

VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, September 28, 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: 973 430 003#
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/TURN OFF VIDEO: 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. PUBLIC HEARING
a. Public hearing on the charter for the City of Essex Junction
6. BUSINESS ITEMS
a. *Work Session on Essex Junction Independence Initiative
b. Discussion on Main Street Water line
c. Consider charter revisions for the City of Essex Junction
d. Consider warning of special election for November 2
e. Consider approval of Village mailer about vote on independence
7. CONSENT ITEMS
a. Approve minutes: September 14, 2021
b. Approve Check Warrant: #17269 – 9/17/21
8. READING FILE
a. Board member comments
b. Letter from Richard Harnish, High Speed Rail Alliance re: Passenger rail
c. List of Boards/Committees/Commission openings
d. Health insurance update
e. 2020 Report, Implementation of Essex Junction All-Hazard Mitigation Plan actions
f. 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
10. ADJOURN

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair or President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair or President. This agenda is available in alternative formats upon request. Meetings, like all programs and activities of the Village of Essex Junction and the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341 TTY: 7-1-1 or (800) 253-0191.

Certification:

9/24/2021

[Signature]

Village of Essex Junction
Notice of Public Hearing
City of Essex Junction Charter
September 28, 2021
6:30p.m.

The Essex Junction Village Trustees are holding a public hearing on the charter for the city of Essex Junction on Tuesday, September 28, at 6:30p.m. at 2 Lincoln Street, Essex Junction, VT 05452. The hearing will be a hybrid style meeting that is available for in-person or online participation. If you would like to participate online, please visit the following site for details, which will be available beginning the Friday before the meeting: <https://www.essexjunction.org/boards/board-of-trustees>.

The public is invited to attend and offer comments regarding the charter.

The charter for the city of Essex Junction is a comprehensive update to the current Village of Essex Junction municipal charter, changing Essex Junction from a Village to a city. It includes:

- Transitional provisions
- Incorporation and the Powers of the City
- Governance Structure
- Other Elected Offices
- City Meetings
- Ordinances
- City Manager
- Boards and Commissions
- Administrative Departments
- Budget Process
- Taxation
- Capital Improvements
- Amendment of Charter and Initiatives
- General

An official copy of the proposed charter will be on file and available for public inspection at the Clerk's Office at 81 Main Street, Essex Junction, Vermont 05452, beginning September 15. Copies will be made available upon request.

A copy of the charter can be found online here, after September 15:
<https://www.essexjunction.org/independence>.

Voter Registration: Residents may register online at olvr.vermont.gov, or at the polling place for same day registration. All that is required for voter registration is your VT driver's license number, or if you do not have a VT driver's license, the last four digits of your social security number. For questions concerning voter registration, call the town clerk's office at 879-0413, option 6.

Memo

To: Village Trustees

From: Brad Luck, Director, EJRP

Date: September 22, 2021

Re: September 28 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. Proposals/Contracts Debrief
- B. 2 Lincoln Plans
- C. FY22 City Budget

A. Proposals/Contracts Debrief

The Trustees have had joint meetings with the Town of Essex Selectboard on September 20 and 27. This is an opportunity to debrief those meetings as a board. The next joint meetings are scheduled for October 19 and 25.

B. 2 Lincoln Plans

Updated plans for 2 Lincoln, along with estimates on construction costs, have been provided for review and discussion by the Trustees. Note: these may not make it in the packet and come separately as soon as they are received.

C. FY22 City Budget

A draft FY22 city budget has been created for review and discussion by the Trustees. This document will be sent separately on Tuesday, September 28, after the joint meeting on Monday night – in case any of those discussions with the Selectboard have budgetary impacts. The budget document uses FY22 numbers to examine how if the city had been formed and fully organized in FY22, what the revenues and expenses could have looked like. As a reminder, the future city manager will prepare a budget, with input and direction from the City Council. The City Council will review and amend the budget before it goes to the voters for consideration by Australian ballot. While using FY22 numbers, the budget reflects the organization of the city after the conclusion of any shared/contracted relationships with the Town of Essex, other than police (i.e. city has its own finance and assessing departments).

Attachments

- 9/14 Work Session Feedback (1)
- 2 Lincoln Plans (note: may come separately after packet distribution)
- FY22 City Budget (note: will come separately on September 28)

September 14 Work Session Feedback on Essex Junction Independence

This survey will be available from 9/16 through 9/27.

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 will be made public, except for your email and address.

Email *

Your Name *

Melissa Czaplicke

Your Address *

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?

That the Junction is going to stop paying for everything outside of the Junction.

Did you hear anything that you are concerned about?

Yes, the police station is on Junction property. I think Essex town should move their police station to the town. Essex Junction should have it's own police and they should be at the police station in the Junction on River Road. .

Do you have any comments, feedback, or suggestions?

The HS is on Junction property. Land is valuable and it's a prime location. I think the town should be paying a property use tax for the HS. Additionally, I do not think the Junction should be paying for busing. The Junction can go back to not having busses.

Do you have any questions?

Can we vote on moving the fairgrounds out of the Junction? That is valuable land that could be converted to housing and providing the Junction a lot of property tax.

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



Memorandum

To: Village Trustees; Evan Teich, Unified Manager
From: Sarah Macy, Finance Director
Re: Main Street Waterline Project
Date: September 28, 2021

Issue:

The issue is to inform the Trustees about the Main Street Waterline Project and the need to bond in order to fund this project.

Discussion:

Over the summer, the capital committee heard a presentation from Rick Hamlin and Rick Jones about a new capital infrastructure project to replace the waterline on Main Street from the bridge to the CWD water tank. This is a combination of 12” and 16” waterline with an estimated total project cost of \$2,840,772. The capital committee ranked this project an 82 out of a possible 186 points which puts it in third place on the priority list behind the upstream and downstream Densmore Drive culvert replacements.

Funding Sources – The Water Fund has a capital reserve balance as of 6/30/21 of approximately (unaudited) \$417,000 about half of which is budgeted for the Lamoille Street Waterline project. For a project of this nature (long lived infrastructure), debt financing is the most viable option leaving the accumulated capital funds for shorter lived assets like machinery and equipment. Given the trajectory of increasing the water capital contribution by \$50,000 annually, the 30 year bond cost of approximately \$150k/year would appear to not require any additional increase to rates to support. This hinges, of course, on other projects that come up in the next 30 years but the current format would support adding the debt service for this item.

There are two options for debt financing the project: the Vermont Municipal Bond Bank or through the Drinking Water State Revolving Fund program. Each program has pros and cons, notably the VMBB would present us with a timeline to go to construction summer 2022. And the DWSRF has the potential to receive loan forgiveness, but would be summer 2023 at the earliest. While this project would be eligible for ARPA funding, no determination has been made to how ARPA funding will be spent and the priority ranking of the project necessitates us moving forward with a bond vote.

Attached to this memo:

1. Project Summary
2. Capital Committee Ranking Sheet
3. Sample Water Fund Capital with 30 year bond cost
4. Estimated bond costs 30 and 20 years
5. Updated project list with rankings

In order to begin this project with any of the funding mechanisms the first step is to identify the project and receive board approval to proceed. We would then present the board with a Declaration of Intent document to sign which states we intend to seek reimbursement for the planning and design costs from the bond proceeds. This would allow us to begin planning and design which should be reasonably complete before we hold a bond vote to ensure we have the most accurate cost estimate for the bond. A successful bond vote would put us into the next phase of the project.

Cost:

Estimated project cost of \$2,840,772.

Recommendation:

It is recommended that the Trustees hear the information presented about the project, decide if they wish to move forward with the project at this time, and if so vote to approve the project and authorize staff to begin planning and design phases.

**Village of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/27/2021

**12" and 16" Waterline Replacement from Bridge
to Champlain Water District Water Tank**

Estimate Preparation Date: 4/28/2021

Original Capital Plan Date: 10/5/2020

Primary Project Reason:

Replace existing waterline due to multiple water breaks

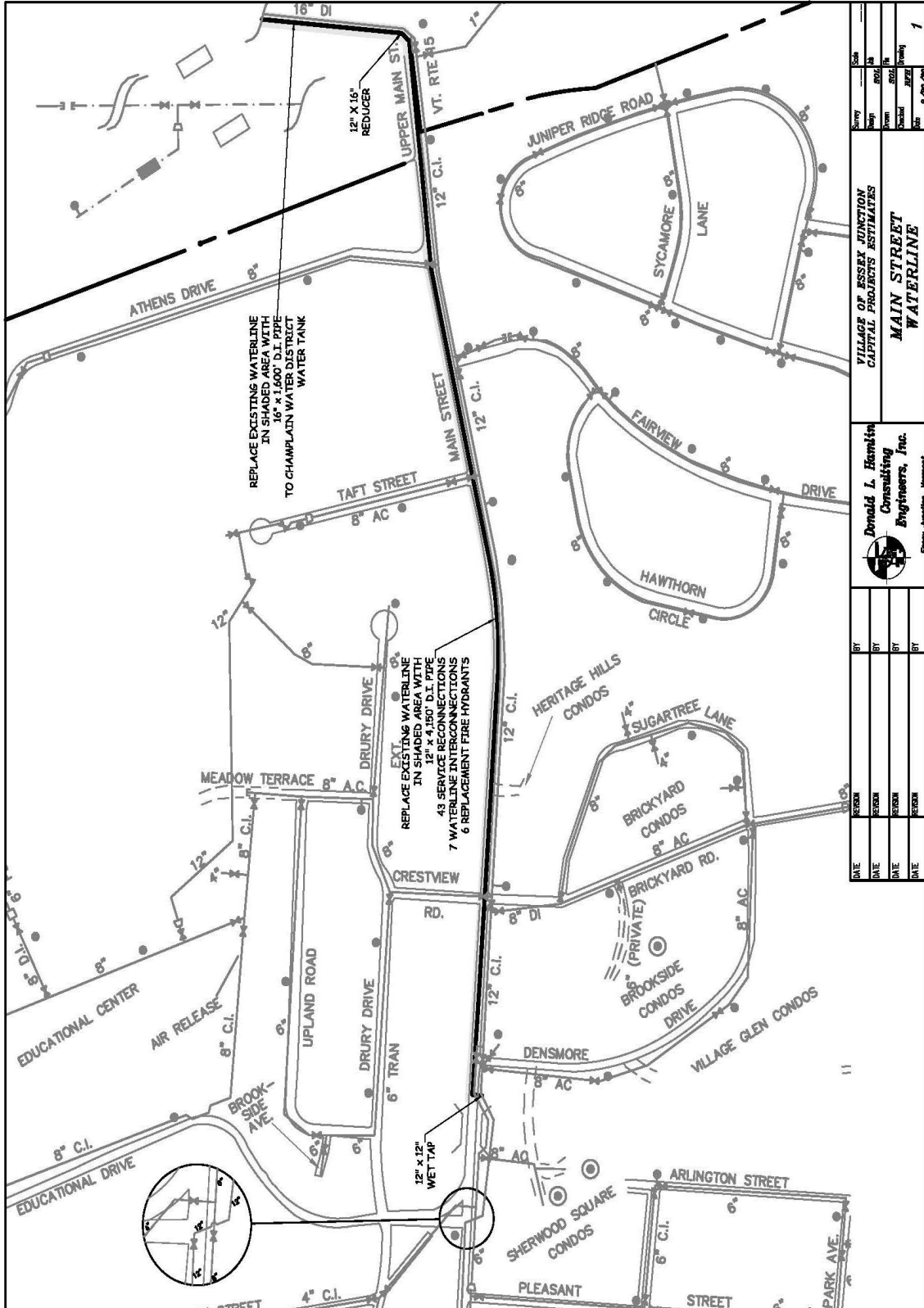
Secondary Project Reason:

Assumptions:

New 12" and 16" Waterline Replacement from Bridge
to Champlain Water District Water Tank
Reconstruct Roadway
New Water Services
New Hydrants

O	Pavement Overlay	\$	-
R	Roadway Reconstruction	\$	-
W	Waterline Improvements	\$	2,407,433.75
S	Sanitary Sewer Improvements	\$	-
D	Storm Drainage Improvements	\$	-
P	Sidewalk Improvements	\$	-
	Combined Account Costs	\$	2,407,433.75
	Project Management, Design and Resident Engineering	\$	433,338.08
	Total Project Cost	\$	2,840,771.83

Village of Essex Junction Capital Projects Construction Cost Estimate



DATE	BY	PERSON
DATE	BY	PERSON
DATE	BY	PERSON
DATE	BY	PERSON

Donald L. Hamlin
Consulting
Engineers, Inc.

