

VILLAGE OF ESSEX JUNCTION TRUSTEES REGULAR MEETING AGENDA

Online & 2 Lincoln St. Essex Junction, VT 05452 Tuesday, October 12, 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: 569 923 271#
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. Consider charter revisions for the City of Essex Junction
c. Chittenden County Regional Planning Commission (CCRPC) Annual Report
d. Consider approval of Winter Operations Plan for 2021-2022
e. **Discussion and potential action on tentative agreements about shared services between Town of Essex and independent City of Essex Junction and potential discussion of personnel
7. CONSENT ITEMS
a. Consider approval of revisions of the Village of Essex Junction General Rules and Personnel Regulations to change paygrade for part-time staff at Brownell Library
b. Consider approval of Fireworks for October 22, 2021
c. Approve minutes: September 28, 2021
d. Approve Check Warrants: #17270 - 9/24/21; #17271 - 10/1/21, #17272 - 10/8/21
8. READING FILE
a. Board member comments
b. Memo from Robin Pierce re: Village Center Development Update
c. Memo from Rick Jones re: Pleasant Street Traffic Calming
d. Stipend Option Form
e. Village status report - finance
f. List of Boards/Committees/Commission openings
g. Upcoming meeting schedule
9. EXECUTIVE SESSION
a. *An executive session may be needed to discuss negotiation of contracts and agreements with the Town of Essex
b. ** An executive session may be needed to discuss negotiations of contracts and agreements between the Town of Essex and Village/City of Essex Junction and to discuss the employment of public employees.
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: 10/8/2021

[Signature]

VILLAGE OF ESSEX JUNCTION PUBLIC HEARING

ON CHARTER FOR CITY OF ESSEX JUNCTION



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”



Where Can I Find a Copy of the Charter?

- Physical copy: 81 Main Street, 7:30a.m.-4:30p.m., Mon-Fri
- E-copy: <https://www.essexjunction.org/proposed-charter>



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, nearly 80% of Villagers voted in favor of merging with the Town and both times nearly 70% of Town outside the Village folks voted against merging.
- In April, more than 75% 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?

- Essex Junction maintains its identity
- Continue to enjoy high-quality municipal services
- 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
- 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 cities and towns
- 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 If The Vote Passes?

- 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.



What Are Going To Be the Financial Impacts?

- *Note: The information on the next few slides 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 would be presented to City voters at Annual Meeting.*
- *This budget reflects the organization of the city after the conclusion of any shared/contracted relationships with the Town of Essex, other than for police services (I.e. city has its own finance, assessing, senior services departments).*



Financials Summary of transforming from Village to City

- Taxes on \$300,000 (assessed value) home: ↓ \$195
- Tax rate change from .8952 to .8303: ↓ 7.25%
- Taxes for municipal operations: ↓ \$514,199
- Overall property taxes: ↓ \$738,934
- General Fund spending on government: ↓ \$811,337



FY22 Budgets - Revenues

Revenues	Village	Town	Village Outlay	City (estimated)	\$ Change
Property Taxes	\$3,745,866	\$14,265,056	\$9,675,850	\$9,161,651	\$(514,199)
General Revenue	\$20,600	\$749,701	\$332,251	\$149,684	\$(182,567)
Department Revenue	\$1,874,812	\$911,371	\$784,789	\$670,216	\$(114,573)
Total Revenues	\$5,641,278	\$15,926,128	\$10,792,889	\$9,981,551	\$(811,338)

- Village Outlay = Village budget plus Village's portion of Town budget (42%); this is the total amount raised by taxes from Village property owners



FY22 Budgets – Expenditures Part I

	Village	Town	Village Outlay	City (estimated)	\$ Change
Administration	\$374,734	\$769,128	\$694,460	\$639,106	\$(55,354)
Assessing	\$-	\$174,672	\$72,611	\$129,466	\$56,855
Buildings	\$281,300	\$366,550	\$433,675	\$306,674	\$(127,001)
Clerk	\$140,057	\$274,215	\$254,048	\$249,363	\$(4,684)
Community Development	\$279,840	\$413,063	\$451,550	\$279,840	\$(171,710)
County Regional	\$6,400	\$502,243	\$215,182	\$314,223	\$99,041
Debt Service	\$199,325	\$522,281	\$416,437	\$416,437	\$-
Economic Development	\$41,350	\$27,020	\$52,582	\$44,700	\$(7,882)
Finance	\$187,481	\$520,495	\$403,851	\$489,989	\$86,139



FY22 Budgets – Expenditures Part II

	Village	Town	Village Outlay	City (estimated)	\$ Change
Fire	\$460,623	\$603,700	\$711,581	\$460,623	\$(250,958)
Health & Human Services	\$1,500	\$262,246	\$110,516	\$45,887	\$(64,629)
Information Technology	\$-	\$434,870	\$180,775	\$145,000	\$(35,775)
Library	\$778,306	\$433,880	\$958,670	\$778,306	\$(180,364)
Police	\$-	\$5,081,046	\$2,112,191	\$2,524,264	\$412,073
Public Works	\$1,392,627	\$4,138,882	\$1,720,533	\$1,392,627	\$(327,906)
Recreation	\$725,654	\$851,202	\$1,079,499	\$827,682	\$(251,817)
Senior Activities	\$-	\$191,183	\$79,475	\$114,032	\$34,558
Stormwater	\$76,253	\$359,452	\$149,424	\$127,503	\$(21,921)
Transfers and Misc.	\$695,828	\$-	\$695,828	\$695,828	\$-
Total Expenditures	\$5,641,278	\$15,926,128	\$10,792,889	\$9,981,552	\$(811,338)



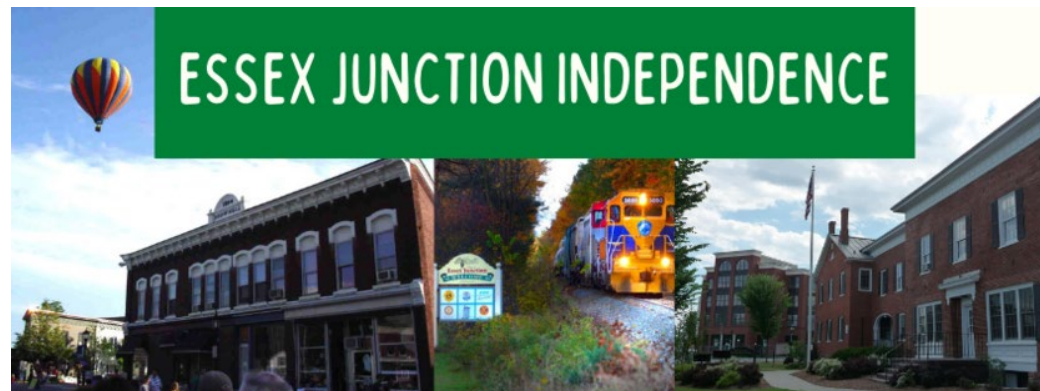
FY22 Tax Rates

	Village	City (estimated)	Difference	Increase/ (Savings)	% Change
Essex Junction Economic Development	0.0100	0.0100	0.0000	\$-	0%
Essex Junction Village	0.3345	0.8181	0.4836	\$5,415,814	145%
Essex Town Capital	0.0200	0.0000	-0.0200	\$(224,419)	-100%
Essex Town General Fund	0.5285	0.0000	-0.5285	\$(5,930,279)	-100%
Local Agreement Rate	0.0022	0.0022	0.0000	\$(50)	0%
Total Municipal Rate	0.8952	0.8303	-0.0649	\$(738,934)	-7%



FY22 Municipal Taxes Impact

Village home assessed at:	Tax decrease if Village becomes City:
\$200,000	\$(130)
\$250,000	\$(162)
\$300,000	\$(195)
\$350,000	\$(227)



Most Significant Cost Savings

Department	\$ Savings
Public Works	\$(327,906)
Recreation	\$(251,817)
Fire	\$(250,958)
Town Capital Reserve Fund	\$(224,419)
Library	\$(180,364)
Community Development	\$(171,710)

Budget savings in 12 out of 19 cost centers. Largest cost savings from:

- No longer paying for mirror services in Town
- Departments, employees, and services in the Village already exist
- No longer contribute to Town Capital Reserve Fund

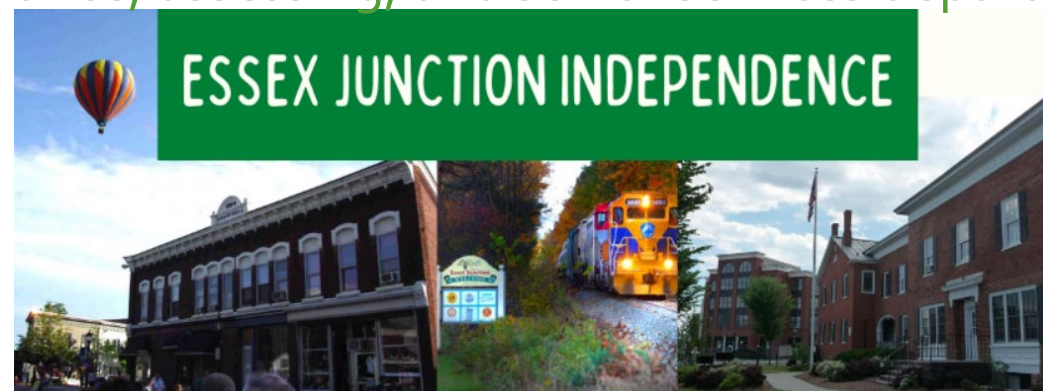


Most Significant Cost Increases

Department	\$ Increase
Police	\$412,073
County Regional	\$99,041
Finance	\$86,139
Assessing	\$56,855
Senior Activities	\$34,558

Budget increases in 5 out of 19 cost centers. Cost increases are from:

- Police: due to shift from grand list (42%) assessment to per capita (48%)
- Police: paying for indirect administrative services
- County Regional: 81% of Green Mountain Transit service hours in Village
- Creating City finance, assessing, and senior services departments



Financial Impacts Summary

- Village is financially well positioned to become the City of Essex Junction
- Residents can expect the same high level/quality of municipal services and pay less in taxes
- Cost savings will be realized by no longer paying for mirror departments in the Town



More Financials

For more financial related information, please visit:

www.essexjunction.org/citybudget



Frequently Asked Questions (FAQ's)

What's happening with the police?

The Trustees and Selectboard have tentatively 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.



Frequently Asked Questions (FAQ's)

Do we have the means/assets to be a city?

Yes. 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.



Frequently Asked Questions (FAQ's)

How many people are we going to have to hire?

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



Frequently Asked Questions (FAQ's)

Why do we have to become a City?

We are currently an incorporated Village within the Town of the Essex. While we are a municipality and have the same governing powers as cities and towns, a village is a distinct place within a parent town or city. In order for us to be independent, our only option is to separate from the Town of Essex and become a city. We will be the 4th largest city and 8th largest community in VT



Frequently Asked Questions (FAQ's)

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.



Frequently Asked Questions (FAQ's)

What is happening with the Senior Center?

The Senior Center will continue to operate at 2 Lincoln Street.



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 by October 13
- In-Person: Tuesday, November 2, 2021, @ Essex High School, 2 Educational Drive, 7a.m.-7p.m.
- Register to vote: <https://olvr.vermont.gov/>



Next Public Hearing

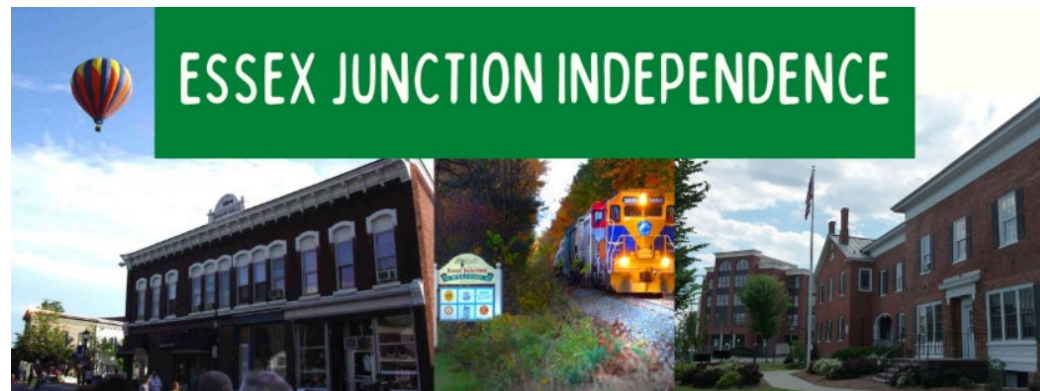
- Tuesday, October 12, 6:30p.m.
- In person: 2 Lincoln Street, Essex Junction, VT 05452
- Online: <https://www.essexjunction.org/independence>



For More Information

- Online: www.essexjunction.org/independence
- Reach out to the Village Trustees:

Andrew P. Brown, Village President	abrown@essexjunction.org	(802) 598-8162
Raj Chawla, Vice President	rchawla@essexjunction.org	
George A. Tyler	gtyler@essexjunction.org	
Daniel S. Kerin	dkerin@essexjunction.org	
Amber Thibeault	athibeault@essexjunction.org	



We welcome your feedback:

Questions?

Comments?

Suggestions?

Concerns?



Memo

To: Village Trustees

From: Brad Luck, Director, EJRP

Date: October 6, 2021

Re: October 12 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
- B. Get Out the Vote Communications

A. Proposals/Contracts

The most recent drafts of contracts are included in the packet. This is an opportunity to discuss them prior to the upcoming joint meetings. The next joint meetings are scheduled for October 19 and 25. Note: the draft contracts may look different at the joint meetings as there may be revision recommendations by either attorney.

B. Get Out the Vote Communications

It was requested for the Trustees to have a conversation about any get out the vote communications/efforts. This is an opportunity for the Trustees to discuss if there is any signage or other efforts they would like to be made.

Attachments

- Current draft contracts
 - Memorandum of Understanding
 - Contract for Police Services
 - Reappraisal and Assessor Services Agreement
 - Right of First Refusal for 81 Main Street
 - Stormwater Agreement
 - Shared Financial Services Agreement
 - Information Technology Agreement
 - Delinquent Tax Agreement
- Independence mailer

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”), dated this _____ day of _____, 202_, by and between the Town of Essex, a Vermont municipality located in the County of Chittenden and State of Vermont, (“Essex” or the “Town”) and the Village of Essex Junction, a Vermont municipality located in the County of Chittenden and State of Vermont, (“Essex Junction” or the “Village” and together the Village and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the Village is currently an incorporated Village located within the Town;

WHEREAS, the Village is pursuing separation from the Town with the intention of incorporating as an independent City (“City of Essex Junction” or “City”) pursuant to legislative approval;

WHEREAS, the Town Selectboard and the Village Trustees are working amicably to plan for the Village’s separation from the Town;

WHEREAS, the Town Selectboard and Village Trustees ~~have~~ determined that certain agreements will be necessary between the Town and the City of Essex Junction for purposes such as sharing or purchasing municipal services or operations to ameliorate the burden on Town Outside the Village taxpayers resulting from the Village’s separation;

WHEREAS, until the effective date of the City’s Charter, there is no authority under which the Village may enter agreements on behalf of the City;

WHEREAS, the Village and the Town desire to prepare these tentative conceptual agreements in advance with the understanding that the current Village Trustees will become the future City Councilors and intend to enter these agreements on behalf of the City, ~~with the understanding that neither Board has the authority to bind future Boards;~~ and

WHEREAS, the Parties now wish to enter into this Memorandum of Understanding regarding the tentative conceptual agreements necessary for separation of the Municipalities and establishment of the City of Essex Junction;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the Village City hereby agree as follows:

1. The Town and Village have prepared the following tentative agreements which are attached as Exhibits to this MOU:
 - a. Contract for Police Services;
 - b. Reappraisal and Assessor Services Agreement;
 - c. Right of First Refusal for 81 Main Street;
 - d. Stormwater Agreement;...
 - e. Shared Financial Services Agreement;
 - f. Transition Agreement for Finance and IT Information Technology Agreement;...
 - g. Indian Brook and EJRP program access;
 - h. Senior Bus and Center;
 - i. Delinquent Tax Agreementes;
 - j. Tree Farm Buildings Maintenance;
 - k. Administration Transition (manager, HR, etc.)
 - e.l.
2. Should the Vermont Legislature approve the City Charter, the City will enter a transitional period during which the separation of departments, municipal services, and operations will occur. By entering into this MOU the Town does not waive the opportunity to oppose separation or ask for certain conditions during the transition phase at the Legislature and expressly reserves the Town's right to do so. Should the Vermont Legislature not approve the City Charter during the next legislative session, this MOU shall terminate and have no further force or effect unless extended by mutual agreement of the Parties.
3. The Town and Village intend that the Town and City will enter the above referenced tentative agreements generally consistent with the form of those attached hereto as Exhibits A- during the transitional period. ~~While~~ The Town and the Village will work in good faith to execute the agreements, both Parties acknowledge and agree that current Boards may not bind future Boards.
4. The Parties agree to first mediate any dispute prior to submitting the matter to court, provided that a mediator may be obtained within 60 days of when such a dispute arises. The Parties, however, recognize that the contract for Police

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

VILLAGE OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

Police Services Agreement

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the City of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “City” and together the City and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and City Council have general supervisory authority over affairs of their respective Municipality; and

WHEREAS, the Essex Police Department (“Essex PD”) has provided police services, including law enforcement, protection, community justice, dispatch, and emergency services (collectively described as “Police Services”) to the Town, including the former Village of Essex Junction; and

WHEREAS, the Police Services provided by Essex PD serve the public good and fulfill an essential municipal function; and

WHEREAS, it is the mutual goal of the Municipalities that the Essex PD serve the citizens of both communities and maintain their trust and support; and

WHEREAS, the Town is willing to provide the City Police Services on the terms and conditions set forth in this Agreement; and

WHEREAS, the Parties now wish to enter into this Agreement for the Town to provide Police Services of the Essex PD to the City of Essex Junction;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. Term.

The Initial Term of this Agreement shall be ten (10) years. This Agreement shall automatically renew for another five (5) years (Extended Term) at the conclusion of the Initial Term unless either Party terminates the Agreement by providing the other Party with a formal Notice of Intent to Terminate the Agreement (See Section 11 herein) or enter into a new or revised agreement. This Agreement may continue to renew for an unlimited number of Extended Terms.

2. Agreement Review.

The Parties hereby agree to review this Agreement if requested by either Party in either a joint meeting of the Selectboard and the City Council or a meeting of their representatives. In addition to any requested reviews, the Parties shall meet to review this Agreement on the third anniversary of its effective date, and every three years thereafter, or upon the occurrence of a material event.

3. Cost and Payment.

The City shall be assessed the cost of the Police Services by calculating, on a per capita basis, its share of the direct and indirect costs and expenses for ~~maintaining the Essex PD~~ the Police Services described herein as set forth in the Town's approved annual budget. The City agrees to pay the Town the assessed cost for the Police Services described herein based upon the Town's approved annual budget on a quarterly basis. The direct costs shall include, but not be limited to, the following: salaries and wages, benefits, equipment, supplies, worker's compensation insurance, property & casualty insurance, liability insurance, training, vehicles, technology, communications; as well as costs associated with operating the police facility to include, but not be limited to, heat, electricity, water and sewer, and buildings and grounds. The indirect costs shall include: ~~administration costs, human resources costs, Information Technology (IT) costs, and finance costs~~ and other mutually agreed upon costs. The per capita basis shall be reassessed every ten years when new census data is released by the US Census Bureau.

