat will be at large from either ward and the term shall be three years.

4. (d) Within three years after the first election of the seven member Selectboard, the Selectboard shall appoint a special commission to study the composition of voting wards within the Town of Essex, including the former incorporated Village of Essex Junction, and, having regard to an equal division of population and other considerations deemed proper, recommend within one year, changes, if any, to the number and boundaries of wards by which members of the Selectboard are elected.

§ 107 Budget and Municipality Administration

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

§ 107 Separation of City and Village and Town Department Transitional Provisions

1. (a) For a transitional period of five years commencing from the July 1 effective date of the Ceharter, the Manager, with the advice and consent of the new Town of Essex Selectboard City Council, shall ensure the integrate separation of all departments, including the Manager's office, Finance department, Human Resources department, the Ffire departments, Ccommunity Ddevelopment and Pplanning departments, Pparks and Rrecreation departments, and any and all other former town and village municipal services and operations, with special provisions and considerations outlined below.

2. (b) The Town of Essex shall operate the former Essex Junction Fire Department and former Essex Town Fire Department, and each department shall have a chief appointed by the Manager. At the Manager's discretion, one person may be appointed chief for both departments. During the transitional period, pursuant to § 105, the Interim Governing Body may review options for integrating the operations of the two departments for the purpose of improving efficiency and service levels, with a preference for retaining the historic identities of the two departments and for the predominant level of service to remain "paid-on-call."

3. (c) During the five year transitional period the Manager shall integrate and reorganize the former town and village recreation and parks departments and the Manager shall appoint a department head.

Commented [CS12]: This is still open for the Trustees consideration.

Commented [CS13]: For merger they allowed 5 years. I am not sure we have this kind of time. I feel like once we are separated, then we need to be separated.

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~~4. (d) During the five year transitional period the Manager shall integrate and reorganize the former town and village community development and planning departments, and the Manager shall appoint a department head.~~

§ 1089 Planning and Development

1. (a) On the effective date of this Charter, the former ~~Town plan and~~ Village plan, ~~and~~ the former ~~Town zoning bylaws and subdivision regulations, and the former Village's zoning bylaws and Land Development Code, and any Village Ordinances~~ shall remain in effect ~~in their respective former geographic areas until amended or revised by the new Town Selectboard~~ City Council upon recommendation by the merged Planning Commission and in conjunction with the Chittenden County Regional Planning Commission and pursuant to 24 VSA 4350(a).

2. (b) ~~Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town planning commission. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member for a term.~~

3. ~~(c) Prior to~~ From the effective date of the Charter, the Village of Essex Junction ~~Town~~ Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Planning Commission and the Village of Essex Junction Zoning Board of Adjustment, which shall become the Development Review Board ~~of the City of Essex Junction. The duration of the first All current Commission and Board members, with the exception of the City Council, which is addressed in Sections 105(1) and 302 of this Charter, shall serve out the remainders of their terms and new positions shall be filled upon the existing schedules and as they become available. terms shall be staggered to establish ongoing, staggered three-year appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member for a three year term.~~

Commented [CS14]: You have a ZBA. Do you want a DRB?

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§ 10940 Unification and Adoption of Ordinances, Bylaws, and Rules

On the effective date of this Charter, all ordinances, and bylaws of the ~~Town of Essex and the~~ Village of Essex Junction shall become ordinances and bylaws of the new Town of City of Essex Junction. The ~~Interim Governing Body City Council~~ shall integrate the ordinances of the former ~~Town of Essex with the ordinances of the former Village of Essex Junction pursuant to § 105(b) of this charter. The new Town of Essex Selectboard shall~~ be fully authorized to amend or repeal any ordinance according to the provisions of subchapter 6 of the charter. Whenever a power is granted by any such ordinance or bylaw to an officer or officers of the ~~Town of Essex or the~~ Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new Town-City of Essex Junction.

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§ 11044 Personnel

1. (a) ~~On the effective date of this Charter, all employees of the Village of Essex Junction shall become employees of Pursuant to § 105, the Interim Governing Body shall develop a pay and classification plan and make recommendations to meet the Town's needs. The new Town of Essex Selectboard may implement such proposals at the end of the transitional period~~The City of Essex Junction and any and all employment contracts of the Village shall be assumed by the City unless otherwise terminated, re-executed or renegotiated. Any and all personnel policies and regulations adopted by the Village shall become policies and regulations of the City of Essex Junction until further repealed, amended or restated.
2. (b) ~~The Town of Essex personnel regulations in effect at the time of approval of the charter shall carry over and control until amended by the new Town of Essex Selectboard.~~
3. (c) ~~Employees of the Town of Essex and the Village of Essex Junction shall become employees of the new Town of Essex. The dates of hire with the Town of Essex and the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new Town-City of Essex Junction and all accrued benefits shall carry over.~~

§ ~~111~~2 Water and Sewer Districts

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

§ ~~112~~3 Finances

1. (a) ~~The existing real property tax system of the Town shall become the system of the new Town of Essex. Upon the effective date of this Charter, the City of Essex Junction shall adopt any and all portions of the Town of Essex Grand List for properties located within the borders of the City. Any and all property tax payments due to the Town of Essex and the Village of Essex Junction shall be payable to the City of Essex Junction after the effective date. Any past due grand lists will remain in effect and any remaining taxes owed due to the Village of Essex Junction and Town of Essex will shall be payable to the new respective municipality Town of Essex keeping all existing due dates. The new Town of Essex will manage the existing budget of the Village and Town with oversight by the Interim Governing Body.~~
2. (b) ~~All tax and indebtedness incurred by the Village tax payers at the time of merger are to remain with these properties until final payment of said obligations are made in full.~~

~~3. (e) All existing legal obligations, contractual agreements, including but not limited to tax stabilization agreements and any agreements to purchase related to the conveyance of real property, are to be considered obligations of the new governmental entity within the City of Essex Junction shall be transferred to the City of Essex Junction.~~

~~§ 1134 Terms Extended~~

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

~~§ 115 Transitional Tax Districts and Transitional Tax Provisions Transitional tax districts shall be established pursuant to § 104.~~

~~§ 116 Repeals~~

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

From: [Travis Sabatase](#)
To: [Brad Luck](#)
Subject: Charter Question
Date: Tuesday, June 8, 2021 11:00:54 AM
Attachments: [image001.png](#)

Hi Brad,

I had a question on section 702(b) of the City Charter. It reads: "(b) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this charter or by law." I would interpret this as reading that the Manager must directly supervise each Village department head which would seem to conflict with your recommendation for an Assistant Manager/HR Director who supervise several department heads. There are other sections such as 702(a) that allow the manager to delegate authority, but that isn't mentioned in this section. I might just be missing something here but wanted to point this out just in case.

Thanks,

Travis Sabatase

HR Director

Town of Essex/Village of Essex Junction

81 Main Street

Essex Junction, VT 05452

802-857-0113 (Phone)

802-857-0095 (fax)



Sent from the copier

CITY OF ESSEX JUNCTION

Subchapter 2: Incorporation and Powers of The City

§ 201 Corporate Existence

“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.”

§202 General Powers, Law

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

§ 203 Specific Powers

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

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

§ 204 Reservation of Powers

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

§205 Form of Government

- (a) The municipal government provided by this chapter shall be known as council-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this chapter, all powers of the City of Essex Junction shall be vested in an elective City Council, which shall enact ordinances, codes, and regulations, adopt budgets, determine policies, and appoint the City Manager, who shall enforce the laws and ordinances and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by this chapter or prescribed by ordinance.

Subchapter 3: Governance Structure

§ 301 Powers and Duties of Governing Body

- (a) The members of the City of Essex Junction Council shall constitute the legislative body of the City of Essex Junction for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform

all duties required of City legislative bodies or Councils under the laws of the State of Vermont.

- (b) Within the limitations of the foregoing, the City of Essex Junction Council shall have the power to:
- (1) Appoint and remove a City Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.
 - (2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.
 - (3) Provide for an independent audit by a certified public accountant.
 - (4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.
 - (5) Exercise every other power which is not specifically set forth herein, but which is granted to Councils or legislative bodies by the statutes of the state of Vermont.

§ 302 Governing Body Composition and Term of Office

- (a) There shall be a City Council consisting of five members elected at-large.
- (b) The term of office of a City councilor shall be three years and terms shall be staggered.
- (c) Councilors shall represent the City.

§ 303 Vacancy in office

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

§304 Election of Governing Body Officers

- (a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual City meeting, the Council shall organize and elect a president, vice president, and clerk by a majority vote of the entire Council, and shall file a certificate of the election for record in the office of the City clerk.

Number: 1 Author: tsabataso Subject: Highlight Date: 6/7/2021 11:13:44 AM

Does this include personnel investigations? I would think those would be handled by the Manager and HR Director

- (b) The chairperson of the Council or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the Council and shall be recognized as the head of the City government for all ceremonial purposes.
- (c) In the event of death, resignation, or incapacity of any Council member, the remaining members of the Council may appoint a person to fill that position until the next annual election. Incapacity shall include the failure by any member of the board to attend at least 50 per cent of the meetings of the board in any calendar year. At the next annual election, the vacancy shall be filled and the person so elected shall serve for the remainder of the term of office. In the event the Council is unable to agree upon an interim replacement until the next annual City election, a special election shall be held forthwith to fill the position.
- (d) Elected Councilors who move out of the City prior to the expiration of their terms shall surrender their seats.

§ 305 Compensation

- (a) Compensation paid to the Council members shall be set by the voters at the annual meeting, with a minimum of 11500.00 a year each. Council members' compensation must be set forth as a separate item in the annual budget presented to the meeting.
- (b) The Council shall fix the compensation of all officers and employees, except as otherwise provided in this charter.

§ 306 Prohibitions and Conflicts of Interest

- (a) Holding Other Office. No Council member shall hold any City employment during the term for which they were elected to the Council. A Council member may be appointed to represent the City on other boards except as pursuant to 17 V.S.A. § 2647. No former Council member shall hold any compensated appointive municipal office or employment, except for poll worker, until one year after the expiration of the term for which they were elected to the legislative body.
- (b) Appointments and Removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the manager or any of the manager's subordinates are empowered to appoint. The legislative body may discuss with the Manager the appointment, performance, and removal of such officers and employees in executive session.
- (c) Interference with Administration. Except for the purpose of inquiries and investigations under § 302 (b)(4), the legislative body or its members shall deal with

Number: 1 Author: tsabataso Subject: Highlight Date: 6/7/2021 11:19:35 AM

for what its worth i have had several instances of board members wishing to decline this stipend, charter language like this prevents us from doing that. We have to pay it by charter, just wondering if they want to allow that flexibility

the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

§ 307 Governing Body Meetings

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

§ 308 Special City Meetings

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

§ 309 Procedure

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

§ 310 Appointments

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

§ 311 Additional Governing Body Provisions

- (a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the

provisions of this chapter or by the general law. **The compensation of all officers and employees** of the City shall be fixed by the Council, except as herein otherwise provided.

- (b) The Council may authorize the sale or lease of any real or personal estate belonging to the City.

Subchapter 4 Other Elected Offices

§ 401 Brownell Library trustees

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

§ 402 Moderator

The voters at the City Annual Meeting shall elect a Moderator who shall preside at the next City Annual Meeting. The term of Moderator shall be one year. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of Moderator.

Subchapter 5 City Meetings

§ 501 City of Essex Junction Meetings/Elections

- (a) Annual meetings for the election of officers, the voting on the budgets, and any other business included in the warnings for the meetings, shall be held on City Meeting Day, as defined in 1 VSA §371.
- (b) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.
- (c) The election of officers and the voting on all questions shall be by Australian ballot system. The City Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

Subchapter 6 Ordinances

§ 601 Adoption of Ordinances

Number: 1 Author: tsabataso Subject: Highlight Date: 6/7/2021 11:25:41 AM

Not sure i like this wording, yes the Trustees set our pay scales and ratify our contracts, but they do not sign off on every employee salary within these parameters.

- (a) Voters of the City may at any time petition for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the City Clerk. The Council shall call a special City meeting (or include the ordinance as annual meeting business) to be held within 60 days of the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Council. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting provided that voters, constituting a majority of those voting thereon, shall have voted in the affirmative.
- (b) The proposed ordinance shall be examined by the City Attorney before being submitted to the special City meeting. The City Attorney is authorized subject to the approval of the Council, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clearness and preciseness in its phraseology, but the City Attorney shall not materially change its meaning and effect.
- (c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Council or to the appointment or designation of Council, or to rules governing the procedure of the Council.

Subchapter 7: City Manager


§701 Appointment/Hiring of Manager

The Council shall appoint a City Manager under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The Manager shall be appointed solely on the basis of the Manager's executive and administrative qualifications in accordance with the Vermont statutes.

§ 702 Powers of Manager

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

- (a) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all City of Essex Junction employees, including the Treasurer, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, or **personnel rules** adopted pursuant to this

 Number: 1 Author: tsabataso Subject: Highlight Date: 6/7/2021 11:29:45 AM
Might want to reference the CBA here as well, not just the personnel regs

charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. §495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.

- (b) **The Manager shall** direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this charter or by law.
- (c) The Manager shall recommend hiring of City Attorney with Council approval, and shall hire special attorneys as needed.
- (d) The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to § 302(b)(4) of this charter.
- (e) The Manager shall see that all laws, provisions of this charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
- (f) The Manager shall prepare and submit the annual budget and capital program to the Council.
- (g) The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Essex Junction as of the end of each fiscal year.
- (h) The Manager shall make such other reports as the Council may require concerning the operations of City of Essex Junction departments, offices, and agencies subject to the Manager's direction and supervision.
- (i) The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Essex Junction and make such recommendations to the Council concerning the affairs of the City of Essex Junction as the Manager deems desirable.

Number: 1 Author: tsabataso Subject: Highlight Date: 6/7/2021 11:32:22 AM

Wouldnt this language prevent anyone other than the manager from supervising directly any Village department heads? I dont see anywhere in the charter that indicates otherwise.

- (j) The Manager shall be responsible for the enforcement of all City of Essex Junction ordinances and laws.
- (k) The Manager may when advisable or proper delegate to subordinate officers and employees of the City of Essex Junction any duties conferred upon the Manager by this charter, the Vermont statutes, or the Council members.
- (l) The Manager shall perform such other duties as are specified in this charter or in State law, or as may be required by the Council.

§ 703 Hearing/Removal Process

- (a) The Council may remove the Manager from office for cause in accordance with the following procedures:
 - 1. The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three days to the Manager.
 - 2. Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Council a written request for a hearing; said hearing to be in a public or executive session by choice of the Manager. This hearing shall be held at a special Council meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Council a written reply not later than five days before the hearing.
 - 3. The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing if the Manager has requested one.
- (b) The Manager shall continue to receive the Manager's salary until the effective date of a final resolution of removal.

§ 704 Vacancy in Office of Manager

The Manager, by letter filed with the City Clerk, may appoint a staff member to perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation unless the Manager has previously appointed a staff member as assistant manager or deputy manager, who would automatically assume the Manager's responsibilities in the Manager's absence. If the Manager fails to make such designations,

interesting that we would essentially eliminate our ability to pursue unpaid suspension in cases that may warrant it

Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the City Council.

Subchapter 9: Administrative Departments

Part I

§ 901 Personnel Administration and Benefits

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

Part II


§ 902 Department of Real Estate Appraisal

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

§ 903 Appraisal of Property

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

§ 904 Appraisal of Business Personal Property for Tax Purposes

 Number: 1 Author: tsabataso Subject: Highlight Date: 6/7/2021 11:42:04 AM

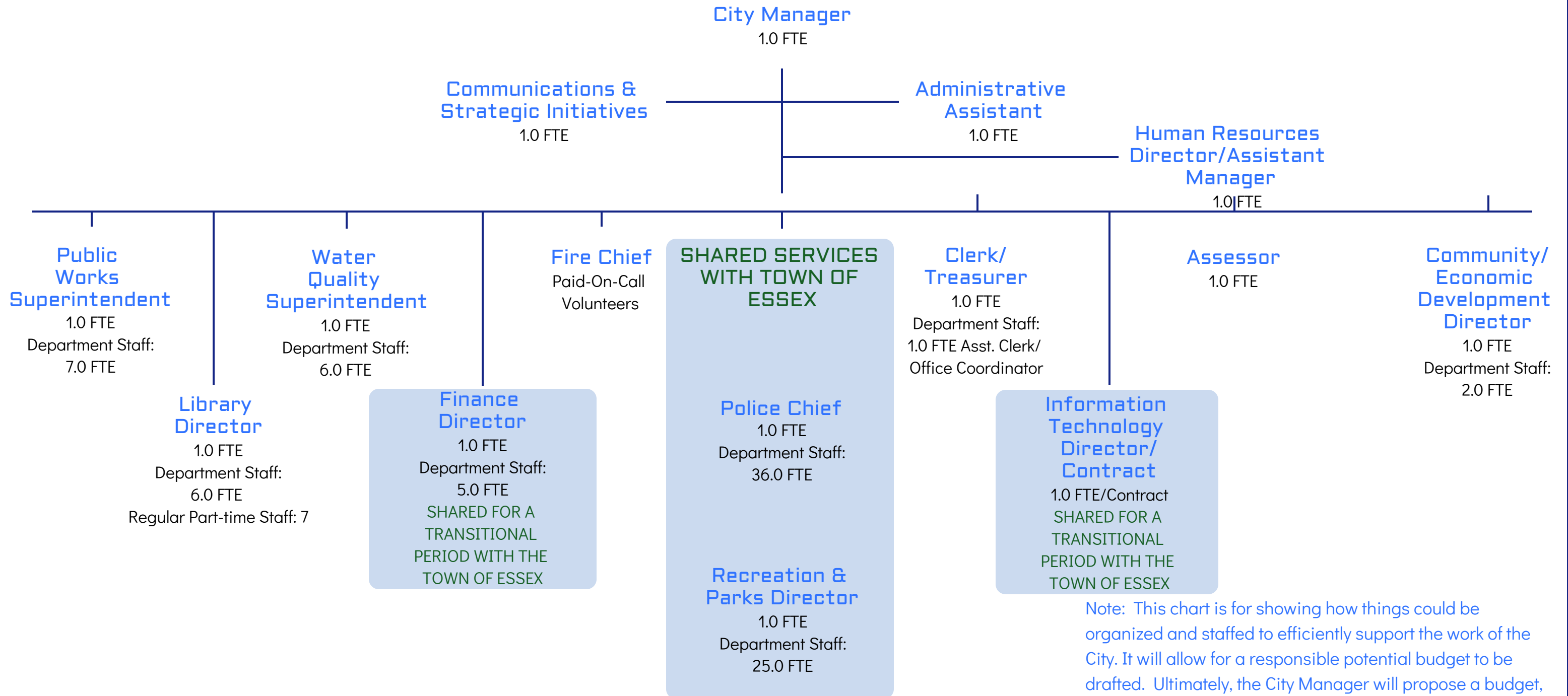
my preference is the Town structure where relevant policies such as harassment, discrimination, etc live within the regs vs as separate policies. makes things easier to find by having them in a centralized location.