Essex Junction, Vermont

DATE	BY	PERSON
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**Village of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/27/2021

**12" and 16" Waterline Replacement from Bridge
to Champlain Water District Water Tank**

Estimate Preparation Date: 4/28/2021

ITEM	QUANTITY	UNIT	PRICE	TOTAL
1) Clearing and Grubbing	1	ls	\$ 2,500.00	\$ 2,500.00
2) Saw Cut Existing Pavement	11,000	lf	\$ 4.83	\$ 53,130.00
3) Saw Cut Existing Cement Concrete	100	lf	\$ 5.26	\$ 526.00
4) Excavation of Pavement	4,750	sy	\$ 11.19	\$ 53,152.50
5) Remove Existing Concrete Sidewalk	50	sy	\$ 14.54	\$ 727.00
6) Remove Existing Cement Concrete Curb	300	lf	\$ 6.13	\$ 1,839.00
7) New Cement Concrete Sidewalk - 4" Thick	10	sy	\$ 74.59	\$ 745.90
8) New Cement Concrete Sidewalk - 6" Thick	40	sy	\$ 102.12	\$ 4,084.80
9) Detectable Warning Plates	24	sf	\$ 37.93	\$ 910.32
10) New Cement Concrete Curb	300	lf	\$ 30.98	\$ 9,294.00
11) Temporary Pavement - 1" Thick	4,400	sy	\$ 10.43	\$ 45,892.00
12) 12" Wet Tap	1	each	\$ 9,051.54	\$ 9,051.54
13) New 12" Ductile Iron Pipe	3,800	lf	\$ 118.69	\$ 451,022.00
14) New 12" Gate Valve	12	each	\$ 4,671.63	\$ 56,059.56
15) New 8" Ductile Iron Pipe	120	lf	\$ 106.05	\$ 12,726.00
16) New 8" Gate Valve	6	each	\$ 2,689.19	\$ 16,135.14
17) New 6" Ductile Iron Pipe	20	lf	\$ 89.78	\$ 1,795.60
18) New 6" Gate Valve	1	each	\$ 2,187.26	\$ 2,187.26
19) Abandon Existing Gate Valve	14	each	\$ 675.00	\$ 9,450.00
20) Remove Existing Hydrant Assembly	6	each	\$ 875.00	\$ 5,250.00
21) New Hydrant Assembly (Tee, Valve, Hydrant, Glands & Pipe)	6	each	\$ 7,073.83	\$ 42,442.98
22) 3/4" Copper Waterline	1,600	lf	\$ 48.79	\$ 78,064.00
23) 3/4" Corporation Stop	41	each	\$ 699.16	\$ 28,665.56
24) 3/4" Curb Stop	41	each	\$ 315.45	\$ 12,933.45
25) 2" Copper Waterline	150	each	\$ 97.58	\$ 14,637.00
26) 2" Corporation Stop	3	each	\$ 1,398.32	\$ 4,194.96
27) 2" Curb Stop	3	each	\$ 630.90	\$ 1,892.70
28) Connect New Ductile Iron Waterline to Existing Waterline	7	each	\$ 2,237.18	\$ 15,660.26

**Village of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street

Cost Reference Date: 8/27/2021

**12" and 16" Waterline Replacement from Bridge
to Champlain Water District Water Tank**

Estimate Preparation Date: 4/28/2021

ITEM	QUANTITY	UNIT	PRICE	TOTAL
29) New 16" Ductile Iron Pipe	1,600	lf	\$ 148.69	\$ 237,904.00
30) New 16" Gate Valve	3	each	\$ 7,671.63	\$ 23,014.89
31) 16" Wet Tap	1	each	\$ 16,051.54	\$ 16,051.54
32) Cold Plane Pavement 12" Strip at Joint	1,050	sy	\$ 6.93	\$ 7,276.50
33) Dense Grade Crushed Stone	2,250	cy	\$ 39.51	\$ 88,897.50
34) Plant Mixed Gravel	850	cy	\$ 38.88	\$ 33,048.00
35) New Bituminous Concrete Pavement, Type II	1,500	ton	\$ 160.00	\$ 240,000.00
36) New Bituminous Concrete Pavement, Type III	700	ton	\$ 100.00	\$ 70,000.00
37) New Bituminous Concrete Pavement, Type IV	50	ton	\$ 160.00	\$ 8,000.00
38) Catch Basin Inlet Protection	25	each	\$ 320.83	\$ 8,020.75
39) Supply and Spread Topsoil	450	cy	\$ 43.82	\$ 19,719.00
40) Seed, Fertilize, Lime and Matting	4,300	sy	\$ 3.16	\$ 13,588.00
41) Traffic Control	1	ls	\$60,000.00	\$ 60,000.00
42) Flaggers	3,600	hr	\$ 34.77	\$ 125,172.00
43) Dust Control	1	ls	\$25,000.00	\$ 25,000.00
44) Mobilization	1	ls	5%	\$ 95,533.09
45) Contingency	---	---	20%	\$ 401,238.96

Subtotal \$ 2,407,433.75

Design Engineering Services \$ 192,594.70

Bidding and Construction Services \$ 240,743.38

Grand Total \$ 2,840,771.83

Rating System for Prioritizing Village Capital Project Requests

Rating Criteria	Maximum Points	Ranking	Notes	Definition/Explanation
Safety & Health	28	26	Frequency of breaks, danger of limiting water for fire protection;	Extent to which project eliminates, prevents, or reduces immediate or future threats to the safety and health of the community.
Mandates	26	-		Time line of mandate, funding for mandate, safety risk of non-compliance of mandate, etc. No Mandate = 0; Mandate with several years to comply = 13; Mandate to solve safety risk with full funding = 26. [When someone else with authority tells us we have to do this]
Remaining Life	24	24	Pipe has reached the end of its life	Assessment of the project's condition based upon input from Village staff and consultants. Urgent = 24; 1 - 5 years = 18; 5 - 10 years = 12; 10 - 15 years = 6.
Community Support	24	12	no one in attendance	With the difficulty of knowing what the community support is on every project, a score of 12 will always be entered. This allows the score to be adjusted up or down if the community makes their support known.
Financing Source	20	-		Extent to which financing is provided by non-general or enterprise funds (or non-Pay-As-You-Go) sources such as by grants, proprietary funds, donations, special revenue funds, joint ventures, development impact fees, general obligation bond financing, or other types of debt (e.g., TIF bonds, low-interest loans, leasing); local matching funds are required; capital funds become available (i.e., timing of the receipt of funds, or the schedule associated with the disbursement of such funds); inter-generational equity is considered relative to the projected life of the asset and funding source.
Timing/Linkages	16	1	Possible connection to Town project "VT15 from Athens Dr to Circ" we would want to have this project done before that multi-use path was completed so we didn't dig that new sidewalk back up	Timing and linkages refers to how the proposed project fits with other projects that are also being proposed or are on the capital plan horizon. A recent example of this was the reduction in lanes on Pearl Street along with the creation of bicycle lanes. The roadway was scheduled to be ground and repaved so the striping project was able to be done on new pavement, instead of having to grind the old stripes and repaint them. The striping project was moved ahead because of the paving opportunity. Time and linkages also occur when subsurface utilities are repaired or replaced. This work disturbs pavement and often curb and sidewalk. If Waterline is to be replaced for example due to health issues, the surface work related to the replacement may be considered for timing points.
Positive Economic Impact	12	-		Any project that will have a good or positive impact on the Village and/or surrounding areas/towns in terms of job growth, economic growth, financial benefit of residents. A project that directly or indirectly increases the tax base.
Cost of Deferral	10	10	Large water line, high pressure when it fails the damage is major and very costly	Refers to the break point between doing repair work instead of replacement work. Maximum points are gained by projects that cost the least to repair as compared to replacement costs, which usually occurs early in the item's life cycle. As repair costs approach replacement costs, the point value would be less. An example of this would be roadway paving. Overlay work may involve a thin layer of pavement over old pavement that still has a suitable crown. If not repaved early enough, potholes may form and the road crown may become deformed. At this point stripping the pavement and rebuilding the road may be required. 10 Points might be earned for the early overlay work, no points earned for the overlay just before the road needs reconstruction.
Efficiencies	8	2	if it were fixed, we wouldn't be chasing breaks	Extent to which project provides savings to the capital budget or general funds; or increases organizational output eliminating waste or duplication of services.
Service Improvements	8	4	There would be less sediment stirred up as part of flushing from the new line; fewer instances of losing water for a period of time when it breaks	Extent to which project improves the quality of current services experience by Village residents.
Alignment with Village Priorities	6	-		Any project that follows the goals of the Village Residents in terms not limited to but outlined in the "Essex Junction Comprehensive Plan" chapter III, "Community Vision and Strategies for Essex Junction". Some of these priorities include: Regional Community, and/or Neighborhood Objectives; Land Use; Downtown; Village/Town Identity; Economy; Growth.
Other	4	3	main road location, increasing number of large breaks; would be more important to the Village overall than some of the other water line projects currently on the list	The extent to which other considerations not otherwise captured by existing rubric criteria should be considered. Such considerations, on a project by project basis should be noted and recorded as part of the CIP evaluation process. The number of residents serviced and number of years the project has been considered a priority will be two of the criteria often considered.
Total	186	82		

Water Fund Capital Reserve Plan

PROJECT or Equipment	Prior	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Vactor Truck (partial share)					18,750									
Railroad Ave. Waterline Lincoln Place to Central Ave.	6,981	60	0											
Water meter upgrades to Radio Reads	170,547	22,283	25,365	32,853										
Lamoille St. Water Line Replacement			130,523	164,477										
Fairview Drive Pressure Relief Valve			1,273											
Iroquois Ave Road and Waterline rebuild					32,430	412,398								
Backhoe Replacement					114,333									
Water Pickup Truck					41,527									
Bond Payment		45,902	45,388	44,557	43,808	42,978	42,083	41,144	40,172	39,168	38,137	37,080	36,003	34,903
Main Street Bond Pmt (30 years)							154,485	154,020	153,493	152,808	151,990	151,033	149,952	148,737
Subtotal		68,245	202,549	241,887	62,558	231,268	608,967	195,164	193,665	191,976	190,127	188,113	185,955	183,640

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		10,376	152,997	211,575	280,448	577,891	756,623	607,656	922,492	1,238,828	1,556,851	1,876,724	2,198,611	2,522,656
Planned Spending		(68,245)	(202,549)	(241,887)	(62,558)	(231,268)	(608,967)	(195,164)	(193,665)	(191,976)	(190,127)	(188,113)	(185,955)	(183,640)
Vactor Truck Rental		728	691	760										
Interest		138	436											
Transfer in From Water. Operating Budget		210,000	260,000	310,000	360,000	410,000	460,000	510,000	510,000	510,000	510,000	510,000	510,000	510,000
Projected Ending Fund Balance		152,997	211,575	280,448	577,891	756,623	607,656	922,492	1,238,828	1,556,851	1,876,724	2,198,611	2,522,656	2,849,016

SAMPLE Water Fund Capital Plan with 30 year bond payment included

ESSEX MAIN ST WATERLINE

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE			
	Assumptions	Loan Payment	Principal	Interest	Series D/S		Principal	Interest	Series D/S
<i>Sources</i>									
Par	\$3,000,000		2,900,000	1,034,890	3,934,890		2,900,000	1,034,890	3,934,890
Equity	0								
Total	\$3,000,000								
		5/1/2022	0	13,071	13,071	6/30/2022	0	13,071	13,071
		11/1/2022	0	27,358	27,358	6/30/2023	0	54,715	54,715
<i>Uses</i>		5/1/2023	0	27,358	27,358	6/30/2024	100,000	54,485	154,485
Project	\$3,000,000	11/1/2023	100,000	27,358	127,358	6/30/2025	100,000	54,020	154,020
COI		5/1/2024	0	27,128	27,128	6/30/2026	100,000	53,483	153,483
Total	\$3,000,000	11/1/2024	100,000	27,128	127,128	6/30/2027	100,000	52,808	152,808
		5/1/2025	0	26,893	26,893	6/30/2028	100,000	51,990	151,990
Dated Date	3/5/2022	11/1/2025	100,000	26,893	126,893	6/30/2029	100,000	51,033	151,033
I-Commencement Date	5/1/2022	5/1/2026	0	26,591	26,591	6/30/2030	100,000	49,952	149,952
P-Commencement Date	11/1/2023	11/1/2026	100,000	26,591	126,591	6/30/2031	100,000	48,737	148,737
Term	31 Years	5/1/2027	0	26,218	26,218	6/30/2032	100,000	47,363	147,363
Amortization Period	30 Years	11/1/2027	100,000	26,218	126,218	6/30/2033	100,000	45,840	145,840
Final Maturity	11/1/2052	5/1/2028	0	25,773	25,773	6/30/2034	100,000	44,232	144,232
Avg Life	15.21 Years	11/1/2028	100,000	25,773	125,773	6/30/2035	100,000	42,488	142,488
		5/1/2029	0	25,261	25,261	6/30/2036	100,000	40,583	140,583
<i>Statistics</i>		11/1/2029	100,000	25,261	125,261	6/30/2037	100,000	38,597	138,597
Net Interest Cost	2.27%	5/1/2030	0	24,692	24,692	6/30/2038	100,000	36,420	136,420
		11/1/2030	100,000	24,692	124,692	6/30/2039	100,000	34,075	134,075
		5/1/2031	0	24,046	24,046	6/30/2040	100,000	31,700	131,700
		11/1/2031	100,000	24,046	124,046	6/30/2041	100,000	29,395	129,395
[Note] NIC assumes no accrued interest & par bonds		5/1/2032	0	23,318	23,318	6/30/2042	100,000	27,160	127,160
		11/1/2032	100,000	23,318	123,318	6/30/2043	100,000	24,895	124,895
		5/1/2033	0	22,523	22,523	6/30/2044	100,000	22,479	122,479
		11/1/2033	100,000	22,523	122,523	6/30/2045	100,000	19,910	119,910
		5/1/2034	0	21,710	21,710	6/30/2046	100,000	17,309	117,309
		11/1/2034	100,000	21,710	121,710	6/30/2047	100,000	14,675	114,675
		5/1/2035	0	20,779	20,779	6/30/2048	100,000	12,025	112,025
		11/1/2035	100,000	20,779	120,779	6/30/2049	100,000	9,370	109,370
		5/1/2036	0	19,805	19,805	6/30/2050	100,000	6,705	106,705
		11/1/2036	100,000	19,805	119,805	6/30/2051	100,000	4,030	104,030
		5/1/2037	0	18,793	18,793	6/30/2052	100,000	1,345	101,345
		11/1/2037	100,000	18,793	118,793	6/30/2053	0	0	0
		5/1/2038	0	17,628	17,628	6/30/2054	0	0	0
		11/1/2038	100,000	17,628	117,628				
		5/1/2039	0	16,448	16,448				
		11/1/2039	100,000	16,448	116,448				
		5/1/2040	0	15,253	15,253				
		11/1/2040	100,000	15,253	115,253				
		5/1/2041	0	14,143	14,143				
		11/1/2041	100,000	14,143	114,143				
		5/1/2042	0	13,018	13,018				
		11/1/2042	100,000	13,018	113,018				
		5/1/2043	0	11,878	11,878				
		11/1/2043	100,000	11,878	111,878				
		5/1/2044	0	10,601	10,601				
		11/1/2044	100,000	10,601	110,601				
		5/1/2045	0	9,309	9,309				
		11/1/2045	100,000	9,309	109,309				
		5/1/2046	0	8,000	8,000				
		11/1/2046	100,000	8,000	108,000				
		5/1/2047	0	6,675	6,675				
		11/1/2047	100,000	6,675	106,675				
		5/1/2048	0	5,350	5,350				
		11/1/2048	100,000	5,350	105,350				
		5/1/2049	0	4,020	4,020				
		11/1/2049	100,000	4,020	104,020				
		5/1/2050	0	2,685	2,685				
		11/1/2050	100,000	2,685	102,685				
		5/1/2051	0	1,345	1,345				
		11/1/2051	100,000	1,345	101,345				
		5/1/2052	0	0	0				