In year two and every year thereafter, at the time of the Town's billing for the first quarter of each fiscal year, the Town will reconcile the actual costs billed and a true up will be included in the bill for under or over payments from the previous fiscal year.

If an audit ~~reveals is conducted and~~ a discrepancy ~~is found~~ in what was paid by the City and what actual costs should have been paid on a per capita basis, then the City shall be either credited any amount overpaid during the ensuing fiscal year, or the City shall make payment on any underpayment in the next fiscal year as part of its quarterly installments. The Town will ~~endeavor to~~ make all reasonable efforts to stay within any approved budget.

An anticipated fee for Police Services shall be provided by the Town to the City in advance of any City budget meeting such that the City may include the costs of these services in its budget. The Town shall provide the City a detailed Police Services budget that, shall be in such form, and contain such level of detail, as is mutually agreed upon by the Selectboard and the City Council, and at a minimum, shall include revenue and expenses for the Police Services to be provided.

Police Services Agreement.

Upon request and with reasonable advance notice, a Town representative familiar with the proposed budget shall appear at any City Council meeting where there will be a discussion of the budget to answer any questions ~~that the Council may have~~. The Town shall make expenditures consistent with the Police Services budget as presented and approved. The Town will advise the City of any material changes to an approved budget. ~~Failure to do so shall constitute a breach of this Agreement.~~ For purposes of this agreement, a material change shall be a change of more than ten percent (10%) of the approved budget.

The Municipalities recognize that a natural disaster (defined as a major, adverse, naturally occurring event such as a flood, wildfire, earthquake, hurricane or tornado) impacting the Municipalities may cause the Essex PD to exceed budgeted operating revenues. The Town agrees to apply for any possible State or Federal grant funding that may be available to cover budget overruns that arise out of a natural disaster.

4. Level of Service; Changes in Service.

~~In exchange for the distribution of public funds, described above,~~ The Town shall provide the City with all of the following "Police Services": (1) 24-hour, 365-days per year police protection, response, prevention, law enforcement, investigation services, education, emergency response services (generally referring to action taken in response to an unexpected and dangerous occurrence in an attempt to mitigate its impact on people, property or the environment. Emergency situations can range from natural disasters to hazardous materials problems, transportation incidents and a wide range of manmade emergencies.), animal control, community justice, and dispatch services. Dispatch services shall include for Essex Rescue, Essex Junction Public Works, and Essex Junction Fire Department.

The Town will include special events planned in advance in the annual budget for Police Services ~~funds Six Thousand Dollars (\$6,000.00) for special event services that are planned in advance. For special events that are not planned in advance and require overtime pay, the Municipality hosting such event shall be responsible for payment of those overtime costs. Special events include ,but are not limited to, parades, community gatherings, holiday events, but do not include school crossings, to be split evenly between the Town and the City. Once a Municipality expends its allocation, the Municipality hosting the special event will be responsible for payment of amounts that exceed the allocation.~~

In the event that ~~the Town~~ either Party seeks to modify the agreed upon level of service, either by increasing services provided, eliminating an existing service, or if the Essex PD seeks to expand services into another municipality, the ~~Town~~ Party requesting the change shall provide the ~~City~~ other Party with a written description

of the proposed change(s) and the rationale for the same. The Parties shall meet at a joint meeting of the Selectboard and City Council to discuss the budgetary and other consequences of any proposed change. No change in the agreed upon level of service shall occur within the contract term absent such mutual approval. No change in the agreed upon level of service shall occur within the fiscal year when the change is first proposed unless mutually agreed upon. If the Town changes the level of service that benefits the Town only, the City will not be responsible for payment towards the costs of such service.

5. Personnel Management

All equipment and personnel necessary and proper for the performance of this Agreement shall be provided by the Town and all persons providing the Police Services shall be subject to the exclusive control, direction and supervision of the Town.

The Chief of the Essex PD (“Police Chief”) shall be an employee of the Town and shall be supervised by the Town Manager. However, the Town Manager ~~shall~~ may seek input from the City Manager in the evaluation of the Police Chief and in the hiring of any new Chief. The Town Manager ~~shall~~ may also accept input ~~from~~ and cooperate with the City Manager. Minimally, the Police Chief, Town Manager, and City Manager ~~shall~~ may meet at least once every six months to discuss the status, quality and execution of Police Services by the Essex PD.

The Police Chief and City Manager shall cooperate in the creation, modification and execution of any City emergency response plans. The Chief shall have control over the execution of the emergency response plan.

6. Equity Inclusion Group.

The Town agrees to consider the recommendations of the Equity Inclusion Group. Should ~~the Town form~~ a Police Advisory Board (“Advisory Board”) ~~be formed~~ in the future, the City shall be afforded a number of seats on the Advisory Board that are proportionate to the total population served by the Essex PD. ~~reasonable representation on the Advisory Board.~~

7. Insurance.

The Essex PD shall at all times be covered under the Town’s general municipal liability insurance policy.

8. Compliance with Law.

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Police Services Agreement.

The Essex PD shall at all times comply with all local, state, and federal laws, ordinances, orders and regulations in connection with its operations.

9. Necessary Actions.

The Town and the City hereby agree to take or cause to be taken such further actions, if any, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

10. Bond.

The City shall continue to make payments, in the same manner as has been historically made, with the tax rate being established based on the budgeted bond payment for the year spread across the combined grand list of the two municipalities, on the Bond for the police station issued by the Vermont Municipal Bond Bank, 2017 Series 4 Refunding Bonds, in the current approximate total outstanding amount of Six Million One Hundred Forty-Six Thousand Six Hundred Eighty-Nine Dollars (\$6,146,689.00). This obligation shall continue notwithstanding termination of this Agreement.

11. Termination.

A Notice of Intent to Terminate this Agreement must be delivered to the other Party Three (3) Years Prior to the end of either the Initial Term or Extended Term. Should one Party notify the other that it intends to terminate this Agreement, then the Parties agree to enter into a mediation with an agreed upon mediator. The Parties shall split the costs of the mediator, but otherwise bear their own costs of the mediation, including their attorneys' fees. The Parties shall mediate in good faith.

This Agreement may also automatically terminate upon any of the following events:

- a. The dissolution or insolvency of either of the Municipalities;
- ~~a.b.~~ The date by which the Parties have agreed and resolved that At such time that the City has notified the Town that it has established a municipal Police Department that performs the Services; or
- ~~b.c.~~ The Parties enter into a new written agreement which expressly supersedes this Agreement.

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12. Effects of Termination

Upon the termination of this Agreement all obligations of the Parties shall cease except for those obligations created by or pursuant to Section 10.

13. Amendment.

This Agreement may be amended or modified by mutual written agreement of the Parties.

14. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex
 Town Manager
 81 Main Street
 Essex Junction, VT 05452-3209

To City of Essex Junction:
 City of Essex Junction
 City Manager
 2 Lincoln Street
 Essex Junction, VT 05452

15. Governing Law; Severability

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

16. Disputes.

In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all

disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

17. Entire Agreement.

This Agreement represents the entire agreement between the Parties as to its subject matter. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

18. Assignment; Binding Agreement.

Neither party shall assign this Agreement or any interest hereunder without the written approval of the other Party. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

19. No Waiver.

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

20. Captions.

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

Police Services Agreement.

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

REAPPRAISAL AND ASSESSOR SERVICES AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 202_, by and between the Town of Essex, a Vermont municipality located in the County of Chittenden and State of Vermont, (“Essex” or the “Town”) and the City of Essex Junction, a Vermont municipality located in County of Chittenden and State of Vermont, (“Essex Junction” or the “City” and together the City and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, pursuant to 32 V.S.A. § 4041a, the Town has collected state reappraisal funds for properties located in the Town as well as for those now located within the City;

WHEREAS, the Town agrees to oversee and conduct a reappraisal for properties located in the Town and City using these reappraisal funds;

WHEREAS, the Town agrees to initiate and manage the upcoming reappraisal through its Office of Assessor pursuant to 32 V.S.A. § 4041a;

WHEREAS, if the reappraisal funds are not sufficient to fully fund the upcoming reappraisal, the Town and City shall each contribute additional funds in proportion to each Municipality’s percentage of parcels;

WHEREAS, if there are residual funds in the Town’s reappraisal fund once the upcoming reappraisal is completed, the residual funds will be distributed to the City and Town in proportion to each Municipality’s percentage of parcels if lawful;

WHEREAS, the City agrees to continue to contribute towards fifty percent (50%) of the costs of the Town’s Office of Assessor based upon its percentage of parcels until the upcoming reappraisal is complete and the appeal process has concluded; and

WHEREAS, the Parties now wish to enter into this Reappraisal and Assessor Services Agreement;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. The Town shall use the existing reappraisal funds to conduct the upcoming reappraisal of all properties located within the Town and the City.
2. The Town shall initiate and manage the upcoming reappraisal pursuant to 32 V.S.A. § 4041a, unless the Parties mutually agree otherwise.

3. The reappraisal fund balance (“Reappraisal Balance”) shall be determined as of the date of the last payment by the State pursuant to 32 V.S.A. § 4041a to the Town which includes payment for parcels now located in the City.
4. If the Reappraisal Balance is insufficient to fund the upcoming reappraisal, the Town and City shall contribute additional funds in proportion to each Municipality’s percentage of parcels.
5. The additional funds shall be due thirty (30) days after receipt of a detailed accounting and invoice.
6. If residual funds remain in the Reappraisal Balance at the conclusion of the upcoming reappraisal, the residual funds shall be distributed to the Town and City in proportion to each Municipality’s percentage of parcels if lawful.
7. The residual funds shall be disbursed with a detailed accounting of the disbursement within thirty (30) days of the final payment for the upcoming reappraisal.
8. The City Board of Authority shall hear and address any tax appeals that arise from the reappraisal for properties that are located within the City.
9. ~~The City will continue to contribute fifty percent (50%) towards the cost of the Office of the Assessor based upon its percentage of parcels until such time the upcoming reappraisal is completed. Should there be an appeal process with respect to any parcels located within the City, the City shall compensate the Town for time expended by Town employees in supporting the City’s position in the appeal on a reasonable hourly basis.~~ At that time the City may establish its own office of assessor or continue to share assessor services with the Town pursuant to a mutually acceptable agreement.

109. The Town and City hereby agree to take or cause to be taken such further actions, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

110. This Agreement may be amended or modified by mutual written agreement of the Parties.

121. Any notice required under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party.

To Town of Essex:	Town of Essex Town Manager 81 Main Street
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Essex Junction, VT 05452

To City of Essex Junction: City of Essex Junction
City Manager
2 Lincoln Street
Essex Junction, VT 05452

132. This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

143. Neither party shall assign this Agreement or any interest hereunder without the written approval of ~~of~~ the other Party. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

154. No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 202_.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

RIGHT OF FIRST REFUSAL AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS that the TOWN OF ESSEX, a Vermont municipal corporation in the County of Chittenden and State of Vermont, GRANTOR, in consideration of One and More Dollars paid to its full satisfaction by the CITY OF ESSEX JUNCTION, a Vermont municipal corporation in the County of Chittenden and State of Vermont, GRANTEE, does hereby GIVE, GRANT AND CONVEY unto the said CITY OF ESSEX JUNCTION, a right of first refusal on property known as 81 Main Street in the City of Essex Junction and more particularly described as being all and the same land and premises conveyed to the Town of Essex by Warranty Deed of Claude B. Gagne and Gerald C. Milot dated May 3, 1982 and recorded in Book 167 at Page 26 of the Essex Land Records ("Property").

In consideration of the mutual promises herein set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

- 1) Grantor hereby unconditionally and irrevocably grants to Grantee the exclusive right of first refusal to purchase all or a portion of the Property, or any interest in the Property, on the terms and conditions contained in this Agreement.
- 2) In the event Grantor intends to accept a bona fide offer to sell the Property to a third party ("Offer"), it shall promptly give to the Grantee written notice of the terms of such contract. The written notice shall contain the material terms and conditions of the Offer, including, but not limited to, the name of the prospective bona fide transferee, the price, a description of the property to be transferred, the form of consideration, contingencies, and a copy of the contract.
- 3) In the event Grantor desires to sell the Property and does not have an Offer, the Parties may: a) together agree on the fair market value; b) use a mutually agreed upon appraiser to determine the fair market value of the Property; or c) each hire an independent appraiser and the appraisers shall together determine the fair market value of the Property. The appraisal costs shall be shared equally between the Parties.
- 4) Grantee shall have the option to purchase the Property on the same terms and conditions set forth in said contract or as determined in Section 3 above. Within sixty (60) days after the date it receives notice of the proposed sale or the fair market value is determined, Grantee shall either notify Grantor in writing that it will purchase the premises on the terms and conditions set forth or deliver to Grantor a written waiver of its right of first refusal in recordable form. In the event Grantee delivers to Grantor a written waiver of its right of first refusal in recordable form, or fails to respond to the notice of the proposed sale within sixty

(60) days, Grantor may thereafter sell the premises to the third party making the offer. If for any reason the premises are not sold to the third party, notice of any subsequent contract for the sale or conveyance of the above described property by Grantor shall be given to Grantee on the same terms and conditions for acceptance or refusal as set forth above.

- 5) If the transferred Property constitutes less than the entire interest of Grantor in the Property, then the terms and conditions of this Agreement shall remain in full force effect regarding any portion of, or interest in, the Property which was not part of the transferred Property.
- 6) In the event Grantee elects to exercise its right of first refusal and timely notifies Grantor thereof, it shall have not more than six months to close on said transaction. Grantor shall convey title via warranty deed in customary Vermont form, sufficient to convey to good and marketable title to the Property.
- 7) All notices and other communications given or made pursuant to this Agreement shall be in writing and shall be deemed effectively given upon the earlier of actual receipt or: (a) personal delivery to the party to be notified, with signed notice of receipt; (b) five (5) days after having been sent by certified mail, return receipt requested, postage prepaid; or (c) one (1) business day after deposit with a nationally recognized overnight courier, freight prepaid, specifying next business day delivery, with written verification of receipt.
- 8) This right of first refusal shall be binding on the successors and assigns of Grantor and Grantee.
- 9) This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont.
- 10) No modification, amendment, or deletion of this Agreement shall be effective unless in writing and signed by both Parties.

DATED at _____, Vermont this _____ day of _____, 20__.

TOWN OF ESSEX

By:
Duly Authorized Agent

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS.

At _____, Vermont, this _____ day of _____, 20__,
_____, duly authorized agent of the Town of Essex personally appeared, and

they acknowledged this instrument, by them sealed and subscribed, to be their free act and deed and the free act and deed of the Town of Essex.

Before me, _____
Notary Public

Stormwater Agreement

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the City of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “City” and together the City and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and City Council have general supervisory authority over affairs of their respective Municipalities;

WHEREAS, the Town and Village signed a Memorandum of Agreement Between Town of Essex and Village of Essex Junction Re: Stormwater Permitting and Management Services on January 13, 2015 (“Stormwater MOU”);

WHEREAS, Section 5 of the Stormwater MOU states “This agreement may be modified only by a written amendment signed by the Parties”; and

WHEREAS, the Town and Village of Essex Junction do not see a need for the Stormwater MOU to continue in the event that the Charter for the City of Essex Junction is approved by the Legislature;

WHEREAS, Stormwater project funding for eligible Flow Restoration, Phosphorous Removal, and other related state and federal permit requirements has previously been provided for each community by the Town’s Capital fund; and approved projects not yet completed may require more or less funding than what has been and will be collected to complete until each community has established separate community funding for new projects; NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. If the Charter for the City of Essex Junction passes the legislature, the Town and City agree to terminate the Stormwater MOU effective at the conclusion of the Transition Period as defined in the City of Essex Junction Charter.
2. Current and future stormwater personnel from both communities are encouraged to discuss opportunities to work together on stormwater-related funding and projects when it is mutually beneficial to each community, including, but not limited to, the potential for cost-sharing when appropriate and/or developing a stormwater funding mechanism such as a stormwater utility.
3. The Municipalities agree to continue the use of any identified stormwater funding from the Town Capital fund that is collected from Village/City of Essex Junction

and Town of Essex property owners to complete currently approved, ongoing stormwater projects until those projects are completed. If any currently approved but uncompleted stormwater projects require additional funding to complete, the Town and City shall share such costs on a percentage of the grand list basis. If there are any residual funds after the projects are completed, the funds should be distributed to each municipality on a percentage of the grand list basis.

4. Future stormwater projects shall be funded by each municipality respectively once the Transition Period has concluded.
5. This Agreement may be amended or modified by mutual written agreement of the Parties.
6. Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex
 Town Manager
 81 Main Street
 Essex Junction, VT 05452-3209

To City of Essex Junction:
 City of Essex Junction
 City Manager
 2 Lincoln Street
 Essex Junction, VT 05452

7. This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.
8. In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

9. This Agreement represents the entire agreement between the Parties. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.
10. Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
11. No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

Shared Financial Services Agreement

THIS AGREEMENT, made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the City of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “City” and together the City and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and City Council have general supervisory authority over affairs of their respective Municipalities;

WHEREAS, the Municipalities desire to share certain financial services (“Financial Services”);

WHEREAS, the Town and City desire that the Town employ shared finance leadership which includes the Finance Director and Assistant Finance Director who shall serve both Municipalities (“Shared Finance Leadership”);

WHEREAS, the Shared Finance Leadership titles and number of positions may change as agreed by the Municipalities;

WHEREAS, the Municipalities shall share the actual salary and benefit costs of the Shared Finance Leadership (“Shared Finance Leadership Costs”) on a p;

WHEREAS, all other finance positions will be employed by, serve, and be paid by either the City or the Town;

WHEREAS, the Municipalities shall share any direct actual costs of shared software, equipment or other expenses that are not clearly delineated for use by only one of the Municipalities (“Direct Shared Costs”);

WHEREAS, the Shared Finance Leadership Costs and the Direct Shared Costs shall be prepared and shared by the Town during the budget process; and

WHEREAS, the City Manager and the Town Manager shall jointly hire, supervise, and evaluate the Shared Finance Leadership;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. Term.

The Initial Term of this Agreement shall be four (4) years from the time the City is established, expiring on June 30 of the fourth year unless earlier terminated by

either Municipality. This Agreement shall automatically renew for additional one (1) year terms (“Extended Terms”) at the conclusion of the Initial Term if the Parties do not either terminate the Agreement by providing the other Party with a formal Notice of Intent to Terminate the Agreement (See Section 6 herein) or enter into a new or revised agreement. This Agreement may continue to renew for an unlimited number of Extended Terms.

2. Shared Finance Leadership

Initially, the Shared Finance Leadership will include the Finance Director and the Assistance Finance Director. The Shared Finance Leadership will serve both Municipalities. The exact number and title of Shared Finance Leadership positions may change during the term of this Agreement only by written agreement of the Town and City.

All positions not included in the Shared Finance Leadership will be employed by, paid by and shall serve their respective municipalities.

3. Cost and Payment.

The City agrees to pay the Town for the City’s portion of the Shared Finance Leadership Costs and the Direct Shared Costs described herein on a quarterly basis. The City shall be assessed the actual cost of these services by calculating, on a percentage of the grand list basis, its share of the Shared Finance Leadership Costs and the Direct Shared Costs. The Shared Finance Leadership Costs shall include the salary and benefits of all Shared Finance Leadership. The Direct Shared Costs shall include direct actual costs of shared software, equipment or other expenses that are not clearly delineated for use by only one of the Municipalities.