Goals in Developing City Organization/Departments

- Efficiency
- Clear Village oversight of policies and budget
- Objective analysis of intermunicipal agreements with the Town
- Focus on what is best for the Village
- Continue efforts towards downtown re-development
- Prepared to deal with climate change
- Structure that we can adjust and is nimble

Organizational Chart City of Essex Junction

LONG-TERM:
SHARING POLICE AND
RECREATION & PARKS
SHORT-TERM:
SHARING FINANCE AND
INFORMATION TECHNOLOGY



Note: This chart is for showing how things could be organized and staffed to efficiently support the work of the City. It will allow for a responsible potential budget to be drafted. Ultimately, the City Manager will propose a budget, hire personnel, and organize the staff as they see fit. The City Council and voters will get to vote on the proposed budget. Community members and staff should view this as a draft.

Department: Stormwater (not technically a department; worthy examining separately)
Stormwater plus Wastewater = Water Quality Department. Everything done daily is related to water quality and permitting.

Department Head: Jim Jutras, Water Quality Superintendent
Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator

Current status: Village Only; Financial Consolidation

Current positions: Stormwater Coordinator 1.0 FTE shared between two full time staff.
Note: Staff funding of Stormwater in the budget is a part of Jim's salary and a part of Chelsea's. Jim is also paid out of the wastewater treatment facility. Chelsea is also paid for out of highways, the wastewater treatment facility, water, and sanitation. Chelsea is the lead on Stormwater and spends most of her time in that arena.

Department Head feedback:

Currently there is a Joint Stormwater Coordinating Committee. The MS4 Permit requires that the two communities work together to create a Flow Restoration Plan and Phosphorus Control Plan. These projects have been coordinated through the joint committee. While planning can continue to be coordinated, the two separate municipalities can respectively address their stormwater projects and pay for them separately.

This is the feedback that I heard from Jim Jutras, Water Quality Superintendent, and Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator.

Recommended department status: City

Stormwater requires dedicated staff time to meet permit requirements which only seem to be growing. While the Joint Stormwater Coordinating Committee must continue, the future implementation, management, and funding of stormwater projects can be separate. There will need to be a future funding source of stormwater projects, either through capital, a local options tax, or identify stormwater as a utility. There is a clear list of projects and estimated costs that can be budgeted for.

Recommended position(s) for city: No Changes from Current

Future Considerations:

With the implementation needs of water quality and stormwater management and an aging work force, there are opportunities in the near future to re-evaluate job roles, titles, structure and responsibilities. There could be creativity in how it is addressed. The conversation can be about Water Quality (wastewater and stormwater), as well as Public Works, and general administrative needs of these entities.

Currently there are two individuals who share an administrative position to support Water Quality and Public Works. This could be part of a future re-organization/consideration depending on billing and other considerations. There are some administrative needs in Public Works and Water Quality that must be considered. And, depending on what happens in finance and with water/sewer billing, that could be a part of the conversation as well.

MEMORANDUM



TO: Town of Essex Selectboard, Village of Essex Junction Trustees,
Evan Teich, Unified Manager

FROM: Ron Hoague, Chief of Police, Essex Police Department

DATE: June 12, 2021

RE: Future of Policing Related to Separation of the Village

Issue

With the pending question of separation by the Village from the Town and the formation of an incorporated City, a key issue is how to handle policing for the two entities. This memo will detail recommendations from the police department, and me as Chief, for a best course moving forward.

Discussion

Before discussing any of the issues facing the future of policing, we must first acknowledge the history of the Essex Police Department and the relationship of the department with both the Village Trustees, Essex Selectboard and the citizens of the Village and TOV. Most are aware that the police department was an entity of, and controlled by the Village until 1980, when the Village sold the assets to the Town with the agreement that the new Town of Essex Police Dept would provide law enforcement services for both the Town and Village. Beginning with Chief John Terry (who had worked for the Village), the Chiefs and department have had a responsive, amicable relationship with all of our constituents. While I cannot speak for the Chiefs who precede us, my experience and that of Rick Garey, has been that if a concern is raised by the Village Trustees or a Village resident, that concern is handled as appropriately and efficiently as one from the Selectboard or TOV resident. The leadership and employees of the police department do not see a difference in the two government entities. We simply serve both as one and we always have.

Options for Law Enforcement Services

The Village, if incorporated into a City, has a few options for law enforcement services. Even though I believe shared services are the best course of action, I will detail others as they have been suggested by some in the community.

- **Contract with an Another Agency:** The Village could explore contracting with another agency such as the Chittenden County Sheriff, Vermont State Police or another Town such as Williston. None of these are viable. Chittenden County Sheriffs are not, and have never been, in a position to take on full 24 hour law enforcement for a Town due to their manpower and focus on Civil Process, Court Security and Prisoner Transport. The Vermont State Police are not a 24 hour agency. Assuming the new City would need 24 hour law enforcement, not having coverage past

0200AM would make this an impossible option. Williston PD is an excellent agency that is part of a growing Town of its own. With that as a factor, it is unlikely that they would seek to take on the large commitment of a new City.

- Start a new City of Essex Junction Police Department: The option would bring the benefits of full oversight of the department. Problems would consist of cost to outfit equipment, vehicles and support items for a full department of 15-20 officers (estimated based on other Cities), negotiating a union contract for employees and identifying a department building (assuming the current one continues to be used by the TOV department). Less tangible, and more challenging is the creation of a leadership team, culture, mission and direction for the new department in addition to filling vacant positions in a very difficult hiring atmosphere.
- Share the Police Department with the TOV: This option is the only one that would not involve the reduction of numbers of employees in the current police department and the legal and contractual concerns that would bring. Respecting the history of our organization and the significant investment that the members and citizens have contributed to a progressive police department with contemporary ideals and values, this is the most viable and recommended option. There are questions that arise with this options that will be addressed below.

Conversation in recent meetings would indicate that the two major considerations of continuing with a shared police department are oversight and funding. Assuming the creation of a new City, there would need to be an agreed upon method of sharing the costs of the department equitably and also allow for input into department operations assuming the police department would continue to be under the purveyance of the Town.

Funding a shared department:

There are several methods that have been used traditionally to account for law enforcement services to a municipality. Per incident basis, per capita, grand list, etc. I would leave comments on the pros and cons of per capita and grand list to the Finance Director, however, I do not support a method that uses a per incident basis. This method assumes that since roughly 60% of incidents in 2020 were within the Village bounds, the Village should pay for 60% of the police department budget.

This is flawed in that number of calls each year can fluctuate year over year depending on where the latest area for crime or high level of traffic incidents occurs. What was a greater share by the Village this year, could be a greater share next year in the Town when a new housing facility or retail center is built. We saw this in 2020 when what was the Baymont Hotel (in the TOV) was used as temporary housing for the homeless by the State. Our calls for service there significantly shifted upwards and have stayed that way even after the facility was sold to Champlain Housing Trust. To use this method, we would need to estimate the future number of calls in the new City based on prior numbers and then factor that into what each entity would contribute for the next year. This method is too unstable year over.

A further flaw in this method is that it does not take into account that any call for service at the police department is credited in the Village. Examples would be a VIN verification, late reported crashes, and background checks. Each of these, and others, list the department address as the location of the

incident contributing to the number of calls in the Village whether the person using the service lives in the Village, TOV or outside the community all together.

Another factor to be considered by the Trustees and Selectboard is that all of the special events that EPD is currently responsible for handling reside in the Village. In addition to manpower, each of these takes planning and equipment to accomplish. The Memorial Day Parade, July 4th fireworks and the Champlain Valley Fair all take place inside the Village and take considerable assets from the police department to staff. The parade each year uses every asset the department has for manpower. While the CVF pays for the extra officers to work on the grounds, there are numerous incidents each year (from traffic crashes and medical calls to retail theft) that occur outside the boundaries of the Exposition but are related to the influx of people to the Fair. Finally, EPD has assigned an officer to the 5 corners twice a day, on every school day, for the last 41 years.

In addition, the police department provides dispatching services to the Essex Junction Fire Department, EJFD First Response, and after hours dispatching for the Village Public Works and Water and Sewer at no cost to those departments.

These are services that would continue to be delivered to the new City in a shared model. An agreement must recognize the significance of these and determine if those will be considered 'extra' services and funded outside of normal everyday patrol and investigations or all-encompassing as we are now.

Oversight of the Police Department:

When first told that oversight of the department was a concern moving forward, the first thought was "What have we not been doing?" As stated above, through the years, working with two managers and then a unified manager, the police department has always been responsive to any request made by the Trustees and residents of the Village. With the formation of a new City and the idea to share the department, I do however, understand the desire to have direct input into operations. The greatest concerns about any model of oversight would be:

Who does the Chief report to directly and what authority do they have? The Town Charter specifies that the Chief of Police reports to the Manager. Even if the Village forms a new charter, this does not change the Town charter and unless the Town conceded the department to the new City or another entity, the Manager by charter, supervises the police department. The Chief should report to the Manager and ultimately, the Selectboard.

What does oversight mean? I have been informed that the Trustees seek more oversight of the department, but not the goals of that desire. This should be clarified while working on an agreement for a shared department. Over the past year, EPD has heard that more oversight is needed and we have considered the formation of an advisory committee as part of our equity work. An advisory Committee could be devised that would meet this request while providing insight and more input for the new City. Members of this Committee would be appointed much like the existing committee members (Energy, Planning, Economic Development, etc) with an application process and selection by their respective officials, Selectboard or Trustees. The Committee could review policies, hiring practices, etc., and then make recommendations to the Chief of Police and Manager.

Other Considerations:

The Police Department Building The citizens of both the Village and TOV have contributed to the construction and maintenance of the fine facility that we enjoy. This fact, and that it's a Town department with a headquarters located inside the Village limits, should be recognized as an indication of the success that can be achieved when both entities work together. The costs of maintaining the building and its systems are ongoing and considerable. Planning is not as simple as looking at the police budget. There are aspects of building maintenance that do not reside within the police department budget but are within the public works budget. The debt and future of the building should be considered when forming an agreement for policing services.

Length of an Agreement Having worked for the St Albans Police Department and being part of the agreement there with the Town provides me some insight as to the stability of an agreement between two separate governments. In that situation, I saw how the changing of members of a board as a result of an election could affect the stability of an agreement. A three to five year agreement made for situations where we, as employees of the department, were unsure how many staff or what funding we would have when the end of the contract was approaching and new Town officials were elected. This left uncertainty in the minds of current and prospective employees causing more difficulty in hiring and retention of officers. That relationship ultimately has now failed with the Town's awarding of the contract to the Sheriff's Office beginning in July. Any agreement made for police services should also rely on the amicable and dependent relationships of both communities with respect given to the long track record of success by EPD. Either a permanent agreement, or one that renews automatically unless one party wishes to pull out, while also requiring greater than a two year notice, would be the recommendation of this department to provide lasting stability.

Operations and Continuity of Services An appropriate agreement would recognize the Chief of Police and Manager's authority (with respect to the new Committee) to make decisions about personnel, their assignments within the department, and deployment into the community. There should be no specifications of hours of coverage, number of officers deployed in an area, or how operations are conducted, other than the expectation that these will be conducted appropriately and equally for both entities as the Chief sees fit.

Shared Liability Along with addressing shared services, any agreement must also acknowledge the possibility of shared liability and workers compensation insurance. The Vermont League of Cities and Towns, along with legal counsel, should be consulted as to how these would change from the current model if there is a different agreement. Currently, the Town bears all liability and workers compensation costs.

Conclusion

This memo contains my opinions of what a shared Police Department may look like if the Village separates and a new City is formed. I am drawing on my personal and professional experience with law enforcement operations, management and relevant statutes. Further, as a resident of the Town outside the Village who is personally invested in the future of our communities, these are my visions for continuing an effective, professional police department that will continue to bring the best policing services to the citizens of both communities.

From: [C.Safar](#)
To: [Brad Luck](#)
Cc: [Evan Teich](#); [Marguerite Ladd](#)
Subject: Re: Trustee survey re: negotiating contracts
Date: Wednesday, June 9, 2021 3:13:51 PM
Attachments: [PastedGraphic-2.tiff](#)

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Brad

I don't think that would pass. I do think these survey results would be obtainable. I think that other exemption deals with an actual contract that you are in the process of negotiating.

I hope that helps.

Claudine



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On Jun 8, 2021, at 10:45 PM, Brad Luck <bluck@ejrp.org> wrote:

Hi Claudine-

Thanks for joining us this afternoon.

A question came up tonight. We would like to send electronic surveys to the Trustees to gather thoughts about important components they want to see in potential contracts with the Town related to police and/or recreation & parks. The question is: would these survey results be subject to public records requests or exempt since they are "records relating specifically to negotiation of contracts?" 1 V.S.A. § 317(c)(15): Records relating to contract negotiations

It is more efficient for us to gather information this way in advance of a meeting vs. spending time at the meeting discussing.

Please advise.

Thanks.

-Brad

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From: [Susan McNamara-Hill](#)
To: [Brad Luck](#)
Subject: RE: Clerk/Treasurer Transition
Date: Wednesday, June 9, 2021 8:06:50 AM
Attachments: [image001.png](#)

Hi Brad:

I do not think it is a good idea to have a combined clerk/treasurer for 1-3 years after the City is official. I believe there would need to be City records from day one, including land records, dog licenses, marriage licenses and etc. The time between a positive vote and legislative approval could be used to transition – order land record books, set up land record digital vendor, order dog licenses (start separating dog licenses issued in the current year so the transition is smoother), notify state agencies of coming change, set up voting district(s) with Secretary of State's office, and etc. We would also have to set up separate bank accounts under our own EIN (the village used have separate bank accounts before we started consolidating).

I do believe the existing clerk/treasurer could implement these changes to be ready to go on day one of the City while still maintaining town records.

If you can find any precedence for proceeding otherwise, please let me know.

I am happy to discuss this matter with you in person if you would like.

Susan

Susan McNamara-Hill, Clerk/Treasurer
Village of Essex Junction
Town of Essex
81 Main Street
Essex Junction, VT 05452
802-879-0413



From: Brad Luck <bluck@ejrp.org>
Sent: Tuesday, June 8, 2021 11:21 PM
To: Susan McNamara-Hill <SMcnamarahill@ESSEX.ORG>
Subject: Clerk/Treasurer Transition

Hi Susan-

The Trustees discussed things tonight and in independence agreed a separate clerk/treasurer is best. However, they were thinking that a transitional period could be good. I'd like to get your thoughts on this concept. I'm not sure if e-mail is best or in-person. Basically they were thinking that a lot of things need to happen to get the City up and running and it may be best to take it slow with some departments (clerk/treasurer/finance/IT). To keep them consolidated for a period of time (1-3 years?) and then transfer them over. I'm curious about if you think this is a good approach? If it

is doable? If so, how would you go about it? And, if so, how many years would be best?

Let me know if you are willing to connect about this and how.

Thanks.

-Brad

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From: [Travis Sabatase](#)
To: [Brad Luck](#)
Subject: RE: Question that Came Up
Date: Wednesday, June 9, 2021 4:19:16 PM
Attachments: [image001.png](#)

Hi Brad,

I was watching the meeting and definitely thought this was an interesting question. I do have some thoughts I would be happy to share with you and the Trustees.

My initial thoughts were, that yes maybe there could be potential conflicts in this sort of structure. The more I think about it however, I don't really see this as any different than an HR Director who oversees a larger HR Department. There could be conflicts in that scenario if a situation arose in that HR Department where one HR Employee needed to be investigated for something, as an example. There are also the potential for conflicts in our current structure should someone complain about the Unified Manager, and should a situation arise where I need to take action against my boss. It may be the unusual pairing in the title that gave the board pause, but I don't see this position as being much different from a CFO who is also charged with overseeing HR and IT, for instance; or Town Managers, who are ultimately responsible for HR, whether they also have an HR manager, or not (and it is often not, in Vermont municipalities) or Town Administrators who are charged with overseeing department heads and who also handle HR. Similar structures are happening across Vermont.

In the realm of HR, there is always going to be the potential for conflict. There could always be a perception of bias. It is the duty of a good HR Director to be trustworthy, impartial, factual and unbiased regardless of the situation and regardless of what perceptions there may be out there. I feel that in this proposed Assistant Manager/HR Director position, the potential issues are not in the structure or the position, but in who you hire. If you hire the right person for this role, someone who can operate in an ethical and unbiased fashion, there will not be any conflicts.

Thank you,

Travis Sabatase

HR Director

Town of Essex/Village of Essex Junction

81 Main Street

Essex Junction, VT 05452

802-857-0113 (Phone)

802-857-0095 (fax)



From: Brad Luck <bluck@ejrp.org>
Sent: Tuesday, June 8, 2021 10:29 PM
To: Travis Sabataso <tsabataso@ESSEX.ORG>
Subject: Question that Came Up

Hey Travis-

A question came up tonight at the Trustees meeting. If you want to answer, that'd be great. If not, no worries.

The question was surrounding the org structure. Basically, if the HR director was also an assistant manager and direct supervisor to department heads, could this be a concern or conflict of interest or could issues arise if an employee in those departments had an issue with a department head that was HR related? Or if a department head had an issue with their supervisor, who was the HR director?

Thanks for your consideration and potential insight.

-Brad

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From: [Sarah Macy](#)
To: [Brad Luck](#)
Subject: RE: Trustees Mtg
Date: Tuesday, June 15, 2021 11:39:34 AM

This is timely because I was planning to propose a part time finance person in the FY23 budget. Instead, I will propose a mid-year full time. This will allow us to staff up to 6 FTE which would be more manageable to split and set both communities up for success at the end of the transition period. Amongst those 6 we have the skills and education and experience to staff two, three person departments with a finance director, an accountant, and a bookkeeper position.