ESSEX MAIN ST WATERLINE

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE			
	Assumptions	Loan Payment	Principal	Interest	Series D/S		Principal	Interest	Series D/S
<i>Sources</i>									
Par	\$3,000,000		3,000,000	633,769	3,633,769		3,000,000	633,769	3,633,769
Equity	0								
Total	\$3,000,000	5/1/2022	0	11,094	11,094	6/30/2022	0	11,094	11,094
		11/1/2022	0	23,220	23,220	6/30/2023	0	46,440	46,440
<i>Uses</i>		5/1/2023	0	23,220	23,220	6/30/2024	150,000	46,095	196,095
Project	\$3,000,000	11/1/2023	150,000	23,220	173,220	6/30/2025	150,000	45,398	195,398
COI		5/1/2024	0	22,875	22,875	6/30/2026	150,000	44,593	194,593
Total	\$3,000,000	11/1/2024	150,000	22,875	172,875	6/30/2027	150,000	43,580	193,580
		5/1/2025	0	22,523	22,523	6/30/2028	150,000	42,353	192,353
Dated Date	3/5/2022	11/1/2025	150,000	22,523	172,523	6/30/2029	150,000	40,917	190,917
I-Commencement Date	5/1/2022	5/1/2026	0	22,070	22,070	6/30/2030	150,000	39,296	189,296
P-Commencement Date	11/1/2023	11/1/2026	150,000	22,070	172,070	6/30/2031	150,000	37,473	187,473
Term	21 Years	5/1/2027	0	21,510	21,510	6/30/2032	150,000	35,412	185,412
Amortization Period	20 Years	11/1/2027	150,000	21,510	171,510	6/30/2033	150,000	33,128	183,128
Final Maturity	11/1/2042	5/1/2028	0	20,843	20,843	6/30/2034	150,000	30,716	180,716
Avg Life	11.24 Years	11/1/2028	150,000	20,843	170,843	6/30/2035	150,000	28,100	178,100
		5/1/2029	0	20,075	20,075	6/30/2036	150,000	25,242	175,242
<i>Statistics</i>		11/1/2029	150,000	20,075	170,075	6/30/2037	150,000	22,263	172,263
Net Interest Cost	1.88%	5/1/2030	0	19,221	19,221	6/30/2038	150,000	18,998	168,998
		11/1/2030	150,000	19,221	169,221	6/30/2039	150,000	15,480	165,480
		5/1/2031	0	18,252	18,252	6/30/2040	150,000	11,918	161,918
		11/1/2031	150,000	18,252	168,252	6/30/2041	150,000	8,460	158,460
[Note] NIC assumes no accrued interest & par bonds		5/1/2032	0	17,160	17,160	6/30/2042	150,000	5,108	155,108
		11/1/2032	150,000	17,160	167,160	6/30/2043	150,000	1,710	151,710
		5/1/2033	0	15,968	15,968	6/30/2044	0	0	0
		11/1/2033	150,000	15,968	165,968	6/30/2045	0	0	0
		5/1/2034	0	14,748	14,748	6/30/2046	0	0	0
		11/1/2034	150,000	14,748	164,748	6/30/2047	0	0	0
		5/1/2035	0	13,352	13,352	6/30/2048	0	0	0
		11/1/2035	150,000	13,352	163,352	6/30/2049	0	0	0
		5/1/2036	0	11,891	11,891	6/30/2050	0	0	0
		11/1/2036	150,000	11,891	161,891	6/30/2051	0	0	0
		5/1/2037	0	10,373	10,373	6/30/2052	0	0	0
		11/1/2037	150,000	10,373	160,373	6/30/2053	0	0	0
		5/1/2038	0	8,625	8,625	6/30/2054	0	0	0
		11/1/2038	150,000	8,625	158,625				
		5/1/2039	0	6,855	6,855				
		11/1/2039	150,000	6,855	156,855				
		5/1/2040	0	5,063	5,063				
		11/1/2040	150,000	5,063	155,063				
		5/1/2041	0	3,398	3,398				
		11/1/2041	150,000	3,398	153,398				
		5/1/2042	0	1,710	1,710				
		11/1/2042	150,000	1,710	151,710				
		5/1/2043	0	0	0				
		11/1/2043	0	0	0				
		5/1/2044	0	0	0				
		11/1/2044	0	0	0				
		5/1/2045	0	0	0				
		11/1/2045	0	0	0				
		5/1/2046	0	0	0				
		11/1/2046	0	0	0				
		5/1/2047	0	0	0				
		11/1/2047	0	0	0				
		5/1/2048	0	0	0				
		11/1/2048	0	0	0				
		5/1/2049	0	0	0				
		11/1/2049	0	0	0				
		5/1/2050	0	0	0				
		11/1/2050	0	0	0				
		5/1/2051	0	0	0				
		11/1/2051	0	0	0				
		5/1/2052	0	0	0				

6/30/2021 10:23		J - Densmore Drive (re-ranked Oct 2020)		SSS - Main Street Waterline (NEW Ranked May 2021)	Brickyard Culvert (NEW Ranked May 2021)	Y - Railroad Ave	Q - Lamoille Street	OOO & PPP - Iroquois	UU - Pearl Street	III - Rosewood Lane	V - Pearl Street
Rating Criteria	Max points	Upstream Culvert and partial road (became FEMA event Oct 2019)	Downstream Culvert and partial road (became FEMA event Oct 2019)	Waterline	Culvert (identified as part of Densmore study after FEMA event)	Waterline Lincoln PI to Central	Waterline	Road and waterline rebuild - waterline loop (Cherokee)	Sidewalk and road West Street to Susie Wilson	Road and Sidewalk Replacement	Waterline 235 Pearl to Susie Wilson
Safety & Health	28	25	25	26	23	24	24	24	18	18	18
Mandates	24	0	0	0	0	0	0	0	0	0	0
Remaining Service Life	26	24	24	24	18	18	18	18	12	18	12
Community Support	24	17	17	12	12	12	22	12	17	13	12
Financing Source	20	18	18	0	0	4	0	0	0	0	0
Timing/Linkages	16	0	0	1	10	0	0	3	0	0	0
Positive Economic Impact	12	0	0	0	0	8	0	0	4	0	8
Cost of Deferral	10	10	10	10	10	0	2	2	0	0	0
Efficiencies	8	7	7	2	4	0	0	4	0	4	0
Service Improvements	8	8	8	4	0	7	2	4	4	4	6
Alignment with Village Priorities	6	1	1	0	0	4	0	2	6	3	3
Other	4	2	2	3	1	0	2	3	2	2	2
Total		112	112	82	78	77	70	72	63	62	61
Engineering		\$ 161,717	\$ 255,034	\$ 192,595	\$ 209,700	\$ 32,769	\$ 119,937	\$ 262,294	\$ 146,510	\$ 223,731	\$ 55,623
Pavement				\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Roadway				\$ -	\$ -	\$ 93,946	\$ 495,940	\$ 1,321,089	\$ 266,089	\$ 1,046,402	\$ -
Waterline		\$ 129,670	\$ 112,942	\$ 2,840,772	\$ 102,999	\$ 102,488	\$ 245,590	\$ 349,804	\$ 10,220	\$ -	\$ 333,741
Sanitary Sewer			\$ 52,621	\$ -	\$ 37,229	\$ -	\$ 9,655	\$ 10,861	\$ -	\$ 49,956	\$ -
Storm Drainage		\$ 720,330	\$ 989,277	\$ -	\$ 919,731	\$ -	\$ -	\$ 27,142	\$ 56,619	\$ 13,286	\$ -
Sidewalk				\$ -	\$ 20,041	\$ -	\$ -	\$ 10,586	\$ 584,689	\$ 133,305	\$ -
Project Total		\$ 850,000	\$ 1,154,840	\$ 2,840,772	\$ 1,080,000	\$ 196,434	\$ 751,185	\$ 1,719,482	\$ 917,617	\$ 1,242,948	\$ 333,741
Enterprise Funds		\$ 129,670	\$ 165,563	\$ 2,840,772	\$ 140,228	\$ 102,488	\$ 255,245	\$ 360,665	\$ 10,220	\$ 49,956	\$ 333,741
General Fund		\$ 720,330	\$ 989,277	\$ -	\$ 939,772	\$ 93,946	\$ 495,940	\$ 1,358,817	\$ 907,397	\$ 1,192,993	\$ -
Pavement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Priority		2	1	3	4	5	7	6	8	9	10

6/30/2021 10:23	QQQ - North Street	NNN - Pleasant Street	VV - West Street	TT - Pearl Street	BBB - West Street (12/2 minutes for ranking)	Yya - Main Street	HHH - Lincoln Hall	KK - Main Street	A - Abnaki Avenue	U - Orchard Terrace	Totals
Rating Criteria	Replace waterline, road, and storm drainage	Rebuild roadway	Sidewalk South Street to Clems Drive	Sidewalk and lighting Wileys to West Street	West St and West St Extension intersection	New sidewalk and lighting from bridge to crestview on west side	Senior bus parking	Drainage, Curb & Sidewalk Pleasant to Bridge	Road Reconstruction	Sidewalk long stretch & cul-de-sac	
Safety & Health	24	12	18	18	24	20	15	18	12	8	
Mandates	0	0	0	0	0	0	0	0	0	0	
Remaining Service Life	18	18	12	12	12	0	0	0	6	6	
Community Support	12	16	12	14	20	15	14	12	14	12	
Financing Source	0	0	0	0	0	0	0	0	0	0	
Timing/Linkages	0	0	0	0	0	0	0	0	0	0	
Positive Economic Impact	0	0	1	3	0	0	1	0	0	0	
Cost of Deferral	0	0	0	0	0	0	5	0	0	0	
Efficiencies	0	3	0	0	0	0	0	0	0	4	
Service Improvements	4	3	4	4	4	5	5	5	2	4	
Alignment with Village Priorities	0	2	6	3	4	4	3	3	2	1	
Other	2	3	2	1	2	2	2	3	3	2	
Total	60	57	55	55	54	46	45	41	39	37	
Engineering	\$ 252,458	\$ 150,590	\$ 110,302	\$ 237,329	\$ 15,971	\$ 45,238	\$ 7,015	\$ 97,435	\$ 55,365	\$ 29,154	\$ 2,660,765
Pavement	\$ -	\$ -	\$ -	\$ -	\$ 12,806	\$ -	\$ -	\$ 68,158	\$ -	\$ -	\$ 80,964
Roadway	\$ 1,009,727	\$ 1,013,656	\$ -	\$ 212,816	\$ 58,637	\$ -	\$ -	\$ 278,372	\$ 332,189	\$ -	\$ 6,128,864
Waterline	\$ 355,962	\$ 5,472	\$ 20,789	\$ 8,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,618,482
Sanitary Sewer	\$ 10,671	\$ 11,705	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,325	\$ -	\$ -	\$ 192,023
Storm Drainage	\$ 176,260	\$ 23,298	\$ -	\$ 20,976	\$ 19,547	\$ -	\$ -	\$ 101,794	\$ -	\$ -	\$ 3,068,260
Sidewalk	\$ 102,380	\$ -	\$ 670,049	\$ 1,313,996	\$ 4,835	\$ 271,430	\$ 42,088	\$ 126,958	\$ -	\$ 174,921	\$ 3,455,278
Project Total	\$ 1,655,000	\$ 1,054,132	\$ 690,838	\$ 1,555,820	\$ 95,825	\$ 271,430	\$ 42,088	\$ 584,607	\$ 332,189	\$ 174,921	\$ 17,543,870
Enterprise Funds	\$ 366,633	\$ 17,178	\$ 20,789	\$ 8,033	\$ -	\$ -	\$ -	\$ 9,325	\$ -	\$ -	\$ 4,810,505
General Fund	\$ 1,288,367	\$ 1,036,954	\$ 670,049	\$ 1,547,787	\$ 83,019	\$ 271,430	\$ 42,088	\$ 507,124	\$ 332,189	\$ 174,921	\$ 12,652,402
Pavement	\$ -	\$ -	\$ -	\$ -	\$ 12,806	\$ -	\$ -	\$ 68,158	\$ -	\$ -	\$ 80,964
Priority	11	12	13	14	15	16	17	18	19	20	

Memo

To: Village Trustees

From: Brad Luck, Director, EJP

Date: September 22, 2021

Re: Charter Revisions

The Trustees approved the Charter for the city of Essex Junction on September 14. Tonight was the first Public Hearing on the Charter. Based on any reviews of the Charter since September 14 and/or comments from the Public Hearing, the Trustees may want to consider making revisions to the Charter. The Trustees should discuss any suggested revisions and reach a consensus before moving to a vote.

There is a second Public Hearing on October 12, and again the Trustees will have the option to make any final revisions after that Hearing.

If there are any revisions, here is the recommended motion:

“I move that the Trustees make the following revisions to the Charter for the city of Essex Junction that was approved on September 14: *(then list each revision by section number)*”

CITY OF ESSEX JUNCTION, VERMONT

CHARTER

Subchapter 1: Transitional Provisions

§ 101 Assignment and Assumption of Village assets and liabilities

- (a) All assets and obligations formerly owned or held by the Village not otherwise transferred shall hereby be assigned and assumed by the City of Essex Junction upon the effective date of this Charter. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary.
- (b) All contracts, agreements, trusts, and other binding written documents obligating the Village shall remain in effect on the effective date of the Charter, and the City of Essex Junction shall assume all the responsibilities formerly belonging to the Village unless previously allocated or otherwise specified.

§ 102 Transition Period

The Charter will become effective and the City of Essex Junction shall be established on July 1, following approval of the Charter by the Legislature. The transition period shall begin on July 1 following approval of the Charter by the Legislature and end no later than June 30, the year after approval of the Charter. During the transition period, the City of Essex Junction shall continue to receive and pay for consolidated services with the Town of Essex for administration, assessing, clerk/treasurer, finance, information technology, police, public works, and stormwater. The City Council shall set a tax rate and collect taxes to meet the obligations for the City's share of the Town of Essex municipal operations and all of the City of Essex Junction municipal operations throughout the transition period, per the budgets approved by the voters of the Town of Essex and the Village of Essex Junction (now the City of Essex Junction) the previous March and April. The taxes collected by the City for the Town of Essex shall be paid to the Town of Essex in two equal installments no later than October 15 and April 15. At the end of the transition period, the 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.