In year two and every year thereafter, at the time of the Town’s billing for the first quarter of the fiscal year, the Town will reconcile the actual costs billed and a true up will be included in the bill for under or over payments from the previous fiscal year.

If an audit reveals a discrepancy is found in what was paid by the City and what should have been paid on a per capita basis, then the City shall be either credited any amount overpaid during the ensuing fiscal year, or the City shall make payment on any underpayment in the next fiscal year as part of its quarterly installments.

The Shared Finance Leadership Costs and the Direct Shared Costs shall be prepared and shared by the Town to the City in advance of any budget meeting such that the City may include the costs of these services in its budget.

4. Personnel Management

The City Manager and the Town Manager shall jointly hire, supervise, and evaluate the Shared Finance Leadership.

5. Necessary Actions.

The Town and the City hereby agree to take or cause to be taken such further actions, if any, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

6. Termination.

A Notice of Intent to Terminate this Agreement must be delivered to the other Party by September 1 of a given year and shall be effective June 30 of the following calendar year.

This Agreement may also automatically terminate upon any of the following events:

- a. The dissolution or insolvency of either of the Municipalities;
- b. The Parties enter into a new written agreement which expressly supersedes this Agreement.

7. Amendment.

This Agreement may be amended or modified by mutual written agreement of the Parties.

8. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex
 Town Manager
 81 Main Street
 Essex Junction, VT 05452-3209

To City of Essex Junction:

City of Essex Junction
City Manager
2 Lincoln Street
Essex Junction, VT 05452

9. Governing Law; Severability

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

10. Disputes.

In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

11. Entire Agreement.

This Agreement represents the entire agreement between the Parties. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

12. Assignment; Binding Agreement.

Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

13. No Waiver.

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

14. Captions.

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

To City of Essex Junction:

City of Essex Junction
City Manager
2 Lincoln Street
Essex Junction, VT 05452

4. This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.
5. In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.
6. This Agreement represents the entire agreement between the Parties as to its subject matter. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.
7. Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
8. No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

To City of Essex Junction:

City of Essex Junction
City Manager
2 Lincoln Street
Essex Junction, VT 05452

5. This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.
6. In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.
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8. Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
9. No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

DATED this ____ day of _____, 2022.

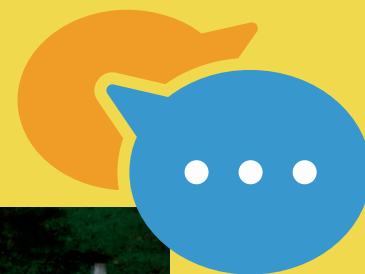
TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

VOTE ON THE CHARTER FOR THE CITY OF ESSEX JUNCTION



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 by October 13

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

REGISTER TO VOTE
<https://olvr.vermont.gov/>

NEED VOTING ASSISTANCE:
Contact the Clerk's Office
Visit: 81 Main St, M-F 7:30am-4:30pm
Call: 802-879-0413, option 6
Email: clerk@essex.org



PUBLIC HEARING:

Tuesday, October 12, 6:30p.m.
In person:
2 Lincoln Street, Essex Junction, VT 05452
Online:
www.essexjunction.org/independence_

CONTACT INFORMATION



www.essexjunction.org

878-6951

trustees@essexjunction.org

@essexjunctionvt

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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

VOTE ON THE CHARTER FOR THE CITY OF ESSEX JUNCTION

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"

WHERE CAN I FIND A COPY OF THE CHARTER?

Physical copy: 81 Main Street, 7:30a.m.-4:30p.m., M-F
E-copy: www.essexjunction.org/proposed-charter

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, nearly 80% of Villagers voted in favor of merging with the Town and both times nearly 70% of Town outside the Village folks voted against merging. In April, more than 75% 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?

- Essex Junction maintains its identity
- Continue to enjoy high-quality municipal services
- 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
- 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 cities and towns
- 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 to merge Village & Town fails by 19 votes
- 4/13/21** - Vote to merge 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

ESSEX JUNCTION INDEPENDENCE

WHAT HAPPENS NEXT IF THE VOTE PASSES?

- 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 (FY2022), 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.

FINANCIAL IMPACTS SUMMARY

- Village is financially well positioned to become the City of Essex Junction
- Residents can expect the same high level/quality of municipal services and pay less in taxes
- Cost savings will be realized by no longer paying for mirror departments in the Town

FINANCIALS OF TRANSFORMING FROM VILLAGE TO CITY

Taxes on \$300,000 (assessed value) home:	↓ \$195
Tax rate change from .8952 to .8303:	↓ 7.25%
Taxes for municipal operations:	↓ \$514,199
Overall property taxes:	↓ \$738,934
General Fund spending on government:	↓ \$811,337

FY2022 MUNICIPAL TAX IMPACTS

Village home assessed value:	Tax decrease if Village becomes City:
\$250,000	\$(162)
\$300,000	\$(195)
\$350,000	\$(227)
\$400,000	\$(259)
\$450,000	\$(292)

For more financial related information, please visit:
www.essexjunction.org/citybudget

MOST SIGNIFICANT COST SAVINGS

Budget savings in 12 out of 19 cost centers.

Cost savings are from:

- No longer paying for mirror services in Town
- Departments, employees, and services in the Village already exist
- Not contributing to the Town Capital Fund

Department	\$ Savings
Public Works	\$(327,906)
Recreation	\$(251,817)
Fire	\$(250,958)
Town Capital Reserve Fund	\$(224,419)
Library	\$(180,364)
Community Development	\$(171,710)

MOST SIGNIFICANT COST INCREASES

Budget increases in 5 out of 19 costs centers.

Cost increases are from:

- Paying for police services with Town per capita (48%) vs. grand list (42%)
- Paying for police indirect administrative costs
- Continuing Green Mountain Transit; paying for 81% of current bus service hours that are in the City
- Creating City finance, assessing, and senior services departments; currently Town departments

Department	\$ Increase
Police	\$412,073
County Regional	\$99,041
Finance	\$86,139
Assessing	\$56,855
Senior Activities	\$34,558

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?

Yes. 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?

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

WHY DO WE HAVE TO BECOME A CITY?

We are currently an incorporated Village within the Town of Essex. While we are a municipality and have the same governing powers as cities and towns, a village is a distinct place within a parent town or city. In order for us to be independent, our only option is to separate from the Town of Essex and become a City. We will be the 4th largest city and 8th largest community in Vermont.

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 Senior Center will continue to operate at 2 Lincoln Street.

For more frequently asked questions and facts, visit: www.ourvillageourvoices.org/the-facts

"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

Memo

To: Village Trustees

From: Brad Luck, Director, EJP

Date: October 6, 2021

Re: Charter Revisions

The Trustees approved the Charter for the City of Essex Junction on September 14. The first Public Hearing was on September 28. Tonight was the second and final Public Hearing. Based on any reviews of the Charter 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.

Tonight is the final opportunity to make any revisions before the vote.

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)*”

Attachment

Charter for the City of Essex Junction

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.

FY2021 ANNUAL REPORT

Essex Junction

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

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

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY21, the CCRPC invested more than \$4.8 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$4.3 million in Federal and State investment with \$250,400 in municipal dues and another \$242,500 in local match for specific projects—a 10:1 return on local investment.

Essex Junction representatives to the CCRPC Board and other committees in FY21 were:

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

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

Essex Junction Activities

In FY2021, the CCRPC provided assistance to Essex Junction on the following projects and initiatives:

- **Municipal Planning/Zoning Assistance:** CCRPC staff began work with the Planning Commission on amendments to the Land Development Code to include Design Five Corners concepts, stormwater management, required state statute amendments, etc. This work will continue into FY22.
- **Essex Junction Stormwater CCTV Inspection (Phase 1):** This project consisted of working with a consultant to use a camera to inspect and inventory stormwater pipes and to generate a condition assessment report that the Village could use to create a stormwater infrastructure replacement plan; this could be used in both operational and capital infrastructure planning. After a consultant was hired during the fall of 2019 and the scope of work was finalized in early 2020, the video inspection of the stormwater system commenced in March. Due to working restrictions caused by COVID-19, this project was carried over into FY21, with phase 1 being completed in May. Phase 2 will start in FY22. Total consultant budget for phase 1: \$45,000
- **Water Quality Planning Assistance:** The CCRPC continued to provide assistance with Municipal Roads General Permit (MRGP) compliance. Staff reviewed and uploaded REI updates to the DEC data portal before the April 1st, 2021 deadline.
- **Emergency Management – LEMP:** CCRPC staff offered assistance in preparation of the annual Local Emergency Management Plan (LEMP), to ensure that Essex Junction identified a chain of command for efficient response in the event of an emergency.
- **Chittenden County Brownfields Program:** The CCRPC manages this program to help properties that are vacant or underutilized because of potential petroleum or hazardous substance contamination become productive again. Since the fall of 2016, using EPA grant funds, the program has provided approximately \$29,965 for environmental contractors to assess potential contamination issues and develop cleanup plans at the 3 Maple Street and Road Res-Q properties in Essex Junction. For more information, visit <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Geographic Information Systems:** CCRPC staff created an Urban Tree Inventory dashboard to assist with ash tree management: (<https://map.ccrpcvt.org/portal/apps/opsdashboard/index.html#/73b5460e4e0f4224965e588d95b68bed>).
- **Traffic Counts:** Due to COVID-19, the CCRPC's ability to conduct traffic counts in FY21 was limited. Traffic counts conducted in previous years in support of Essex Junction's transportation projects and studies can be found here: (<http://vtrans.ms2soft.com/>).
- **Elders and Persons with Disabilities (E&D) Transportation Program:** The E&D transportation program in Chittenden County has continued to adapt under the changing conditions of the COVID-19 pandemic. Throughout much of the fiscal year, the E&D program had been operating at around 50% of the original ride capacity due to COVID-19 restrictions. However, despite these challenges, the E&D program still delivered vital transportation assistance to older adults and persons with disabilities in Essex Junction. In FY21, 635 trips were provided to Essex

Junction residents as part of this program.

- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the Junction, including:
 - Developed synchro traffic simulation models for two intersections with existing signal timing plans for review in the Village. The signal timing plans were reviewed with the VTrans Traffic Signal Engineer and suggested no changes to the current timing plans.
 - Updated Essex Junction pavement data to assist with municipal budget planning.

Essex Junction Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. Essex Junction projects included in the TIP are listed below. These projects are also identified in the FY21 Vermont Agency of Transportation Capital Program for design or construction.

- **Mansfield/Brickyard Gravel Wetlands** – \$142,456 Transportation Alternatives award in 2016 to construct a gravel wetland for runoff from Creek Condominiums and portions of a Village Road. Construction scheduled for 2021.
- **Crescent Connector Road** – \$10.7 million for the construction of a new road between VT2A and VT 117 and improvement to Railroad Street between VT117 and VT15. This is a CIRC Alternative Phase I project. Construction is scheduled to begin in 2021.

FY2022 CCRPC Work Program

Project Name	Brief Description	Total Budget
Essex Jct Stormwater CCTV Inspection - Phase 2	The Junction is requesting funding to complete Phase 2 of this project which will continue the framework established in Phase 1 and further develop a prioritization scheme into a schedule for capital planning.	\$50,000 budget which includes a local match of \$10,000.

Regional Activities

- **ECOS Plan Implementation:** The CCRPC continues to implement the strategies of the [2018 Chittenden County ECOS Plan](#). The ECOS Plan (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines three plans into one: The Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy. The 2020 ECOS Annual Report includes some of the data we report on annually, as well as indicators of disparities that have resulted from systemic racism in our nation and community, as well as indicators associated with the COVID-19 pandemic. This intentional focus on race, equity, and the COVID-19 pandemic marks the commitment of the

ECOS Leadership Team to address these challenges (<http://www.ecosproject.com/2020-annual-report>). In addition, the ECOS Scorecard hosts the ECOS Partners' shared measurement and indicator system that monitors how Chittenden County is doing relative to achieving our shared ECOS goals (<https://app.resultsscorecard.com/Scorecard/Embed/8502>).

- **Legislative Forum:** On December 8th, the CCRPC hosted a Legislative briefing to serve as a forum for municipal representatives and legislators to connect on a few important topics for the upcoming legislative session, including: Act 250 changes, housing, broadband, water quality funding, regional dispatch, energy/climate, cannabis, the economy and workforce, transportation investments, property tax implications of Covid-19 and racial equity (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>).
- **Public Engagement & Racial Equity:** Achieving a healthy, inclusive, and prosperous future for Chittenden County is the vision of our Regional ECOS Plan. However, the ECOS partners know we cannot achieve that future without addressing the systemic racism in our community. While addressing inequity has been one of the eight key strategies in the ECOS Plan since 2013, there is much work to be done. Throughout the past fiscal year, CCRPC staff have started to plan for the update of the **2014 Public Participation Plan** (PPP: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) with a renewed focus on analyzing inequities in all sectors of our work to ensure that we actively eliminate barriers and foster an inclusive and meaningful public engagement for all planning and policy work we do – this meaningful engagement is the foundation that leads to actions that meet the needs of our diverse community. In FY20, the CCRPC continued to address issues related to racial and economic disparities through the following actions:
 - Hiring a consultant, Creative Discourse, to address racial equity within the organization.
 - Established a CCRPC Racial Equity Leadership Team.
 - Facilitating, providing, and/or taking advantage of educational opportunities for our staff, municipalities, and other local and regional partners that address inequities and advance anti-racism efforts.
 - Strengthening existing relationships and partnerships and forging new ones with Vermont organizations working to advance anti-racism efforts.
 - In FY21 we will be holding an Equity Summit and examining our organization's policies, practices, culture, and services through the lens of anti-racism and white privilege to ensure they reflect our commitment to racial justice.
- **Building Homes Together:** The Building Homes Together campaign was initiated by the CCRPC, Champlain Housing Trust, and Housing Vermont (now Evernorth) in 2016. The campaign, supported by over a hundred local and state officials, nonprofits, businesses, and individuals, set a five-year goal of 3,500 new homes in Chittenden County with 20% of them permanently affordable. This amounts to an annual target of 700 overall homes with 140 affordable; the average over the first four years is 787 homes, and only 112 of them affordable. While the 2020 annual progress report showed continued overall success in new housing being created, there is still a persistent lack of affordable homes in our region. More information can be found at <http://www.ecosproject.com/building-homes-together/>.
- **Public Health:** In response to remote work, education, health care, and other needs prompted by the COVID-19 pandemic state of emergency, the CCRPC has been assisting state agencies

and municipalities with a number of pandemic-related planning efforts through the following actions:

- Identification of locations with free public Wi-Fi for access to the internet.
 - Support with COVID-19 information sharing between Vermont Emergency Management, municipalities, and other partners.
 - Participation in the Governor's COVID press conferences and Vermont Emergency Management's municipal official meetings.
- **Emergency Management:** During the unprecedented time of global response to the COVID-19 pandemic, CCRPC staff worked with municipalities, state health officials, and the public to relay important updates, resources, and general information about the pandemic. A COVID-19 Municipal Response webpage was maintained (<https://www.ccrpcvt.org/covid-19/>). CCRPC staff assisted Chittenden County municipalities with applications for the Local Government Expense Reimbursement (LGER) grant program to help cover the cost of eligible COVID-19 expenses such as supplies, facility alterations and overtime compensation. In addition to focusing resources on addressing the pandemic in our region, the CCRPC hosted the final meetings of Local Emergency Planning Committee (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>) and worked with the state on the transition to a statewide LEPC starting in July 2021. CCRPC staff participate in a wide array of emergency management-related workshops and exercises to enhance resilience to disasters in our region. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.
 - **Regional Energy Planning:** The CCRPC has been continuing to move forward with initiatives to support the Region's Enhanced Energy Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>). Implementation activities funded by Efficiency Vermont in FY21 included: Weatherization Wednesdays, a Button-Up Vermont event, statewide RPC roundtables, energy data reporting and training, energy committee technical assistance, and electric vehicle education webinars.
 - **Chittenden County I-89 2050 Study:** The CCRPC in collaboration with VTrans, municipalities, and other interested parties is conducting the I-89 2050 Study to assess safety, capacity, multimodal access, resilience, and other transportation and land use issues along the I-89 Corridor and its interchanges within Chittenden County; and to develop a comprehensive multimodal investment plan through 2050. A Vision was established for the I-89 Corridor, as an interstate system (mainline and interchanges) that is safe, resilient, and provides for reliable and efficient movement of people and goods in support of state, regional, and municipal plans and goals. To date, the study evaluated existing multimodal conditions along the I-89 Corridor and its interchanges; evaluated numerous new and improved interchange alternatives; conducted extensive outreach to the public including underserved populations, municipal officials, and other stakeholder groups; and developed bundles of multimodal corridor improvements that will be evaluated in the next phase of the I-89 2050 Study. For more information, please visit the project website at <https://envision89.com/>.

- Transportation Demand Management:** In partnership with VTrans, CCRPC staff continued the **Way to Go! School Challenge** (www.waytogovt.org) as a school-focused K-12 program to encourage sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. Due to the impacts of COVID-19, the program shifted online to provide resources and encouragement as families were remote, and a two-week spring event was open to all Vermonters to encourage active movement. In 2020/2021, 97 schools signed up, with 32 schools actively participating. Over the course of the 2020-2021 school year, these schools ran 186 events with 20,967 instances of student engagement and 1,988 instances of faculty engagement. The CCRPC participated in CATMA's Employer Transportation Coordinator (ETC) Network program and events to learn from other ETC Network members about employee TDM benefits and programs. The CCRPC also continued to collaborate with regional TDM partners to evaluate strategies and policies to encourage sustainable modes of transportation such as walking, biking, ridesharing, vanpooling, transit, bikesharing and carsharing. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Greenride Bikeshare, Go! Vermont/VTrans, and United Way.
- Public Transportation Planning:** Throughout the past year, the CCRPC has been engaged with GMT in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable and environmentally sustainable. In FY21, the CCRPC staff participated in Association for Commuter Transportation (ACT) meetings (<https://www.actweb.org/>), were involved in GMT's Operations Committee and Board meetings, served as a stakeholder for the Vermont Clean Cities Coalition's Future of Rural Transit Project (<https://vtccc.w3.uvm.edu/projects/future-of-rural-transit/>) and managed the Tri-Town Area (Jericho, Underhill, Cambridge) Transit Feasibility Study, which was completed at the end of June (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2021/07/Tri-Town-Study-Final-Report.pdf>).
- Elders and Persons with Disabilities (E&D) Transportation Program:** The Chittenden County E&D Transportation Program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits with friends and family. Following the comprehensive E&D program evaluation that began in FY19, the CCRPC has continued to collaborate with committee stakeholders, Green Mountain Transit (GMT), the Special Services Transportation Agency (SSTA) and United Way of Northwest VT to evaluate program improvements for E&D transportation. In FY21, the E&D Committee held four quarterly meetings to discuss program funding, volunteer driver utilization and opportunities to enhance transportation equity within our region.
- Neighbor Rides:** Beginning in 2013, the CCRPC started to invest in United Way's Neighbor Rides program to integrate volunteer drivers into human services transportation in order to increase access to transportation for seniors and persons with disabilities by offering a lower-cost option (<http://www.unitedwaynwvt.org/Neighbor-Rides>). In FY21, this program shifted its focus to work with community partners on a more collaborative volunteer driver strategy. However, as COVID-19 pandemic evolved, this goal was revised to focus on integrating health and safety strategies within the program.
- Active Transportation Planning:** CCRPC staff collaborated with TDM partners and local municipalities to expand the Greenride Bikeshare system and convert the fleet to electric assist

bicycles (www.greenridebikeshare.com). The CCRPC also promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grant and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. The CCRPC also continued to host the webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.