While the decision to separate finance guts me, I'm grateful to hear about a transition period because it would be almost impossible to sever finance at this point given the number of years that we've spent consolidating and streamline processes.

The current five person team consists of four people employed by the Town and one person employed by the Village. My plan would be to hire a 6th full time person employed by the Village. This would ensure that the Village has two employees at the point of separation and would just need to fill the director position. My timeline preference would be 5-7 years from now which I think would effectively be 3-5 years from the earliest establishment date of the City of EJ. The timeline for getting the 6th person (spring 2023) puts us out a few years to begin with. We would begin re-shuffling duties along Town and Village lines instead of the cross-sectional method we have been employing. This will allow us to finish some of our major projects that will benefit both of the entities – Chart of accounts change, full transition to Questica budgeting, integration of NEMRC with Questica for real time access to budgets and actuals by department heads and automatic, scheduled reporting, transition to updated online timekeeping program, expansion of financial statements to comprehensive annual financial report, etc. The transition period will also cover establishing separate versions of all the existing programs and databases including NEMRC, Questica, ReadSoft, and timekeeping.

For budgeting, I ultimately see three full time people in each of the two entities. And I would recommend \$5,000 for custom programming and training for each entity upon separating the databases.

These are just my initial thoughts.
Happy to share more AFTER the new fiscal year begins.

Sarah Macy, CPFO
Finance Director
Town of Essex | Village of Essex Junction
(802) 878-1359
smacy@essex.org

From: Brad Luck <bluck@ejrp.org>
Sent: Tuesday, June 8, 2021 10:36 PM
To: Sarah Macy <SMacy@ESSEX.ORG>
Subject: Trustees Mtg

Hey-

I didn't see if you were on or not, but the Trustees made a preliminary determination that they would like to share finance for a transitional period, but ultimately have it lead to them having their own finance department. An exact amount of time was not discussed.

Just wanted to let you know.

At some point it would be good to:

- A) Get your perspective on what a preferred/realistic transition time would be
- B) Get your perspective on how to organize/staff a future Village finance department. I'd like to be able to build a budget around this.

Let me know if you have any thoughts or questions.

Thanks.

-Brad
Sent from the copier

From: [Wendy Hysko](#)
To: [Brad Luck](#)
Subject: Re: 2 Questions
Date: Wednesday, June 9, 2021 11:06:58 AM

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Hi Brad-

We have a server space, that could possibly fit more equipment if needed. It's locked. We no longer have a server, but other network equipment is there. We do use the space for volunteer book sorting as well. So if we were to house municipal server equipment, we would have to really change work flow of volunteers, and I'm not sure how we could manage that. I retired the use of our library server in 2010 when we went to a cloud based library system. I think creating a space for server equipment in Lincoln Hall might make more sense as there is far less foot traffic from volunteers and you really just need a large closet with air conditioning to prevent equipment overheating. We don't really have extra space for staff, we could make space for someone who would be needed to be a part of library staffing as closer proximity is helpful for coordination of library programs and services.

In thinking about the City IT structure, I'm wondering how much across the organization resource sharing there is and if a client server system is the best solution. Readsoft is online, Bamboo is online. It might be worth getting a better understanding of what departments are using for software and if it's web based, and how much info is being stored on central databases that would require a full organization client server.

I was just in touch with my colleague at Dorothy Alling in Williston and she manages a DAML network (not server based anymore and she moved to them to network attached storage so staff can work remotely and have access to their files), and all the Williston depts contract separately for IT services. Municipal departments all have such different work needs, Administration might share stuff, and Finance might use locally installed software with need to access shared data, but it also looks like NMERC is moving towards offering cloud based services. The Village used to use a more dynamic finance software system that they needed to migrate to NMERC because the Town couldn't afford the system the Village was using. All these details could impact what sort of IT system would be best and most manageable, and I don't know if there has ever been a department wide inventory of what software is used, and how it runs (locally or cloud/web) which is something any future IT plans would need to know as a baseline, and if local access to central databases is needed. EJFD used to have a server, I have no idea what they use now, but they have steered clear of Town IT as well. The Village Office used to use Tech Group for managing Lincoln Hall IT, which worked well for their needs. We used Tech Group at Brownell until I realized what a mess because Tech group managed the overall IT (I think they managed the server as well for a long while), we had 2 networks that were supposed to be for public and staff and there were staff machines added by Tech Group to the public network, so that's where needing to have a more solid plan would have been good because we have so many machines and Tech Group didn't grasp the need to keep separate networks for staff and public because they didn't get library computer use. I ended up hiring All Systems Repair in Winooski to get the networks sorted out (because nothing was labeled either so lots of cable chasing to actually separate the networks so we've moved on to being better able to manage our IT all in house. All Systems was much better at understanding our unique needs compared to a more regular office environment with our public computers and staff computers.

Bathrooms... We have 4 single seaters, and have wanted a staff bathroom for years and took the opportunity to take a bathroom over for staff this past year so staff can be more safe not sharing a bathroom with the public. I think it's a reasonable thing to have a staff bathroom in a busy public space, sharing a bathroom after a homeless guy washes up (when they disrobe, the body odor they are masking with their clothes is overwhelming), and possibly pees all over the floor is absolutely disgusting. I know Lincoln Hall has some not great bathroom visitors and Patty used to roll up her sleeves to clean it. They also have a mens and womens room, and both possibly might be single seaters (I haven't been in the mens room, the womens bathroom is) which isn't following state statute of single seaters being unisex. So a few things to revisit. And since we have set aside a bathroom for staff at, it most curiously still smells like smoke if the door is kept shut, so I have no idea how much smoking happened in this bathroom in the past, we did find a kid a couple of years ago sneaking cigarettes in it, but he couldn't have managed to smoke that much, or if it is just how smelly people were from smoking other places and it's just clinging to the walls for eternity, having a staff bathroom is long overdue. With how long some viruses can live invisibly on surfaces, I think it is more safe to have a staff bathroom in a high traffic public space.

So some long winded answers for your questions!

On Tue, Jun 8, 2021 at 10:39 PM Brad Luck <bluck@ejrp.org> wrote:

Hi Wendy-

Two things came up at the Trustees meeting tonight:

1. Would/could there be space at Brownell for an IT person to have an office and/or a spot for hardware if needed?
2. This is random, and not from the meeting, but my own questioning – is there a staff bathroom at Brownell? A question as we think about the future of 2 Lincoln and how it operates.

Let me know what you think.

Thanks.

| -Brad

--

Wendy Hysko

Director, Brownell Library

President, Green Mountain Library Consortium

6 Lincoln Street

Essex Junction, VT 05452

(802) 878-6955 (Main Desk)

www.brownelllibrary.org

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From: [Brad Luck](#)
To: [Robert J. Paluba](#)
Subject: RE: IT
Date: Tuesday, June 15, 2021 4:30:00 PM

Hey Rob-

Just wondering if you have a response to the question below.

My additional question would be: once the city is formed and there are formally two organizations, do you think it would be feasible to have a transition period (say 1-3 years) of shared IT for the two municipalities while the Village stands up its IT infrastructure?

Thanks.

-Brad

From: Brad Luck
Sent: Tuesday, June 8, 2021 11:01 PM
To: Robert J. Paluba <rpaluba@ESSEX.ORG>
Subject: IT

Hi Rob-

At the Trustees meeting tonight they kind of agreed that an eventual future state of IT separate between the Town and City is best.

There was one idea thrown around that I was hoping to run by you:

One concept was if it would be possible to share the existing hardware/licenses/etc. through a contract with payment to the Town, and then have a Town IT person and Village IT person. What thoughts/concerns/questions do you have with that? Kind of a hybrid approach.

Let me know if you have any thoughts about that. Happy to talk if that is easier.

Thanks.

-Brad

Memo

To: Village Trustees

From: Brad Luck, Director, Essex Junction Recreation & Parks

Date: June 17, 2021

Re: Executive Session

If the Trustees want to discuss their negotiation strategy in private related to contracts and the sharing of municipal services with the Town of Essex, it is recommended that the Trustees go into executive session.

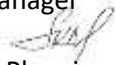
Recommended motion #1:

“I move to find that premature general public knowledge regarding the Village’s contracts related to sharing services with the Town of Essex would clearly place the Village at a substantial disadvantage, because the Village risks disclosing its negotiation strategy if it discusses the proposed contract terms in public.”

Recommended motion #2:

“I move that the Trustees enter into executive session to discuss contracts related to sharing services with the Town of Essex in accordance with 1 V.S.A. Section 313(a)(1)(A), to include the Trustees, Assistant Manager, and Essex Junction Recreation & Parks Director.”

Memorandum

To: Village Board of Trustees, Evan Teich, Unified Manager
From: Linda Mahns, Administrative Assistant 
Re: Reappointment of Committee members (Village Planning Commission and Village Bike/Walk Advisory Committee)
Date: June 17, 2021

Issue

The issue is whether the Trustees will fill expiring seats on the Village Planning Commission and the Village Bike/Walk Advisory Committee.

Discussion

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

- Village Planning Commission – Philip Batalion is interested in being considered for reappointment of this seat.
- Village Bike/Walk Advisory Committee – Micah Hagan is interested in being considered for reappointment of 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 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

The Trustees may wish to reappoint Philip Batalion to the Planning Commission and Micah Hagan to the Bike/Walk Advisory Committee for three-year terms to expire June 30, 2024.

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: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director
DATE: June 22, 2021
SUBJECT: Approve FY22 Utility Rates

Issue

The issue is to present the proposed FY22 Utility Rates for approval by the Trustees.

Discussion

In order to fund the FY22 Water, WWTF, and Sanitation Fund budgets staff recommends the Village rates be set as follows:

Rate:	FY22 Rate:
Water usage rate	\$0.0206 / cubic foot
Water Annual Fixed Charge	\$122.23 / year
Wastewater Treatment usage rate	\$0.0107 / cubic foot
Wastewater Treatment Annual Fixed Charge	\$113.95 / year
Sanitation usage rate	\$0.0061 / cubic foot
Sanitation Annual Fixed Charge	\$105.20 / year
Large Water User Rate	\$0.092 / 1,000 gallons
Wastewater Treatment Wholesale Rate	\$3.251 / 1,000 gallons

Cost

The cost to the Village resident using 120 gallons per day will increase by 2.88% or \$15.67 per year. The large user rate is increasing by \$0.007 or 8.2%. The Wastewater Treatment wholesale rate is increasing 1.43% to \$3.251

Recommendation

It is recommended that the Trustees adopt the FY22 Utility Rates as presented.

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director
DATE: June 22, 2021
SUBJECT: Adjustment to Water Fund Revenue Budget

Issue

The issue is whether the Trustees will amend the water fund revenue budget after the large user water reconciliation.

Discussion

During the budget process, the budgeted revenue for Water Sales – Large Users was based on an estimate. The initial number was \$95,000. After the reconciliation of actual usage and unaccounted for water, that amount was increased to \$115,093. The offset to this increase was a decrease in the budgeted revenue for Sale of Water – Residential, which has impacted the residential rates and has been reflected in the FY22 Utility Rate Setting.

Because the Enterprise Fund budgets are set prior to the final water use reconciliation, it is requested that the Trustees amend the Water Fund Revenue Budget to reflect these updated figures.

Cost

No cost.

Recommendation

It is recommended that the Trustees amend the FY21 Water Fund Revenue Budget to increase revenues from Water Sales – Large Users from \$95,000 to \$114,093 and decrease revenues from Sale of Water – Residential \$1,256,511 to \$1,237,418

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
Total Revenues	3,866,360	3,896,956	4,036,564	4,007,138	4,144,010	4,230,631	86,621	2.1%
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
Total Expenditure	3,866,360	3,821,432	4,036,564	3,956,821	4,144,010	4,230,631	86,621	2.1%
<i>Net Water Fund</i>	-	75,524	-	50,317	-	-	-	n/a

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director
CC: Jim Jutras, Water Quality Superintendent
DATE: June 22, 2021
SUBJECT: FY22 Proposed Utility Rates (public hearing)

Issue

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

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 calculation of the 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, 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. In the past, most recently FY17 and FY18, rates have been decreased just to increase again in future years. It's my 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.

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

Approval will follow the public hearing.

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 FY21 2.88%
- 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					
<i>Residential Property using 120 gallons/Day</i>					
	FY18	FY19	FY20	FY21	FY22
Water					
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%
WWTF					
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%
Sanitation					
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%
Total All Utility Rates, annual					
Total All Utility Rates, annual	\$ 449.15	\$ 470.34	\$ 508.95	\$ 544.13	\$ 559.80
\$ 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					
<i>Rates</i>					
	FY18	FY19	FY20	FY21	FY22
Water					
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%
Usage, per Cubic Foot					
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%
WWTF					
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%
Usage, per Cubic Foot					
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%
Sanitation					
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%
Usage, per Cubic Foot					
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
Total Revenues	1,949,836	1,976,906	2,074,246	2,215,425	2,187,312	2,232,458	45,146	2.1%
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

Costing Center	255-55-30 - WWTF, Village							
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
567.000-Biosolids Land Application	140,000	85,211	150,000	167,400	150,000	165,000	15,000	10.0%
568.000-Biosolids Subcontractor	150,000	186,758	150,000	77,555	170,000	160,000	(10,000)	-5.9%
570.000-Other Purchased Services	100,000	96,728	120,000	97,984	130,000	130,000	-	0.0%
610.000-General Supplies	10,000	7,319	8,500	5,475	8,500	9,000	500	5.9%
612.000-Uniforms	6,000	3,242	5,500	5,513	5,500	5,000	(500)	-9.1%
618.000-Laboratory Supplies	18,000	14,163	19,000	16,933	18,000	18,000	-	0.0%
619.000-Chemicals	230,000	329,295	300,000	320,275	330,000	300,000	(30,000)	-9.1%
621.000-Natural Gas/Heating	20,000	23,553	25,000	22,468	25,000	25,000	-	0.0%
622.000-Electricity	150,000	192,346	140,000	162,627	150,000	150,000	-	0.0%
626.000-Gasoline	6,000	2,698	6,000	4,193	4,500	4,500	-	0.0%
920.000-Transfer between funds (capital)	340,000	340,000	360,000	360,000	380,000	400,000	20,000	5.3%
Total Expenditure	1,949,836	1,983,952	2,074,246	1,998,999	2,187,312	2,232,458	45,146	2.1%
<i>Net Wastewater Fund</i>	-	(7,046)	-	216,426	-	-	-	n/a

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%
Total Revenues	660,925	653,684	719,154	790,658	752,298	773,684	21,386	2.8%
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%
Total Expenditure	489,925	491,328	542,654	510,456	568,048	581,684	13,636	2.4%
<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
Total Revenues	3,866,360	3,896,956	4,036,564	4,007,138	4,144,010	4,230,631	86,621	2.1%
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
Total Expenditure	3,866,360	3,821,432	4,036,564	3,956,821	4,144,010	4,230,631	86,621	2.1%
<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
Water									
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%
WWTF									
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%
Sanitation									
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%
Total All Utility Rates									
Total All Utility Rates	\$ 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					<i>\$ Change</i>	<i>% Change</i>
Base Rate	\$	114.39	\$	122.23	\$ 7.84	6.9%
Usage Charge						
Usage Fee	\$	0.0198	\$	0.0206	\$ 0.0008	4.0%
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)		

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
FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

6/1/2021 13:13

	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					<i>\$ Change</i>	<i>% Change</i>
Base Rate	\$	113.95	\$	103.20	\$ (10.75)	-9.4%
Usage Charge						
Usage Fee	\$	0.0107	\$	0.0095	\$ (0.0012)	-11.2%
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		

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		FY22	
	RATE SETTING		RATE SETTING	
	75% Fixed, 25% Variable		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
Base Rate	\$ 2.57	2.5%
Usage Fee	\$ 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
 User's Proportionate Share of Unaccounted Water
 divided by Projected Use by Large User for Upcoming Fiscal Year
 equals Rate per 1000 gallons of water used

CALCULATION OF THE FYE20 LARGE USER WATER RATE:

	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.)³

FY22 Wholesale Rate Determination

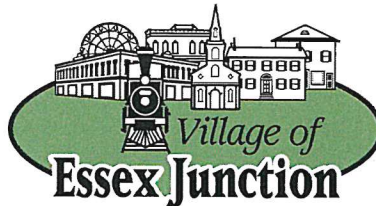
FY22 Flow Percentage Projections

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

	FY20 Budget	FY21 Budget	FY22 Budget	
	2,074,246	2,187,312	2,232,458	2.06%
Minus Offsetting Revenues				
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 Calculator	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%

WHOLESALE RATE HISTORY

	<u>Rate</u>	<u>\$ Change</u>	<u>% Change</u>
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 of Essex Junction Trustee
FROM: Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator *CHM*
cc: Evan Teich, Unified Manger
Sarah Macy, Finance Director
Jim Jutras, Water Quality Superintendent
Ricky Jones, Public Works Superintendent
DATE: June 15, 2021
SUBJECT: VTRANS Structure Grant Award-Brickyard Rd culvert crossing replacement engineering design

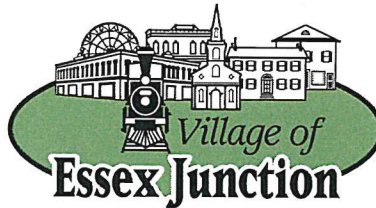
Issue: Accept grant award for engineering and design costs of the Brickyard Rd culvert crossing replacement project.

Discussion: At the April 14th Trustee's meeting a Memo was approved allowing multiple grant applications to be submitted for necessary culvert replacement work on Densmore Dr. and Brickyard Rd. It was noted in the Memo staff would return with match identified if a grant award were received. I am pleased to report a VTRANS structure grant has been awarded for the design and engineering costs for the Brickyard Rd cross culvert replacement.

The culvert replacement project for Brickyard including design and installation was added to the Village Capital Plan in May of 2021 and was ranked by the Committee. The project was ranked as a priority project on the list. Funds available in the Capital fund will be used as a match for the grant which was confirmed by Sarah Macy.