§ 103 Organizational Municipal Meeting

The first annual City Meeting shall occur on the date set forth by the voters at the most recent Village annual meeting, following approval of the Charter. This shall be a meeting of the City of Essex Junction and shall be noticed and warned to all residents of the City of Essex Junction. This meeting shall be for the purpose of presenting and discussing the budget only. Other 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 and the election of councilors shall be by Australian ballot and shall occur on the date set forth by the voters at the most recent Village annual meeting.

§ 104 Village Center and Neighborhood Development Area Designations

The Village Center District and Neighborhood Development Area, as designated in the Essex Junction Land Development Code, shall continue in the new City for the purpose of continuing the downtown revitalization efforts as outlined in the Village's 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.

§ 105 Governing Body

- (a) When the Charter becomes effective and the City of Essex Junction is established on July 1, following approval of the Charter by the Legislature, all members of the Village Board of Trustees shall become members of the City Council and shall continue to serve in their capacity and shall serve out their elected term. The president, vice president and clerk of the Council shall continue to serve in their capacities until the board re-organizes pursuant to section § 304(a) of this Charter.
- (b) The Councilors shall warn and hold meetings as appropriate. The Councilors shall address all details and issues relating to the transition from the Village of Essex Junction to the City of Essex Junction.
- (c) The Council shall review, consider and adopt all regulations, ordinances and plans from former Village of Essex Junction as its own.
- (d) The City Council, with the assistance of the City Manager and staff, shall propose and warn in the manner pursuant to this Charter, the first annual budget of the new City of Essex Junction for consideration by the voters at the first annual meeting.

§ 106 Budget and Administration

Following the approval of the Charter by the Legislature, the City Manager will propose a budget for the 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 incorporation of the City of Essex Junction.

§ 107 Separation of City and Town Department Transitional Provisions

During the transition period, the City Council shall hire a City Manager. The City Manager shall plan and hire for the separation of all consolidated departments with the Town of Essex by the end of the transition period, unless contracts are signed stating otherwise, in which case the contracts shall dictate the terms for the sharing of services between the City of Essex Junction and Town of Essex.

§ 108 Planning and Development

- (a) On the effective date of this Charter, the former Village plan, the former Village's zoning bylaws and Land Development Code, and any Village Ordinances shall remain in effect until amended or revised by the new City Council.
- (b) From the effective date of the Charter, the Village of Essex Junction Planning Commission and the Village of Essex Junction Zoning Board of Adjustment, shall become the Planning Commission and the Development Review Board of the City of Essex Junction, respectively.

§ 109 Appointed Commission and Committee Members

All current Trustee appointed commission and committee members shall serve out the remainders of their terms and new positions shall be filled upon the existing schedules and as they become available.

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

On the effective date of this Charter, all ordinances, and bylaws of the Village of Essex Junction shall become ordinances and bylaws of the new City of Essex Junction. The City Council 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 Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new City of Essex Junction.

§ 111 Personnel

- (a) On the effective date of this Charter, all employees of the Village of Essex Junction shall become employees of 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.

- (b) The dates of hire with the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new City of Essex Junction and all accrued benefits shall carry over.

§ 112 Finances

- (a) 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 and delinquencies incurred for the Village of Essex Junction prior to the effective date of this Charter shall be payable to the Town of Essex. Upon the effective date of this Charter, any City taxes due and delinquencies incurred shall be payable to the City.
- (b) All existing contractual agreements, including but not limited to tax stabilization agreements and any agreements related to the conveyance of real property, within the Village of Essex Junction shall hereby be assigned to the City of Essex Junction.

§ 113 Future Governance Commission

Within three years after the approval of this Charter by the legislature, the Council shall appoint a special commission to study governance considerations such as, but not limited to: form of government, election of officials at-large or through wards/districts, governing body composition, term of office, term limits, and councilor compensation.

§ 114 24 App. V.S.A. 221 (Village of Essex Junction Charter) is repealed.

Subchapter 2: Incorporation and Powers of The City

§ 201 Corporate Existence Retained

Notwithstanding the provisions of any other municipal charter, the inhabitants of the Village of Essex Junction, within its corporate limits, shall now 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 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.
- (e) In this Charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers that the City of Essex Junction would otherwise 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, 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

§ 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 members.
- (b) All members shall reside within the boundaries of the City of Essex Junction to be elected by the qualified voters.
- (c) The term of office of a City Councilor shall be three years and terms shall be staggered.

§ 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 § 304(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 president of the Council or in the president's absence, the vice president, 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 be determined by a vote of the Council. Incapacity shall include the failure by any member of the board to attend at least 50 percent 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 \$1,500.00 a year each. Council members' compensation

must be set forth as a separate item in the annual budget presented to the meeting. Council members may opt to forgo their compensation or a portion of it.

- (b) The City Council shall fix the compensation of all appointees and the City Manager. The Council shall review, approve, and ratify any collective bargaining agreements, which may be negotiated or fixed by the Manager or their designee.

§ 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 (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

- (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 Charter or by the general law.
- (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. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of elected library trustee.

§ 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) 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 City budget, and any other business included in the warnings for the meetings.
- (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

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 one public hearing prior to the adoption of any ordinance.
- (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 hearing, the Council may finally pass the ordinance with or without amendment, except that if the Council makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsection (a) and (b) of this section with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. 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 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 clarity and precision 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.

§ 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, collective bargaining unit contracts, 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, or their designee, 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 a 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(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.
- (m) The Manager shall fix the compensation of City employees.
- (n) The Manager shall recommend appointment of the City Clerk annually, with Council approval.

§ 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.

§ 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

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.

§ 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

The Brownell Library Board of Library Trustees that holds 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 five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. 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. Notwithstanding the forgoing, the Library is required to follow all financial and personnel policies adopted by the City Council.

Subchapter 9: Administrative Departments

§ 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.

§ 902 Real Estate Assessor

There shall be either a real estate Assessor who is a certified real estate appraiser or an independent appraisal firm, headed by a certified real estate appraiser, 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.

§ 903 Appraisal of Property

Appraisals shall be reviewed periodically and kept up to date.

§ 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 Purpose

The purpose of appointing an Assessor is in lieu of 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 the 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.
- (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 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 30 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, 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 Charter, and interest as authorized by Vermont statutes.

§ 1103 Assessment and Taxation Agreement

Notwithstanding section § 1006 or any other provision of this Charter 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:

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

Subchapter 14: General

§ 1401 Savings Clause

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

§ 1402 Severability of Provisions

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

§ 1403 Superseding Language

This City of Essex Junction shall be formed notwithstanding the following language (“Notwithstanding the provisions of any other municipal charters, territory within the corporate limits [of the Town of Essex] shall not be annexed to or become a part of any other municipal corporation except by annexation procedures as set forth in the statutes of the State of Vermont.”) contained in 24App. V.S.A. c. 117 § 101.

Memo

To: Village Trustees

From: Brad Luck, Director, EJRP

Date: September 22, 2021

Re: Warning of Special Election

The Trustees need to vote to warn the special election vote on the Charter for the city of Essex Junction. The warning is on the subsequent pages. The Trustees must all sign the warning.

The Trustees should review the warning, advise any edits, and approve and sign the warning.

Recommended Motion:

“I move that the Trustees approve the warning of a special election on November 2 in consideration of the Charter for the city of Essex Junction dated September 14.”

Warning
Village of Essex Junction
Notice of Special Election
Re: City of Essex Junction Charter
November 2, 2021

The legal voters of the Village of Essex Junction are hereby notified and warned of a special election to take place on Tuesday, November 2, 2021, between the hours of 7:00a.m. and 7:00p.m. to vote on the following article by Australian ballot. The polling place is at Essex High School, 2 Educational Drive, Essex Junction, VT. The purpose of the special election is to consider whether or not to adopt a new municipal charter that would transform the Village into an independent city, and no longer be a part of the Town of Essex.

The question for consideration is:

Article 1: Shall the Village of Essex Junction adopt the proposed Charter for the City of Essex Junction, Vermont dated September 14, 2021

The charter for the city of Essex Junction is a comprehensive update to the current Village of Essex Junction municipal charter, changing Essex Junction from a Village to a city. It includes:

- Transitional provisions
- Incorporation and the Powers of the City
- Governance Structure
- Other Elected Offices
- City Meetings
- Ordinances
- City Manager
- Boards and Commissions
- Administrative Departments
- Budget Process
- Taxation
- Capital Improvements
- Amendment of Charter and Initiatives
- General

An official copy of the proposed charter is on file and available for public inspection at the Clerk's Office at 81 Main Street, Essex Junction, VT. Copies will be made available upon request. The Clerk's Office is open Monday-Friday, from 7:30a.m.-4:30p.m.

A copy of the charter can be found online here: <https://www.essexjunction.org/independence>.

Voter Registration: If you are not already registered in Essex, you may print and fill out this application <https://sos.vermont.gov/media/nesb43yw/2017-voter-app.pdf> and either mail the completed form to 81 Main Street or leave in drop box at Town Office. New Vermont residents must provide proof of residence (see instructions on form). You can also register online at <https://olvr.vermont.gov/> or at the polling place

for same day registration. All that is required for voter registration is your VT driver's license number, or if you do not have a VT driver's license, the last four digits of your social security number.

Early/Absentee Ballots: ALL VOTERS ARE ENCOURAGED TO VERIFY THEIR MAILING ADDRESS BY GOING TO <https://mvp.vermont.gov/> or email clerk@essex.org. Ballots will be mailed to all active registered voters in the Village of Essex Junction prior to the date of the special election. If you do not receive a ballot by October 18, call 879-0413, option 6, or email clerk@essex.org.

For questions concerning voter registration, early/absentee voting, how to get help with marking off ballots, obtaining new ballots if an error is made, how to get help if there is a problem on election day, or to contact someone if you believe that any of your rights to vote have been violated, please call the town clerk's office at 879-0413, option 6, or e-mail clerk@essex.org, or visit the clerk's office at 81 Main Street, Essex Junction, VT between the hours of 7:30a.m. to 4:30p.m., Monday-Friday.

Dated at Essex Junction, Vermont, this 28th day of September, 2021 by the Village Board of Trustees

Andrew Brown, Village President

Raj Chawla, Village Vice President

Daniel Kerin

George Tyler

Amber Thibeault

Attest: Susan McNamara-Hill

Memo

To: Village Trustees

From: Brad Luck, Director, EJP

Date: September 22, 2021

Re: Approval of Village Mailer

The Trustees have a draft of the Village mailer on Independence. Trustees should review the mailer and discuss additions and changes. Once all edits have been clarified and agreed to, the Trustees should formally vote to send the item.

Recommended Motion:

“I move that the Trustees authorize for the mailer on Independence for the city of Essex Junction charter vote be mailed to all Village households.”

Voting information and frequently asked questions inside!



HAVE A VOICE IN OUR FUTURE

ESSEX JUNCTION INDEPENDENCE

VOTING INFORMATION

BY MAIL:

Ballots will be mailed to all active registered voters in the Village of Essex Junction and are expected to arrive in mailboxes around October 11

IN PERSON:

Tuesday, November 2, 2021, @ Essex High School, 2 Educational Drive, 7a.m.-7p.m.

REGISTER TO VOTE

<https://olvr.vermont.gov/>



PUBLIC HEARING:

Tuesday, October 12, 6:30p.m.

In person:

2 Lincoln Street, Essex Junction, VT 05452

Online:

<https://www.essexjunction.org/independence>

CONTACT INFORMATION



www.essexjunction.org



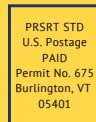
878-6951



trustees@essexjunction.org



[@essexjunctionvt](https://www.facebook.com/essexjunctionvt)



ECRWSS
POSTAL CUSTOMER
RESIDENTIAL ONLY

In person Voting happens on Tuesday, November 2, 2021 at Essex High School, 2 Educational Drive from 7 am to 7 pm

"I believe this vote is the most important vote in our recent history. Our separation or merge discussion has been ongoing for decades. Let's put it to rest by having a high voter turnout. I urge everyone to take a moment - do your research, ask questions, then vote. And make sure your friends and neighbors vote."

-- Representative Lori Houghton

WHERE CAN I FIND A COPY OF THE CHARTER?

Physical copy: 81 Main Street, 8a.m.-4p.m., Mon-Fri
E-copy: <https://www.essexjunction.org/independence>

WHAT ARE WE VOTING ON?

Whether or not to adopt a new municipal charter that would transform the Village into an independent city, and no longer be a part of the Town of Essex.

BALLOT QUESTION:

"Article 1: Shall the Village of Essex Junction adopt the proposed Charter for the City of Essex Junction, Vermont dated September 14, 2021"

WHY ARE WE VOTING ON THIS?

Since 1958 there have been many votes about merging with or separating from the Town of Essex. In both March and April this year, Villagers voted overwhelmingly (~8/10) to merge with the Town and both times Town outside the Village folks voted overwhelmingly (~7/10) not to merge. In April, more than ¾ of Villagers voted "yes" to a non-binding article asking the Trustees to pursue independence by November if the merger vote failed. The merger vote failed and the Trustees are now presenting an independent city of Essex Junction Charter to Village voters.

WHAT'S STAYING THE SAME?

- 5-member governing board
 - Elected at-large
 - 3-year terms
 - President & Vice president elected by board
 - No mayor
 - Trustees at time when Charter takes effect will become City Councilors
- Annual budget presented to voters
 - Voted by Australian ballot
- Essex Junction maintains our identity
- Continue to enjoy high-quality municipal services
- Maintain quality of life we appreciate

WHAT WILL BE DIFFERENT?

- Full control of Essex Junction's future
- Our tax dollars will stay and be invested in the city only
- Equal municipality; like other Chittenden County municipalities
- Planning boards shift from Planning Commission & Zoning Board to Development Review Board & Planning Commission

WHAT WAS THE PROCESS TO GET HERE?