- **Clean Water:** The CCRPC’s water quality initiatives help to safeguard our clean drinking water, support our recreation and tourism industry, and make our municipalities more resilient to flood events. The CCRPC continues to host the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>) and provide guidance for the Vermont Clean Water Fund. CCRPC staff also joined the Lake Champlain Sea Grant Program Advisory Committee, participated in Vermont Clean Water Network meetings, assisted municipalities with developing stormwater master plans and implementing Clean Water Block Grant projects, supported education programs such as the Rethink Runoff (<http://www.rethinkrunoff.org>), assisted with watershed resiliency mapping, participated in water quality-focused policy discussions, and was appointed by the Vermont DEC to become the Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages, Basin (5). As the Basin 5 CWSP, the CCRPC will oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CRRPC staff continues to work with all Chittenden County municipalities on meeting their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. Staff also assists municipalities with the State’s Grants in Aid (GIA) program, which allocates money to participating towns for stormwater improvements related to the MRGP. In FY2021, 13 Chittenden County municipalities signed up to participate in the GIA program; an estimated 38 non-compliant segments will be upgraded using the allocated \$253,000.
- **Intelligent Transportation Systems (ITS) and Bluetooth Technology:** Intelligent Transportation Systems (ITS) technologies enhance transportation safety and increase mobility through the integration of advanced communications technologies into transportation infrastructure. The CCRPC has continued to monitor Bluetooth devices that were deployed along five high-traffic corridors in Chittenden County. Real time speed data from this system will be utilized by the VTrans Advanced Transportation Management System (ATMS) and Traveler Information System (TIS) for the Tri-state 511 system. CCRPC has initiated an update to the ITS regional architecture including updates to the participant list, roles and responsibilities of regional interested parties, service packages, and the ITS project list.
- **Comprehensive Economic Development Strategy:** With federal funding from the US Economic Development Administration, CCRPC began work on a Comprehensive Economic Development Strategy (CEDS) for our region and the Addison, Rutland and Central VT regions -- collectively called the [West Central Vermont CEDS](#). Ultimately this document will help identify priority economic development strategies and projects and will be used by a variety of federal and state funding programs when making grant decisions.

- **Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, and bylaw revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance for plans, projects and initiatives at the local level that help advance the ECOS Strategies, Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP).
 - **Lake Champlain Byway:** Chittenden County includes eight of the Byway's 22 communities: Essex Junction, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the Byway website (<https://lakechamplainbyway.com/>) including a helpful Interactive Map (<http://map.ccrpcvt.org/lcbyway/>).
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For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.

Memorandum

TO: Evan Teich, Unified Manager, and the Selectboard/Trustees
FROM: Dennis E. Lutz, P.E., Public Works Director/Town Engineer
Ricky Jones, Village Public Works Superintendent
DATE: 21 September 2021
SUBJECT: Winter Operations Plan for 2021-2022

ISSUE: The issue is whether the Selectboard and Trustees will approve the Winter Operations Plan for 2021-2022. The Plan has been placed on the Town and Village website as a draft document for public comment and input. Approval of the Plan is requested at the Joint Selectboard/Trustees meeting in October.

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

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

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

GENERAL COMMENTS:

The Town and Village winter salt and overtime costs were relatively low in the winter of 2020-2021 due to weather. However, the sand usage on gravel roads in the Town remained consistent with previous years due to fluctuating temperatures and rain falling on frozen roads.

The issue of exposure to COVID-19 and the impact on the workforce remains a continuing threat to the winter operations of both communities. In the past, many employees have worked through colds, temperatures and sometimes the flu. The current situation differs greatly from the past in that employees may be directed to stay home if exhibiting early symptoms of the virus. In addition, if any employee or a family member does contract Covid-19, the employee may be absent for an extended period and the entire workforce has a greater potential to also become sick. Not all employees have been vaccinated. Fully qualified and experienced plow operators are in short supply. Even if other Towns help and contractors are asked to help, the level of service that has been

provided for years may not be obtainable. This may impact emergency services, school openings and closings, bus delays, access to work, commercial deliveries and a host of other transportation uses that depend upon the roads being cleared in a timely fashion. Hopefully, this doom and gloom will not happen but the potential for it happening cannot be ignored.

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

TOWN ISSUES:

This year's plan remains unchanged from last year's plan with respect to coverage, sidewalk clearing and plow routes. Temporary help will be used if they can be hired. They have limitations because they do not possess CDL licensees and cannot drive the large plow trucks.

The amount of sidewalk clearing has been increased this winter and the expanded coverage is detailed in the Plan. The increase is limited in scope due to equipment and manpower but also due to the condition of the sidewalks – too narrow, obstacles such as power boxes or power poles, etc.

VILLAGE ISSUES:

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

REVIEW and PUBLIC NOTICE:

A draft external version of the Winter Plan has been provided for comment on the Village and Town websites. The request is that the Selectboard and the Trustees consider and approve the Winter Operations plan on October 4th for the Town and on October 12th for the Village. A short presentation on the content and changes to the document will be provided at those meetings.

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

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

TOWN OF ESSEX / VILLAGE OF ESSEX JUNCTION

PUBLIC WORKS

WINTER OPERATIONS PLAN

PUBLIC VERSION

~~2019-2020~~ 2021-2022



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

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

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

RESOLUTION

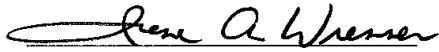
BE IT RESOLVED that the Board of Selectmen of the Town of Essex and the Trustees of the Village of Essex Junction adopt the following statements of policy regarding winter snow and ice clearing operations:

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

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

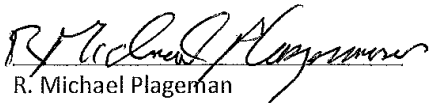
Town of Essex Selectboard


Max G. Levy, Chair

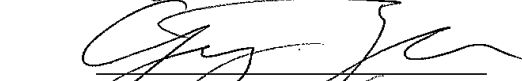

Irene A. Wrenner, Vice Chair

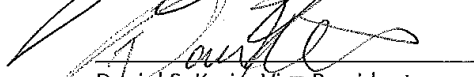

Andy J. Watts, Clerk



Brad M. Luck

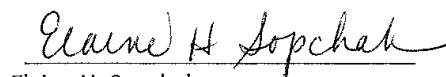

R. Michael Plageman

Village of Essex Junction Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew P. Brown


Elaine H. Sopchak

Lori A. Houghton

INTRODUCTION

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

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

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

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

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

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

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

SPECIAL CONDITIONS FOR WINTER OPERATIONS DURING 2021-2022

CURRENT SITUATION: All Public Works and governmental operations continue to be impacted to **some degree by the continuing but reduced** COVID-19 Pandemic at the time of preparation of the Winter Operations Plan (September 2021). Municipal offices ~~remain closed~~ **are open** to the Public, **some employees within the workforce are not vaccinated as well as some residents**, masks are **not** required **but worn by some** when in buildings or when people have less than six feet of separation, ~~no vaccine has yet been approved or distributed, and all meetings continue to use remote conferencing,~~ **and isolation protocols remain in place if an employee contracts the disease. In the preparation of this plan,** it is anticipated that all operations for the entire winter will continue to occur under these conditions.

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

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

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

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

The Green Phase: During this phase, it is anticipated that the Public Works crews can maintain the service levels historically provided and as outlined in the Winter Operations Plan. One or two employees may be out due to short term illness or a truck may be inoperative but generally service

levels can be maintained. If a major snow or ice event occurs, there will be delays but those delays will be consistent with how these events were accommodated in the past.

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

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

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

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

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

GENERAL MANAGEMENT OF OPERATIONS

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

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

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

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

Determination of Operations

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

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

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

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

Control Center/ Internal Communication/Resource Management

The Public Works supervisor or his designee on duty will be the main line of communication between the respective Public Works Department and the Police Department/School Departments.

Contact with other emergency service providers if needed should be through the Police Department Dispatcher.

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

During the winter of 2021-2022, selected employees in each department will carry a pager on a rotating schedule and will be assigned the responsibility, when carrying the pager, to make an initial determination of how the storm will be handled, including the immediate level of staffing at the outset of the storm. The employee (with the pager) in each community will be temporarily in charge of operations until the Public Works/Highway Superintendent or his designee arrives at their respective Control Center and takes over responsibility.

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

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

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

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

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

Equipment

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

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

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

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

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

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

Materials

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

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

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

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

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

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

External Communication/Public Information/Complaints

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

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

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

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

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

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

General Notification for Winter Storm Emergencies

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

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

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

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

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

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

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

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

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

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

WINTER UTILITY OPERATIONS

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

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

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

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

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

In the event of a power failure at any of the "canned" wet-well/dry-well pump stations, the Town and Village have a number of portable generators and mobile pumps which can be connected to any of these stations. When fire hydrants are used by the Fire Departments during the winter, the Fire Department will notify the Police Dispatcher immediately following the fire and identify the used hydrants by number. The Police Dispatcher will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS

Winter Parking Bans

Both communities have adopted winter parking bans.

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

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

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

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

Towing of Vehicles:

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

State Laws Relevant to Winter Operations:

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

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

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

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

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

Title 23, Motor Vehicles, Section 1104(a)

...." Stopping prohibited

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

(1) Stop, stand or park a vehicle:

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

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

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

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

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

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

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

INTERNAL COVID -19 EMPLOYEE AND WORKPLACE PRACTICES FOR WINTER OPERATIONS

PERSONAL AND FAMILY PROTECTION:

Strictly adhere to the guidelines and orders issued by the State of Vermont Department of Health, the Governor **and the Unified Manager** relative to COVID-19.

It is recommended to get a flu shot and be vaccinated against COVID-19

~~Fill out the COVID-19 required form daily when you show up for work.~~

~~Take your temperature every time you show up for work – record it on your form.~~

Wash hands often.

Wear mask when **determined necessary for the protection of yourself and other employees/the public** ~~inside a building other than when eating.~~

Recognize the difference between a cold and the flu (COVID or non-COVID) - reference VNA flier(attached).

Recognize the symptoms indicating that it may be COVID-19;

- Fever
- Cough
- Shortness of breath or difficulty breathing.
- Chills
- Repeated shaking with chills
- New Loss of taste or smell
- Fatigue
- Muscle or body aches
- Headache
- Congestion or runny nose
- Sore throat
- Nausea or vomiting
- Diarrhea

Isolate **when in crowds** ~~– from other employees~~ – do not congregate in one location with multiple people around you.

Avoid touching your nose, mouth and eyes. **Eat with appropriate separation between other people;** ~~in your assigned seat for lunch and breaks, in your truck or standing separated from other people;~~ use only your own utensils or use plastic; use paper plates. Wash any shared utensils well.

If totally exhausted, see your supervisor and then go home and get rest.

Use protective gloves in the shop when touching multiple surfaces and when appropriate. Change gloves often and dispose of used gloves.

STAY HOME WHEN SICK especially if running a fever. See your doctor or a health clinic if you are running a temperature over 100.4 degrees or are showing other symptoms of COVID 19; call in and inform your supervisor of the symptoms you are experiencing.

Steps to take if you test positive for COVID:

The VT Health Department will contact you if you test positive for COVID-19. Immediately contact Dan Roberge, Chris, Dennis or Aaron; we will the contact Travis for further instructions.

Get medical help and direction from your health provider.

Be prepared to tell your employer who in the workplace you had closer contact with than six feet for more than 15 minutes over the previous two days. Also, any equipment or tools you were using.

The primary contact for return to work requirements will be Travis.

Be prepared to work on different routes than normally assigned, both in the Village and the Town.

Your health and that of your family depends not only on the actions you take but on the actions or lack of actions other employees take. Self-police the workplace so everyone stays safe.

WORKPLACE PROTECTION:

Exchange the air in the building by opening doors and windows for 5 minutes every day that someone is in the building first thing and 5 minutes before leaving,

irrespective of the temperature.

~~Fog the building at least once every three days.~~

Clean all surfaces after touching, especially in the bathroom and eating areas

Don't congregate in the work place; ~~stay in your vehicle as much as possible and away from the garage.~~

Set up the kitchen break areas so everyone is at least 6 feet apart and has a designated seating area.

Wipe down all touched internal truck/equipment/tool surfaces before starting the day's work and at the end of the workday; other people are likely to use the equipment.

Order and keep adequate PPE supplies on hand.

Maintain a record of what vehicles or equipment you have operated for the day. ~~Write it on your COVID form. This information will be needed if you were to test positive for COVID.~~

APPENDIX 1

Pre-Winter Preparation, Orientation and Training

The Importance of Coordination

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

Know the plowing and spreading routes

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

Effective Radio/TV Communication

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

Equipment - Operation and Maintenance

1. Each Public Works /Highway Superintendent is responsible for cross-training of

operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.

2. Prior to the onset of winter, the mechanic, superintendent and operator will perform complete vehicle inspections on all winter equipment to include at a minimum:

- check of all wing and plow hydraulic systems to insure proper operation

- check on the condition of moldboards, cutting edges

- operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand or salt spreading and operational checks of the computer-controlled material feed systems

- brake checks, air and hydraulic hose checks

- all vehicle lighting, including wiring and sockets on headlights, taillights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered).

- replacement of side or end-body reflective tape as necessary

3. The Town mechanic and the Village Public Works/Highway Superintendent as appropriate will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.

4. The Public Works/Highway Superintendent will insure that operators perform and document preventive maintenance on a daily basis to include at a minimum:

- inspection of tires for wear

- checks on brakes and air systems

- checks of hydraulic hoses for leaks

- visible structural checks of frames and the pins holding the bed to the frame

- all electrical equipment, especially lights, wiring and sockets

- wipers

- plow blade wear

- safety equipment checks (see Appendix 8)

Materials

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

Training

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

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

APPENDIX 2

Continuing Operations During Non-Storm Periods

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

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

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

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

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

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

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

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

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

Hauling of Snow: The Town outside the Village

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

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

Hauling of Snow: The Village

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

APPENDIX 3

Post-Winter Follow-Up

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

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

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

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

Identify new equipment needs for improving operations.

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

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

APPENDIX 4

Material Application Guidelines

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

Techniques:

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

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

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

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

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

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

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

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

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

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

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

Know the pavement temperatures and their trends. Pavement temperature is affected by sunshine, clear skies at night, air temperature and wind. Pavement temperatures in the spring on a sunny day are often sufficiently high that salting is not needed other than on bridges or heavily tree canopied roadways.

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

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

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

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

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

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

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

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

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

APPENDIX 5

List of Radio Call Numbers

NOT AVAILABLE IN PUBLIC VERSION

Section 1

APPENDIX 6

Contacts for Winter Storm Emergencies

NOT AVAILABLE IN PUBLIC VERSION

APPENDIX 7

List of Contractors for Assistance

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

Winter Safety Practices**Personal Safety**

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

Wear Proper Clothing

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

Prevent Dehydration

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

Recognize Symptoms of Common Injuries/Life Threatening Conditions

3. Exposure to cold and wind chill factors

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

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

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

2. Frostbite

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

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

Treatment includes:

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

3. Snow blindness

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

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

Prevention: use sunglasses on bright sunny days

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

4. Carbon monoxide poisoning

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

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

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

Equipment Safety

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

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

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

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

Operational Safety

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

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

Operators need to be especially cognizant of the following situations:

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

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

APPENDIX 9

Section 1

Adjacent Towns' Contact Lists

NOT AVAILABLE IN PUBLIC VERSION

APPENDIX 10
Winter Notes to Police

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

2. What is the specific nature of the problem?

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

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

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

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

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

Emergency Access - Police, Fire or Rescue cannot get to a location because of specific road conditions or problems.

3. What is being done by the Police Department pending arrival of Public Works employees?

Will the Officer remain on site?
Will barricades be put up?
Will roads be closed?
Will Fire/Rescue be contacted?
Will the media be contacted?

4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the Police Officer on site may assist Public Works in the timely arrival of help.

APPENDIX 11

Warning Notes/Fliers

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

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

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

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

The ban applies whether or not it snows.

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

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

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

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

A WARNING

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

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

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

REMINDER:

According to Title 19, Section 1111B of the Vt Statutes, "it is illegal to deposit material of any kind within, or in any way affect the grade of a highway right of way without a written permit from the Board of Selectmen of a Town."

It is illegal to remove snow from private property and deposit it on the sidewalk, roadway or against such authorized structures such as fire hydrants.

Under Title 19, Section 1105, . . "A person other than a municipality who places or causes to be placed an obstruction or encroachment in a public highway or trail so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000 plus . . ."

PLEASE CONSIDER THIS A WARNING.

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

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

The Public Works Dept. has determined that the damage to your mailbox was done by a Town/Village plow truck. A municipal employee will either repair your mailbox and/or post or install a standard new one, depending on the extent of the damage sometime in the next few days.

In some cases where poles/posts are damaged, a temporary fix will be made until a permanent replacement is installed in the spring.

The Selectboard and Trustees have established an upper limit for mailbox reimbursement of \$50.

Residents with specialty mailboxes costing more than this amount will be limited to the stated reimbursement.

To report a damaged mailbox, please call the Town or Village Public Works Office as appropriate during normal working hours Monday through Friday, 7:30 a.m. to 4:30 p.m.

**Town of Essex
Village of Essex Junction
Department of Public Works
Town Public Works 878-1344
Village Public Works 878-6944**

MAILBOX CORRECTION NEEDED

Please make the following corrections to your mailbox to reduce the chance of damage during winter plowing operations. The mailbox is:

- Leaning forward, needs to be straightened**
- Too close to road, move back**
- Too low, raise to appropriate height**
- Secure fastener(s) / Connection loose**
- Other**

American Association of State Highway and Transportation Officials (AASHTO) "A Guide for Erecting Mailboxes on Highways"

- **Height - - 42" to 48" from road surface**
- **Setback - -
with curb - - 6" to 12" from face of curb
uncurbed - - a minimum 12" from the
edge of pavement**

APPENDIX 12

Vermont Supreme Court Ruling 2010

Vermont Supreme Court: Snow and Snowplowing are Facts of life in Vermont; Trespass and Takings Claims must be Dismissed.

In a decision very favorable to Vermont municipalities, the Vermont Supreme Court has held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. *Ondovchik Family Limited partnership v. Agency of Transportation*, 2010 VT 35

The plaintiff, Ondovchik Family Limited Partnership (OFLP), is a property owner in Shelburne. As a result of the expansion of State Route 7, a building on the property is located less than eight feet from the highway. OFLP complained that the Vermont Agency of Transportation's (VTrans) snowplows propel snow and contaminated water runoff across the sidewalk and onto OFLP's building and brought suit. The Vermont Supreme Court held that VTrans is under a lawful duty to remove snow from Vermont's highways and this duty carries with it the privilege to deposit snow on adjacent property so long as this action is reasonably necessary to performance of the duty. VTrans has discretion to choose an efficient method of removing snow, even if the method it chooses causes some intrusion into or incidental damage to adjacent property.

OFLP also asserted that VTrans' plowing activities resulted in a taking of its property for public use, in violation of the Fifth Amendment of the United States Constitution, Article 2 of the Vermont Constitution. The Supreme Court rejected this argument as well, stating, "When winter road maintenance activities result in the intermittent snow throw and water runoff, it is an incidental incursion only and does not represent the kind of invasion that would amount to a taking."