Costs: The costs for the design of the replacement cross culvert at Brickyard Rd (including water and sewer replacement design) is anticipated to be approximately \$125,000. The grant amount is \$121,473 with a 10% required match (\$110,430 grant funds, \$11,043 match).

Recommendation: It is recommended that the Trustees accept the grant award by authorizing the Unified Manger to sign the VTRANS structure grant agreement for the design of the Brickyard Rd cross culvert.



MEMORANDUM

TO: Village of Essex Junction Trustees
FROM: Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator *CHM*
cc: Evan Teich, Unified Manger
Sarah Macy, Finance Director
Jim Jutras, Water Quality Superintendent
Ricky Jones, Public Works Superintendent
DATE: June 15, 2021
SUBJECT: VTRANS Municipal Roads Grants-in-aid Program

Issue: Participate in the Vermont Agency of Transportation (VTRANS) Municipal Roads Grant-In-Aid Program to assist with implementation of best management practice required by the Vermont Department of Environmental Conservation Municipal Roads General Permit (MRGP)

Discussion: For the past couple of years, VTRANS has offered a program called grants-in-aid to assist municipalities in complying with the requirements of the statewide MRGP. This permit requires municipalities to repair dirt roads drainage and eroded catch basin outlets on paved roads reducing the amount of phosphorus reaching Vermont's waterways caused by stormwater runoff from these sources. The money is allocated to each municipality based on the amount of "hydrologically connected" road miles. The term "hydrologically connected" is defined in the MRGP and governs what roads and outlets need to be assessed and fixed based on proximity to waterway of the State. The Village falls into the category of <5-10 Connect Road miles which allows \$5,000 towards repairing eroded catch basin outlets since we do not have dirt roads in the Village. A match of 20% is required and can include in-kind contributions ranging from transportation, use of municipally owned road equipment, crew labor, municipal staff time and other cost directly related to the repair work.

The Village would use these funds to calculate and purchase fabric and stone to stabilize a couple of identified catch basin outlets that do not meet MRGP standards as they have gully (greater than 1 ft in depth channel) erosion present. Village staff would complete the work and installation.

A signed letter of intent (attached) is required to indicate the Village wants to participate in the program for State Fiscal Year 2022. The project(s) must be completed between July 1, 2021-September 30, 2022.

Costs: \$4,000 in grant funding and a \$1,000 match in cash or in-kind is required for a total of \$5,000 towards this permit required repairs.

Recommendation: It is recommended that Trustees authorize the Unified Manger to sign on behalf of the Village the Letter of Intent to participate in the Municipal Roads grant-in-aid program.



LETTER OF INTENT TO PARTICIPATE IN THE MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of Village of Essex Junction certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2022.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically-connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, conduct a required site visit with VTrans (or its designated agents) and verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

_____ Date: _____
(Duly Authorized Representatives)

Town/Organization: Village of Essex Junction

Primary Contact Name: Chelsea Mandigo

Address: 2 Lincoln St Essex Junction, VT 05452
Street Address Town Zip

Email: Chelsea@essexjunction.org Phone: 802-878-6943 x1705

DUNS #: 144372930 Fiscal Year End Month (MM): 06

This form must be submitted via email by June 25th, 2021 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

SFY 2022 Municipal Roads Grants-in-Aid Program Initial Offer Based 100% Participation
 Based on estimated hydrologically connected municipal road miles, subject to available funding

Municipality Name	State Estimate: Connected Road-Mile by Range	VTrans Original Base Offer	20% Local Match (Cash or In-Kind)	Total
Cambridge	<35-40 Connected Road-miles	\$18,400	\$4,600	\$23,000
Canaan	<10-15 Connected Road-miles	\$6,100	\$1,525	\$7,625
Castleton	<25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
Cavendish	<30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
Charleston	<15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
Charlotte	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750
Chelsea	<35-40 Connected Road-miles	\$18,400	\$4,600	\$23,000
Chester	<50-55 Connected Road-miles	\$25,000	\$6,250	\$31,250
Chittenden	<25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
Clarendon	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750
Colchester	<35-40 Connected Road-miles	\$18,400	\$4,600	\$23,000
Concord	<25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
Corinth	<45-50 Connected Road-miles	\$23,300	\$5,825	\$29,125
Cornwall	<5-10 Connected Road-miles	\$4,000	\$1,000	\$5,000
Coventry	<15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
Craftsbury	<25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
Danby	<25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
Danville	<40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
Derby	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750
Derby Line Village	<0-3 Connected Road-miles	\$4,000	\$1,000	\$5,000
Dorset	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750
Dover	<25-30 Connected Road-miles	\$13,500	\$3,375	\$16,875
Dummerston	<30-35 Connected Road-miles	\$15,900	\$3,975	\$19,875
Duxbury	<15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
East Haven	<5-10 Connected Road-miles	\$4,000	\$1,000	\$5,000
East Montpelier	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750
Eden	<15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
Elmore	<15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
Enosburg	<40-45 Connected Road-miles	\$20,900	\$5,225	\$26,125
Enosburg Falls Village	<3-5 Connected Road-miles	\$4,000	\$1,000	\$5,000
Essex	<65-70 Connected Road-miles	\$25,000	\$6,250	\$31,250
Essex Junction Village	<5-10 Connected Road-miles	\$4,000	\$1,000	\$5,000
Fair Haven	<15-20 Connected Road-miles	\$8,600	\$2,150	\$10,750
Fairfax	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750
Fairfield	<45-50 Connected Road-miles	\$23,300	\$5,825	\$29,125
Fairlee	<10-15 Connected Road-miles	\$6,100	\$1,525	\$7,625
Fayston	<20-25 Connected Road-miles	\$11,000	\$2,750	\$13,750



Community Development Department

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

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

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: June 21, 2021
SUBJECT: Village Community Development Permit fee Increases

Issue

The issue is whether the Trustees wish to know about potential Village Community Development Permit Fee increases.

Discussion

Earlier this year the Trustees suggested that there may be an opportunity to increase fees in order to garner a reasonable fee for Staff time taken to review applications. The figure of \$3,000 was mentioned. More recently it was suggested that any Fee increase could be made effective July 1st 2021.

Currently the Town and Village Community Development Departments are working on an across the board increase in fees to equalize costs for development applications in both communities. The starting point for this is the fees charged in surrounding municipalities. It is unlikely that a final determination will be reached prior to July 1st.

The proposed Village Fee increases are listed below. These are proposed for the most often requested categories and are minor in approach. The estimated increase in Fees collected would be \$19,265.

<u>Type of Approval</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Increase</u>
Residential Units 122 issued in 2020	\$200 per unit	\$300 per unit	\$12,000
Accessory Structures: decks, porches, driveways, sheds 62 issued in 2020	\$25 per permit	\$50 per permit	\$ 1,550
Sign permits 15 issued in 2020	\$35 per permit	\$50 per permit	\$ 750
Certificates of Occupancy 21 issued 2020	\$35 per CO	\$50 per CO	\$ 315

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
SPECIAL MEETING
MINUTES OF MEETING
June 8, 2021**

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

ADMINISTRATION: Evan Teich, Unified Manager; Maureen Gillard, School Age Childcare Director; Marguerite Ladd, Assistant Town Manager; Brad Luck, EJRP Director; ; Robin Pierce, Community Development Director.

OTHERS PRESENT: Bob Burrows, Andy Champagne, Diane Clemens, Tracey Delphia. Elaine Haney, Claudine Safar, Kristen Shamis, Mike Sullivan, Gabrielle Smith, Saramichelle Stultz, Dennis Thibeault, Mike Thorne, Irene Wrenner, RM, Susanna

1. **CALL TO ORDER**

Andrew Brown called the meeting to order at 4:00 pm.

2. **AGENDA ADDITIONS/CHANGES**

Ms. Thibeault requested removing Consent Item 9b from the Consent Agenda and placing it on the deliberative agenda as Business Item 8h.

3. **APPROVE AGENDA**

AMBER THIBEAULT made a motion, and RAJ CHAWLA seconded, to approve and adopt the agenda as amended. The motion passed 5-0.

4. **WORK SESSION ON ESSEX JUNCTION INDEPENDENCE INITIATIVE**

Mr. Luck began the work session by noting stating its goals: to discuss developing the general organization and departments of the new City entity, discuss statutory options for sharing services, discuss results of staff surveys about organization, review a draft organization chart, and discuss a timeline for becoming an independent City.

Mr. Brown opened the discussion up for public comment. There was no public comment.

Mr. Luck asked for input to get a sense of some measures in order to find the best approach in terms of developing the general organization and departments that will serve Essex Junction. He asked the Trustees to think about what criteria is needed for developing services and departments for the City. Board members listed: efficiency, clear Village oversight of policies and budget, objective analysis of existing intra-municipal agreements with the Town, focus on what is best for the Village, continued efforts toward downtown redevelopment, climate change, and structural needs so that the City can adjust and be nimble.

Mr. Luck then began a discussion of statutory options for shared services. He outlined three options for sharing services, which include: the creation of a municipal district; writing inter-local contracts (MOUs are often grouped into this category but tend to be used for more aspirational situations, though they are treated similarly to inter-local contracts under Vermont law); and a piece of Vermont statute that specifically discusses inter-municipal police services. Ms. Safar outlined each further, citing their corresponding statutes (24 VSA 4902, which discusses the contents of an inter-local contract or MOU, 24 VSA 4866, which discusses the creation of an intermunicipal

49 district, and 24 VSA 1938, which describes intermunicipal police agreements). She asked the
50 Board whether they'd consider creating an independent district or enter into some kind of
51 contractual agreement for a shorter period of time to determine if that would be preferable.

52 Mr. Brown asked whether the Village could form a district prior to becoming a City or before it
53 separates from the Town. Ms. Safer replied that the Village would need to become a City prior to
54 arranging such an agreement or forming such a district.

55 Mr. Chawla noted a concern about partnering with the Town on police services around equal
56 oversight. He said he isn't comfortable with contracting for police services without oversight, and
57 that the only option for doing so seems to be forming a municipal district. He asked if it would be
58 possible to identify an oversight board in an inter-local contract. Ms. Safar replied that she would
59 need to think about how the new City could have strong oversight.

60 Mr. Tyler asked if a municipal district would have a Board and whether it would have taxing
61 authorities. Ms. Safar replied that participating municipalities would have the authority for revenue
62 generation.

63 Mr. Kerin asked about how liability issues would be dealt with in one of these arrangements. Ms.
64 Safar replied that in an inter-municipal agreement, the liability would generally reside with
65 municipality that owns those services, not the one that is purchasing them. She noted that the
66 Village's first line of defense would still be its insurance policy, in terms of legal liability.

67 Mr. Luck noted that it is difficult to predict the real cost of the City until there is a proposed budget
68 and that it is important to think about how the City would be organized and departments formed.
69 He summarized a survey of Village and Consolidated department employees. He noted that some
70 Village departments are in favor of becoming a City. He noted that Consolidated departments are
71 more uncertain about the future, whether it be independence for the City or a continued
72 consolidated structure. He then provided an overview of the department-by-department analysis
73 conducted, which includes the following:

- 74
- 75 • **Administration:** recommended a City Manager, Communications & Strategic Initiatives
76 (currently Assistant to the Manager), Administrative Assistant, and an HR Director/Assistant
77 Manager. Mr. Chawla cited concern about having the HR Director be an Assistant Manager
78 with its own direct reports, should there be Human Resources issues.
- 79 • **Assessing:** recommended keeping the Assessor Department similarly to how it is now, which
80 is consolidated. Mr. Brown asked what kind of board level policies would need to be set for
81 assessing. Mr. Teich replied that assessing is generally conducted per state statute and
82 appeals go through the Board of Tax Abatement.
- 83 • **Brownell Library:** no suggestion to consolidate the libraries. There was a suggestion that
84 some of the library staff could be more strongly leveraged as technical support in an
85 Information Technology (IT) department. Mr. Kerin suggested co-locating IT staff either at the
86 library or the Village office.
- 87 • **Clerk/Treasurer's Office:** recommended keeping the C/T office separate, and suggested a 1.0
88 FTE for the Clerk/Treasurer, and 1.0 FTE for Assistant City Clerk/Office Coordinator.

- 89 • **Community Development:** no changes recommended, since this is a Village-only department
90 currently.
- 91 • **Finance:** the current Finance Director recommended that a business consultant examine the
92 position and evaluate whether a separated or shared Finance Department is more suitable. Mr.
93 Luck suggested that the Trustees could make that decision, consult with the Selectboard, or
94 ask a future City Manager to do this.
- 95 • **Fire Department:** the Fire Department is currently separate and there will continue to be a
96 mutual aid agreement with the Town. The focus will be on upgrading the facility and not
97 changing it from what it is now.
- 98 • **Human Resources:** recommended to have one HR Director that is also potentially an
99 Assistant Manager. It was noted that it is difficult to have one HR office for two separate
100 municipalities.
- 101 • **Information Technology:** recommended to ask Vermont League of Cities and Towns to
102 conduct an assessment of IT needs and help develop an RFP for contracted IT services, if
103 needed.
- 104 • **Police Department:** recommended sharing a consolidated Police Department. There is an
105 opportunity to provide citizen oversight through an inter-local contract or municipal district.
- 106 • **Public Works:** no recommended changes from current, as the department is currently Village-
107 only.
- 108 • **Recreation & Parks:** Current staff recommended keeping the department co-located with the
109 Town, saying that they function well together. Also, the more citizens, the more opportunities to
110 run more programs and meet minimum participation. However, if there are two municipalities,
111 Mr. Luck advised separating and having one Parks department for each municipality or
112 consolidating the departments into one.
- 113 • **Wastewater:** no recommended changes, since this is a Village-only department.

114
115 Mr. Luck then reviewed the proposed organizational chart. The Board discussed whether the
116 Assessor and the Clerk/Treasurer should be separate or shared. They decided (3-2) that the
117 Assessor should be separate, and decided (3-2) that the Clerk/Treasurer should be shared.
118

119 Mr. Luck then outlined the timeline for engaging with the Selectboard and becoming a City. He said
120 that there would be a charter vote in November, and then the Fiscal Year 2023 budgets would be
121 developed, then the charter would be sent to the legislature for approval in the spring of 2022, town
122 budget and election would be voted on in March 2022 and the charter signed into law potentially in
123 May of 2022. He said the City would then form its fiscal year 2023 transitional year and hire its
124 administration (department heads), develop a Fiscal Year 2024 budget, which would then go to a
125 vote in March/April of 2023 and the City would subsequently have its own budget effective July, 1,
126 2023.
127

128 Mr. Tyler asked what money they would be using to hire administration for a transitional
129 government and how much financial flexibility would the City have to use funds approved for the
130 Village for other purposes.
131

132 Mr. Luck then asked how to proceed with the Selectboard. Mr. Brown replied that they will be
133 discussing strategy and long-term goals in executive session at some point.

134
135 5. **INVOCATION TO CIVILITY**
136

137 6. **PUBLIC TO BE HEARD**
138

a. Comments from Public on Items Not on Agenda

139 Mr. Champagne suggested that the Village Trustees not spend so much time pursuing a
140 separation from the Town, since it is not certain that the separation would pass and that
141 resources are being wasted on pursuing something that might not come to fruition.

142 7. **PUBLIC HEARING**

143 Finance Director Macy said that the FY2022 rates proposed increase by 2.88% or \$15.67 per year
144 for the average residential user (120 gallons per day). She spoke about the methodology to
145 calculate rates for water, sewer, and sanitation. She noted an anomaly in the established formula
146 that would produce a decreasing rate, but she recommended that the sewer rates be kept level for
147 FY2022 instead of decreasing them for the year. She said that if the downward trend continues,
148 then the Village will reevaluate its rate development methodology.
149

150 She provided an overview of how the Village combined utility rates are calculated. She noted that
151 the last several years have shown increases. She noted that water rates had the largest increase
152 of the three categories, partly due to a \$50,000 increase in transfer to Capital Reserve and
153 increases to employee benefit costs. She noted again the recommendation to keep the sewer rates
154 level for the year. She noted an increase, driven by personnel costs. She also noted the large
155 water user rate, which is charged to GlobalFoundries.
156

157 Mr. Teich noted that this is a highly-regulated utility both by the state and Federal governments and
158 that the Village takes the quality of its water very seriously. He noted that the Village isn't
159 responsible for the rate that Champlain Valley Water District charges, which they pass on to
160 consumers.
161

162 Mr. Brown closed the public hearing at 8:23 PM.
163

164 **RAJ CHAWLA made a motion, and GEORGE TYLER seconded, to warn the second of two**
165 **public hearings on the proposed FY22 Utility Rates for Tuesday, June 22, 2021. The motion**
166 **passed 5-0.**
167

168 8. **BUSINESS ITEMS**

169 a. *Consider reappointment of Karen Dolan to the Village Capital Program Review Committee
170 Mr. Brown asked how Ms. Dolan's time on the Capital Program Review Committee has been so
171 far. Ms. Dolan replied that she has had a positive experience and would like the opportunity to
172 continue serving in that role.
173

174 **GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to reappoint Karen Dolan to the**
175 **Village Capital Program Review Committee for a 3-year term ending on June 30, 2024. The**
176 **motion passed 5-0.**
177

178 b. *Consider reappointment of Phillip Batalion to the Village Planning Commission
179 No vote taken at this time, as the candidate was absent. The Trustees will vote when they have a
180 chance to speak to the candidate.
181

182 c. *Consider reappointment of Warren Spinner to the Village Tree Advisory Committee
183 Mr. Brown asked Mr. Spinner about current activities on the Tree Advisory Committee and how his
184 time on the Committee has been so far. Mr. Spinner replied that his experience has been a good
185 one. He noted several activities in the public tree arena, including fulfilling a grant requirement to
186 plant 18 trees in the Village. He noted that the Village is a Great Trees City for the sixth year in a
187 row. He said that the Committee is looking forward to working with the Planning Commission on
188 Land Development Code (LDC) updates and have already provided some feedback related to the
189 Village regarding trees for the pocket park.