- 3/2/21** - Vote on merging Village & Town fails by 19 votes
- 4/13/21** - Vote on merging Village & Town fails by 25 votes
- 4/13/21** - Advisory article on preparing a plan for separation if merger fails passes with 76% in favor
- Starting 4/27/21** - Trustees dedicate first 60-90 minutes of each meeting to work sessions on independence
- 9/14/21** - Trustees approve Charter for city of Essex Junction
- 9/28/21** - First public hearing on Charter
- 10/12/21** - Second public hearing on Charter
- 11/2/21** - Vote on Charter for city of Essex Junction



WHAT HAPPENS NEXT?

- Nov '21** - Charter approved by Village voters
- Jan '22** - Essex Junction legislators introduce bill in VT House of Representatives
- Jan – May '22** - Bill taken up and considered by several House & Senate committees
- Jan – May '22** - Bill voted on by full House & Senate; signed by Governor
- Jul '22** - City is formed
- Jul '22 - Jun '23** - Transition year; City hires leadership & prepares for full operations; 2 Lincoln renovations; IT infrastructure put in place
- Jul '23** - City is fully operational at 2 Lincoln Street

Note: the legislature can change the timeline and/or the bill could fail somewhere along the way, which would change these projections.

www.essexjunction.org/independence

WHAT ARE GOING TO BE THE FINANCIAL IMPACTS?

Note: The information below is an estimation of the budget and tax rates for the current fiscal year (FY22), had the city of Essex Junction been fully formed and functioning. An actual future budget will be developed by the City Manager, approved by the City Council, and approved by the voters at Annual Meeting.

FY2022 Budgets

Village Outlay = Village budget plus Village's portion (42%) of Town budget

Revenues	Village	Town	Village Outlay	City (estimated)	Difference
Property Taxes					
General Revenue					
Department Revenue					
Total Revenues					

Expenditures	Village	Town	Village Outlay	City (estimated)	Difference
Administration					
Assessing					
Buildings					
Clerk					
Community Development					
County Regional					
Debt Service					
Economic Development					
Finance					
Fire					
Health & Human Services					
Information Technology					
Library					
Police					
Public Works					
Recreation					
Senior Activities					
Stormwater					
Transfers and Misc.					
Total Expenditures					

FY2022 Tax Rates	Village	City (estimated)	Difference
Essex Junction Economic Development	0.0100	0.0100	0.0000
Essex Junction Village	0.3345		-0.3345
Essex Town Capital	0.0200	0.0000	-0.0200
Essex Town General Fund	0.5285	0.0000	-0.5285
Local Agreement Rate	0.0022	0.0022	0.0000
Total Municipal Rate	0.8952	0.0122	-0.8830

Taxes on a \$280K Village home			0
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Frequently Asked Questions (FAQ's)

WHAT'S HAPPENING WITH THE POLICE?

The Trustees and Selectboard have agreed for the city to contract police services through the Town of Essex. The same police building and employees will continue to provide dispatch, law enforcement, animal control, and community justice services for the Town and city. Police related revenues and expenses are being shared on a per capita basis.

DO WE HAVE THE MEANS/ASSETS TO BE A CITY?

The Village has been operating since 1893. We have water and sewer, streets, parks, sidewalks, employees, an employee association, a municipal charter, and a municipal plan.

HOW MANY PEOPLE ARE WE GOING TO HAVE TO HIRE? HOW MANY CITY EMPLOYEES WILL THERE BE?

In converting from a Village to a City, we need to hire four new employees: City Manager, Assistant City Manager/HR Director, Assessor, and Assistant City Clerk. The new city will have approximately 60 full-time employees.

WHERE WILL THE HALL OF GOVERNMENT BE?

The city of Essex Junction will operate out of 2 Lincoln Street.

HOW WILL THE CITY CONTINUE TO GROW ITS GRAND LIST?

By no longer being a part of the Town, all taxes paid by Village residents and businesses will be invested in Essex Junction only. We can focus on our economic development, downtown revitalization, and reduce the tax burden for all property owners.

WHAT IS HAPPENING WITH THE SENIOR CENTER?

The Trustees are committed to continuing the Senior Center at 2 Lincoln Street and it will be operated and managed by the City.

www.essexjunction.org/independence

"This vote will impact property taxes, how taxes are spent, the focus of staff and board members, and more for generations. I ask you to please learn more by visiting the Village of Essex Junction's website or asking any of us Village Trustees, and then vote."

-- Village President Andrew Brown

VILLAGE OF ESSEX JUNCTION
TRUSTEE MEETING MINUTES
TUESDAY, SEPTEMBER 14, 2021

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Recreation & Parks Director; Claudine Safar, Village Attorney.

OTHERS PRESENT: Annie Cooper; Christopher Kline.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/ CHANGES

Ms. Ladd requested that additional handouts be included in Item 5a, “Work Session on Essex Junction Independence Initiative.”

3. APPROVE AGENDA

DAN KERIN made a motion, seconded by GEORGE TYLER to approve the agenda as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

None.

5. BUSINESS ITEMS

a. Work Session on Essex Junction Independence Initiative

Mr. Luck said that the following would be discussed tonight: a review of the proposals and contracts being discussed with the Essex Selectboard, content of the independence mailer, FY2023 budget, plans for 2 Lincoln Street, and the future organizational chart.

Proposals & Contracts: Mr. Luck said the Selectboard discussed the MOU (Memorandum of Understanding), the Police Contract, the First Right of Refusal, and the Appraisal Contract at their meeting last night. Mr. Brown asked the Board if they had any concerns they would like to address and said that he had e-mailed Selectboard Chair Mr. Watts who offered two comments on the proposals. Mr. Watts requested that the word “shall” be changed to the word “may” in Section 5 of the Police MOU. Mr. Chawla said that the change from “shall” to “may” would make the statement regarding the Police Chief, Town Manager, and City Manager meeting at least once every six months irrelevant. Mr. Brown suggested changing the statement to say that the Police Chief, Town Manager, and City Manager would meet periodically. All agreed. Mr. Brown said that Mr. Watts has requested that, should separation occur prior to the conclusion of the reappraisal, the City shall pay half of the costs of the Assessor’s office. With regards to policing, Mr. Luck said the Trustees paid a portion of costs on a per capita basis. However, the costs for each department should be reviewed individually. The Village represents approximately 42% of the population, and about 43% of the Grand List. Mr. Chawla said he would be happy to cover this cost at 50%, so long as all other issues are easily resolved. The rest of the Board agreed. Mr. Tyler said, in response to Mr. Watts’s other comments, there is currently a stormwater plan for the Village and Town.

49 Mr. Brown said planning would continue to be done jointly and funding would be the only element to be
50 changed. Mr. Tyler expressed support for continuing to work together on this issue.

51
52 Mr. Tyler also said the Trustees are under a time constraint to have the Police Contract completed by the
53 end of September, however the Selectboard is not under the same time constraint. He suggested including
54 something in the charter stating that it will not go into effect until the city has police coverage. Mr. Kerin
55 agreed, stating that, should agreements with the Selectboard not come to fruition, the city would provide
56 some other type of police services. Mr. Brown expressed concern about putting language in the charter that
57 could prevent separation, as this could prevent the legislature from approving the change. Mr. Tyler said it
58 is important to have some type of backup plan, should an agreement with the Selectboard not be achieved.
59 This would provide assurance to the voters that there would be continuing police coverage. Mr. Teich
60 suggested including language stating that the city would have “substantially similar” police coverage. All
61 agreed.

62
63 **Independence Mailer:** Mr. Luck said this is proposed to be sent to all Village homes. It is anticipated to
64 be presented to the Trustees on 9/28 and then printed/mailed immediately after. It will arrive close to the
65 time that the ballots are delivered. This will be a short, glossy 11”x17” document. Mr. Tyler suggested
66 that more information be included regarding why independence is being pursued. All agreed that
67 information regarding the 75% of voters who approved this proposal last spring be included.

68
69 **FY2023 Budget:** Mr. Luck said that the Trustees will have their Budget Workshop Day for FY2023 two
70 days after the vote. He suggested that the Trustees have some conversation on the budget and MOUs,
71 should the charter not make it through legislative approval in time. Mr. Brown said it is important for the
72 Village to have a Village manager regardless of legislative approval of independence. He feels that MOU
73 review should also be prioritized. Mr. Tyler said it would be impossible for the Trustees and Selectboard
74 to come up with two different budgets. He believes that the MOUs in place would stay in place as they
75 have a six-month cancelation clause. Mr. Luck said that the original MOU for the Unified Manager has not
76 been updated since it went into effect eight years ago. He said all the Village departments are currently
77 supervised by Town employees. Should a Village Manager be hired, they would presumably manage these
78 departments which would influence the MOU. Mr. Tyler wanted to clarify that the Village pays for the
79 Unified Manager with two separate funding streams, through both Village and Town taxes. He also said
80 that the Unified Manager is serving as the Village Manager when he is supervising Village staff. Mr.
81 Brown said that these budget items would be further discussed on Budget Workshop Day.

82
83 **2 Lincoln Street:** Mr. Luck said that this space could house a full city government, however the current
84 setup is not optimal for safety, health, or wellness. This will be discussed further at a later meeting.

85
86 **Organizational Chart:** Mr. Luck said that moving to being an independent city would involve hiring three
87 or four new employees. Two would need to be hired in the first year. An IT managed services contract
88 would also need to be initiated.

89
90 **b. Approve City of Essex Junction Charter**

91 Mr. Luck said that, should the Board wish to approve the Charter tonight, they will have up to October 13th
92 to amend it prior to the vote. Two public hearings will be scheduled for input on September 28th and
93 October 12th. Mr. Brown said that the Board has been reviewing this document since the end of April. Mr.
94 Brown requested public input on this item, none was received. He thanked Mr. Luck for his work on
95 creating this document.

96

97 **RAJ CHAWLA made a motion, seconded by DAN KERIN that the Trustees approve the proposed**
98 **charter for the city of Essex Junction dated September 14, 2021. The motion passed 5-0.**
99

100 **c. Discuss updating Trustees' Policy regarding Trustees' Meetings**

101 Mr. Brown said that, due to a recent incident during Public to be Heard, he wanted to bring this request to
102 the Board. However, after thinking about the issue more, he suggested that this be tabled due to
103 independence efforts. Mr. Tyler said that the Board has an obligation to hear the public, however they do
104 not have a responsibility to respond. Mr. Brown said that these are Board of Trustees meeting, not general
105 meetings of the Village. We do not need to answer every question asked of us and it is important for the
106 Board to not make a knee-jerk response without enough knowledge. Mr. Kerin said that the right of one
107 person to speak does not trump the right of other members of the public to do so and if someone speaks for
108 a long time it could take away from the time for others. Mr. Chawla suggested providing opportunities for
109 engagement that are not during a meeting. No public input was requested for this item.
110

111 **d. Interview and potential appointment: Christopher Kline, Bike/Walk Advisory Committee**

112 Mr. Brown asked Mr. Kline if he would like to have the conversation in Executive Session. Mr.
113 Klinedeclined. Mr. Brown asked Mr. Kline to discuss why he was interested in volunteering and what he
114 felt he could offer to the committee. Mr. Kline said he is looking for ways to get involved and has a long-
115 time interest in cycling. He has volunteered for other bicycling groups. Mr. Kline would like to have the
116 Bicycling and Pedestrian plan updated and has an interest in school safety programs. Mr. Chawla said that
117 he appreciated Mr. Kline stepping forward to volunteer. Mr. Brown thanked Mr. Kline for his volunteer
118 service at the Cycle de Mayo event. Mr. Kline applauded the Trustees for the work that they have been
119 doing on independence.
120

121 **DAN KERIN made a motion, seconded by RAJ CHAWLA to appoint Christopher Kline to the**
122 **vacant position on the Bike/Walk Advisory Committee, with a term ending June 30th, 2023. The**
123 **motion passed 5-0.**
124

125 **e. Discussion of Personnel**

126 This item was discussed during Executive Session.
127

128 **6. CONSENT ITEMS**

129 **Motion by DAN KERIN, second by GEORGE TYLER to approve the consent agenda. Motion**
130 **passed 5-0.**

131 **a. Consider approval of Public Nuisance Ordinance**

132 **b. Consider retroactively the approved Street Closure Application McGregor**

133 **c. Approve minutes: August 23, 2021 – Joint, August 24, 2021**

134 **d. Approve Check Warrant #17265 – 8/23/21; #17266 – 8/27/21; #17267 – 9/3/21; #17268 – 9/10/21**
135

136 **7. READING FILE**

137 **a. Board member comments:** Mr. Brown wanted to note that the two developments recently built in the
138 Village Center are both fully rented. There is significant demand for housing and he is thankful that we
139 have these developments in our downtown. Mr. Teich said that Amtrak received a large grant from the
140 federal government to update the platform and the area around it to be compliant with the Americans with
141 Disabilities Act (ADA). The Village is still in the running for their funding request to update the outside of
142 the station. The Amtrak ADA work will also include bathrooms, sidewalks, and an indoor waiting area.
143 Mr. Tyler said he would like to recommend putting money in the upcoming budget to fund a committee
144 and have them propose a plan to improve Stevens Park. Mr. Tyler estimated \$3,000 for this work. Ms.

145 Thibeault said the work on Densmore Drive looks great and thanked everyone for their hard work. A
146 ribbon-cutting ceremony was not held due to COVID. Mr. Chawla thanked Mr. Matanzo for his service on
147 the Bike/Walk Advisory Committee. Mr. Teich said the second annual Out & About celebration is coming
148 up on October 2nd and 3rd. This event has musical entertainment and will provide Village and Town
149 residents vouchers to spend at participating businesses. This was very successful last year for both
150 businesses and residents. More information can be found on both municipal websites. Ms. Cooper said that
151 she believes that the Recreation Department and Tree Advisory Committee should be involved in the
152 Stevens Park issue. She is on the Out & About Committee and wanted to provide additional information
153 on the event. \$15 vouchers will be available for each household, and 32 businesses have already signed up.