OFLP's injury was no different than those of other landowners whose property fronts on plowed roads, all of whom benefit from having the roads plowed and who must "deal with the consequential and incidental incursions and damage that snow throw and water runoff may cause." The Court noted that "snow and snowplowing are facts of life in Vermont, and we do not find a cause of action when defendant had done nothing more than protect public safety by plowing roads that it has an ongoing legal duty to plow."

Vermont municipalities maintain approximately 11,500 miles of local highways, about five times the number of miles maintained by the state. The Supreme Court's common sense approach to the inevitable consequence of winter and snowplowing is welcomed by all. A copy of the decision is at <http://info.libraries.vermont.gov/supct/current/op2009-182.html>

Jim Barlow, Senior Staff Attorney, Municipal Assistance Center.

VLCT News, June 2010

SECTION 2
WINTER OPERATIONS
SPECIFIC TO THE
TOWN
OUTSIDE THE VILLAGE

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN OUTSIDE THE VILLAGE

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Appendices

Appendix A	Organizational Chart of the Town Public Works Department
Appendix B	Town Vehicle/Route Assignments (Internal Distribution)
Appendix C	Town Equipment for Snow Operations
Appendix D	Maps of Highway Routes (Town)
Appendix E	Town Notification List (Internal Distribution)
Appendix F	Town Winter Materials Usage Report
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SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN

OUTSIDE THE VILLAGE

General

The Town of Essex Public Works Department has the responsibility of maintaining essential services on over 76.92 miles of accepted Town roadways, 23.16 miles of which are gravel and 53.76 miles paved, as well as over 58 miles of waterline, over 53 miles of walks and paved paths, over 30 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Public Works Director has ~~direct~~ general responsibility for management of the Department, acting under the ~~general~~ policy direction of the Unified Manager and authority of the Selectboard. The Public Works ~~Director of Operations has direct responsibility for managing~~ ~~manages seven~~ ~~six~~ functional areas within the Department - Administration, Engineering, Vehicle Maintenance, Highway, Conservation, and Water/Sewer. ~~The responsibility for Public Buildings falls under the Public Works Director.~~ The day-to-day operations of Vehicle Maintenance and Highway ~~and Public Buildings~~ are supervised and coordinated by the Highway Superintendent. The Highway Superintendent is responsible for winter field-crew operations. Administration is the primary responsibility of the Public Works Secretary. ~~The Town Engineer/Utility Director is responsible for the Water/Sewer and Engineering Divisions and acts for the Public Works Director in his absence.~~ Section 2, Appendix A contains an organizational chart identifying Department structure; section 2, Appendix B lists vehicle and route assignments; Section 2, Appendix C lists vehicles available for plowing.

The general procedures used by the Town during winter operations have been identified in Section 1. More specific details on Town operations are as follows:

Pager Responsibility

During the winter of 2021-2022, the non-working-hours pager responsibility will be shared among selected Public Works Highway Level III and IV employees rotating on a published schedule. The person carrying the pager will make an initial determination on how the storm event will be handled. The employee with the pager will be temporarily in charge of operations until the ~~Public Works Superintendent, Highway Foreman~~ Superintendent or Public Works ~~Director of Operations~~ arrives and takes over responsibility. A list of persons carrying the pager and dates ~~will be~~ ~~has been~~ published ~~and is in effect.~~

If contact cannot be made with the Highway Pager, the Highway Superintendent should be paged followed by use of the Notification list identified in Section 2, Appendix E.

Winter Storm Operations

Determination of Town Operations

Using the resources available to the Town and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Highway Garage on Sand Hill Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 2, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#103, #107, #105) as well as all three of the 3 cy dump trucks (low pro's #112, #104 and #123). The remaining "gravel" road 14 cy dump trucks do not have calibration devices installed. Trucks #103, #107 and #105 are equipped with liquid application tanks for use in pre-wetting the salt at the spinners using either liquid salt brine (NaCl) or Calcium Chloride.

Materials

At the Highway Garage yard located on Sand Hill Road, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Town are:

1. 5,000 to 6,000 tons of sand.
2. Approximately 500 tons of salt are maintained on-site in covered salt sheds. Usage increased last winter due entirely to winter weather conditions. In recent preceding years salt usage has generally been lower due to less severe winter weather, improved application and control equipment on more trucks, increased monitoring, supervisor direction on salt application and greater use of a variety of products, matched against the temperature, road condition and precipitation level.

As the on-site stockpile of salt is depleted, additional salt is ordered. The Town source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Other potential sources are:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy

Apalachee LLC
1423 Highland Ave
Rochester, NY 14620

3. 3,500 gallons of 32% liquid calcium chloride are stockpiled in a weather-protected fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thaw point.

4. Salt brine may be utilized under certain conditions. The salt brine is used sparingly to pre-wet roads prior to a storm when temperatures are 32° or slightly lower and to routinely pre-wet salt distributed off the plow-truck spinner. Salt brine is only effective within a narrow range of temperatures and weather conditions, and therefore, the Town only has a stockpile of 500 to 600 gallons available for use during a given storm.

5. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations. One product used in 2017-2018 was Ice-be-Gone (Magic Salt). It will be sprayed onto a portion of the stored salt and will be used at temperatures around 15 degrees or lower.

Snow Plowing and Sanding/Salting Operations

The Public Works Department has organized the equipment into seven major routes for routine operations. During very heavy snowfalls, the road grader may be used on an eighth route in the northeast quadrant to free up one additional dump truck to assist in clearing other priority routes. In general, two heavy-duty dump trucks (14 cy capacity each) plow and spread sand on the gravel roads and certain designated paved roads, three heavy-duty dump trucks (7 cy) and three medium duty dump trucks (3 cy) plow and spread salt on the paved roads. The routes are described in section 2, Appendix D. Each complete route for a single truck is approximately 35 miles in length and takes in excess of four to five hours to complete, once a major snow event is over.

1. The routes have been established to provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads for each designated route are:

S.Wilson Paved Route (Truck 105 – 7 cy)

Susie Wilson Road
Susie Wilson Road Bypass
Kellogg Road
Gardenside Lane

Susie Wilson Support Route (Truck 123 – 3 cy)

Old Colchester Road
Gentes Road
Pinecrest Drive

NW Gravel Roads (Truck 106 – 14 cy)

Brigham Hill Road
Lamore to Discovery
Chapin Road
Lost Nation Road to Discovery Road
Discovery Road

Central Route A (Truck 103 – 7 cy)

Essex Way
Towers Road
Old Stage Road
Clover Drive
Sydney Drive
Hagan Drive

Central Route B (Truck 104 – 3 cy)

Billie Butler Drive/Carmichael Street
Tanglewood Drive
Lamell area
Other roads within the plow route without sidewalks
or school bus coverage

Central Route C (Truck 112 – 3 cy)

Upper Sand Hill Road area
Foster Road
Maplelawn Drive
Margaret Street
Deer Crossing
Other roads within the plow route without sidewalks
or school bus coverage

NE Gravel/Paved Route (Truck 108 14cy)

Weed Road
Osgood Hill Road
Bixby Hill Road
Sleepy Hollow

SE Paved Route (Truck 107)

Lower Sandhill Road
Valleyview Drive/Pinewood Drive loop
North Williston Road
Allen Martin Drive

2. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.
3. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.
4. An intermediate priority will be given to collector streets with lesser traffic loads and a reduced history of accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation streets within such subdivisions). Examples of this type of street are Greenfield Road, Greenbriar Drive, Sleepy Hollow Road, Brigham Hill Road, Indian Brook Road, Lost Nation Road, Willoughby Drive, etc.

Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are Margaret Street, Lavigne and Perry Roads, Colonel Page Road and Pioneer Street.

Dead-end streets follow in priority.

Some collector, minor or dead-end streets may be cleared earlier in a given storm event to meet the objectives of cycling, access on steep grades and school routes/pick-up points/streets without school busing coverage.

Due to the inability of the 7 cy trucks to effectively clear many dead-end streets and cul-de-sacs, the operations plan has been revised to clear more of the dead-end roads with the intermediate plow trucks (3 cy). These trucks can clear the streets and dead-ends and not require that separate trips be made with pickups and one-tons. Clearing of cul-de-sacs and dead-end streets is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.).

5. Within neighborhoods without school busing coverage or sidewalks, the Department will attempt to plow the neighborhood streets with at least one-pass of the road plow prior to 7 A.M. and will attempt to open these roads prior to school dismissal.

6. Sidewalk plowing

a. Sidewalk plowing is limited in the Town due to a combination of available equipment, manpower and the nature of the infrastructure. Many of the sidewalks are older and at a width of 4 feet **or less**, with adjacent obstructions such as power poles, **utility boxes**, fences, rock walls and the like. **Sidewalk plowing units are 4 feet in width** and cannot fit on many of these walks due to width conflicts. In a full storm situation, every truck is staffed by a single employee and one full-time **and temporary employees are** available for sidewalk plowing. This staffing assumes that no employees are out of work due to illness or other reasons. There is limited back-up through use ~~of temporary help~~ or re-assigned water-sewer employees.

b. Sidewalk plowing in designated areas will generally begin with the onset of a storm and end when the designated sidewalks are plowed. During some storm events, lack of equipment or manpower may prevent sidewalks from being plowed until after the end of the storm. When this occurs, sidewalk plowing is targeted for completion within 24 hours of the end of a major storm event.

c. Sidewalk plowing will generally not occur if the snow cover is 2 inches in depth or less. The Town does not have a “bare” sidewalk policy.

d. The Town has **in excess of** 53 miles of sidewalks and paved paths. Prior to this winter, sidewalk plowing was done on 17 miles of walkways. The rationale used was based on the following statement taken from last year’s winter operation plan.

“Sidewalks have been chosen for clearing on high traffic roads where pedestrians may be at greater risk if they were to walk in the roadway and to provide at least “one side of the street” coverage from the entrance of major subdivisions to schools, commercial areas, library, etc. The intent of sidewalk plowing is to try and open sidewalk to a central point within the major developments on the main entrance road to the development.”

e. For the winter of **2021-2022**, the changes made ~~for last winter~~ to the sidewalk plowing plan remain in place as necessitated by the Essex-Westford School District’s decision to both require students within a set distance from the schools to walk and to reduce the number of bus pickup points. The Town budget has not increased sufficiently to enable **large-scale** expansion of the sidewalk plowing from the coverage provided in the winter of **2020-2021**. ~~In addition, the continuing impact of COVID-19 on operations and personnel availability will not enable additional sidewalk clearing to occur this winter.~~ **However, some sidewalk coverage has been expanded due to the completion of new walks and the ability to add or contract for some expansion of existing coverage.**

f. ~~Given the School District's busing changes, the Town has readjusted its coverage and priority on sidewalk plowing to reflect the following:~~ The Town has added the following coverage but the priority for coverage remains the same:

New or Revised Coverage:

- 1) The new sidewalk completed on Pinecrest Drive between Suffolk Lane and VT2A.
- 2) The new shared-use path between Susie Wilson Road and the west gate of Fort Ethan Allen, a project completed by VTRANS will be plowed by the Town per agreement with the State. The remaining portion of this path will be done by the Town of Colchester.
- 3) Per contract with S and D Landscaping, their contract will be expanded to include sidewalk coverage on Essex Way on the east side of the street from Freeman Woods to the far intersection with Stannard Drive and the outside sidewalk from that point to the end of Essex Way, Sydney Drive (outside walk), Hagan Drive (outside walk) and Lang Drive from Hagan Drive to Essex Way (outside walk). Other sidewalks in the Woodlawn areas may be plowed by S and D landscaping under private contract with the Associations.
- 4) The sidewalk plowing on Sage Circle will occur on the south side of the road and not the north side as was done in prior years.
- 5) The sidewalk on Craftsbury Court north to the intersection with Cabot Drive and from Cabot Drive to Old Stage Road
- 6) The sidewalk on Weathersfield Bow to the intersection of Fox Run Road and Fox Run Road

Priority of Coverage:

1) The first priority is unchanged from previous years and it is articulated in paragraph 6 a through 6d. The list of coverage is unchanged from previous years and the routes are listed under 6g. Pedestrian usage of the sidewalks is not exclusive to students; usage by the elderly and others must be considered as well.

2) The second priority are those walks within the radius defined by the school for 'walk to school zones'. This affects the following streets that have sidewalks that were added in the winter of 2018-2019. Blackberry, Steeplebush, Cedar St. to the intersection with Cedar Court, Bluestem, Clover to the intersection with Bluestem, Maplelawn, Lasalle, Margaret from Lasalle to Sand Hill Road, Butternut Court to Sage, Sage to Hickory and Hickory.

3) The added sidewalk plowing will only occur on one side of the street.

4) The Town will make every attempt to clear the priority one and two walks before students must be at school. However, this effort will require the use of two sidewalk plows and the two sidewalk plows will take from 6 to 7 hours working together to meet this objective. **If this objective cannot be met during the winter during specific storm events, residents need to plan to provide alternate transportation of students.**

T7

g. The areas of sidewalk for priority one plowing include the following:

- (1) The bikepath from the Town/Village line in the Countryside Development to Rt. 15, including the spur to the Commons at Essex Way
- (2) Rt. 15 in Essex Center, Alder Lane, Rt. 128 to the Elementary School and Jericho Road from the intersection with Rte 128 to Sandhill Road (new walkway section in Essex Center)
- (3) Sandhill Road from Rt. 15 to Allen Martin Parkway
- (4) Rt. 15/Susie Wilson Road (west end of Town) from Ethan Allen Avenue to Kellogg Road (both sides), Ewing Place, and the Marketplace and David Drive (one side)
- (5) Pinecrest Drive (both sides) to northern entrance to Suffolk Lane (one side), and Kimberly Drive
- (6) Essex Way from Rt. 15 to the end of ~~bituminous path in the Woodlands Development, between Repa and Bashaw Drive (one side)~~ **Stannard Drive**
- (7) Bixby Hill Road from Rt. 128 to Iris Street
- (8) Foster Road & Founders Rd. bike path
- (9) Allen Martin Parkway to the intersection with Partridge and Laurel Drive and back to Saxon Hollow Drive to Greenbriar Drive to Alderbrook Road (one side)
- (10) The Craftsbury Court to Rt. 15 interconnecting trail
- (11) From the interconnecting trail at Craftsbury Ct. west on Craftsbury to Old Stage Rd., north on Old Stage Rd. east onto Peacham Lane extension (street travel only), north on Peacham Lane to Willoughby, east on Willoughby to Cavendish, west on Cavendish to Peacham Lane, north on Peacham Lane (street travel only) west on Willoughby to Old Stage, south on Old Stage to the Rt. 15 intersection.
- (12) Kellogg Road to the Colchester Town line (both sides)
- (13) Saxon Hollow Drive and Greenbriar Drive from Saxon Hollow Drive to Alderbrook Road
- (14) Blair Road
- (15) Iris Street to Bobolink Circle, north on Bobolink to Clover Drive, Clover Drive to Towers Road (all one side), Bobolink Drive on the southern side and return to Rt.15 (new)
- (16) Gauthier Drive and New England Drive (one side)
- (17) Path adjacent to Old Colchester Rd from Rt. 2A to the Village boundary

- (18) Carmichael Street (both sides) to the end of the accepted roads and along the paved connecting path on the unaccepted portion of future Carmichael Street.
- (19) The path on Marion and Irene Avenues (one side)
- (20) The path on Rt. 128 from Irene Avenue to Thomas Lane
- (21) The sidewalk on the east side of Frederick Road, Lamell Ave between Frederick and Richard Street and Richard Street to Rt. 15.
- (22) Laurel Drive from Allen Martin Parkway to the start of the circular portion of Laurel Drive
- (23) The temporary gravel path from Rt. 15 (Butlers Corners) to the Town Center parking lot.
- (24) Pioneer Drive from Pinecrest Drive to Blair Road
- (25) Saybrook Road from Rt. 15 to the 1st driveway intersection on the west side.
- (26) The multiuse pedestrian path on the south side of Rt.15 from Saybrook Road to Sunset Road
- (27) The paved, multi-use path along Rt. 15 from Essex Way west to the end of the paved section in the Town green-space
- (28) The concrete sidewalks on Carmichael Street from Essex Way to the existing and fully completed elderly housing complex
- (29) Joshua Way from Pinecrest Drive to Susie Wilson Road
- (30) Rt. 15 from Sunset Drive to the Shopping Center ped crossing
- (31) Commonwealth Ave (east side) from Rt. 15 to the NBT Bank entrance road and from Commonwealth Ave (east side) over the gravel path to the Town Center parking lot.
- (32) A new pedestrian crossing on Sand Hill Road near Founders Road will be kept open.
- (33) North side of Freeman Woods to and around cul-de-sac.

Special Practices for 2021-2022

1. The winter of 2020-2021 was characterized by another early start to winter conditions, many fluctuations between freezing and thawing, periods of extended and generally fluctuating weather, very icy conditions on gravel roads. Supply availability of salt, sand and other materials was not a problem.

2 .A comparison of overtime, sand and salt provides an indicator of activity level and conditions over the last year.

	(actual)	(budget)	(actual)	(budget)
Overtime (hours)	2319	4,150	1,453	4,150
Sand (tons)	6,269	4,600	3,900	4,600
Salt (ton)	1,470	1,600	1,272	1,600

2. The procedures followed in the winter of 2020-2021 to reduce overtime, sand and salt use will again be used in the winter of 2021-2022.

3. Salt use will be applied at reduced application levels on flat roads and dead-end streets with cul-de-sacs, but not necessarily eliminated. At the appropriate times and weather conditions, salt and/or salt brines or sand will be applied to keep the areas trafficable. Snow may accumulate more on the flat roads than on hilly sections or on the priority routes. Salt prices escalated dramatically this year, rising by over 14%.

4. Low traffic-volume, flat development roads will also have lower salt application than other roads. Salt, salt brine and sand will be used to keep areas trafficable; salt will be used to reduce the build-up of thick snow and ice in the streets and to prevent the blockage of catch basins by ice. Some build-up of snow and ice will be allowed to accumulate. Typical streets are: Hillside Circle, Butternut Court, Patricia Place, Maplelawn Drive, Rosewood Trail, Cindy Lane, Circle Drive, Ronald Court, Sunset and Lida Drive, Colbert Street and Gauthier Drive.

5. The areas of sidewalk clearing are ~~unchanged~~ changed from last year

6. During the evening hours of a storm event between 11:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, the Town forces will be reduced to a minimum or no staffing.

7. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.

8. On paved roads, salt brine may be used in combination with salt in the 25 degree (+ or -) to 34 degree range; salt with liquid calcium and other alternative chemical/organic additives will be used generally below 25 degrees down to 15 degrees (+ or -) and below that level, either higher concentrations of salt plus additives, sand or no material will be placed. All trucks will be calibrated and all drivers will be required to report on their salt usage following each storm to the Superintendent.

T10

9. The Town used contract plowing services last year to plow certain sidewalks and angled parking in

the Town Center area (Carmichael Street), beyond the operational capability of the Town. A contract has been signed for this specific service for 2021-2022. Contractor plowing will be used for all of Carmichael Street and Commonwealth Avenue.

It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars
- equipment breakdown
- assistance to the Fire or Police Departments
- assistance to school buses
- time length since the start of the storm
- availability of materials
- budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Town snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring four to five hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

12. Town crews have had significant problems trying to clear roads when garbage or recycling bins are placed in the travelled way of the street or left there by homeowners after the material has been picked up by the vendors. It is the homeowner's responsibility to keep these bins out of the road travelled way so as not to interfere with plowing operations. The Town accepts no responsibility for striking or damaging the misplaced containers.