190
191 **GEORGE TYLER made a motion, and DAN KERIN seconded, to reappoint Warren Spinner to**
192 **the Village Tree Advisory Committee for a 3-year term ending on June 30, 2024. The motion**
193 **passed 5-0.**

194
195 d. Consider approval of COVID “true-up” bonuses for employees
196 Mr. Teich said that the Village has a policy that the non-union employees receive the same
197 benefits as union employees. Due to Covid, he said that all staff agreed to a lower raise than in a
198 normal year. He said that the Village has worked out a “true-up” with the union and that the bonus
199 amounts would be \$1,250 for a full-time employee, and a prorated amount for part-time employees
200 based on hours. He finally noted that this funding was already in the Village budget but had not yet
201 been spent.

202 **GEORGE TYLER made a motion, and RAJ CHAWLA seconded, that the Trustees authorize**
203 **bonuses to all employees defined as “Full-Time” in the Village Personnel Regulations, who**
204 **received a reduced pay raise per Section 108 in the Village personnel regulations as adopted**
205 **on August 25, 2020 in the amount of \$1,250 to be paid in the last pay check in June of 2021 and**
206 **that the Trustees authorize bonuses to all employees defined as “Part-Time” in the Village**
207 **Personnel Regulations, who received a reduced pay raise per Section 108 in the Village**
208 **personnel regulations as adopted on August 25, 2020 in the pro-rated amount of \$1,250 times**
209 **their Full-Time Equivalent Status to be paid in the last pay check in June of 2021. The motion**
210 **passed 5-0.**

211 e. Presentation, discussion, and potential action to update Community Development fees
212 Community Development Director Pierce said that the Village has examined what other
213 municipalities are charging for permitting fees, with the goal of receiving more funding to pay for
214 time spent reviewing applications and visiting sites. He said that staff analyzed what was permitted
215 most often in surrounding towns and municipalities, including zoning compliance, certificates of
216 occupancy, and accessory dwelling units. He said that if fees are increased, the Village would
217 receive an additional \$19,000. He said that most fees come from existing properties changing
218 hands, not new development. He said that the proposal is more reflective of the time spent on
219 applications.

220
221 Ms. Thibeault suggested that the effective date of the fee increase be July 1, to correlate to the
222 budget cycle.

223
224 Mr. Chawla emphasized that this action would not be to raise revenue but to cover expenses that
225 the Village incurs.

226
227 Mr. Brown said that the fees seem comparable to other communities. He also asked whether an
228 annual increase in fees makes sense as the cost of conducting the work increases. He spoke in
229 support of incentives for energy efficiency.

230
231 The Trustees will continue this discussion at their subsequent meeting and anticipate an effective
232 date of July 1.

233
234 f. 1 Main Street Pocket Park update

235 Mr. Pierce noted that he has met with two members of the Tree Advisory Committee and then put
236 together a revised sketch for the pocket park at 1 Main Street. He said that decisions about soil
237 and types of trees would need to be made as part of the finalized design and construction
238 requirements, in order to go to out to bid. He noted that he has asked the Tree Advisory Committee
239 meet with Rick Hamlin to put together information for a bid and work in the timeline needed by the
240 CCRPC.

241
242 Mr. Kerin asked if the bluestone pavers are permeable. Mr. Pierce replied no, that permeable
243 pavers are not as robust as impermeable ones.

244
245 Mr. Tyler said he has done some research on the use of trees for bioremediation at former gas
246 stations. He said it draws the hydrocarbons as well as heavy metals from the soils and into the
247 tree. He expressed support for putting trees into this pocket park for this type of remediation.

248
249 Mr. Chawla asked about bike facilities for the pocket park. Mr. Pierce replied that details such as
250 bike facilities will be fleshed out further into the process.

251
252 **Raj Chawla made a motion, and Dan Kerin seconded, that the Trustees approve use of the**
253 **village economic development funds to move this project forward by allocating \$5,000 to the**
254 **Village Engineer to work with the Tree Advisory Committee (TAC) to determine vegetative**
255 **species and soil volumes needed for the vegetation to thrive, and provide bid and construction**
256 **drawings for the new Park. Voting: unanimous (5-0); motion carries.**

257
258 g. CCRPC Appointments – Clarification on Alternate and TAC Alternate

259 Mr. Brown noted that the original memo had him listed as the alternate to the CCRPC, but that
260 there has been a request for Elaine Haney to fulfill that role. He said he would be happy to
261 relinquish his seat to Ms. Haney. Mr. Kerin recommended keeping Jeff Carr as the backup.

262 **RAJ CHAWLA made a motion, and GEORGE TYLER seconded, that the Trustees reappoint**
263 **Robin Pierce as TAC, Chelsea Mandigo as CWAC Representative, James Jutras as CWAC**
264 **Alternate, Dan Kerin as Board of Director Representative, and Elaine Haney as Board of**
265 **Director Alternate to the Chittenden County Regional Planning Commission’s Planning Advisor**
266 **Committee. The motion passed 5-0.**

267 h. Consider approval of FY2022 Essex CHIPS lease

268 Ms. Thibeault asked why this is conducted on an annual basis as opposed to a longer-term lease.

269
270 **AMBER THIBEAULT made a motion, and DAN KERIN seconded, that the Trustees approve the**
271 **FY2022 lease of the 2nd floor of Lincoln Hall to Essex C.H.I.P.S. to commence July 1, 2021 and**
272 **end June 30, 2022 with the amendment to add the notary’s provision. The motion passed 5-0.**

273
274 9. **CONSENT ITEMS**

275 a. Warn second public hearing on Fiscal Year 2022 Proposed Utility Rates for June 22, 2021

276 b. Consider approval of FY2022 Essex CHIPS lease **now Business Item 8h**

277 c. Approve minutes: May 24, 2021; May 25, 2021 (Joint)

d. Check Warrants: #17253 – 5/28/21; #17254 – 6/4/21

AMBER THIBEAULT made a motion, and RAJ CHAWLA seconded, to approve the consent agenda as presented. The motion passed 5-0.

10. **READING FILE**

a. Board member comments: Mr. Chawla noted that the Juneteenth celebration would take place on June 19th outside of Brownell Library. Mr. Teich said that CHIPS conducted an excellent bike repair (and giveaway) event that was well-attended. He thanked the Bike Walk Committee for their sponsorship of the event.

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.
No executive session at this time.

12. **ADJOURN**

DAN KERIN made a motion, and RAJ CHAWLA seconded, to adjourn the meeting. The motion passed 5-0.

The meeting adjourned at 8:56 PM.

Respectfully Submitted,
Amy Coonradt

**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
Tuesday, June 15, 2021**

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

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Charlie Cole, Town of Essex Fire Chief; Greg Duggan, Deputy Manager; Ron Hoague, Police Chief; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation & Parks Director; Sarah Macy, Finance Director

OTHERS PRESENT: Bob Burrows, Betsy Dunn, Kevin Collins, Patty Davis, Erin Dickinson, Maureen Gillard, Susan Hale, Toni Morgan, Ken Signorello, Mike Sullivan, Mike Thorne, Irene Wrenner, Lorraine Zaloom, Jeanne _____, 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 6:30 PM.

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

2. AGENDA ADDITIONS/CHANGES

Ms. Hill-Fleury requested that the minutes from June 5, 2021 be removed from the consent agenda and placed under Business.

3. APPROVE AGENDA

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY, to approve the agenda as amended. The motion passed 4-0.

Vince Franco was not yet in attendance.

AMBER THIBEAULT made a motion, seconded by GEORGE TYLER, to approve the agenda as amended. The motion passed 4-0.

Raj Chawla was not yet in attendance.

4. PUBLIC TO BE HEARD

Mr. Watts explained that members of the public can only speak once during this time, and that the Boards may or may not respond to them. Speakers are expected to direct comments to the Board chairs, and to remain civil and not attack other members of the public.

Ms. Zaloom suggested that the Boards send a joint letter to the Essex Westford School District (EWSD) Board in support of the recent equity plan. Mr. Watts said that this would be discussed later in the meeting.

5. BUSINESS ITEMS

a. Update on equity work in Essex

49 Mr. Teich reminded the Boards that Essex would be holding a Juneteenth celebration on June 19th from 11
50 AM-1 PM. He thanked all who worked to make this event possible. Mr. Teich said that the Task Force
51 on Racial Equity, Policing and Public Safety was established a few months ago and meets every couple of
52 weeks. One of the first actions of the committee was to survey residents to learn their concerns regarding
53 equity and policing. The group split into three subgroups to address the results of the survey. Mr. Teich
54 said that both Boards have included money in their next fiscal year budgets to provide stipends to
55 members of boards and commissions in order to make these groups more representative of the citizenry.
56

57 Mr. Murray serves on the policing sub-committee and said that the community members who identified as
58 BIPOC reported having more negative interactions with police than those who identified as white. He said
59 that, over the years, the Police Department has been forced to take on more and more responsibilities due
60 to a lack of other services. Public safety should involve more than just police. He said it is his hope that
61 this group will help to allow Essex to move their police force into the modern age and be able to focus on
62 their original purpose.
63

64 Chief Hoague said that he has provided a lot of education on training and budgeting for the Police
65 Department. He agreed with Mr. Murray's statements that the Police Department has been given more
66 and more to address over the years.
67

68 Mr. Teich said that the Town of Essex contracts with Howard Center Mental Health Services to aid those
69 in crisis. He also said that no specific line items for diversity, equity, or inclusion can be found in the
70 budget for either community.
71

72 The Boards discussed the request to send a memo of support to EWSD regarding their equity plan,
73 however no action was taken. Staff will draft a memo and present it to the Boards later.
74

75 **b. Discussion about June 5, 2021 Strategic planning meeting**

76 Mr. Teich said that this agenda item gives a chance for the Boards to highlight and debrief their June 5th
77 meeting. Mr. Tyler asked if the municipalities have received further information about the American
78 Rescue Plan Act funds to be allocated to the communities. Mr. Teich said that the Village of Essex
79 Junction has been awarded \$1.136 million, and the Town of Essex had been awarded \$1.155 million.
80 These funds can be used for water, sewer, broadband, and climate change improvements. It is possible
81 that these could be used to mitigate the impact of COVID, however further information is needed
82 regarding this use. In addition, an additional \$121 million is intended to be allocated to county
83 governments in Vermont, however due to the limited jurisdiction of Vermont counties it has yet to be
84 determined how this will be spent.
85

86 Ms. Wrenner asked why the Town of Essex and Village of Essex Junction were allocated different sums
87 due to their similar populations. Mr. Teich said that there were a variety of factors for how the money was
88 allocated.
89

90 **c. Update from Village Trustees on Essex Junction Independence initiative and request to
91 Selectboard for how to move forward with the potential for shared services**

92 Mr. Brown said that the Village Trustees recently held a 3.5-hour meeting regarding the future of the
93 Village. Should separation occur, the Village would like to discuss the continued sharing of Police and
94 Recreation services. The Trustees may be interested in sharing the Clerk, Finance, and IT Departments on
95 a temporary basis after separation occurs. All other services would be separate. Mr. Brown asked the
96 Selectboard how they would like to enter discussions on sharing services, offering a full board discussion,

97 subcommittee, or mediated conversation as examples of how this could go forward. Mr. Watts said that
98 the Selectboard has not had any discussions on sharing services, and that he felt that the Board should
99 have its own discussion before discussing anything with the Trustees. Mr. Brown requested that this be
100 done at the next Selectboard meeting so that there is no delay in the separation process.

101
102 Mr. Murray asked why the Trustees were interested in sharing Recreation services. Mr. Tyler said that
103 there was lengthy discussion regarding sharing these services, however the Board ultimately decided that
104 a larger Recreation Department would serve citizens better. Mr. Brown said that the Village desires to
105 share the Police Department due to the amount of resources that taxpayers have already put into it. Mr.
106 Brown said that the Village is looking to separate as much as possible, and that the vision is for Essex
107 Junction is to be an independent city with services to support itself. It is not known if a transition period
108 will even be necessary and has not been defined in length. Mr. Brown said that fiscal year 2024 will be
109 the earliest that the Village will be able to be an independent community due to budget cycles and state
110 approvals.

111
112 In public comment, Ms. Dunn said that it is important to remember that separation has not yet passed in
113 the Village, and that no changes should be negotiated until only TOV (Town outside the Village) members
114 are serving on the Board. She asked if the Town of Essex would need a new charter. Mr. Watts said that
115 this would not be needed. Mr. Brown said that the Village is not specifically voting on separation, but a
116 new charter for the community which would result in separation. Mr. Watts said that if there is a Village
117 resident on the Selectboard during the transition time they would be expected to resign.

118
119 **d. Possible action resulting from evaluation of Unified Manager**

120 Mr. Brown explained that this was codifying the Boards decision that had been made during Executive
121 Session on May 4th.

122
123 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT. that Trustees authorize a**
124 **raise for Unified Manager Evan Teich in the amount of 2% of his salary with an effective date of**
125 **February 26, 2021. Any raise authorized as of this date would be paid retroactively back to the**
126 **effective date. The motion passed 5-0.**

127
128 **DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, that the Selectboard**
129 **authorize a raise for Unified Manager Evan Teich in the amount of 2% of his salary with an**
130 **effective date of February 26, 2021. Any raise authorized as of this date would be paid retroactively**
131 **back to the effective date. The motion passed 5-0.**

132
133 Mr. Brown thanked Mr. Teich for his hard work for the community and apologized that his raise was
134 nearly four months late.

135
136 **e. Discussion and possible action on future joint meeting schedule**

137 Mr. Watts said that the Boards have had pre-scheduled joint meetings in the past, however it is now time
138 to decide if these should continue to be prescheduled or only be held as needed. Ms. Hill-Fleury asked
139 why the two Boards need to continue to meet jointly. Mr. Watts said that meetings would be needed to
140 review progress towards established goals, and for staff not to have to present the same thing at multiple
141 meetings. After some discussion, it was decided that staff would send out a Doodle poll to schedule
142 meetings for the next several months. Mr. Teich informed the Boards that, after tonight, meetings will be
143 held in a hybrid format, with the option to attend in person or remotely.

145 **f. Approve minutes: June 5, 2021 - Joint**

146 Ms. Hill-Fleury requested that the following be changed from, “Ms. Wrenner mentioned a 2018 joint
147 board meeting, expressing a need for representation for both towns” to “Ms. Wrenner mentioned a 2018
148 joint board meeting, expressing a need for representation for the TOV.”

149
150 **TRACEY DELPHIA made a motion, seconded by DAWN HILL FLEURY, to approve the minutes
151 as amended. Motion passed 5-0.**

152
153 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to approve the minutes as
154 amended. Motion passed 5-0.**

155
156
157 **g. *Discussion on real estate lease options**
158 This was discussed during Executive Session.

159
160 **6. READING FILE**

161 **a. Board member comments**

162 Mr. Watts said that the next Selectboard meeting will be in-person with the option of participating
163 remotely. Mr. Teich said that the Board will sit six feet apart so that masks will not need to be worn. All
164 municipal buildings still require masks, however, this may change in the near future.

165
166 Ms. Hill-Fleury thanked Col. Shevchik for his letter.

167 **b. Letter from David W. Shevchik re: update on 158th Fighter Wing**
168 **c. Upcoming meeting schedule**

169
170 **7. EXECUTIVE SESSION**

171 **a. * *An executive session is anticipated to discuss the negotiating or securing of real estate purchase
172 or lease options**

173 **VINCE FRANCO made a motion, seconded by TRACEY DELPHIA, that the Selectboard enter
174 into executive session to discuss the negotiating or securing of real estate purchase or lease option in
175 accordance with 1 V.S.A. Section 313(a)(2), to include the Trustees, Unified Manager, Assistant
176 Manager, Essex Parks & Recreation Director, Essex Junction Recreation and Parks Director, and
177 Deputy Manager. Motion passed 5-0.**

178
179 **GEORGE TYLER made a motion, seconded by DAN KERIN , that the Trustees enter into
180 executive session to discuss the negotiating or securing of real estate purchase or lease option in
181 accordance with 1 V.S.A. Section 313(a)(2), to include the Selectboard, Unified Manager, Assistant
182 Manager, Essex Parks & Recreation Director, Essex Junction Recreation and Parks Director, and
183 Deputy Manager. Motion passed 5-0.**

184
185 **DAN KERIN made a motion, seconded by RAJ CHAWLA, that the Trustees exit executive session.
186 The motion passed 5-0 at 8:27 PM.**

187
188 **DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard
189 exit executive session. The motion passed 5-0 at 8:27 PM.**

190
191 **8. ADJOURN**

**SELECTBOARD & TRUSTEES
(DRAFT)**

June 15, 2021

192 **RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees adjourn the meeting.**
193 **The motion passed 5-0 at 8:28 PM.**

194
195 **DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, that the Selectboard**
196 **adjourn the meeting. The motion passed 5-0 at 8:28 PM.**