154 **b. Howard Center Community Outreach FY2020-2021 Comparison Report and Community**
155 **Outreach Q4 Report**

156 **c. List of Boards/Committees/Commission openings**

157 **d. Village Center Development update**

158 **e. Information regarding potentially instituting Building Inspections or potentially updating**
159 **ordinance**

160 **f. Email from Ramón Matanzo re: Leaving BWAC**

161 **g. Upcoming meeting schedule**

162

163 **8. EXECUTIVE SESSION**

164 ~~a. *An executive session may be needed to discuss negotiation of contracts and agreements with the~~
165 ~~Town of Essex~~

166 ~~b. ** An executive session may be requested to discuss the appointments of public officials~~

167 ~~c. *** An executive session is anticipated to discuss the employment of public officials~~

168

169 **ANDREW BROWN** made a motion, seconded by **GEORGE TYLER** that the Trustees enter into
170 executive session to discuss the employment of a public employee in accordance with 1 V.S.A. Section
171 **313(a)(3)** and to include the Village Attorney. The motion passed 5-0.

172

173 **RAJ CHAWLA** made a motion, seconded by **DAN KERIN**, to exit executive session. Motion passed
174 **5-0.**

175

176 **9. ADJOURN**

177 **RAJ CHAWLA** made a motion, seconded by **AMBER THIBEAULT**, to adjourn. Motion passed 5-0
178 at 9:16 p.m.

179

180 Respectfully Submitted,

181

182 Darby Mayville

183 Recording Secretary

184

185

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05290	09/03/21	Remr+Plug Kit 1 EA SLIME 552124646180	210-5-40-12-430.000 R&M Vehicles & Equipment	8.49	35994	09/17/21
24455	08/27/21	"LIGHT,WHELEN,600 SERIES" X20103335801	210-5-25-10-430.000 R&M Vehicles & Equipment	517.73	35996	09/17/21
23190	09/09/21	Unit 34 parts W 18316	210-5-40-12-430.000 R&M Vehicles & Equipment	821.74	36000	09/17/21
26740	07/20/22	Event deposit 10071421D	210-5-10-10-845.000 Employee/Volunteer Recogn	250.00	36003	09/17/21
00530	08/25/21	FASTips August 2021 B6262430	210-5-90-00-991.000 Library Donation Expense	142.32	36005	09/17/21
00530	08/25/21	FASTips August 2021 B6262430	210-5-35-10-610.000 General Supplies	7.20	36005	09/17/21
00530	09/01/21	Adult collection, supplie B6269591	210-5-35-10-640.201 Adult Collection	38.85	36005	09/17/21
00530	09/01/21	Adult collection, supplie B6269591	210-5-35-10-610.000 General Supplies	2.40	36005	09/17/21
00530	09/01/21	Adult Collection, Supplie B6269631	210-5-35-10-640.201 Adult Collection	122.75	36005	09/17/21
00530	09/01/21	Adult Collection, Supplie B6269631	210-5-35-10-610.000 General Supplies	6.40	36005	09/17/21
02035	06/01/21	public hearing notices 0003970818	210-5-10-10-550.000 Printing and Binding	285.00	36006	09/17/21
V9210	09/04/21	Children's Program 9-29, CAPUTO0921	210-5-35-10-840.202 Childrens Programs	300.00	36007	09/17/21
07710	09/07/21	Ventilation Saw 55734	210-5-25-10-750.000 Machinery & Equipment	1240.01	36009	09/17/21
04940	08/27/21	Telecommunications 9/4-10 0179210 0821	210-5-25-10-530.000 Communications	168.40	36017	09/17/21
V9941	07/12/21	Refund cancelled order 071221D	210-5-10-10-845.000 Employee/Volunteer Recogn	-645.21	36018	09/17/21
V9941	08/10/21	SUPPLIES FOR OA, EMPLOYEE AMAZON A	210-5-17-10-850.000 Community Events and Cele	40.00	36018	09/17/21
V9941	08/12/21	office supplies for 2 Lin Amaz DK	210-5-10-10-610.000 General Supplies	12.46	36018	09/17/21
V9941	08/12/21	purchase for Essex Fire AmazB	210-5-10-10-845.000 Employee/Volunteer Recogn	37.15	36018	09/17/21
V9941	07/13/21	AD FOR AMTRAK EVENT FACEBOOK C	210-5-17-10-850.000 Community Events and Cele	15.00	36018	09/17/21
V9941	07/12/21	REFUND ORDER CANCELED Wristbandre	210-5-10-10-845.000 Employee/Volunteer Recogn	-143.16	36018	09/17/21
V9941	07/12/21	REFUND ORDER CANCELED Wristbandre	210-5-17-10-850.000 Community Events and Cele	-715.80	36018	09/17/21
17025	08/13/21	recording secretary for 8 #0066	210-5-10-10-530.000 Communications	234.52	36019	09/17/21
17025	08/27/21	recording secretary 8/24 #0067	210-5-10-10-530.000 Communications	234.52	36019	09/17/21
38280	09/14/21	Water - current balance o 17722277 09A	210-5-41-20-610.000 General Supplies	2.00	36022	09/17/21
25715	09/08/21	Pleasant St traffic calmi 21803 921	210-5-40-12-330.000 Professional Services	1453.50	36027	09/17/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19805	08/24/21	FIRST NATIONAL BANK OMAHA FNBO Evans CC statement 082421D	210-5-10-10-810.113 Trustee Expenditures	16.31	36037	09/17/21
19805	08/24/21	FIRST NATIONAL BANK OMAHA FNBO Evans CC statement 082421D	210-5-10-10-845.000 Employee/Volunteer Recogn	99.16	36037	09/17/21
19805	08/24/21	FIRST NATIONAL BANK OMAHA FNBO Evans CC statement 082421D	210-5-17-10-850.000 Community Events and Cele	305.44	36037	09/17/21
19805	08/24/21	FIRST NATIONAL BANK OMAHA FNBO Evans CC statement 082421D	210-5-10-10-340.000 Technical Services	365.66	36037	09/17/21
19805	08/24/21	FIRST NATIONAL BANK OMAHA FNBO Evans CC statement 082421D	210-5-10-10-610.000 General Supplies	196.95	36037	09/17/21
19005	09/01/21	FIRSTLIGHT FIBER 2 Lincoln Internet Phone 9845652	210-5-41-20-530.000 Communications	308.59	36038	09/17/21
19005	09/01/21	FIRSTLIGHT FIBER telecommunications 9845739	210-5-25-10-530.000 Communications	130.37	36038	09/17/21
V9454	09/09/21	LENNY'S SHOE & APP uniforms McMahon 3364924	210-5-40-12-612.000 Uniforms	89.98	36054	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-10-10-210.000 Group Insurance	109.81	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-13-10-210.000 Group Insurance	36.61	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-40-12-210.000 Group Insurance	122.90	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-40-13-210.000 Group Insurance	19.52	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-35-10-210.000 Group Insurance	219.60	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-16-10-210.000 Group Insurance	73.20	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-30-10-210.000 Group Insurance	146.40	36060	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	210-5-30-12-210.000 Group Insurance	72.86	36060	09/17/21
26920	08/26/21	MAYVILLE DARBY recording secretary 8-23- 15	210-5-10-10-530.000 Communications	46.20	36062	09/17/21
26920	09/15/21	MAYVILLE DARBY recording secretary for V 16	210-5-10-10-530.000 Communications	57.75	36062	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-10-10-210.000 Group Insurance	4554.38	36064	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-40-12-210.000 Group Insurance	5233.29	36064	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-40-13-210.000 Group Insurance	903.30	36064	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-35-10-210.000 Group Insurance	7176.86	36064	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-16-10-210.000 Group Insurance	1351.56	36064	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-30-10-210.000 Group Insurance	7595.84	36064	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	210-5-30-12-210.000 Group Insurance	2027.38	36064	09/17/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05485	NATIONAL BUSINESS LEASING	09/09/21	Copier leases 9/15-10/14/ 73704344	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	36065	09/17/21
05485	NATIONAL BUSINESS LEASING	09/09/21	Copier leases 9/15-10/14/ 73704344	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	36065	09/17/21
05485	NATIONAL BUSINESS LEASING	09/09/21	Copier leases 9/15-10/14/ 73704344	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	36065	09/17/21
05485	NATIONAL BUSINESS LEASING	09/09/21	Copier leases 9/15-10/14/ 73704344	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	36065	09/17/21
24100	PERMA-LINE CORP OF NEW EN	09/07/21	TRAFFIC SIGNS 188564	210-5-40-12-572.000 Traffic Control	51.25	36069	09/17/21
25140	PIKE INDUSTRIES INC	09/14/21	Asphalt 1152954	210-5-40-12-605.000 Summer Construction Suppl	564.30	36070	09/17/21
V1875	QUALITY BAKE SHOP	09/08/21	Refreshments 787944	210-5-25-10-610.000 General Supplies	109.99	36073	09/17/21
V1875	QUALITY BAKE SHOP	09/13/21	Doughnuts 787945	210-5-25-10-610.000 General Supplies	49.95	36073	09/17/21
18010	REYNOLDS & SON, INC.	09/08/21	AUTO PLATES 3395875	210-5-25-10-750.000 Machinery & Equipment	521.26	36076	09/17/21
24775	ROBERGE & SONS MOWING INC	09/13/21	mowing 519773	210-5-40-12-451.000 Summer Construction Servi	1235.00	36077	09/17/21
02050	RON BUSHEY'S SUNOCO	09/14/21	Oil Change State Inspecti 176	210-5-25-10-430.000 R&M Vehicles & Equipment	129.95	36078	09/17/21
37965	S D IRELAND CONCRETE	09/02/21	#12 HIAWATHA AVE 91688	210-5-40-12-451.000 Summer Construction Servi	445.50	36082	09/17/21
37965	S D IRELAND CONCRETE	09/08/21	PLEASANT EAST 91828	210-5-40-12-451.000 Summer Construction Servi	456.00	36082	09/17/21
43320	SAMMEL SIGN CO	08/31/21	OA banner over 2A 7586	210-5-10-10-550.000 Printing and Binding	42.00	36084	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-41-26-622.000 Electricity	2626.10	36085	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-41-23-622.000 Electricity	348.37	36085	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-41-21-622.000 Electricity	677.79	36085	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-41-22-622.000 Electricity	426.40	36085	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-41-20-622.000 Electricity	426.40	36085	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-40-12-622.000 Electricity	841.12	36085	09/17/21
17505	SAND HILL SOLAR LLC	09/10/21	Village Solar Aug 233	210-5-40-12-622.000 Electricity	237.06	36085	09/17/21
11345	SANITARY EQUIPMENT CO INC	09/07/21	VAC - INLET TUBE WELDMENT 01-55028	210-5-40-12-430.000 R&M Vehicles & Equipment	202.55	36086	09/17/21
17580	STITZEL PAGE & FLETCHER P	07/22/21	Personnel 62237	210-5-10-10-320.000 Legal Services	4742.60	36092	09/17/21
00710	UPS STORE	09/05/21	Shipping #161	210-5-25-10-431.000 R&M Buildings & Grounds	225.62	36099	09/17/21
08000	VT BLACKTOP CORP	09/02/21	blacktop 50000469	210-5-40-12-451.000 Summer Construction Servi	434.40	36102	09/17/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	09/08/21	Hard Hats 223153447	210-5-30-12-610.000 General Supplies	69.12	36107	09/17/21
23000	08/31/21	paving 2021 21119-3	210-5-40-12-451.000 Summer Construction Servi	29453.50	36109	09/17/21
31275	09/07/21	water line break Hillcres 10442	254-5-54-20-433.000 R&M Infrastructure	4934.00	36025	09/17/21
27840	09/15/21	Life Prem Oct 21 Vill 100121V	254-5-54-20-210.000 Group Insurance	91.50	36060	09/17/21
27395	09/10/21	Health Prem Oct 21 Vill 100121V	254-5-54-20-210.000 Group Insurance	4692.66	36064	09/17/21
11345	09/07/21	VAC - INLET TUBE WELDMENT 01-55028	254-5-54-20-430.000 R&M Vehicles & Equipment	33.76	36086	09/17/21
05290	09/07/21	service truck tail light 552125022908	255-5-55-30-430.000 R&M Vehicles & Equipment	13.58	35994	09/17/21
42625	08/28/21	Gravity Bypass prof. ser 80084	255-5-55-70-730.001 Energy Conservation	930.42	35995	09/17/21
11375	09/01/21	September Service Cascade 3206334	255-5-55-30-421.000 Grit Disposal	1025.83	36008	09/17/21
23455	09/09/21	84.15 Tons Grasslands 20217ESS	255-5-55-30-568.000 Biosolids Subcontractor	7491.03	36011	09/17/21
V10411	09/03/21	GBT Polymer 11841	255-5-55-30-619.000 Chemicals	4351.00	36014	09/17/21
40025	08/23/21	plant water #3 5900440	255-5-55-30-570.000 Other Purchased Services	18.72	36028	09/17/21
06870	09/01/21	Aug 17 TKN Only 384150	255-5-55-30-340.000 Technical Services	35.00	36030	09/17/21
06870	09/01/21	Portable Toilet Bulk Cu a 384191	255-5-55-30-340.000 Technical Services	50.00	36030	09/17/21
06870	09/03/21	Aug 24 TKN Only 384437	255-5-55-30-340.000 Technical Services	35.00	36030	09/17/21
06870	09/09/21	Sludge Zn Screen 384871	255-5-55-30-340.000 Technical Services	35.00	36030	09/17/21
06870	09/10/21	Quarterly Metals 385136	255-5-55-30-340.000 Technical Services	50.00	36030	09/17/21
06870	09/13/21	8/30 TKN Only 385222	255-5-55-30-340.000 Technical Services	35.00	36030	09/17/21
06870	09/14/21	A Harp Characterization 385265	255-5-55-30-340.000 Technical Services	265.00	36030	09/17/21
06870	09/16/21	Solids, Total 385562	255-5-55-30-340.000 Technical Services	20.00	36030	09/17/21
V10616	08/24/21	3680 Gal Bioxide 905035155	255-5-55-30-619.000 Chemicals	9752.00	36032	09/17/21
38955	08/27/21	Boiler and CHP circulator 72146571	255-5-55-30-570.000 Other Purchased Services	4546.08	36033	09/17/21
19005	09/01/21	August communications WW 9845651	255-5-55-30-530.000 Communications	552.91	36038	09/17/21
34895	09/03/21	DRYING BEDS CLEANUP 1583821	255-5-55-30-421.000 Grit Disposal	5408.63	36042	09/17/21
01830	08/18/21	i190 HydroFLOW 00003939	255-5-55-70-722.012 Phlo Final Phase	26805.56	36046	09/17/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23980	09/14/21	INTERSTATE BATTERY OF VT Wacker BATTERY 903201015235	255-5-55-30-430.000 R&M Vehicles & Equipment	175.75	36049	09/17/21
V10347	09/09/21	J.C. EHRLICH September SERVICE 3644153	255-5-55-30-570.000 Other Purchased Services	74.00	36051	09/17/21
33195	09/13/21	LIMOGE & SONS GARAGE DOOR garage doors maintenance 73692TE	255-5-55-30-570.000 Other Purchased Services	216.00	36057	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	255-5-55-30-210.000 Group Insurance	189.10	36060	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	255-5-55-30-210.000 Group Insurance	7848.24	36064	09/17/21
05485	09/09/21	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/ 73704344	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	36065	09/17/21
03160	09/01/21	P & H SENESAC INC POLYMER FOR DEWATERING 20300	255-5-55-30-619.000 Chemicals	6900.00	36067	09/17/21
11695	08/02/21	PIONEER MOTORS & DRIVES, GBT FEED PUMP #1 VFD M4770	255-5-55-30-570.000 Other Purchased Services	3325.00	36071	09/17/21
20040	09/01/21	RAB CONSULTING & SERVICES Appeal and Zn source loca 117	255-5-55-30-330.000 Professional Services	748.00	36074	09/17/21
20040	09/01/21	RAB CONSULTING & SERVICES Appeal and Zn source loca 117	255-5-55-30-320.000 Legal Services	136.00	36074	09/17/21
03180	07/26/21	SAFETY SYSTEMS OF VT LLC Fire Alarm dialer Service 20900	255-5-55-30-570.000 Other Purchased Services	130.00	36083	09/17/21
11345	09/07/21	SANITARY EQUIPMENT CO INC VAC - INLET TUBE WELDMENT 01-55028	255-5-55-30-430.000 R&M Vehicles & Equipment	33.76	36086	09/17/21
V2093	08/25/21	SLACK CHEMICAL COMPANY IN 2360 gal Sodium Bisulfite 426701	255-5-55-30-619.000 Chemicals	3978.07	36089	09/17/21
V2093	09/08/21	SLACK CHEMICAL COMPANY IN Filter Maintenance Chemic 427572	255-5-55-30-619.000 Chemicals	377.10	36089	09/17/21
V2124	09/08/21	STAPLES ADVANTAGE Printer ink 3487036011	255-5-55-30-610.000 General Supplies	56.99	36091	09/17/21
V2227	09/13/21	TI-SALES, INC. Chemical Flowmeter 0135275	255-5-55-30-570.000 Other Purchased Services	853.69	36096	09/17/21
43260	08/25/21	ULINE equipment and supplies 137829537	255-5-55-30-570.000 Other Purchased Services	749.43	36097	09/17/21
43260	08/25/21	ULINE equipment and supplies 137829537	255-5-55-70-722.012 Phlo Final Phase	175.00	36097	09/17/21
02970	08/24/21	USA BLUE BOOK INC Plant Water #3 repairs 706112	255-5-55-30-570.000 Other Purchased Services	65.91	36100	09/17/21
02970	09/03/21	USA BLUE BOOK INC Plant Water #3 valve 717697	255-5-55-30-570.000 Other Purchased Services	574.94	36100	09/17/21
17765	08/31/21	WAITE-HEINDEL ENVIRONMENT PFAS Groundwater Investig 4761	255-5-55-30-567.000 Biosolids Land Applicatio	65.00	36108	09/17/21
27840	09/15/21	MADISON NATIONAL LIFE INS Life Prem Oct 21 Vill 100121V	256-5-56-40-210.000 Group Insurance	121.71	36060	09/17/21
27395	09/10/21	MVP HEALTH CARE INC 43118 Health Prem Oct 21 Vill 100121V	256-5-56-40-210.000 Group Insurance	3353.31	36064	09/17/21
11555	09/01/21	RUSSELL RESOURCES INC ELECTRODE DOME ASSY W/ SO 214639	256-5-56-40-431.000 R&M Buildings & Grounds	181.00	36080	09/17/21
17505	09/10/21	SAND HILL SOLAR LLC Village Solar Aug 233	256-5-56-40-622.000 Electricity	588.18	36085	09/17/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
17505	09/10/21	SAND HILL SOLAR LLC Village Solar Aug 233	256-5-56-40-434.001 Susie Wilson PS Costs	397.47	36085	09/17/21
17505	09/10/21	SAND HILL SOLAR LLC Village Solar Aug 233	256-5-56-40-622.000 Electricity	137.25	36085	09/17/21
11345	09/07/21	SANITARY EQUIPMENT CO INC VAC - INLET TUBE WELDMENT 01-55028	256-5-56-40-430.000 R&M Vehicles & Equipment	405.10	36086	09/17/21
23855	08/25/21	SOUTHWORTH-MILTON, INC. High School PS engine coo scinv576769	256-5-56-40-431.000 R&M Buildings & Grounds	376.76	36090	09/17/21
36130	08/23/21	VERIZON WIRELESS July 24 to Aug 23 pump st 9886987050	256-5-56-40-434.001 Susie Wilson PS Costs	38.58	36101	09/17/21
36130	08/23/21	VERIZON WIRELESS July 24 to Aug 23 pump st 9886987050	256-5-56-40-434.002 West Street PS Costs	38.58	36101	09/17/21
36130	08/23/21	VERIZON WIRELESS July 24 to Aug 23 pump st 9886987050	256-5-56-40-431.000 R&M Buildings & Grounds	149.78	36101	09/17/21
31545	09/02/21	COSTCO #314 Sr Center Supplies 090221D	258-5-33-13-830.000 Regular Programs	88.64	36020	09/17/21
05485	09/09/21	NATIONAL BUSINESS LEASING Copier leases 9/15-10/14/ 73704344	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	36065	09/17/21
12455	09/01/21	802 TIMING Essex Half 10K Setup 895	259-5-30-14-330.000 Professional Services	150.00	35992	09/17/21
19815	09/05/21	AMAZON CAPITAL SERVICES RK FMS Supplies 147WNHWM4PC	259-5-30-15-610.000 General Supplies	42.79	35997	09/17/21
19815	09/08/21	AMAZON CAPITAL SERVICES RK MSP Supplies 1HDC34LHCLGC	259-5-30-15-610.000 General Supplies	12.19	35997	09/17/21
19815	09/06/21	AMAZON CAPITAL SERVICES RK FMS Supplies 1RT7HW64K1TR	259-5-30-15-610.000 General Supplies	72.50	35997	09/17/21
25595	08/25/21	AMERICAN RED CROSS Lifeguarding Review 22371686	259-5-30-11-330.000 Professional Services	40.00	35999	09/17/21
25370	08/31/21	BOUNCE AROUND VT Discovery Bounce House 8/ 083121D	259-5-30-17-330.000 Professional Services	572.00	36004	09/17/21
V9941	08/18/21	COMMERCIAL CARD SVCS EJRP NRPA Conf Flights 081821DEFGHI	259-5-30-10-500.000 Training, Conf, Dues	753.20	36018	09/17/21
V9941	08/18/21	COMMERCIAL CARD SVCS EJRP NRPA Conf Flights 081821DEFGHI	259-5-30-12-500.000 Training, Conf, Dues	1506.40	36018	09/17/21
V9941	08/18/21	COMMERCIAL CARD SVCS EJRP NRPA Conf Flights 081821DEFGHI	259-5-30-15-500.000 Training, Conf, Dues	1506.40	36018	09/17/21
V9941	08/18/21	COMMERCIAL CARD SVCS EJRP NRPA Conf Flights 081821DEFGHI	259-5-30-16-500.000 Training, Conf, Dues	753.20	36018	09/17/21
27810	08/31/21	DOCNETWORK INC CampDoc August 083121D	259-5-30-15-330.000 Professional Services	2275.00	36024	09/17/21
2935	09/06/21	FUREY KIRK RK Bus - Gas Service 2	259-5-30-15-626.000 Gasoline	636.44	36040	09/17/21
05585	09/01/21	INJURY TO EXCELLANCE / FI Camp Reach Program 090121DA	259-5-30-17-330.000 Professional Services	1224.00	36048	09/17/21
2960	09/03/21	LIFETIME PRODUCTS INC RK MSP Tables USO15055484	259-5-30-15-610.000 General Supplies	959.92	36056	09/17/21
25035	09/10/21	LIQUID STUDIO Fall Design Services 21166	259-5-30-14-330.000 Professional Services	600.00	36058	09/17/21
25035	09/10/21	LIQUID STUDIO Fall Design Services 21166	259-5-30-10-330.000 Professional Services	1162.50	36058	09/17/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	09/15/21	Life Prem Oct 21 Vill 100121V	259-5-30-15-210.000 Group Insurance	288.21	36060	09/17/21
27840	MADISON NATIONAL LIFE INS	09/15/21	Life Prem Oct 21 Vill 100121V	259-5-30-16-210.000 Group Insurance	143.85	36060	09/17/21
27395	MVP HEALTH CARE INC 43118	09/10/21	Health Prem Oct 21 Vill 100121V	259-5-30-15-210.000 Group Insurance	1344.72	36064	09/17/21
27395	MVP HEALTH CARE INC 43118	09/10/21	Health Prem Oct 21 Vill 100121V	259-5-30-16-210.000 Group Insurance	5832.10	36064	09/17/21
05485	NATIONAL BUSINESS LEASING	09/09/21	Copier leases 9/15-10/14/ 73704344	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	36065	09/17/21
24830	REINHART FOODSERVICE	09/01/21	RK EES Snack 531342	259-5-30-15-610.000 General Supplies	167.18	36075	09/17/21
24830	REINHART FOODSERVICE	09/01/21	RK Hiawatha Snack 531890	259-5-30-15-610.000 General Supplies	96.60	36075	09/17/21
24830	REINHART FOODSERVICE	09/02/21	RK MSP Snack 532337	259-5-30-15-610.000 General Supplies	174.01	36075	09/17/21
24830	REINHART FOODSERVICE	09/07/21	RK Fleming Snack 533981	259-5-30-15-610.000 General Supplies	154.25	36075	09/17/21
24830	REINHART FOODSERVICE	09/07/21	RK Westford Snack 533986	259-5-30-15-610.000 General Supplies	73.04	36075	09/17/21
24830	REINHART FOODSERVICE	09/07/21	RK FMS Snack 534925	259-5-30-15-610.000 General Supplies	141.91	36075	09/17/21
24830	REINHART FOODSERVICE	09/07/21	RK Hiawatha Snack 534958	259-5-30-15-610.000 General Supplies	88.82	36075	09/17/21
24830	REINHART FOODSERVICE	09/07/21	RK Summit Snack 535008	259-5-30-15-610.000 General Supplies	233.83	36075	09/17/21
24830	REINHART FOODSERVICE	09/08/21	RK FMS Snack CREDIT 535275	259-5-30-15-610.000 General Supplies	-141.91	36075	09/17/21
00145	SUPER SOUNDS ENTERTAINMEN	09/01/21	Movie Night 092121D	259-5-30-14-330.000 Professional Services	250.00	36093	09/17/21
07565	W B MASON CO INC	08/31/21	RK Supplies 222952875	259-5-30-15-610.000 General Supplies	103.69	36107	09/17/21