13. Special Safety Considerations for 2021-2022

- a) With a potential increased concentration and with the age range of students at school bus stops, all busing students need to be cognizant of Town snow plows and the inability of drivers to quickly stop a plow truck weighing in excess of 25 tons. At 30 mph, a truck will travel 103 feet before the driver can react and apply brakes and at least another 73 feet to stop on dry pavement. Students need to stay out of the roadway when plow trucks are approaching and refrain from playing in or around the snow banks. School bus stops are not playgrounds.

some form of bright or reflective clothing so drivers of all vehicles can see them and take action to avoid those walking. This is especially an area of concern due to the shortened length of sunlit days and during periods of reduced visibility as in heavy snowfalls.

Snow Removal on State Highways in the Town of Essex

Within the Town of Essex, there are over 22 miles of State highways, including:

- Rt. 15 (Center Road, Jericho Road)
- Rt. 117 (River Road)
- Rt. 128 (Browns River Road)
- Rt. 2A (Colchester Road)
- Rt. 289 (Circumferential Highway & ramps)

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage, located in Fort Ethan Allen. Questions or comments on these highways are to be directed to the District Highway Administrator, Dave Blackmore, Dan Shepard or Dick Hosking.

Use of Sand / Salt from the Town Highway Garage

The Town of Essex expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Town prohibits the taking of any amount of road salt from the Town highway garage for private use.

The Town purchases winter sand solely for use on Town roads and walks; it is not purchased for routine use by residents or businesses on private driveways or walkways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain no more than two (2) 5-gallon pails of sand from a stockpile outside the gate to the highway garage.

Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Selectboard. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences, flowerpots, basketball hoops, etc., (placed within the Town ROW).
2. To ensure mail delivery to all rural residents, the Town has provided blanket authorization for mailboxes located in the Town right-of-way. The Town retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
 - a) The Town will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.
 - b) Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Town will not fix or replace mailboxes in these situations.
 - c) Owners of mailboxes have a responsibility to contact Public Works at 878-1344 during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Town. The Town will inspect the mailbox to determine if it is the Town's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Town until the replacement has been completed and verified as being in place by the Town.
 - d) The clearing around mailboxes is the sole responsibility of the owner and not the Town. With the large number of streets to plow and limited municipal resources, Town plows cannot provide a level of service that clears the road to every mailbox.
 - e) The Town will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Town will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

T13

3. The Town will restore or replace objects located on private property

damaged as a result of its snow or ice clearing operations, when it has been determined that the Town was responsible for the damage, consistent with the Supreme Court Ruling in 2010.

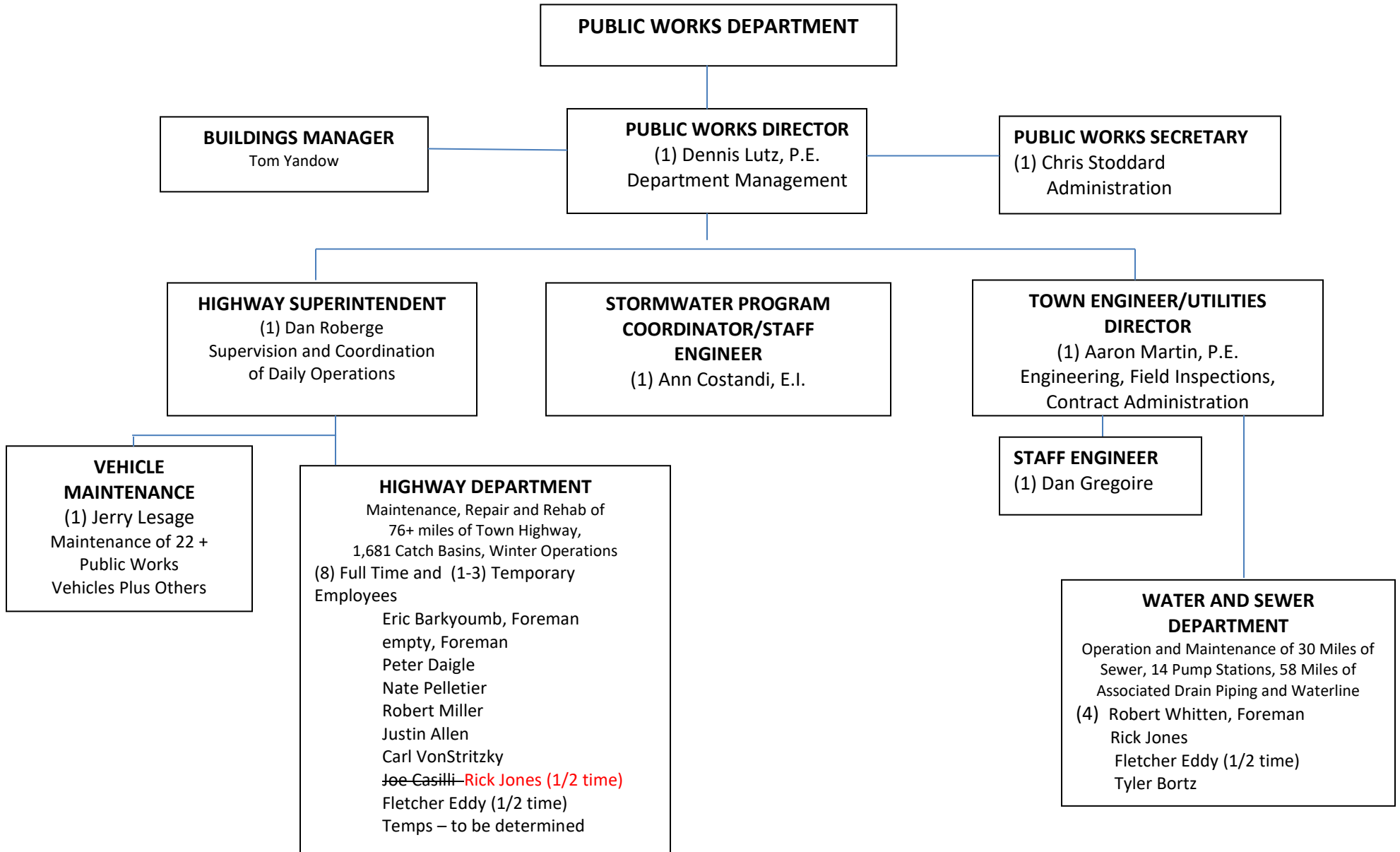
4. Recovery of damages will be pursued by the Town, if Town equipment is damaged due to objects placed in the Town ROW.

**SECTION 2, APPENDIX B
2021-2022**

**VEHICLE AND ROUTE ASSIGNMENTS
NOT AVAILABLE IN PUBLIC VERSION**

SECTION 2, APPENDIX A
2021-2022

ORGANIZATIONAL CHART OF THE TOWN PUBLIC WORKS DEPARTMENT



SECTION 2, APPENDIX C

2021-2022

TOWN EQUIPMENT FOR SNOW OPERATIONS

- 2020 Int'l 12 cy dual axle D/T with 1-way, 11' snow plow and 10' wing with under carriage discharge (#106) - gravel roads
- 2019 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing and liquid brine dispenser (paved roads) (#105)
- 2017 Int'l 7cy D/T with one-way, 11' snow plow & 10' wing liquid brine dispenser with under carriage discharge (Truck #107)
- 2021 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing with liquid brine tank (paved roads) (#103)
- 2020 Int'l 12 cy D/T with one-way, 11' snow plow & 10' wing, under carriage discharge (gravel roads) (#108)
- 2014 Freightliner, 3 cy with angle 9' 8" snow plow and 9' wing plow (#123-partial time)
- 2015 Int'l 3 cy D/T with angle 9' 8" snow plow and 9' wing plow (#104 – partial time)
- 2016 Int'l 3 cy D/T with angle 9' 8" plow and 9" wing plow (#112 – partial time)

PRIMARY ROUTES

CUL-DE-SACS, PARKING AREAS, SCHOOL TURNAROUNDS

- 2015 Int'l 3 cy D/T, 9' 8" all angle plow, with 9' wing plow (#104) primary route (partial time)
- 2014 Freightliner 3 cy D/T, 9' 8" plow with 9' wing (#123) primary route (partial time)
- 2016 Int'l 3 cy D/T, 9' 8" plow with 9' wing (#112)
- 2017 Chevrolet 4x4 Crew Cab all-angle, 9' hydraulic snow plow (#102) (as needed to fill in)
- 2016 Ford F350 1-ton pickup with plow and drop-in sander (#25)

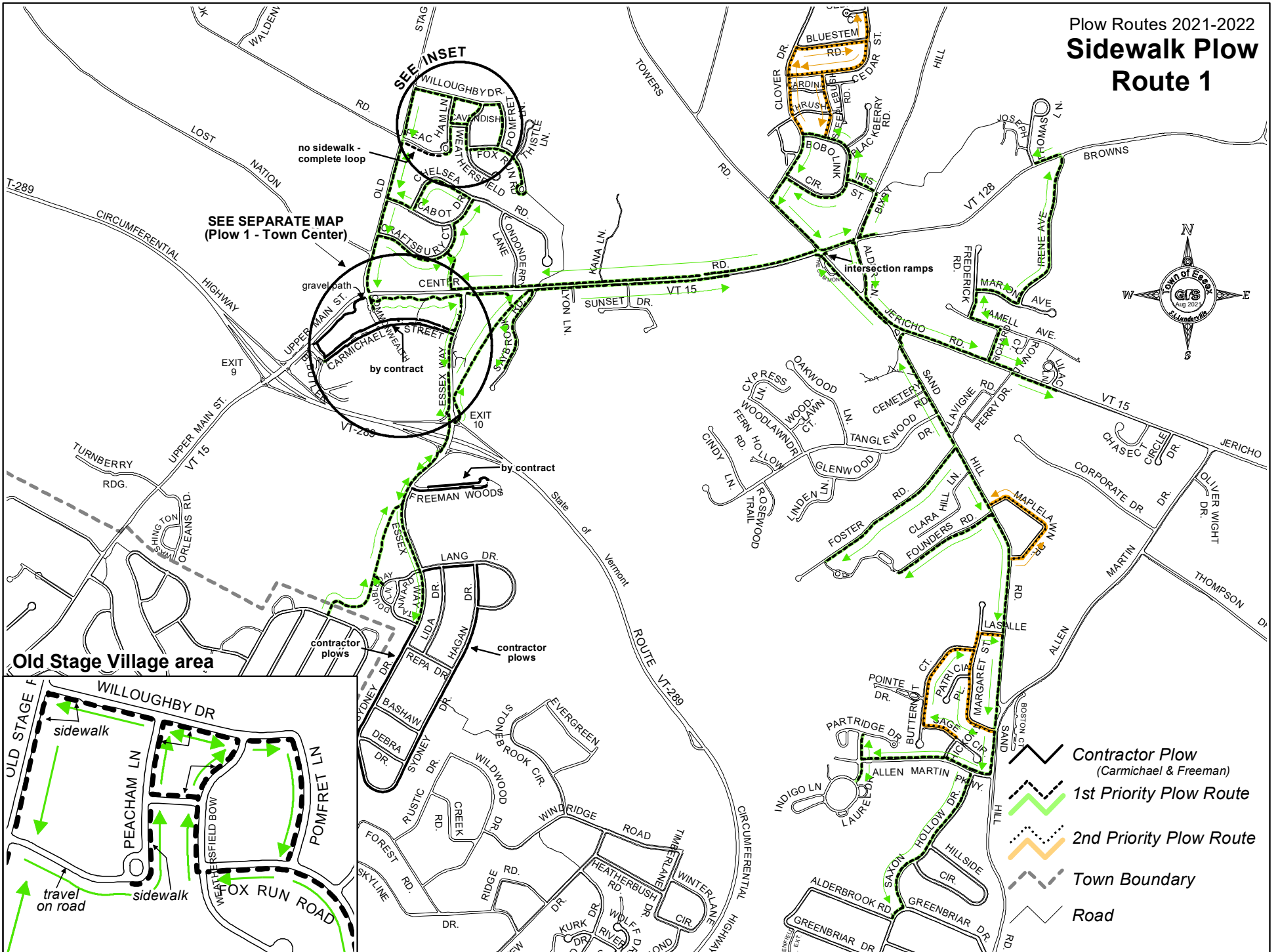
SUPPORT EQUIPMENT

- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2021 Trackless Sidewalk Snow Plow (#201)
- 2006 Caterpillar 143H grader (emergency plowing use only or for gravel roads) (#216)
- 2015 John Deere 524 Bucket Loader (#219)
- 2018 Trackless M7 Sidewalk Plow (#200)
- 2020 Kubota skid steer

**SECTION 2, APPENDIX D
2021-2022**

MAPS OF HIGHWAY ROUTES (TOWN)

Plow Routes 2021-2022
Sidewalk Plow
Route 1



SEE SEPARATE MAP
 (Plow 1 - Town Center)

SEE INSET

no sidewalk -
 complete loop

gravel path

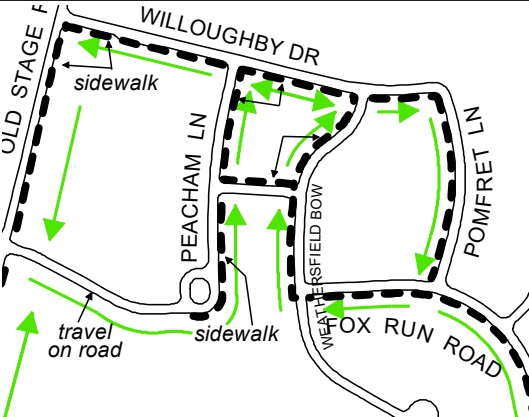
by contract






by contract

contractor plows

contractor plows

Old Stage Village area



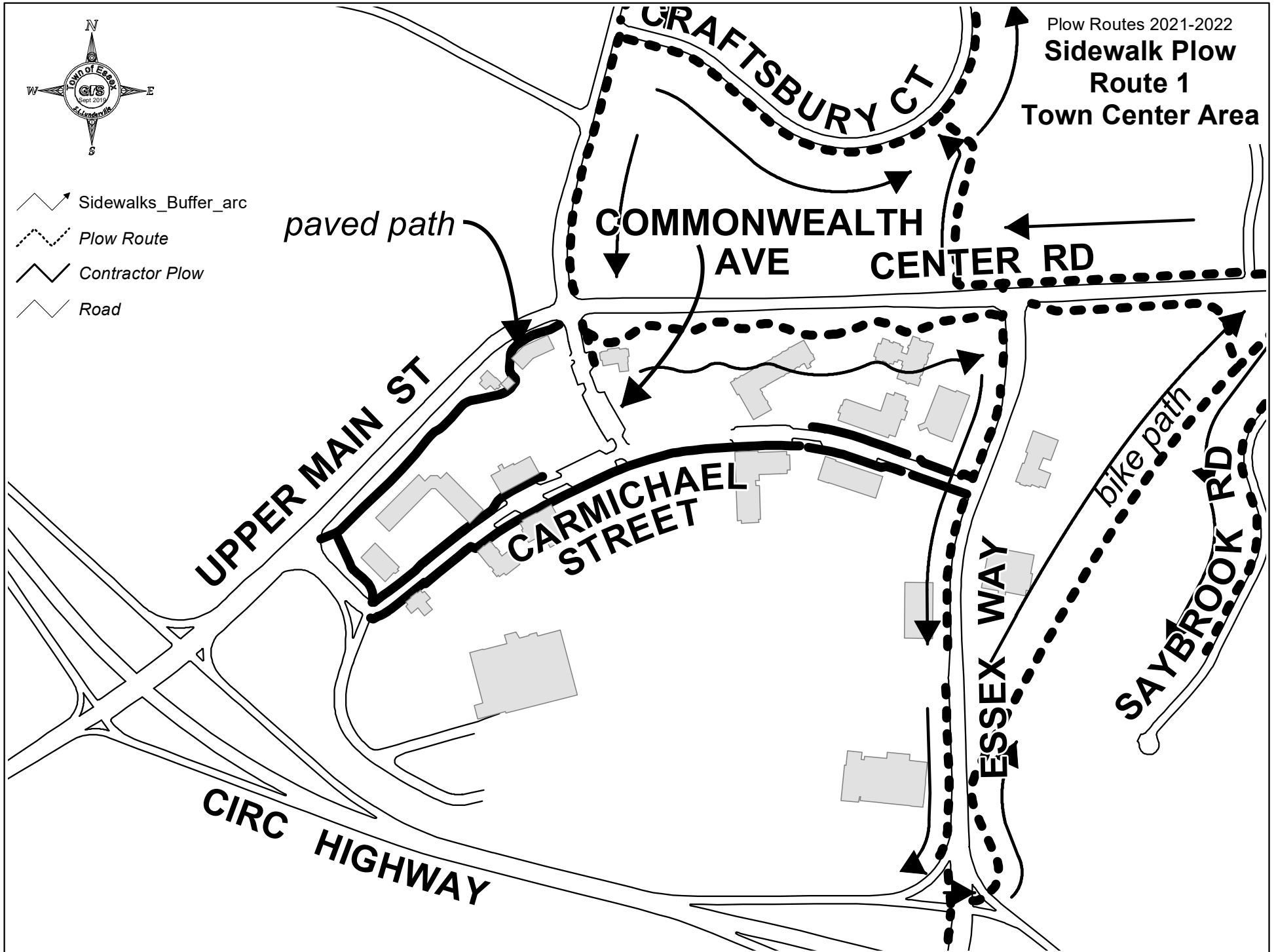
-  Contractor Plow
 (Carmichael & Freeman)
-  1st Priority Plow Route
-  2nd Priority Plow Route
-  Town Boundary
-  Road