197
198 Respectfully Submitted,
199 Darby Mayville
200 Recording Secretary

201
202

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	05/05/21	ADVANCE AUTO PARTS lights for truck 552112557360	210-43110.610 SUPPLIES	42.64	34361	06/11/21
05290	05/13/21	ADVANCE AUTO PARTS primer 552113338242	210-43110.610 SUPPLIES	14.60	34361	06/11/21
07305	04/16/21	AIRGAS USA LLC lease renewal 9980421503	210-43110.610 SUPPLIES	297.00	34364	06/11/21
19815	05/23/21	AMAZON CAPITAL SERVICES Office Supplies 11PCF61C4QHN	210-45110.610 SUPPLIES	209.00	34367	06/11/21
19815	06/01/21	AMAZON CAPITAL SERVICES Office Supplies 134FGHRHVJNW	210-45110.610 SUPPLIES	174.31	34367	06/11/21
19815	05/24/21	AMAZON CAPITAL SERVICES Office Supplies 14T3VJVKJQ44	210-45110.610 SUPPLIES	194.95	34367	06/11/21
19815	06/07/21	AMAZON CAPITAL SERVICES Office Supplies 19J9RYF614TP	210-45110.610 SUPPLIES	7.77	34367	06/11/21
19815	05/30/21	AMAZON CAPITAL SERVICES Office Chair 19KTN6WX7MG7	210-45110.610 SUPPLIES	443.58	34367	06/11/21
19815	05/23/21	AMAZON CAPITAL SERVICES Office Supplies 1XRMJWC3JDHM	210-45110.610 SUPPLIES	187.49	34367	06/11/21
19815	06/01/21	AMAZON CAPITAL SERVICES Office Supplies 1YCP7QQ6Q9P9	210-45110.610 SUPPLIES	36.88	34367	06/11/21
09345	06/07/21	BASIC Monthly Fee for COBRA Adm 40511180	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	34371	06/11/21
03000	05/28/21	CARGILL SALT EASTERN INC winter road salt 2906257776	210-43125.610 WINTER MAINTENANCE	3142.89	34376	06/11/21
21210	06/01/21	CINTAS LOC # 68M 71 M WATERBREAK COOLER AGRMENT 9133531255	210-43110.610 SUPPLIES	50.00	34380	06/11/21
17895	04/30/21	CLEAN NEST MSP Bldg Cleaning April 9407	210-41943.026 Contractual Svcs - Maple	2275.00	34381	06/11/21
17895	04/30/21	CLEAN NEST MSP Cleaning April 9409	210-41943.026 Contractual Svcs - Maple	2708.00	34381	06/11/21
25120	05/06/21	CLICKTIME.COM EJRP Timesheets April 344144	210-45110.330 OTHER PROFESSIONAL SVCS	567.00	34382	06/11/21
25120	06/03/21	CLICKTIME.COM EJRP Timesheets - May 346485	210-45110.330 OTHER PROFESSIONAL SVCS	602.00	34382	06/11/21
25120	06/03/21	CLICKTIME.COM Town Timesheets - May 346784	210-41510.570 Other Purchased Services	80.00	34383	06/11/21
04940	04/23/21	COMCAST MSP Internet May 0176315 0421	210-41945.026 Telephone - Maple St Park	359.15	34384	06/11/21
04940	05/23/21	COMCAST MSP Internet June 0176315 0521	210-41945.026 Telephone - Maple St Park	359.16	34385	06/11/21
04940	04/23/21	COMCAST Park St Internet May 0210908 0421	210-41945.023 Telephone - Park St Sch	218.04	34386	06/11/21
04940	05/23/21	COMCAST Park St Internet June 0210908 0521	210-41945.023 Telephone - Park St Sch	218.04	34387	06/11/21
17025	05/27/21	COONRADT AMY 050621 Recording Sec 7 #0059	210-41320.530 COMMUNICATIONS	149.24	34388	06/11/21
31545	05/01/21	COSTCO #314 EJRP Costco Membership FY 0721D EJRP	210-14301.000 PREPAID EXPENSES	180.00	34389	06/11/21
35260	06/09/21	EAST COAST PRINTERS INC Shirts 04272132	210-42220.612 UNIFORMS,BOOTS,ETC	755.90	34394	06/11/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03280	ENGINEERS CONSTRUCTION IN	05/12/21	topsoil 3259	210-43120.610 Summer Const - Supplies	440.00	34397	06/11/21
23215	ESSEX EQUIPMENT INC	06/02/21	ROPE, 107893390001	210-43110.610 SUPPLIES	6.25	34398	06/11/21
19805	FIRST NATIONAL BANK OMAHA	05/25/21	FNBO Evan's CC statement 9572 521	210-41320.340 COMPUTER EXPENSES	312.72	34403	06/11/21
19005	FIRSTLIGHT FIBER	06/01/21	MSP Internet May 9107894	210-41945.026 Telephone - Maple St Park	362.50	34404	06/11/21
34895	GAUTHIER TRUCKING, INC.	06/01/21	11 Jackson Street 1562391	210-43110.565 RUBBISH REMOVAL	104.11	34410	06/11/21
34895	GAUTHIER TRUCKING, INC.	06/01/21	TRASH REMOVAL 1562392	210-41943.020 Contractual Svc - 2 Linco	231.17	34410	06/11/21
34895	GAUTHIER TRUCKING, INC.	06/01/21	Memorial Park 1562393	210-43110.565 RUBBISH REMOVAL	476.06	34410	06/11/21
34895	GAUTHIER TRUCKING, INC.	06/01/21	bike path barrel 1562524	210-43110.565 RUBBISH REMOVAL	64.59	34410	06/11/21
34895	GAUTHIER TRUCKING, INC.	06/01/21	MSP Trash Removal 1563184	210-41943.026 Contractual Svcs - Maple	392.33	34410	06/11/21
20470	GLOBAL MONTELLO GROUP	05/31/21	May vehicle fuel 272802	210-41944.022 Gasoline - Fire Station	261.74	34412	06/11/21
20470	GLOBAL MONTELLO GROUP	05/31/21	May vehicle fuel 272802	210-43110.626 Vehicle Fuels	1246.48	34412	06/11/21
20470	GLOBAL MONTELLO GROUP	05/31/21	May vehicle fuel 272802	210-41944.026 Gasoline - Maple St Park	222.90	34412	06/11/21
04035	GOT THAT RENTAL & SALES I	06/03/21	2-LINE RAPID LOADER 86450	210-43110.610 SUPPLIES	58.98	34414	06/11/21
37715	INTEGRITY COMMUNICATIONS	05/11/21	Office Phones 39695	210-45110.535 TELEPHONE SERVICES	1010.47	34420	06/11/21
38460	L D OLIVER SEED CO INC	05/27/21	Straw Bale 22493	210-45220.610 SUPPLIES	36.81	34423	06/11/21
44275	MVP SELECT CARE INC.	06/03/21	Administrative Fee Invoic 202105	210-41510.570 Other Purchased Services	105.00	34431	06/11/21
29340	O'BRIEN & SONS, INC.	05/14/21	Swing Chain I210481	210-45220.610 SUPPLIES	278.21	34433	06/11/21
V9862	PERCY RENTALS, SALES & SE	06/01/21	MOWER, EXMARK, S-SERIES, 38145	210-43110.891 CAPITAL OUTLAY	9970.99	34439	06/11/21
V9862	PERCY RENTALS, SALES & SE	06/01/21	FILTER-OIL 38196	210-43110.432 R&M Services - Vehicles	33.75	34439	06/11/21
25140	PIKE INDUSTRIES INC	06/04/21	Asphalt 1133581	210-43120.610 Summer Const - Supplies	131.34	34443	06/11/21
27820	PLACESPEAK INC	05/26/21	Village PlaceSpeak Licenc 193	210-41335.810 COMMUNITY EVENTS & PROGRA	4999.99	34444	06/11/21
24410	PRIORITY EXPRESS INC	05/31/21	Courier service: May 2021 80272123	210-45551.536 POSTAGE/DELIVERY	171.56	34450	06/11/21
24350	QUESTICA LTD	05/31/21	Additional Training 107385	210-41510.560 Dues/Subscriptions/Meetin	225.00	34451	06/11/21
18010	REYNOLDS & SON, INC.	06/07/21	Hose 1-3/4x50 Blue 5 leng 3391493	210-42220.889 ROUTINE EQUIPMENT PURCHAS	1157.24	34454	06/11/21
18010	REYNOLDS & SON, INC.	06/07/21	Gear Wash 3391494	210-42220.612 UNIFORMS,BOOTS,ETC	60.00	34454	06/11/21

02:57 pm

Check Warrant Report # 17255 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 06/11/21 To 06/11/21 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37965	06/07/21	S D IRELAND CONCRETE 26 Drury Drive 89225	210-43124.570 Sidewalk and Curb Mainten	247.00	34456	06/11/21
03180	05/21/21	SAFETY SYSTEMS OF VT LLC FIRE ALARM SERVICE 20712	210-41943.020 Contractual Svc - 2 Linco	205.80	34457	06/11/21
09105	05/18/21	SECURE SHRED Secure Shred May 363211	210-45110.330 OTHER PROFESSIONAL SVCS	22.00	34461	06/11/21
29835	06/02/21	SHERWIN-WILLIAMS traffic paint 80993	210-43123.730 Traffic Control	786.60	34463	06/11/21
29835	06/03/21	SHERWIN-WILLIAMS painting supplies 8133-0	210-43110.610 SUPPLIES	38.88	34463	06/11/21
29835	06/04/21	SHERWIN-WILLIAMS painting supplies 81751	210-43110.610 SUPPLIES	51.25	34463	06/11/21
29835	06/08/21	SHERWIN-WILLIAMS PAINT THINNER 83658	210-43110.610 SUPPLIES	7.99	34463	06/11/21
19720	06/01/21	VERIZON CONNECT NWF, INC. MAY AVL MONTHLY SERV OSV002458246	210-43110.442 EQUIPMENT RENTALS	129.52	34475	06/11/21
23395	06/03/21	VILLAGE HARDWARE - WILLIS straw 513350	210-43120.610 Summer Const - Supplies	61.71	34477	06/11/21
V2377	07/01/21	VLCT EMPLOYMENT RESOURCE FY22Q1 Unemp 31723Q3	210-41510.250 Unemployment Insurance	1281.38	34478	06/11/21
V2377	07/01/21	VLCT EMPLOYMENT RESOURCE FY22Q1 Unemp 31723Q3	210-43110.250 UNEMPLOYMENT INSURANCE	252.91	34478	06/11/21
V2377	07/01/21	VLCT EMPLOYMENT RESOURCE FY22Q1 Unemp 31723Q3	210-43151.250 UNEMPLOYMENT INSURANCE	25.29	34478	06/11/21
V2380	02/02/21	VLCT PACIF Add BL pavilion INT195020221	210-41510.521 Liability & Property Ins	27.00	34479	06/11/21
21355	04/08/21	VT CPR & AED CPR 04082021	210-42220.500 TRAINING, CONFERENCES, DU	810.00	34480	06/11/21
29825	05/21/21	VT GAS SYSTEMS MSP Gas May 1578756 0521	210-41948.026 Natural Gas - Maple St	149.05	34482	06/11/21
29825	05/21/21	VT GAS SYSTEMS MSP Gas May 810044 0521	210-41948.026 Natural Gas - Maple St	238.91	34484	06/11/21
06195	05/27/21	VT INSTITUTE OF NATURAL S Youth Programs 2167	210-45551.837 CHILDRENS PROGRAMS	225.00	34485	06/11/21
24570	06/01/21	VT TROPHY & ENGRAVING Awards 82684	210-42220.889 ROUTINE EQUIPMENT PURCHAS	562.80	34487	06/11/21
07565	05/06/21	W B MASON CO INC Water 220011960	210-45110.610 SUPPLIES	89.94	34488	06/11/21
07565	05/20/21	W B MASON CO INC Water/Office Supplies 220361026	210-45110.610 SUPPLIES	170.90	34488	06/11/21
07565	05/21/21	W B MASON CO INC Office Supplies 220395805	210-45110.610 SUPPLIES	19.53	34488	06/11/21
07565	05/25/21	W B MASON CO INC Water Coolers 220471355	210-45110.610 SUPPLIES	29.97	34488	06/11/21
07565	06/03/21	W B MASON CO INC Office Supplies 220690677	210-45110.610 SUPPLIES	4.28	34488	06/11/21
07565	05/21/21	W B MASON CO INC Water Bottle Return CREDI CR9043799	210-45110.610 SUPPLIES	-30.00	34488	06/11/21
21760	05/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card - May 0492 0521	210-45110.530 COMMUNICATIONS	46.99	6490099	06/11/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21760	05/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card - May 0492 0521	210-45110.530 COMMUNICATIONS	7.61	6490099	06/11/21
21760	05/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card - May 0492 0521	210-45110.530 COMMUNICATIONS	15.89	6490099	06/11/21
21760	05/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card - May 0492 0521	225-45122.330 OTHER PROF SERVICES	179.88	6490099	06/11/21
37985	04/23/21	A T & T MOBILITY EJRP Cell Phones 8727992 421	226-45120.535 Telephone	278.25	34360	06/11/21
07305	06/02/21	AIRGAS USA LLC Pool Chemicals 9113886658	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	104.12	34364	06/11/21
19815	06/01/21	AMAZON CAPITAL SERVICES RK FMS Supplies 134FGHRHF9HN	226-45120.610 SUPPLIES	109.06	34367	06/11/21
25595	05/26/21	AMERICAN RED CROSS CPR/First Aid Training 22350312	226-45115.330 OTHER PROFESSIONAL SVCS	256.00	34368	06/11/21
25955	05/23/21	AT&T MOBILITY CELL PHONE SERVICE 869X06012021	226-45115.330 OTHER PROFESSIONAL SVCS	43.24	34369	06/11/21
27810	05/28/21	DOCNETWORK INC DocNetwork Fees 052821D	226-45120.330 OTHER PROFESSIONAL SVCS	1250.00	34390	06/11/21
03440	06/04/21	DOLGAS LORRAINE Aspire Punch Pass Refund 060421D	226-34780.000 ADULT PROGRAMS	100.00	34391	06/11/21
04640	04/27/21	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR293232	226-45120.610 SUPPLIES	55.13	34400	06/11/21
04640	04/27/21	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR293235	226-45120.610 SUPPLIES	82.42	34400	06/11/21
04640	04/27/21	FASTENAL INDUSTRIAL & CON MSP First Aid Kits VTBUR293236	226-45120.610 SUPPLIES	229.34	34400	06/11/21
04640	05/11/21	FASTENAL INDUSTRIAL & CON First Aid Kits VTBUR293880	226-45120.610 SUPPLIES	0.20	34400	06/11/21
04640	05/11/21	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR293881	226-45120.610 SUPPLIES	3.81	34400	06/11/21
04640	05/11/21	FASTENAL INDUSTRIAL & CON Pool First Aid Kit VTBUR293882	226-45124.610 SUPPLIES	1.34	34400	06/11/21
19215	05/24/21	GENGRAS CASSANDRA Enrichment May 5A	226-45120.330 OTHER PROFESSIONAL SVCS	1350.00	34411	06/11/21
20470	05/31/21	GLOBAL MONTELLO GROUP May vehicle fuel 272802	226-45120.626 GAS, GREASE & OIL	130.09	34412	06/11/21
20135	05/18/21	KAMCO SUPPLY CORP OF BOST Office Door SI301123	226-45120.610 SUPPLIES	317.00	34422	06/11/21
14570	05/28/21	METROCK STATION / VERTI AEP/Enrichment May 87597	226-45120.330 OTHER PROFESSIONAL SVCS	4250.00	34429	06/11/21
41950	05/26/21	OCCUPATIONAL HEALTH CENTE CDL Physical A.McCaffrey 1207123620	226-45121.330 OTHER PROFESSIONAL SVCS	123.00	34436	06/11/21
24855	05/25/21	PETTY CASH - CAITLIN FAY EJRP Petty Cash May 052521D	226-45120.580 TRAVEL	275.00	34441	06/11/21
21140	06/07/21	PHOTO BOOTH PLANET, LLC Senior Night Photobooth 20210614002	226-45115.330 OTHER PROFESSIONAL SVCS	200.00	34442	06/11/21
25395	05/26/21	POOL WORLD INC Pool Chemicals 237669	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	159.86	34446	06/11/21
24830	05/27/21	REINHART FOODSERVICE RK Fleming Snack 484013	226-45120.610 SUPPLIES	93.02	34452	06/11/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	06/01/21	RK MSP Snack 484224	226-45120.610 SUPPLIES	101.63	34452	06/11/21
24830	REINHART FOODSERVICE	06/01/21	RK Fleming Snack 484225	226-45120.610 SUPPLIES	91.77	34452	06/11/21
24830	REINHART FOODSERVICE	06/01/21	RK EES Snack 484226	226-45120.610 SUPPLIES	157.32	34452	06/11/21
24830	REINHART FOODSERVICE	06/01/21	RK FMS Snack 484875	226-45120.610 SUPPLIES	127.54	34452	06/11/21
24830	REINHART FOODSERVICE	06/01/21	RK Hiawatha Snack 485693	226-45120.610 SUPPLIES	42.66	34452	06/11/21
24830	REINHART FOODSERVICE	06/01/21	RK Summit Snack 486044	226-45120.610 SUPPLIES	186.73	34452	06/11/21
24830	REINHART FOODSERVICE	06/03/21	RK Westford 486680	226-45120.610 SUPPLIES	60.39	34452	06/11/21
24830	REINHART FOODSERVICE	06/07/21	RK FMS Snack 488324	226-45120.610 SUPPLIES	132.98	34452	06/11/21
24830	REINHART FOODSERVICE	06/07/21	RK EES Snack 488334	226-45120.610 SUPPLIES	131.82	34452	06/11/21
24830	REINHART FOODSERVICE	06/07/21	RK Snack 488340	226-45120.610 SUPPLIES	18.67	34452	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	Camp Venture T-Shirts 18647	226-45122.610 Supplies	794.50	34460	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	Camp Reach T-Shirts 18649	226-45122.610 Supplies	2534.00	34460	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	Camp STAR T-Shirts 18650	226-45122.610 Supplies	1132.00	34460	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	Staff Shirts 18651	226-45124.610 SUPPLIES	340.00	34460	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	Staff Shirts 18651	226-45122.610 Supplies	2340.00	34460	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	CMS T-Shirts 18652	226-45122.610 Supplies	2405.50	34460	06/11/21
10435	SCREENMYLOGO.COM	05/21/21	Camp Discovery T-Shirts 18653	226-45122.610 Supplies	1332.00	34460	06/11/21
27815	THE ICE CENTER	05/24/21	Camp Field Trip 000020	226-45122.580 TRAVEL	420.00	34466	06/11/21
23555	THE WALL DOCTOR	06/03/21	MSP Blinds 93785	226-45110.330 OTHER PROFESSIONAL SVCS	2975.00	34467	06/11/21
25315	VESPA'S PIZZA PASTA & DEL	06/06/21	Summerama Staff Food 060621D	226-45122.610 Supplies	123.00	34476	06/11/21
21760	FIRST NATIONAL BANK OMAHA	05/25/21	EPR Credit Card - May 0492 0521	226-45120.330 OTHER PROFESSIONAL SVCS	8.10	6490099	06/11/21
V9632	HOYLE, TANNER & ASSOC, IN	05/26/21	Densmore Drive FEMA 0064809	230-46801.022 Densmore Dr, FEMA	11418.50	34417	06/11/21
V9632	HOYLE, TANNER & ASSOC, IN	06/07/21	Densmore Drive FEMA Pay A 060721D	230-46801.022 Densmore Dr, FEMA	129312.50	34417	06/11/21
12160	PEOPLES UNITED BANK N A	06/08/21	FY21 Pumper Note Pmt FY21Pumper	231-47117.000 FIRE TRUCK LOAN PRINCIPAL	30000.00	34438	06/11/21
06490	A H FENCE CO	04/22/21	MSP Fence 042221D	233-46801.007 FENCING	5932.32	34358	06/11/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
17820	ADVANTAGE TENNIS	05/16/21	Cascade Pk Pickleball Ct 554	233-46801.005 RESURFACING	3704.40	34362	06/11/21
38955	F W WEBB COMPANY	05/10/21	Pool Replacement Pumps 70331833	233-46801.011 Pool Improvements	8872.60	34399	06/11/21
03180	SAFETY SYSTEMS OF VT LLC	05/24/21	MSP Door Access Updates 20670	233-46801.002 NEW SIGN LEASE	8689.86	34457	06/11/21
03180	SAFETY SYSTEMS OF VT LLC	05/24/21	MSP Door Access Updates 20670	233-46801.006 LIGHTING & TECHNOLOGY	814.42	34457	06/11/21
20470	GLOBAL MONTELLO GROUP	05/31/21	May vehicle fuel 272802	254-43200.626 GAS,GREASE AND OIL	111.05	34412	06/11/21
40640	POLLARD WATER	06/07/21	QT RFLCT SILV COAT ALERT 0192915	254-43200.614 DISTRIBUTION MATERIALS	172.36	34445	06/11/21
43435	POWER PLAN	03/18/21	lever kit (power plan) 2072836A	254-43200.570 MAINTENANCE OTHER	200.85	34447	06/11/21
43435	POWER PLAN	03/23/21	Parts 2073793	254-43200.570 MAINTENANCE OTHER	199.95	34447	06/11/21
43435	POWER PLAN	03/30/21	credit return supplies on 2075240	254-43200.570 MAINTENANCE OTHER	-67.01	34447	06/11/21
V10641	PPG ARCHITECTURAL COATING	06/07/21	IND ALKYD GLS SFTY RED 823203066480	254-43200.614 DISTRIBUTION MATERIALS	202.44	34448	06/11/21
V2227	TI-SALES, INC.	05/28/21	extended maintenance 0131225	254-43200.340 COMPUTER EXPENSES	107.64	34469	06/11/21
V2227	TI-SALES, INC.	05/28/21	extended maintenance 0131225	254-14301.000 PREPAID EXPENSES	1243.44	34469	06/11/21
V2377	VLCT EMPLOYMENT RESOURCE	07/01/21	FY22Q1 Unemp 31723Q3	254-43200.250 UNEMPLOYMENT INSURANCE	63.23	34478	06/11/21
20475	AERZEN USA CORPORATION	05/04/21	air filter cartridge Aera SEPI-21-0020	255-43200.570 MAINTENANCE OTHER	256.91	34363	06/11/21
42625	ALDRICH & ELLIOTT PC	06/01/21	gravity bypass 79896	255-43200.612 UNIFORMS,BOOTS,ETC	469.04	34365	06/11/21
23455	CHITTENDEN SOLID WASTE DI	06/01/21	110.69 TW Grasslands 20214ESS	255-43200.568 SLUDGE MANAGEMENT	9725.22	34379	06/11/21
21210	CINTAS LOC # 68M 71 M	06/04/21	first aid supplies 5064449702	255-43200.570 MAINTENANCE OTHER	255.62	34380	06/11/21
35260	EAST COAST PRINTERS INC	06/03/21	clothing 05212131	255-43200.612 UNIFORMS,BOOTS,ETC	150.00	34394	06/11/21
35260	EAST COAST PRINTERS INC	06/10/21	clothing - Chelsea Mandig 05282133	255-43200.612 UNIFORMS,BOOTS,ETC	65.00	34394	06/11/21
06870	ENDYNE INC	06/08/21	Weekly TKN 373639	255-43200.577 CONTRACT LABORATORY SERVI	35.00	34396	06/11/21
19005	FIRSTLIGHT FIBER	06/01/21	May Telephone internet 9255654	255-43200.535 TELEPHONE SERVICES	224.45	34405	06/11/21
20470	GLOBAL MONTELLO GROUP	05/31/21	May vehicle fuel 272802	255-43200.626 GAS,GREASE AND OIL	207.58	34412	06/11/21
12775	PRATT & SMITH ELECTRICAL	05/31/21	capacitor bank added equi 9040	255-43330.018 Energy Conservation Measu	1628.39	34449	06/11/21
02970	USA BLUE BOOK INC	05/28/21	Polypropylene Felt Filter 618135	255-43330.017 Vt Phos Challenge PePhlo	204.65	34473	06/11/21
V2377	VLCT EMPLOYMENT RESOURCE	07/01/21	FY22Q1 Unemp 31723Q3	255-43200.250 UNEMPLOYMENT INSURANCE	147.53	34478	06/11/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24130	VT DEPT ENVIRONMENTAL CON	06/01/21	7/1/20-6/30/21 operating 3-1254	255-43200.569 WTF ANNUAL PERMIT FEE	9900.00	34481	06/11/21
20470	GLOBAL MONTELLO GROUP	05/31/21	May vehicle fuel 272802	256-43200.626 GAS,GREASE AND OIL	173.62	34412	06/11/21
12775	PRATT & SMITH ELECTRICAL	05/31/21	E Service, relay at Maple 8991	256-43200.434 PUMP STATION MAINTENANCE	1380.00	34449	06/11/21
V2227	TI-SALES, INC.	05/28/21	extended maintenance 0131225	256-43200.340 COMPUTER EXPENSES	215.28	34469	06/11/21
V2227	TI-SALES, INC.	05/28/21	extended maintenance 0131225	256-14301.000 PREPAID EXPENSES	2486.88	34469	06/11/21
V2377	VLCT EMPLOYMENT RESOURCE	07/01/21	FY22Q1 Unemp 31723Q3	256-43200.250 UNEMPLOYMENT INSURANCE	71.66	34478	06/11/21
Report Total					294775.28		