09/17/21

Town of Essex / Village of EJ Accounts Payable

02:56 pm

Check Warrant Report # 17269 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 09/17/21 To 09/17/21 & Fund 2

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

205676.08

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August 17, 2021

Andrew Brown
Village President
City of Essex Junction, VT
2 Lincoln St
Essex Junction, VT 05452-3685

Dear Village President Brown,

As you are well aware, Congress is simultaneously working on an infrastructure bill and a budget reconciliation bill. Here is a quick update on the passenger rail portions of those bills.

Can you get engaged to ensure there are funds to improve and/or expand rail service to your community?

Fast, frequent and affordable trains are highly efficient and productive tools for linking big cities and small towns throughout the country. Relatively small investments will yield huge pay backs. They should play a big role in re-building our communities.

Our Alliance is working towards a visionary federal policy to expand service throughout the country. We champion the power of networks to build volume and value beyond the sum of individual "corridors."

The infrastructure bill passed the Senate and has moved to the House with funding for:

- Amtrak
- The Federal-State Partnership for State of Good Repair
- The Consolidated Rail Infrastructure and Safety Improvement program (CRISI) and
- A railroad crossing elimination program.

However, the program focused on growth - High Speed and Intercity Passenger Rail (HSIPR) - was left out of the bill.

Our goal is to maintain the existing levels of funding in the infrastructure bill and gain funding for the HSIPR program through budget reconciliation. Several representatives and senators (mainly on the coasts) are championing this approach.

Will you ask your senators and representatives to do the same? Please urge them to make sure that funds for all four programs are included in the infrastructure and/or budget reconciliation bill that is sent to the president.

A sample letter is enclosed. Please add a description of the service improvements you would like

to see in your community.

When you do write a letter, please send us a pdf copy to Rick@HSRail.org with your permission to include your name at HSRail.org/FastTrackAmerica, where we will be tracking this effort.

Thank you for your considering this request. Please email me at Rick@HSRail.org or call 773-334-6758 to schedule a quick overview of how fast trains would impact your community.

Sincerely,

Richard Harnish
Executive Director

Sample letter to U.S. senators and representatives

You can download a word version of this letter at <http://HSRail.org/Get-Endorsement>

I am writing to express my strong support for a major federal investment in rail transportation infrastructure. As you debate how to invest in America's future, please take into consideration that right now is the right time for this crucial pivot towards a national network of fast, frequent and affordable trains.

For too many years, a near-total focus on highways has divided communities, polluted our air and placed a huge financial burden on families and towns. We can't wait any longer to change our priorities. Please do all you can to make sure that the upcoming infrastructure package includes funding for an integrated, national rail program combining high-speed rail, expanded Amtrak and commuter rail.