Plow Routes 2021-2022
Sidewalk Plow
Route 1
Town Center Area

- Sidewalks_Buffer_arc
- Plow Route
- Contractor Plow
- Road

paved path



**COMMONWEALTH
AVE**

CENTER RD

UPPER MAIN ST

**CARMICHAEL
STREET**

ESSEX WAY




SAYBROOK RD

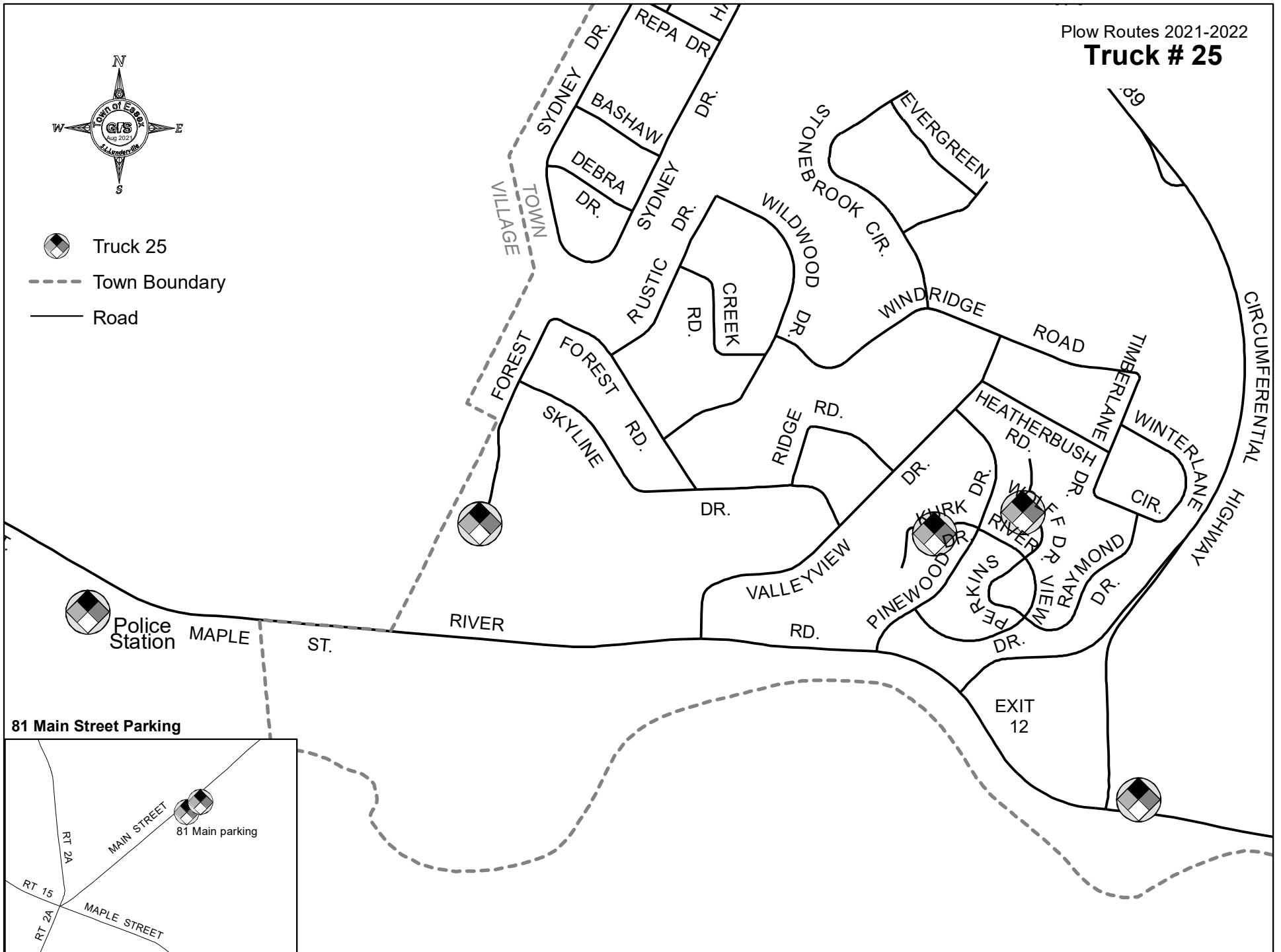
CIRC HIGHWAY

bike path

Truck # 25

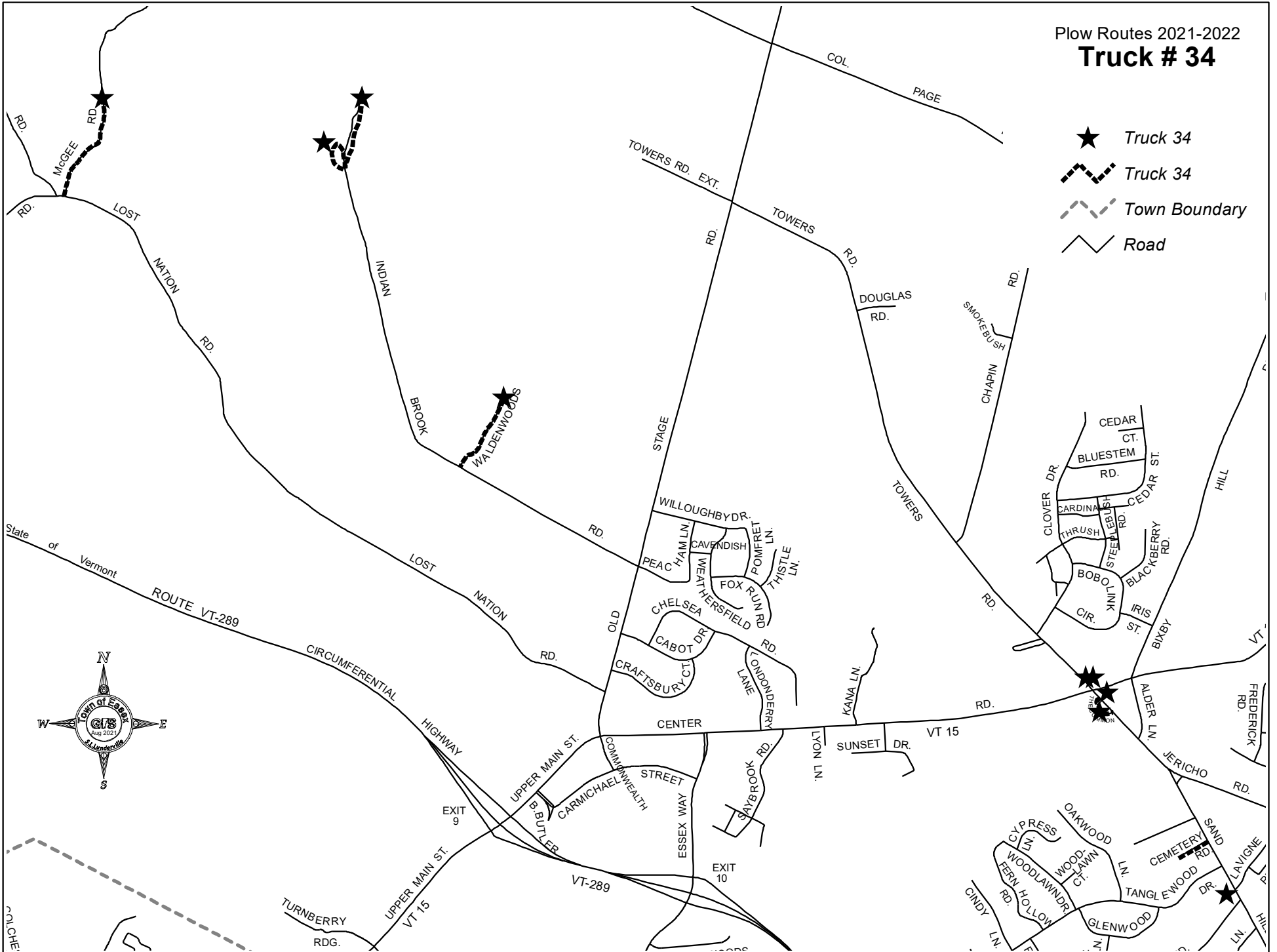


-  Truck 25
-  Town Boundary
-  Road








Plow Routes 2021-2022
Truck # 34

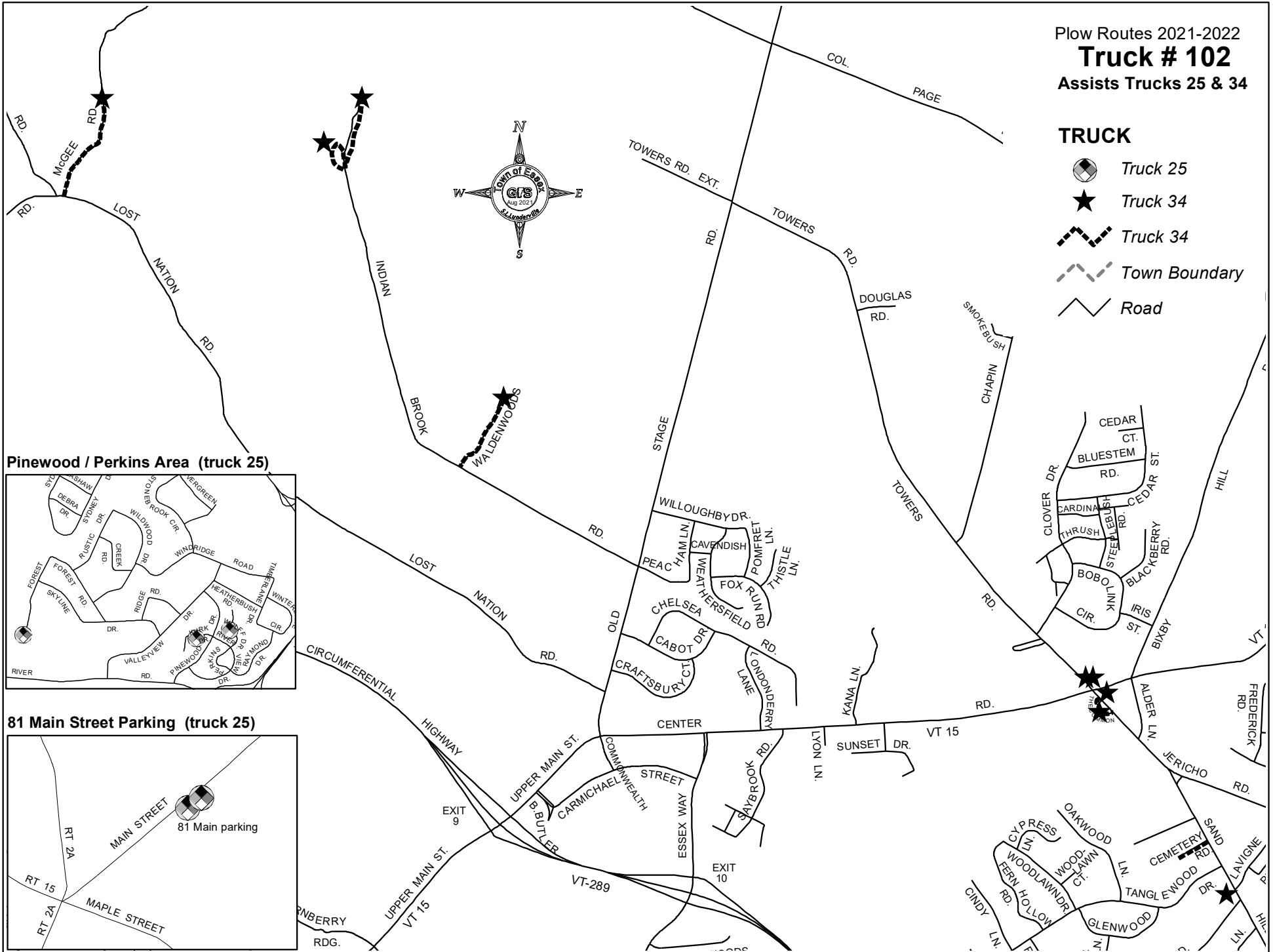
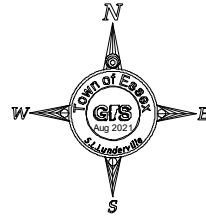
- ★ Truck 34
- ⚡ Truck 34
- - - Town Boundary
- Road



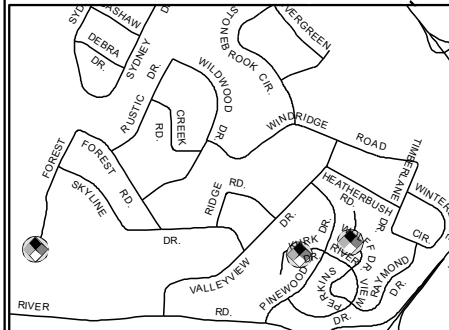
Plow Routes 2021-2022
Truck # 102
Assists Trucks 25 & 34

TRUCK

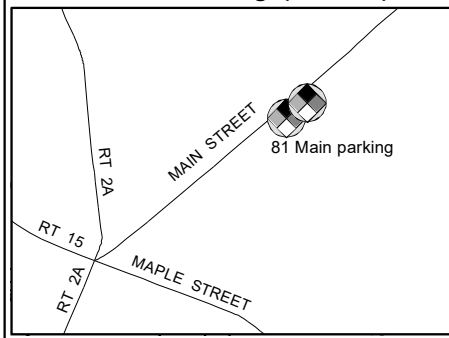
-  Truck 25
-  Truck 34
-  Truck 34
-  Town Boundary
-  Road

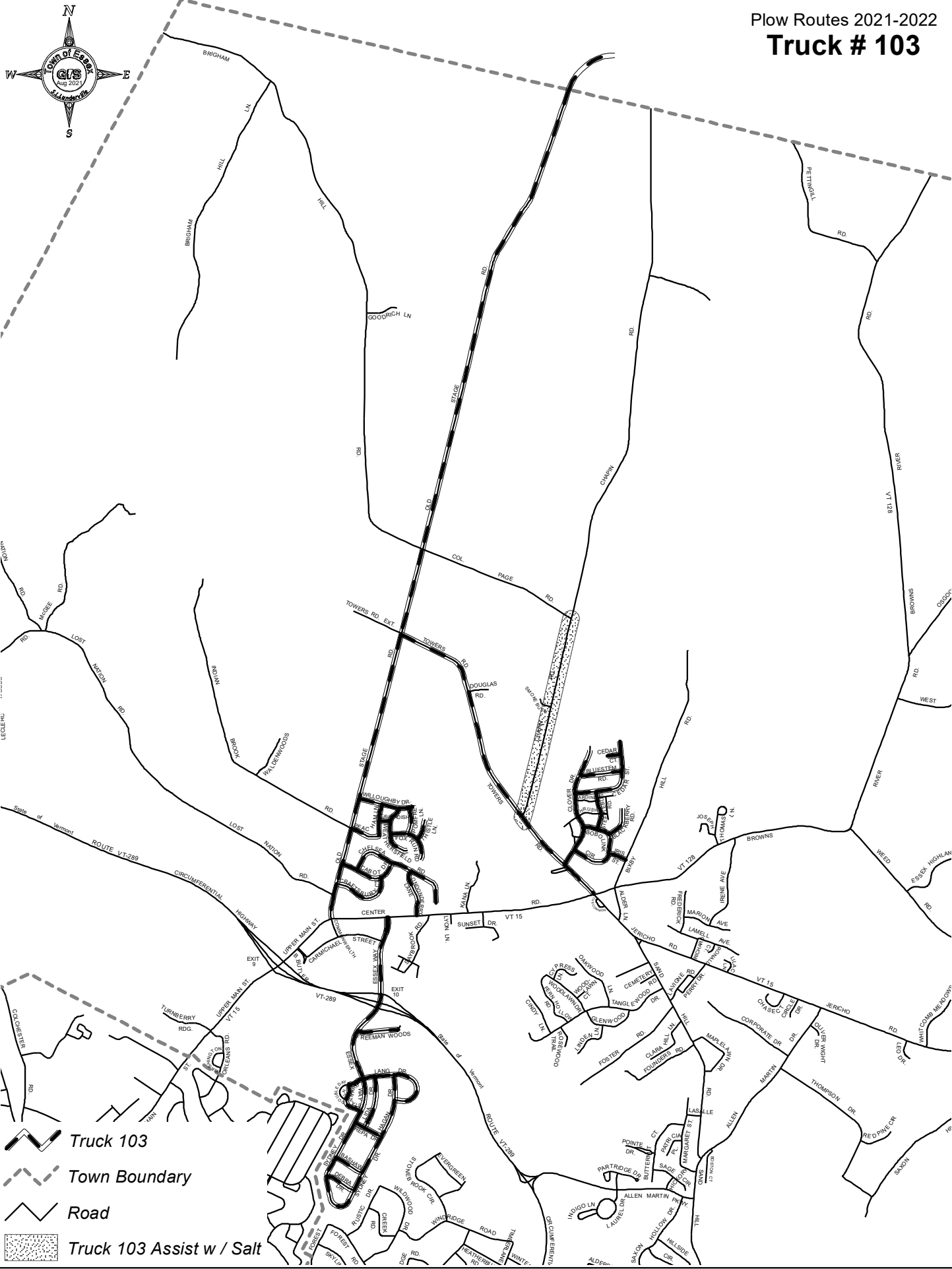
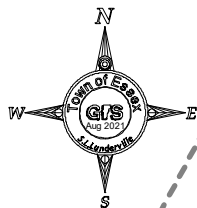





Pinewood / Perkins Area (truck 25)



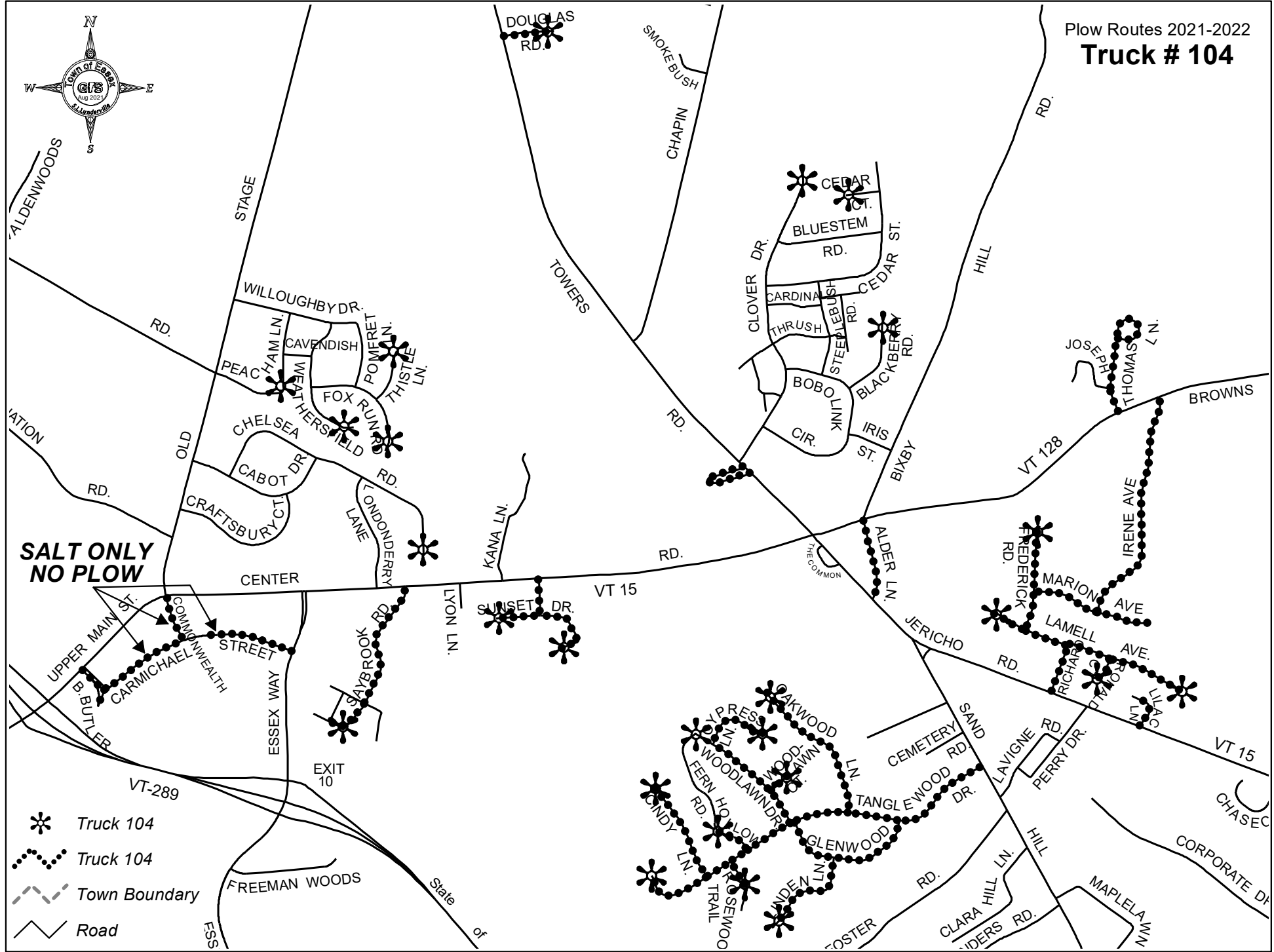
81 Main Street Parking (truck 25)