...

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
40920	U I INSURANCE SERVICES IN	04/14/21	VFP 4346-5623E-05 6/1/21-9648	210-42220.210 ACCIDENT & DISABILITY INS	284.33	34490	06/15/21
40920	U I INSURANCE SERVICES IN	04/14/21	VFP 4346-5623E-05 6/1/21-9648	210-14301.000 PREPAID EXPENSES	3127.67	34490	06/15/21
19815	AMAZON CAPITAL SERVICES	06/14/21	Office Supplies 16FLR9XVFCPX	210-45110.610 SUPPLIES	55.08	34498	06/18/21
19815	AMAZON CAPITAL SERVICES	06/13/21	Office Fridge 1QLMWVW7PJPT	210-45110.610 SUPPLIES	106.27	34498	06/18/21
21210	CINTAS LOC # 68M 71 M	06/10/21	shop towels 4086842381	210-43110.610 SUPPLIES	80.17	34512	06/18/21
04940	COMCAST	05/27/21	Internet 06/04 - 07/03 0179210 0621	210-41945.022 Telephone - Fire Station	168.40	34518	06/18/21
04940	COMCAST	06/03/21	June Cable TV 0207722 0621	210-41945.022 Telephone - Fire Station	18.66	34519	06/18/21
V9941	COMMERCIAL CARD SVCS	05/10/21	grant writing training cl 052121D A	210-41320.500 TRAINING, CONFERENCES, DU	595.00	34520	06/18/21
V9941	COMMERCIAL CARD SVCS	05/25/21	Supplies 367090 C	210-45551.610 SUPPLIES	616.00	34520	06/18/21
V9941	COMMERCIAL CARD SVCS	06/07/21	Membership SM GFOAFY21SM D	210-41510.560 Dues/Subscriptions/Meetin	47.50	34520	06/18/21
V9941	COMMERCIAL CARD SVCS	05/11/21	2 Lincoln supplies Village MC B	210-41946.020 Gen Supplies - 2 Lincoln	31.49	34520	06/18/21
38280	CRYSTAL ROCK BOTTLED WATE	05/25/21	Water 17722277 052	210-41946.020 Gen Supplies - 2 Lincoln	4.00	34525	06/18/21
V10576	ECOPIXEL LLC	06/01/21	Web hosting 2944	210-41320.530 COMMUNICATIONS	129.00	34530	06/18/21
08885	FAIL SAFE	05/07/21	Hose Testing INV-010149	210-41942.022 R&M Bldg - Fire Station	2172.80	34537	06/18/21
19005	FIRSTLIGHT FIBER	06/01/21	2 Lincoln Phone Internet 9255655	210-41945.020 Telephone - 2 Lincoln St	303.57	34541	06/18/21
00820	GLOBAL EQUIPMENT COMPANY	06/07/21	Dog Park Bags 117753941	210-45220.610 SUPPLIES	207.84	34545	06/18/21
04035	GOT THAT RENTAL & SALES I	06/14/21	Blade 86964	210-45220.610 SUPPLIES	116.76	34547	06/18/21
33495	INGRAM LIBRARY SERVICES I	05/18/21	Adult Collection, supplie 52971513	210-45551.640 ADULT COLLECTION-PRINT &	24.38	34559	06/18/21
33495	INGRAM LIBRARY SERVICES I	05/18/21	Adult Collection, supplie 52971513	210-45551.610 SUPPLIES	0.45	34559	06/18/21
33495	INGRAM LIBRARY SERVICES I	05/25/21	Adult Collection 53084850	210-45551.640 ADULT COLLECTION-PRINT &	132.99	34559	06/18/21
33495	INGRAM LIBRARY SERVICES I	05/25/21	Adult Collection 53084850	210-45551.610 SUPPLIES	0.90	34559	06/18/21
33495	INGRAM LIBRARY SERVICES I	05/28/21	Adult Collection, Supplie 53145544	210-45551.640 ADULT COLLECTION-PRINT &	14.03	34559	06/18/21
33495	INGRAM LIBRARY SERVICES I	05/28/21	Adult Collection, Supplie 53145544	210-45551.610 SUPPLIES	0.45	34559	06/18/21
33495	INGRAM LIBRARY SERVICES I	06/08/21	Adult Collection 53288243	210-45551.640 ADULT COLLECTION-PRINT &	9.50	34559	06/18/21
37715	INTEGRITY COMMUNICATIONS	06/11/21	Phone Contract Renewal 39809	210-45110.535 TELEPHONE SERVICES	216.00	34560	06/18/21

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
38460	06/14/21	Straw Bales Grass Seed	3056	210-45220.610 SUPPLIES	173.35	34567	06/18/21
V10131	05/30/21	BWAC donation for CHIPS e	5-30-2021	210-41970.700 BIKE/WALK COMMITTEE	250.00	34568	06/18/21
25625	06/02/21	EJRP Lowes May	4191080 0621	210-45220.610 SUPPLIES	429.59	34569	06/18/21
V10130	05/20/21	soap	02845 C	210-43110.610 SUPPLIES	22.80	34570	06/18/21
V10130	05/19/21	REPAIR AT 2 LINCOLN	18858	210-41942.020 R&M Bldg - 2 Lincoln St	23.74	34570	06/18/21
V10130	05/05/21	air guns	61521 A	210-43110.610 SUPPLIES	26.58	34570	06/18/21
14200	06/10/21	EMS Training	770	210-42220.500 TRAINING, CONFERENCES, DU	750.00	34580	06/18/21
23420	06/10/21	Cascade Portolet June	T555786	210-45220.330 OTHER PROFESSIONAL SVCS	110.00	34583	06/18/21
24855	06/16/21	EJRP Petty Cash June	061621D	210-45110.610 SUPPLIES	250.00	34589	06/18/21
24855	06/16/21	EJRP Petty Cash June	061621D	210-45110.610 SUPPLIES	114.83	34589	06/18/21
25140	05/28/21	Asphalt	1131668	210-43120.570 Summer Constr - Purchased	1113.90	34591	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-43110.622 ELECTRICAL SERVICE	305.78	34601	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-41947.023 Electricity - Park St Sch	449.19	34601	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-41947.026 Electricity - Maple St	3387.25	34601	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-41947.021 Electricity - Brownell	874.24	34601	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-41947.022 Electricity - Fire Statio	549.91	34601	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-41947.020 Electricity - 2 Lincoln S	549.91	34601	06/18/21
17505	06/14/21	solar village 050721-0608	230	210-43115.622 Electricity - St/Traffic	1084.77	34601	06/18/21
42565	06/09/21	Employment Ads	212154	210-45110.550 PRINTING & ADVERTISING	200.00	34602	06/18/21
29835	06/11/21	PAINTTHINNER	8517-4	210-43110.610 SUPPLIES	20.44	34603	06/18/21
23855	06/09/21	Coolant-Elc	2289701	210-42220.432 VEHICLE MAINTENANCE	71.20	34605	06/18/21
19420	06/01/21	RRFB crossing sign	I21002738A	210-41970.700 BIKE/WALK COMMITTEE	6575.00	34612	06/18/21
14800	06/15/21	New computers: network ca	93240	210-45551.677 COMPUTER REPLACEMENT	225.00	34613	06/18/21
36130	04/18/21	communications	9877878158A	210-42220.535 TELEPHONE SERVICES	141.13	34618	06/18/21
36130	04/18/21	communications	9877878158A	210-41970.535 TELEPHONE SERVICES	21.10	34618	06/18/21

02:01 pm

Check Warrant Report # 17256 Current Prior Next FY Invoices For Fund (GENERAL FUND)

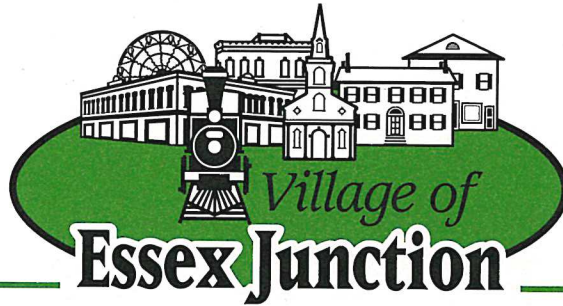
HPackard

For Check Acct 01 (GENERAL FUND) All check #s 06/15/21 To 06/18/21 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	06/09/21	VIKING-CIVES USA JOHNSTON BRUSH 4507414	210-43110.610 SUPPLIES	738.90	34619	06/18/21
37985	05/23/21	A T & T MOBILITY EJRP Cell Phones 28727992310C	226-45120.535 Telephone	278.25	34491	06/18/21
37985	04/27/21	A T & T MOBILITY EJRP Cell Phones 28730181252A	226-45120.535 Telephone	2146.62	34492	06/18/21
07305	06/08/21	AIRGAS USA LLC Pool Chemicals 9114092570	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	52.56	34495	06/18/21
07305	06/01/21	AIRGAS USA LLC Pool Chemicals 9114192749	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	264.92	34495	06/18/21
07305	06/01/21	AIRGAS USA LLC Pool Chemicals 9114241726	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	102.59	34495	06/18/21
19815	06/08/21	AMAZON CAPITAL SERVICES REACH Supplies 1KRRGPDQJFPC	226-45122.610 Supplies	811.66	34498	06/18/21
16030	06/04/21	BROWN ELECTRIC MSP Pool Repairs 35786	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	462.45	34506	06/18/21
27855	06/10/21	ELITE OUTDOOR MOVIES Inflatable Screen 1623	226-45115.610 SUPPLIES	10559.00	34531	06/18/21
20680	06/04/21	EPIC DRIVING LLC Drivers Ed - June 86	226-45115.330 OTHER PROFESSIONAL SVCS	13050.00	34533	06/18/21
04640	06/04/21	FASTENAL INDUSTRIAL & CON PreSchool First Aid Suppl VTBUR295028	226-45121.610 SUPPLIES	14.63	34538	06/18/21
25325	06/11/21	FILLION ASSOCIATES, INC Pool Chemicals 31052	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	3007.77	34540	06/18/21
27850	06/13/21	GRAB ANDREW V ESP Enrichment Bike Progr 061321D	226-45120.330 OTHER PROFESSIONAL SVCS	350.00	34548	06/18/21
27865	06/09/21	JULOW NICOLE Summer Camp Refund 104453	226-34781.122 Childcare - DC	335.00	34565	06/18/21
25625	06/02/21	LOWE'S - 1080 EJRP Lowes May 4191080 0621	226-45115.610 SUPPLIES	428.80	34569	06/18/21
45250	05/28/21	NORTHSTAR FIREWORK DISPLA July 4th Event 052821D	226-14301.000 PREPAID EXPENSE	4000.00	34581	06/18/21
24855	06/16/21	PETTY CASH - CAITLIN FAY EJRP Petty Cash June 061621D	226-45124.610 SUPPLIES	16.36	34589	06/18/21
24855	06/16/21	PETTY CASH - CAITLIN FAY EJRP Petty Cash June 061621D	226-45120.610 SUPPLIES	50.22	34589	06/18/21
24855	06/16/21	PETTY CASH - CAITLIN FAY EJRP Petty Cash June 061621D	226-45120.610 SUPPLIES	26.91	34589	06/18/21
24855	06/16/21	PETTY CASH - CAITLIN FAY EJRP Petty Cash June 061621D	226-45110.536 POSTAGE	0.75	34589	06/18/21
24855	06/16/21	PETTY CASH - CAITLIN FAY EJRP Petty Cash June 061621D	226-45122.610 Supplies	179.75	34589	06/18/21
42075	06/15/21	STATE OF VERMONT Camp Venture Discovery 061521D	226-45122.580 TRAVEL	50.00	34608	06/18/21
26190	06/09/21	SWANK MOTION PICTURES INC Movie for Senior Event 1810695	226-45115.330 OTHER PROFESSIONAL SVCS	435.00	34611	06/18/21
14695	05/25/21	THE BIG BLUE TRUNK July 4th Event 1751	226-14301.000 PREPAID EXPENSE	1500.00	34614	06/18/21
06195	06/06/21	VT INSTITUTE OF NATURAL S RK MSP Field Trip 2183	226-45120.580 TRAVEL	448.00	34629	06/18/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
42075	STATE OF VERMONT	06/02/21	Operating Fee 7778-INDS.A1	230-46801.008 CRESCENT CONNECTOR	384.00	34609	06/18/21
V9632	HOYLE, TANNER & ASSOC, IN	06/10/21	Prof Services 050921-0605 0064959	230-46801.023 Densmore Drive, non-FEMA	868.00	34635	06/18/21
18000	FERGUSON WATERWORKS #590	06/10/21	QT RFLCT SILV COAT ALERT 0193226	254-43200.614 DISTRIBUTION MATERIALS	173.08	34539	06/18/21
38760	TI-SALES INC	06/09/21	Neptune T-10 Meter 0131674	254-43330.002 METER REPLACEMENT PROGRAM	1464.60	34615	06/18/21
27300	ASSOCIATED ELECTRO-MECHAN	06/03/21	SUTORBILT BLOWER 07823	255-43200.570 MAINTENANCE OTHER	7719.19	34500	06/18/21
06870	ENDYNE INC	06/10/21	Essex Jct. WWTF Cascade 373900	255-43200.577 CONTRACT LABORATORY SERVI	70.00	34532	06/18/21
06870	ENDYNE INC	06/11/21	Quarterly Metals 373978	255-43200.577 CONTRACT LABORATORY SERVI	50.00	34532	06/18/21
V1093	HOLLAND CO., INC.	06/09/21	SODIUM ALUMINATE 9369	255-43200.619 CHEMICALS	4783.17	34555	06/18/21
23980	INTERSTATE BATTERY OF VT	06/11/21	MARINE/ RV BATTERY 190320101488	255-43200.570 MAINTENANCE OTHER	545.70	34561	06/18/21
36130	VERIZON WIRELESS	04/18/21	communications 9877878158A	255-43200.535 TELEPHONE SERVICES	37.03	34618	06/18/21
35260	EAST COAST PRINTERS INC	06/10/21	clothing - Doug Collins 06042113	256-43200.612 UNIFORMS,BOOTS,ETC	15.00	34528	06/18/21
17505	SAND HILL SOLAR LLC	06/14/21	solar village 050721-0608 230	256-43200.622 ELECTRICAL SERVICE	177.12	34601	06/18/21
17505	SAND HILL SOLAR LLC	06/14/21	solar village 050721-0608 230	256-43220.002 WEST ST PS COSTS	758.70	34601	06/18/21
17505	SAND HILL SOLAR LLC	06/14/21	solar village 050721-0608 230	256-43220.001 SUSIE WILSON PS COSTS	512.71	34601	06/18/21
38760	TI-SALES INC	06/09/21	Neptune T-10 Meter 0131674	256-43330.002 METER REPLACEMENT PROGRAM	2929.20	34615	06/18/21
Report Total					85980.59		

2 Lincoln Street
Essex Junction, VT 05452-3154
www.essexjunction.org



P: 802-878-6944
F: 802-878-6946
E: admin@essexjunction.org

June 10, 2021

Mr. Bernard J. Fleury
20 Common Road
Westford, VT 05494

Re: GMWEA Operator of the Year!