It's time to strengthen our local, state and national economies with better mobility. Fast, frequent and affordable trains create strong social, family and business ties by making travel easy and productive. Trains give people a safe way to move around at a low cost—with a small carbon imprint. Trains create a more enjoyable and prosperous life by supporting more walkable, more financially viable cities and towns.

We have a once-in-a generation opportunity to invest in our nation's infrastructure. We need a big, bold vision—combined with step-by-step progress. We need collaborations between private companies and government. We need the newest, high-tech trains.

Please work to ensure that fast, frequent and affordable trains are a big part of the package.



TOWN AND VILLAGE OF ESSEX BOARDS AND COMMITTEES VACANCIES

TOWN OF ESSEX

Selectboard - 1 vacancy

Conservation and Trails - 4 vacancies

Green Mountain Transit - 1 vacancy

Economic Development Commission - 1 vacancy

CCTV Representative - 1 vacancy

Housing Commission (JOINT boards) - 1 vacancy

VILLAGE OF ESSEX JUNCTION

Capital Program Review - 1 vacancy

Planning Commission - 1 vacancy

Green Mountain Transit - 1 vacancy

Zoning Board of Adjustment - 3 vacancies

CCTV Representative - 1 vacancy

Bike/Walk Advisory Committee - 1 vacancy

PLEASE GO TO: [ESSEXVT.BAMBOOHR.COM/JOBS/](https://essexvt.bamboohr.com/jobs/)

**SCROLL TO THE VOLUNTEERS SECTION FOR MORE INFORMATION & TO APPLY
OR EMAIL LMAHNS@ESSEX.ORG WITH YOUR LETTER OF INTEREST**

Memorandum

To: Selectboard; Board of Trustees; Evan Teich, Unified Manager
From: Travis Sabatano, HR Director *TS*
Re: 2022 Health Insurance Rates
Date: September 17, 2021

Issue

The issue is providing the Selectboard and Trustees with updates on the Calendar Year 2022 Health Insurance Rates.

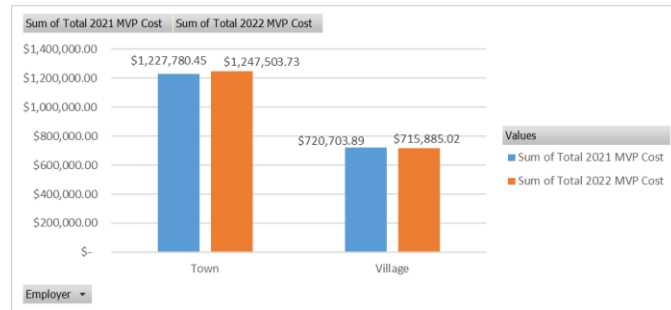
Discussion

The rates for the Town and Village’s health insurance offerings are officially set for Calendar Year 2022, and are outlined below. The High Deductible Offering is increasing by approximately 0.09%, while the platinum plan offering is increasing by approximately 1.54%. In addition the health insurance premium contributions from the Village of Essex Junction employees will increase from 1.0% to 3.0% effective January 1, 2022.

Gold High Deductible	Single	2 Person	Adult/Child(ren)	Family	Single OOP	Family OOP	Percentage Increases	Premium		
2017 - BCBS	\$553.14	\$1,106.28	\$1,067.56	\$1,554.32	\$2,500.00	\$5,000.00	From 2017-2018			
2018 - BCBS	\$607.36	\$1,214.72	\$1,172.20	\$1,706.68	\$2,750.00	\$5,500.00	9.80%	9.80%	9.80%	9.80%
2019 - BCBS	\$625.62	\$1,251.24	\$1,207.45	\$1,757.99	\$3,000.00	\$6,000.00	From 2018-2019			
2020 - MVP	\$651.82	\$1,303.64	\$1,258.01	\$1,831.61	\$2,700.00	\$5,400.00	3.01%	3.01%	3.01%	3.01%
2021 - MVP	\$682.62	\$1,365.24	\$1,317.46	\$1,918.16	\$3,000.00	\$6,000.00	From 2019-2020			
2022 - MVP	\$683.24	\$1,366.48	\$1,318.65	\$1,919.90	\$3,200.00	\$6,400.00	4.19%	4.19%	4.19%	4.19%
							From 2020-2021			
							4.73%	4.73%	4.73%	4.73%
							From 2021-2022			
							0.09%	0.09%	0.09%	0.09%
Platinum	Single	2 Person	Adult/Child(ren)	Family	Single OOP	Family OOP	Percentage Increases Premium			
2017 - BCBS	\$686.76	\$1,373.52	\$1,325.40	\$1,929.80	\$2,600.00	\$5,200.00	From 2017-2018			
2018 - BCBS	\$751.92	\$1,503.84	\$1,451.21	\$2,112.90	\$2,600.00	\$5,200.00	9.49%	9.49%	9.49%	9.49%
2019 - BCBS	\$786.86	\$1,573.72	\$1,518.64	\$2,211.08	\$2,700.00	\$5,400.00	From 2018-2019			
2020 - MVP	\$784.52	\$1,569.04	\$1,514.12	\$2,204.50	\$2,700.00	\$5,400.00	4.65%	4.65%	4.65%	4.65%
2021 - MVP	\$798.23	\$1,596.46	\$1,540.58	\$2,243.03	\$2,800.00	\$5,600.00	From 2019-2020			
2022 - MVP	\$810.54	\$1,621.08	\$1,564.34	\$2,277.62	\$2,800.00	\$5,600.00	-0.30%	-0.30%	-0.30%	-0.30%
							From 2020-2021			
							1.75%	1.75%	1.75%	1.75%
							From 2021-2022			
							1.54%	1.54%	1.54%	1.54%

Cost

In reviewing our current enrollment figures with MVP, not budgeted figures but actual enrollment, it appears our total cost will increase from approximately \$1,948,484.34 to \$1,963,388.74, for a total increase in cost of \$14,904.40.



Recommendation

This memo is for informational purposes only.

TOWN OF ESSEX / VILLAGE OF ESSEX JUNCTION

Report: Calendar Year 2020: Progress on Implementation of All-Hazards Mitigation Plan

Date: September 2021

To: Town Selectboard & Village Trustees

From: Ron Hoague, Chief of Police
Town & Village Emergency Management Director

Information collected by: Chittenden County RPC in partnership with municipal staff

Town of Essex and Village of Essex Junction Mitigation Actions: Implementation Monitoring Worksheet

<p>CATEGORY A: Improve capabilities of existing road and stormwater management infrastructure to address identified vulnerable infrastructure to mitigate Severe Rainstorm, Flooding, Fluvial Erosion and Water Pollution and their associated vulnerabilities of:</p> <ul style="list-style-type: none"> • Damage to new/existing public infrastructure and buildings • Temporary road and bridge closure • Budgetary impacts • Temporary loss of power and/or telecommunications • Temporary isolation of vulnerable individuals 	
<p>Action (Primary Responsible Entity)</p>	<p>Report on Progress since Plan adoption <i>See Section 5.4 for details on locations identified during Plan development.</i></p>
<p><u>Action A-1: Stormwater Management</u> (Town and Village Public Works)</p>	<p>-note any grants or funding source investigated -note any grants applied for/obtained -note progress on stormwater management projects</p> <p><u>Town/Village reports progress in 2020 as follows:</u> See attached “Awarded Stormwater Grants” spreadsheet for all stormwater related grants in both the Village and Town. Project status is included in the table.</p>
<p><u>Action A-2: Plan for Repair of Vulnerable Infrastructure</u> (Town and Village Public Works)</p>	<p>-note progress on repairs and upgrades</p> <p><u>Town reports progress in 2020 as follows:</u> The Town actively assesses and prioritizes infrastructure repairs and upgrades. With the CCRPC, the Town has developed road infrastructure priorities through the APWA Paver program, has completed a system wide sewer study, annually inspects, cleans and repairs its storm water systems, performs daily and weekly pump station maintenance and inspects, flushes and operates it water valves one to two times per year. Beginning in 2020, the Town and CCRPC hired a consultant to televise stormwater pipes and create a stormwater infrastructure replacement and</p>

	<p>maintenance plan. Phase 1 of the televising project was completed in 2020 and the Town is working to start on the next phase of the project. The Town also conducted a study to look at potential solutions for aging infrastructure on Tanglewood Drive and an eroded outfall located off Fern Hollow Road. The Selectboard will review the study in September 2021 and endorse a preferred alternative.</p> <p><u>Village reports progress in 2020 as follows:</u> The Village actively assess and prioritizes infrastructure repairs and upgrades. With the CCRPC, the Village has developed road infrastructure priorities through the APWA Paver program, has televised its sewer system and prioritized repairs, annually inspects, cleans and repairs its storm water systems, performs daily and weekly pump station maintenance and inspects, flushes and operates its water valves one to 2 times per year.</p>
<p><u>Action A-3: Erosion Mitigation</u> (Town and Village Public Works)</p>	<p>-note progress on erosion mitigation projects</p> <p><u>Village reports progress in 2020 as follows:</u></p> <ul style="list-style-type: none"> • The Village repaired one eroded outfall. Located between Vale and Corduroy Rd. The work was funded by a VTRANS Better Roads program grant. <p><u>Town reports progress in 2020 as follows:</u></p> <ul style="list-style-type: none"> • Using an FY20 Grants-in-Aid grant, the Town upgraded a segment on West Sleepy Hollow Road that was considered a high priority due to continuous gully erosion. The Town upgraded 2 culverts, re-established an existing ditch and installed a new stone lined ditch with several stone turn outs to mitigate the erosion. • The Town is also currently working with a consultant to create a gravel road management plan which is being funded through a Better Roads Grant. • As previously mentioned, the Town completed a study looking a solution for mitigating a severely eroded outfall off Fern Hollow Road.
<p><u>Action A-4: Fluvial Erosion Hazard Mitigation Implementation</u> (Town and Village Public Works, DEC)</p>	<p>-note progress on FEH mitigation projects</p> <p><u>Town/Village reports progress in 2020 as follows:</u></p> <ul style="list-style-type: none"> • The Town did not implement any FEH mitigation projects in 2020. A hydrological study is currently being conducted to look at several culverts on Osgood Hill, Catella, and Hanley due to the history of these areas consistently washing out during extreme rain events. • The Village did not implement any FEH mitigation projects in 2020. Planning work continued towards eventual repair of a Densmore Drive stream crossing culvert which was damaged

	in the 10/31/2019 storm (FEMA DR#4474). (Note: This culvert was replaced in August 2021).
CATEGORY B: Operate an effective Stormwater Management System to mitigate Severe Rainstorm and Water Pollution and their associated vulnerabilities of: <ul style="list-style-type: none"> • Damage to new/existing public infrastructure and buildings • Temporary road and bridge closure • Budgetary impacts 	
Action (Primary Responsible Entity)	Report on Progress since Plan adoption <i>See Section 5.4 for details on locations identified during Plan development.</i>
<u>Action B-1: Mitigate impacts of runoff such as excessive flow, sediment load and excessive phosphorus discharge.</u> (Town & Village Public Works)	-annual # basins cleaned -annual # street miles swept -note any progress on improvements to zoning bylaws to reduce excess flow, sediment loading or excess phosphorus discharge <u>Town/Village reports progress in 2020 as follows:</u> <ul style="list-style-type: none"> • The Town reports for calendar year 2020 were submitted by April 1, 2021. For last reporting year, 930 catch basins were inspected, 323 were cleaned removing 29 CY of material, 233 outfalls inspected, 79 miles of roadway swept with 874.5 CY of street cleaning debris collected and properly disposed of. • Village reports for calendar year 2020 were submitted to DEC by April 1, 2021. For last reporting year: 314 basins (out of 600 inspected) were cleaned removing 49.5 cubic yards of material. Street sweeping: 88 lane miles swept removing 597 cubic yards of material.
<u>Action B-2: Begin implementation of Flow Restoration Plans for Indian Brook and Sunderland Brook</u> (Essex Public Works Director)	-project types and locations and year constructed/installed <u>Town/Village reports progress in 2020 as follows:</u> <ul style="list-style-type: none"> • Indian Brook FRP Projects: Town reports that the Sydney Drive project was constructed and completed in 2020. The LDS Church project is currently in the Right-of-Way phase and under review with VTRANS. Construction is still planned for 2021 but may be pushed into 2022. Village reports that Mansfield Brickyard Gravel Wetland project was completed. • Sunderland Brook FRP projects: No projects have been constructed/installed as both Town and Village are currently meeting and exceeding the requirements of the Sunderland Brook TMDL.
<u>Action B-3: Develop Phosphorus Control Plan</u> (Town & Village Public Works)	-progress on development of plan and filing to State <u>The Village and Town reports progress in 2020 as follows:</u>

	<ul style="list-style-type: none">• With funding provided by a VTRANS Highway and Stormwater Mitigation grant along with municipal funds, the Town and Village engaged the services of a consultant to draft and complete a joint Village/Town Phosphorus Control Plan for submission prior to the April 1, 2021, deadline. (Note: The Plan was submitted on schedule).
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MEETING SCHEDULES

09/24/2021

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 
September 27, 2021—6:30 PM	JB Special - Darby
September 28, 2021—6:30 PM	VB Special – Amy
October 4, 2021—6:30 PM	SB Regular – Darby
October 5, 2021—6:30 PM	SB Special -- Cathy
October 12, 2021—6:30 PM	VB Regular – Darby
October 18, 2021—6:30 PM	SB Regular -- Cathy
October 19, 2021—6:30 PM	JB Special - Darby
October 25, 2021—6:30 PM	JB Special - Darby
October 26, 2021—6:30 PM	VB Regular -- Amy
November 1, 2021—6:30 PM	SB Regular – Amy
November 4, 2021 – 8:30 AM	VB All day budget workshop – Darby
November 9, 2021 – 8:00 AM	SB All day budget workshop -- Darby
November 9, 2021—6:30 PM	VB Regular – Cathy
November 15, 2021—6:30 PM	SB Regular -- Darby
November 22, 2021—6:30 PM	JB Special - Amy
November 23, 2021—6:30 PM	VB Regular – Darby
December 6, 2021—6:30 PM	SB Regular -- Cathy
December 13, 2021—6:30 PM	JB Special -
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 -- Amy
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