Dear Bernie,

Congratulations on receiving the GMEWA Operator of the Year award. You are part of a select group of Vermont water quality professions, recognized by their peers as outstanding in your field. Good work and good for you on achieving this excellent and important recognition!

You have been a part of the Village of Essex Junction for most of your career. Over 42 years with one employer is becoming a rarity. Your daily hard work and dedication to the facility, the Village of Essex Junction, and to the environment are a big part of this GMWEA recognition. We all appreciate your daily effort. We are all fortunate to work with you here in Essex Jct.

With a sincere offer of Congratulations!

A handwritten signature in blue ink, appearing to read "Jim", is written over the typed name "James L. Jutras".

James L. Jutras

*Thank you for
your Hard work!*

cc: Evan Teich, Unified Municipal Manager
Greg Duggan, Deputy Municipal Manager



Community Development Department

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

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

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: June 10, 2021
SUBJECT: Village Center Development.

Issue

The issue is whether the Trustees wish to know about development in the Village Center District.

Discussion

Work on both 11 Park Street and 3 Maple Street continues. The Park Street project is currently ahead of Maple Street in terms of completion date. Currently the top floor at 11 Park is substantially complete. I can arrange a tour of both properties for the Trustees should they wish. The new building on Pearl Street received a temporary CO as landscaping is not completed. 197 Pearl Street will be demolished soon in preparation for the new apartment building with retail commercial on the entry level.

The Connector Road is moving forward, slowly. All land and easements necessary to construct Phase I (railways improvements) and Phase II (the new road) have been secured. Funds could not be released after the bid for Phase I work this year as necessary land controls were outstanding. Federal policy requires that Phase I be bid again. This will not occur until after all necessary Agreements are in place, which the railway estimates will be spring 2022. The Village has assured all parties that we will sign the necessary documents (with Village attorney approval) in a timely manner to move the project forward. I have been given authority to sign Connector Road documents for the Village from the outset of the project development process which speeds up response time with our partners. VTrans has confirmed that all funds necessary to construct the two phases are available. The shortfall in funding has been met by a minimum of \$1.2 million that was secured from Amtrak for the rail line work. Necessary changes in funding and agreement modifications mean that the whole project will probably be completed in 2023.

The Train Station work by Amtrak will occur in two phases after discussion with Village Staff and NERCR. The second phase will accommodate the track raising that is part of the Connector Road Phase II schedule to ensure that the completed platform is accessible and meets ADA standards.

Recommendation

This is an information only memo. No action required by the Trustees.

From: Elijah Massey
Sent: Sunday, May 16, 2021 3:01 PM
To: Linda Mahns <lmahns@essexjunction.org>
Subject: Re: BWAC reappointments?

Linda,

Thank you for reaching out. While I've really enjoyed my time on the committee, I don't think now is the right time for me to continue for another 3 years. My wife and I just had our second child and keeping up with the two rugrats is proving to be quite the undertaking. Hopefully in a year or two when things settle down on the family front I'll have the capacity to return to this or another village committee as there's need and openings. It's been a pleasure.

Elijah Massey

From: Thomas Weaver

Sent: Wednesday, June 16, 2021 3:01 PM

To: Linda Mahns <lmahns@essexjunction.org>

Subject: Re: Village ZBA reappointment?

Importance: High

Hi Linda,

I have served on this Board since sometime in the 80's and think it is about time to step aside and allow someone else the opportunity to serve. I have enjoyed my time serving the village in this capacity and would stay on temporarily if no one steps up.

Sincerely

Tom Weaver

From: Andy Champagne

Sent: Tuesday, June 8, 2021 11:34 PM

To: Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>; George Tyler <gtyler@essexjunction.org>; Daniel Kerin <dkerin@essexjunction.org>; Amber Thibeault <AThibeault@essexjunction.org>

Subject: Separation

Hi Group,

This is one of those open letter things again. Feel free to share. This is what I was going to say before I was cut off. I have to say I wasn't happy because no one else from the public wanted to chat. I waited three hours to say it too. It's clear to me you people just don't want to hear it and you don't respect anyone else other than people who think like you. I just sent an email to the select board telling them to put the screws to you and take you for everything you got.

You guys need to give it up. You guys have spent countless hours with this power grab. You know it better than I ever will. Why do you guys want to keep going to long meetings like this? There were many many long meetings like tonight even before tonight! All you're talking about is how to organize yourself. You don't get a building, a park, or a physical thing for all your effort. Nothing is going to have your name it. In fifty years from now no one is going to know you were on the board of trustees! No one is going to name the town after you either because no one in the state or country knows where the hell Essex Jct is! We could have put the 100k on separation into making Stevens Park really nice. We could have changed the name too. Name it Browns Park.

Does anyone know why it's named Stevens Park? I seriously don't know.

Ok, I'm going to bash all of you, but I think you need to hear this. Please just listen.

I urge you guys to stop this separation foolishness. Just stop. You guys need to grow up, stop with your power grab and get some therapy.

Seriously.

We've been talking about separation for the past hours. There's been a lot of work in the back ground. Even before you get to a vote you will have spent countless hours and will continue to spend countless hours for the coming months. If the vote comes back no then all your work will be worthless and it's not going to be an easy vote in the first place. You're going to be here from 4pm to 9, 10pm... This is how you guys want to spend your time on a Tuesday night? You've taken your power trip off to pluto and you're somewhere between mars and Jupiter! You guys need a reality check. My god. You guys aren't even getting paid for this. You guys are talking about stuff that you have no idea the essex town will go along with it. You've spent the past hours wishful thinking! There's 19 people on this phone call. Some are town employee's they're not cheap to use their time.

Brad, make sure you haven't been misappropriating town resources for all the work you've done on this. I don't see how Parks & Recs has anything to do with separation and it is clear to me that you are clearly doing all the work. You're probably in the green, but I'm going to ask around. I hope I don't find anything wrong. In my opinion it looks bad, reflects bad on the trustees and you shouldn't be doing it. I understand you volunteered, but you are a paid employee to the village in the parks and rec department. The village does not pay you to research and work on separation and it is clear to me that

you have used town resources and significant amount of time out of your work day to work on separation.

As for the trustee's know full well that I will not be voting for any of you as your terms expire. You can give me a billion bucks I still will vote against you. You are clearly misallocating resources and it's not okay. The vote did not say anything about spending hundred thousand dollars and using significant employee's time to research separation. It just said research separation.

Something you guys need to research is Global Foundries plans. I believe GF is probably going to close the Essex fab in the next 5-10 years. There are signs that this is occurring. They sold off the ASIC division worth 650 million to Marvell Semiconductor. All the jobs in Essex that supported that business are now in Burlington and the multi million dollar equipment has been shipped off to California. Also note that the ASIC division was IBM's most valuable asset in its micro electronics division. Global Foundries just put 500 million into their Malta fab in New York. The US defense department has authorized the Malta fab to build chips there. This is something that is normally done in Essex. They are investing in silicon photonics in the Malta New York and Germany fabs which is currently being done in Essex. If you look at global foundries investments and announcements there is no money coming to Essex.

The only thing that is over there right now is the fab itself, some IBM testing and a few ASICs testing that GF didn't sell to Marvell. All the other buildings are empty and doing nothing. Even New England Federal Credit Union closed its branch. Those buildings are old and run down. When I was there they caught 7 raccoons in the ceilings. No one is putting any money into them. There's been decades that have gone by where people talk about IBM closing the fab. That really wouldn't have worked because IBM designed and built their chips and if they sold their fabs then they wouldn't be able to build them. Generally speaking fabs don't close. To build a fab it would cost a company several billion dollars and years to do it. Therefore, companies who want fabs and don't have billions of dollars and years to wait look to the used market for a fab such as Fishkill fab being sold to On Semiconductor. However, the game is different today. Today the US Congress just approved to invest 50 billion into semiconductors in the United States. So if you're a company looking for a fab and you can talk the US Government to build you a nice and shiny fab then the second hand market just got a lot less appealing. If that happens that plant will close, no one will buy it and we'll be left with a useless fab and old buildings that we have to tear down. The GF site is not a superfund site either. The "City of Essex" will be left holding the bill all by itself. We will be needing the town and their resources if the fab closes.

In the meeting notes there's plans to build 1 Main Street Park that is going to have a fountain. If you can afford to build a park with fountain then you can afford to pay for the services that you don't use from the town. Not to mention that you are completely neglecting Stevens park which is probably the best centrally located park in the whole town. In my opinion all the property in Essex is over priced by at least 30%. There's houses on Tyler Drive, near Hiawatha going for over half a million. It is ridiculous. We don't even get a Taco Bell, Chipotle (stop laughing, go look at their stock price) or even a place where I would take a girl out. It's that sad.

Let's cut the crap about the school system. It's mediocre at best. Only like one or two people get to go to Harvard or MIT every couple of years. Everyone else goes to regular college, gets a job or military. I know because I went through it. For years I promised myself I would never again walk into that building. Nobody gives a crap if you graduated from Essex High School. If you live in Essex you know full well that you are paying more than you have to and you're okay with it. You can afford the bills that come with

living here.

This is a power grab straight up. For whatever reason you people think you are powerful by running Essex Junction Vermont. Yet, Nobody knows where essex junction Vermont is! If GF leaves and we don't find a replacement then we're in real trouble. The risks are just too great for your stupid power trip. Your power grab is very destructive. You have to put "Invocation to Civility" in the meeting notes and we have to talk about it. It's even worse Elaine Hanny has a peace flag flying on her door step. Which is sad and cruel to me because she's part of this power grab but whatever you do you. I'll just drive by her house and shake my head at how wrong a peace flag is while she's planning and advocating separation. I don't think she's going to get peace doing that. Good luck with that.

Lets talk about peace. I find that separation is kinda like the divisiveness in the country. Israel-Palestine, Myanmar, and Syria are shooting at each other. It's kind of strange that the US isn't more violent thinking about it. There's 400 million firearms in the United states and only 328 million Americans. There's more than one firearm for every person. This is the first couple years I've thought about shooting at Americans and it makes me want to puke. If you love this country shooting at Americans should make you want to puke too. It should be a hard Hell No. We shouldn't have any peace flags, "black lives matter", "Work together" or any other signs like that in our front lawns. We shouldn't have to talk about this crap. But no. Since there are certain people who want to stay on their power trip in a town where nobody knows where the hell it is and there isn't even a place where you can take a girl out to. we have to have the signs. Remember to be civil and remind ourselves not to shoot at Americans.

Lets stop with the power grab. Adopt an all for one and one for all policy. If we don't think we can get 70% of the vote going in then we're not even going to vote for it. Lets shut separation down. Take the left over money and put it into that fountain at 1 Main Street Park. If you have left over, I would like to see it go into Stevens park. Put some picnic benches, horse shoe pits, bbq grills and it'd be great! thanks.

Memorandum

TO: Evan Teich, Unified Manager and the Trustees

FROM: Dennis Lutz, PE, Public Works Director

Ann Costandi, PE, Director of Stormwater Operations/Staff Engineer

Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator

Owiso Makuku, Community Development Director

DATE: 15 June 2021

Subject:: CCRPC FY22 Unified Planning Grants INFORMATION)

The Town and Village have secured CCRPC FY22 Unified Planning Grants as noted in the attachments. The match is 20% and therefore work valued at \$125,000 for the Town and Village will cost the local taxpayers \$25,000. The matching funds will come from the Stormwater Capital Account.



June 14, 2021

Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator
 Village of Essex Junction
 2 Lincoln Street
 Essex Junction, VT 05452

RE: CCRPC FY22 Unified Planning Work Program (UPWP)

Dear Chelsea,

Thank you for your project request as part of the CCRPC's FY22 Unified Planning Work Program (UPWP) development process. The approved Fiscal Year 2022 UPWP which details the recommended projects, initiatives and budget amounts, is available here:

https://www.ccrpcvt.org/wp-content/uploads/2021/05/FY22_DraftUPWP_20210512.pdf

Below is a summary status of your request:

Project Name	Brief Description	Total Budget	Recommendation
Essex Jct Stormwater CCTV Inspection - Phase 2	This funding application is for Phase 2. Phase 1 established the process including where to TV, how to summarize the data. Phase 2 will continue this framework and further develop the prioritization scheme into a schedule for Capital planning.	\$50,000	Approval of \$50,000 budget which includes a local match of \$10,000.

The CCRPC Board warned a public hearing for May 19, at which time they voted to approve the Fiscal Year 2022 UPWP and Budget, effective July 1, 2021.

Thank you for your ongoing partnership, and for participating in this process. Please let me know if you have any comments or concerns.

Sincerely,

Charlie Baker
 Executive Director

CC: Dan Kerin, CCRPC Representative
 Evan Teich, Town and Village Unified Manager

June 14, 2021

Town of Essex
81 Main Street
Essex Junction, VT 05452

RE: CCRPC FY22 Unified Planning Work Program (UPWP)

Dear Annie, Dennis and Owiso:

Thank you for your project requests as part of the CCRPC's FY22 Unified Planning Work Program (UPWP) development process. The approved Fiscal Year 2022 UPWP which details the recommended projects, initiatives and budget amounts, is available here:

https://www.ccrpcvt.org/wp-content/uploads/2021/05/FY22_DraftUPWP_20210512.pdf

Below is a summary status of your requests:

Project Name	Brief Description	Total Budget	Recommendation
VT15 Corridor Pedestrian and Road System Study	This project is a one-year scoping/planning study from the westernmost Circ Highway Intersection on VT15 to Essex Way with an expanded speed limit investigation from that area to the proposed new traffic signal location at VT15/Sand Hill Road	\$25,000	Approval of \$25,000 budget which includes a local match of \$5,000.
Essex Stormwater CCTV Inspection - Phase 2	The Town is requesting funding to complete Phase 2 of this project which will continue the framework established in Phase 1 and further develop a prioritization scheme into a schedule for capital planning.	\$50,000	Approval of \$50,000 budget which includes a local match of \$10,000.

The CCRPC Board warned a public hearing for May 19, at which time they voted to approve the Fiscal Year 2022 UPWP and Budget, effective July 1, 2021.

Thank you for your ongoing partnership, and for participating in this process. Please let me know if you have any comments or concerns.

Sincerely,



Charlie Baker
Executive Director

CC: Jeff Carr, CCRPC Representative
Evan Teich, Town and Village Unified Manager

From: David
Sent: Friday, June 18, 2021 9:13 AM
To: Linda Mahns <lmahns@essexjunction.org>
Subject: Re: Village Planning Commission

Hi Linda,

I will not be seeking another term due to work and family obligations

David Nistico

MEETING SCHEDULES

06/18/2021

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	
			
June 21, 2021 – 6:30 PM	SB Regular – Cathy		
June 22, 2021 – 6:30 PM	VB Regular -- Darby		
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		
December 20, 2021—6:30 PM	SB Regular – Cathy		
December 21, 2021—6:30 PM	VB Regular		
January 3, 2022—6:30 PM	SB Regular -- Amy		
January 11, 2022—6:30 PM	VB Regular – Darby		
January 18, 2022—6:30 PM	SB Regular		
January 25, 2022—6:30 PM	VB Regular -- Cathy		

February 7, 2022—6:30 PM	SB Regular
February 8, 2022—6:30 PM	VB Regular
February 22, 2022—6:30 PM	VB Regular -- Cathy
February 23, 2022—6:30 PM	SB Regular meeting
February 28, 2022—6:30 PM	Town Informational hearing
March 7, 2022—6:30 PM	SB Regular
March 8, 2022—6:30 PM	VB Regular
March 21, 2022—6:30 PM	SB Regular
March 22, 2022—6:30 PM	VB Regular -- Cathy
April 4, 2022—6:30 PM	SB Regular
April 6, 2022 – 7:00 PM	Village Informational hearing -- Cathy
April 13, 2022—6:30 PM	VB Regular