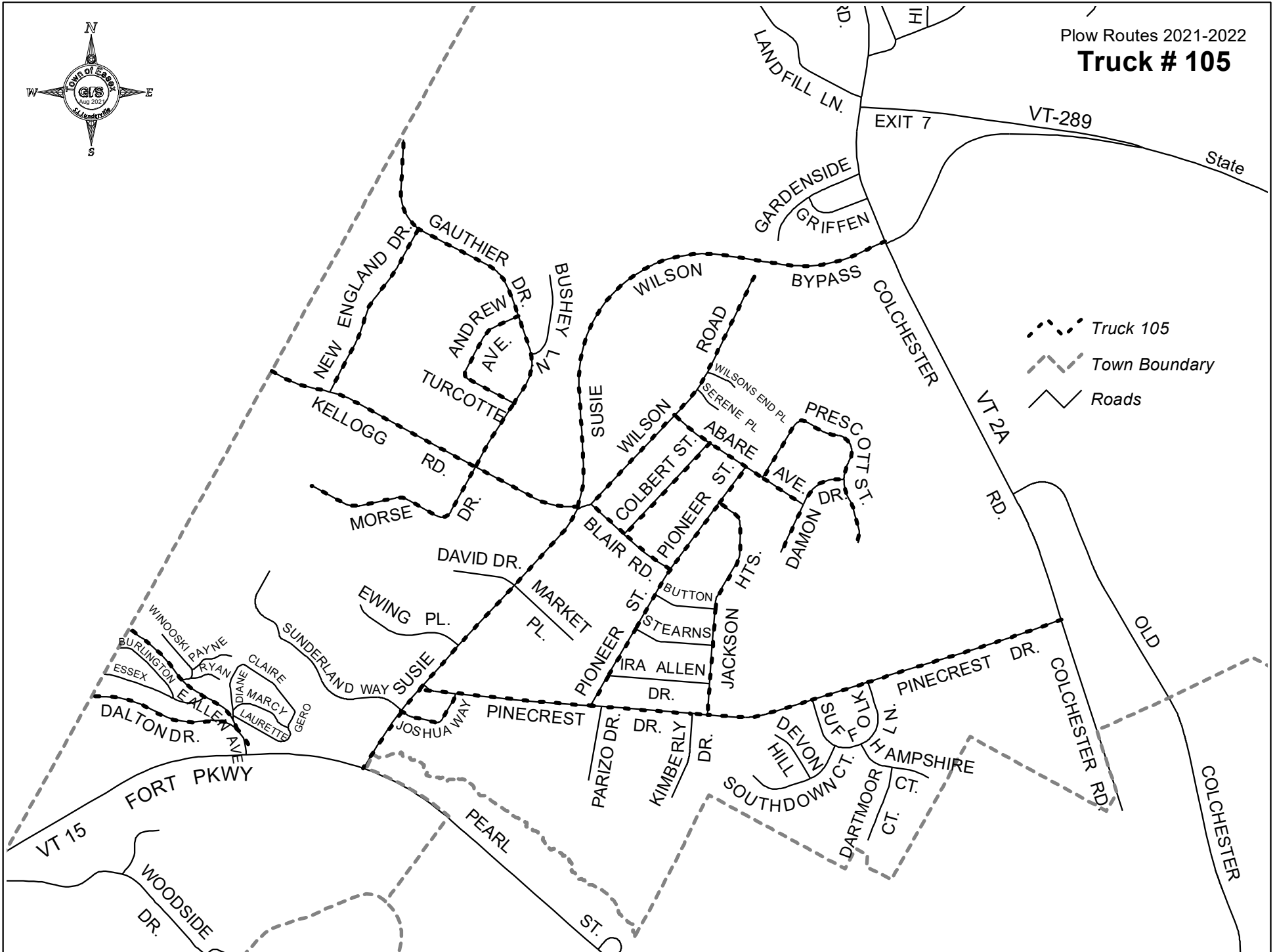
-  Truck 103
-  Town Boundary
-  Road
-  Truck 103 Assist w / Salt

Plow Routes 2021-2022
Truck # 104





Plow Routes 2021-2022
Truck # 105








Plow Routes 2021-2022
Truck # 106

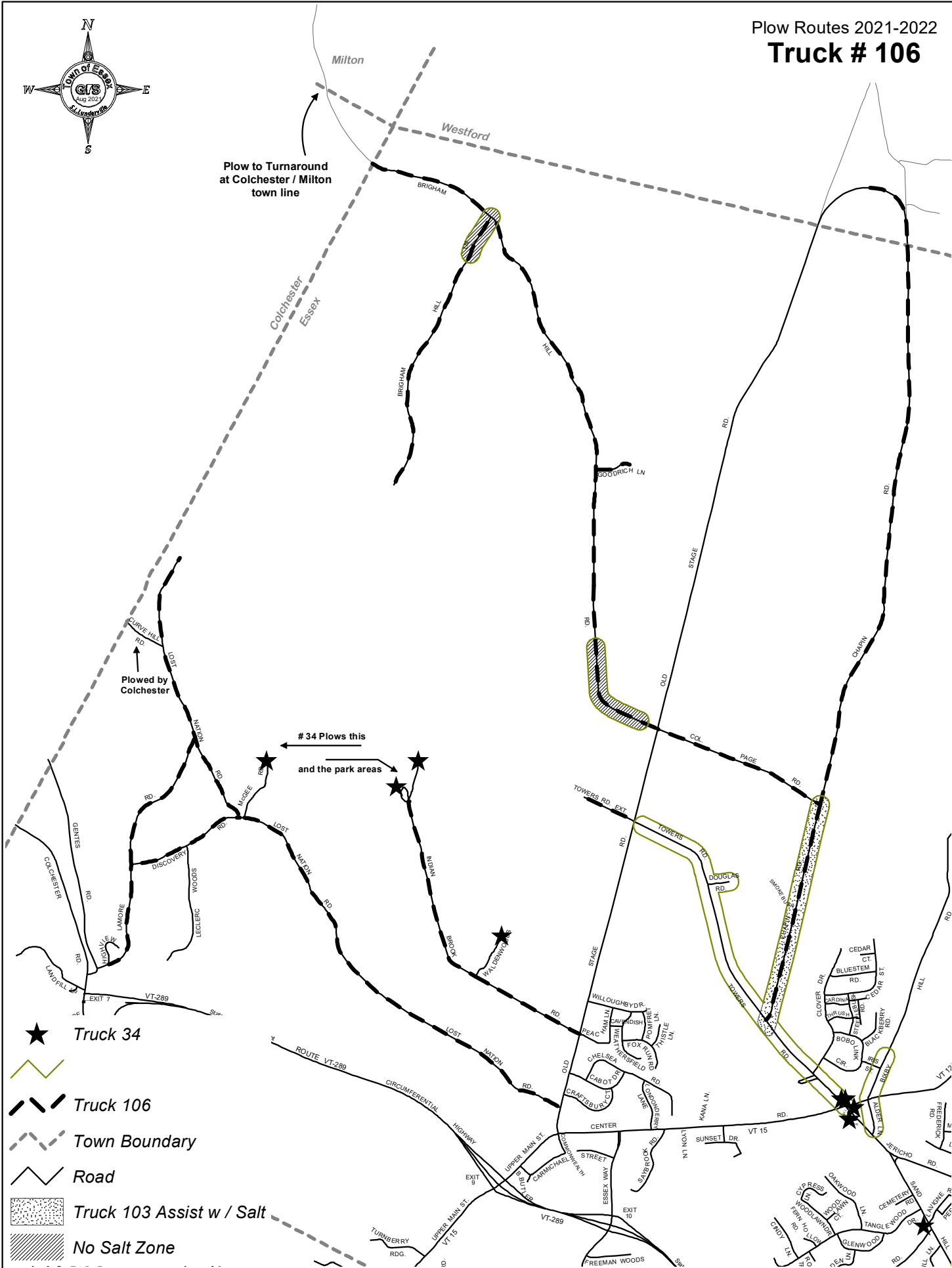


Plow to Turnaround
 at Colchester / Milton
 town line

Plowed by
 Colchester

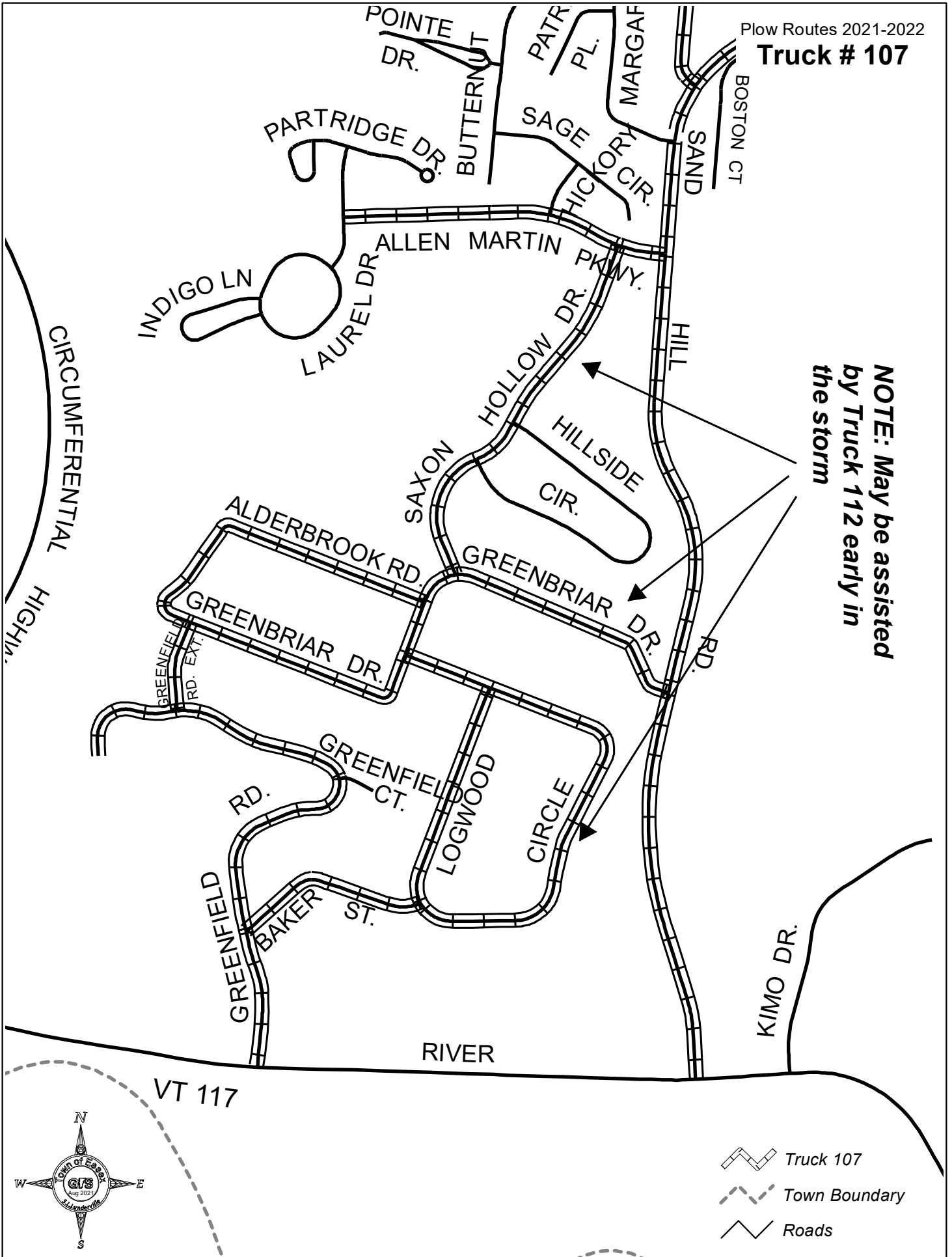
34 Plows this
 and the park areas




- ★ Truck 34
-  Truck 106
-  Town Boundary
-  Road
-  Truck 103 Assist w / Salt
-  No Salt Zone



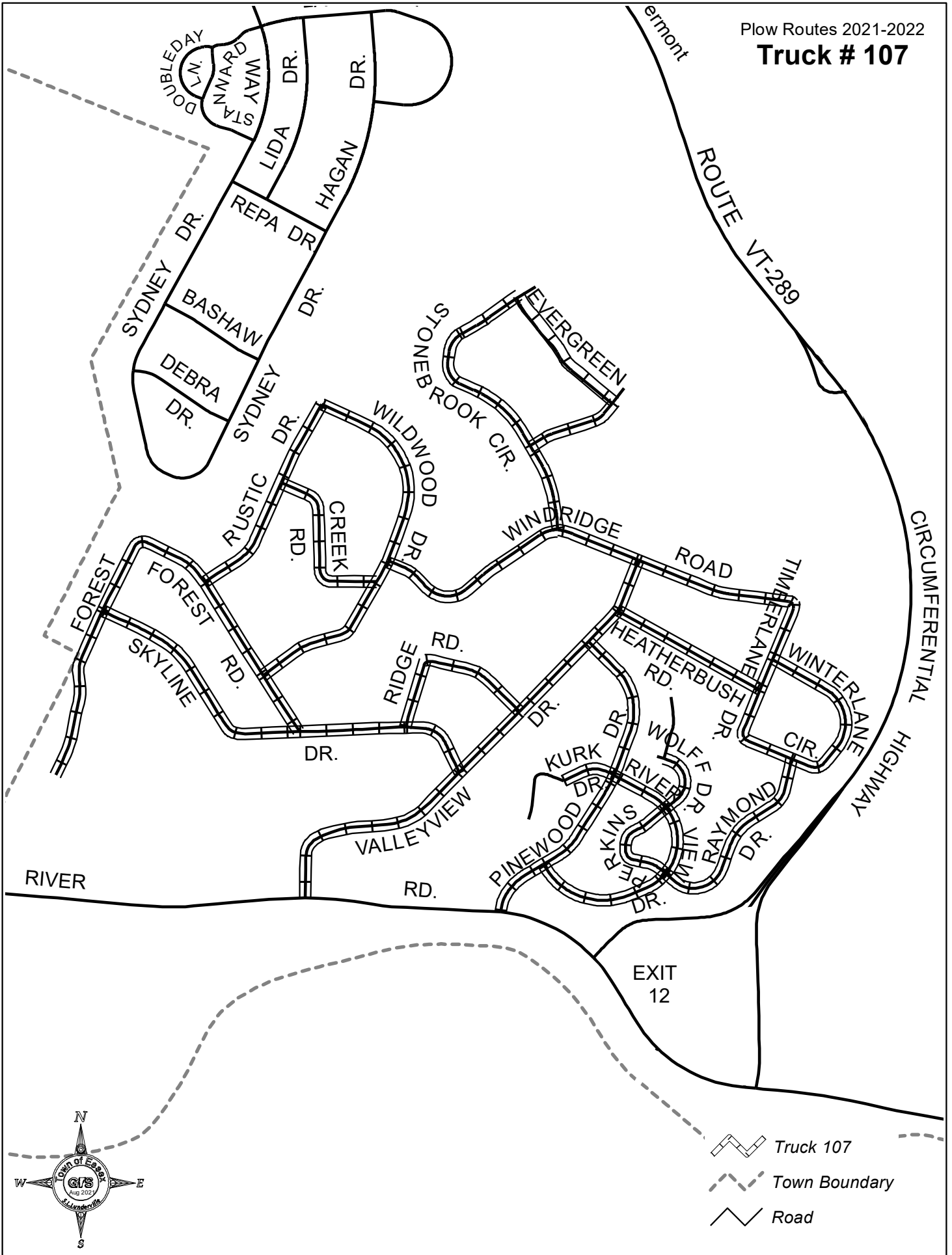
Truck # 107

NOTE: May be assisted by Truck 112 early in the storm

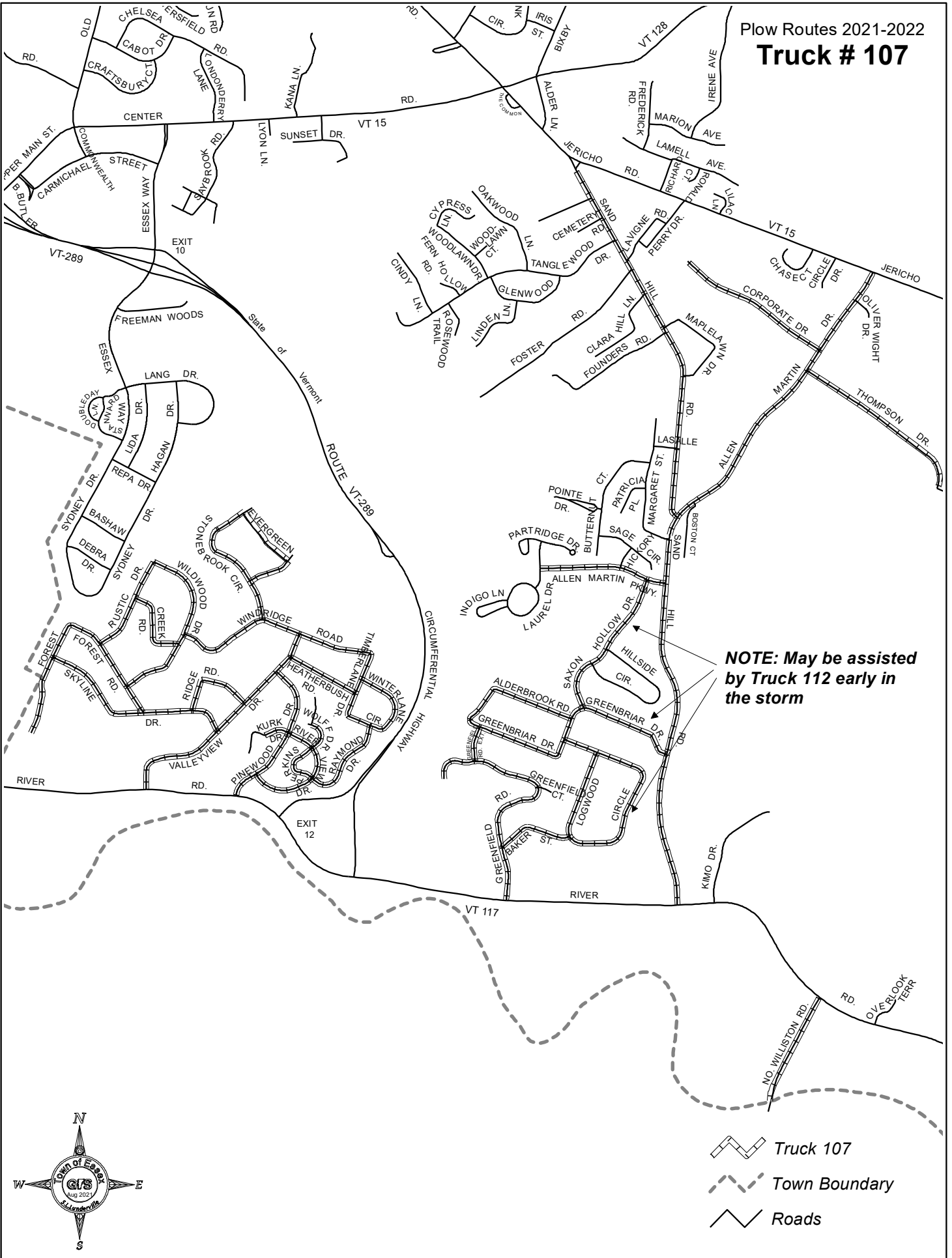


-  Truck 107
-  Town Boundary
-  Roads




Truck # 107



Plow Routes 2021-2022
Truck # 107



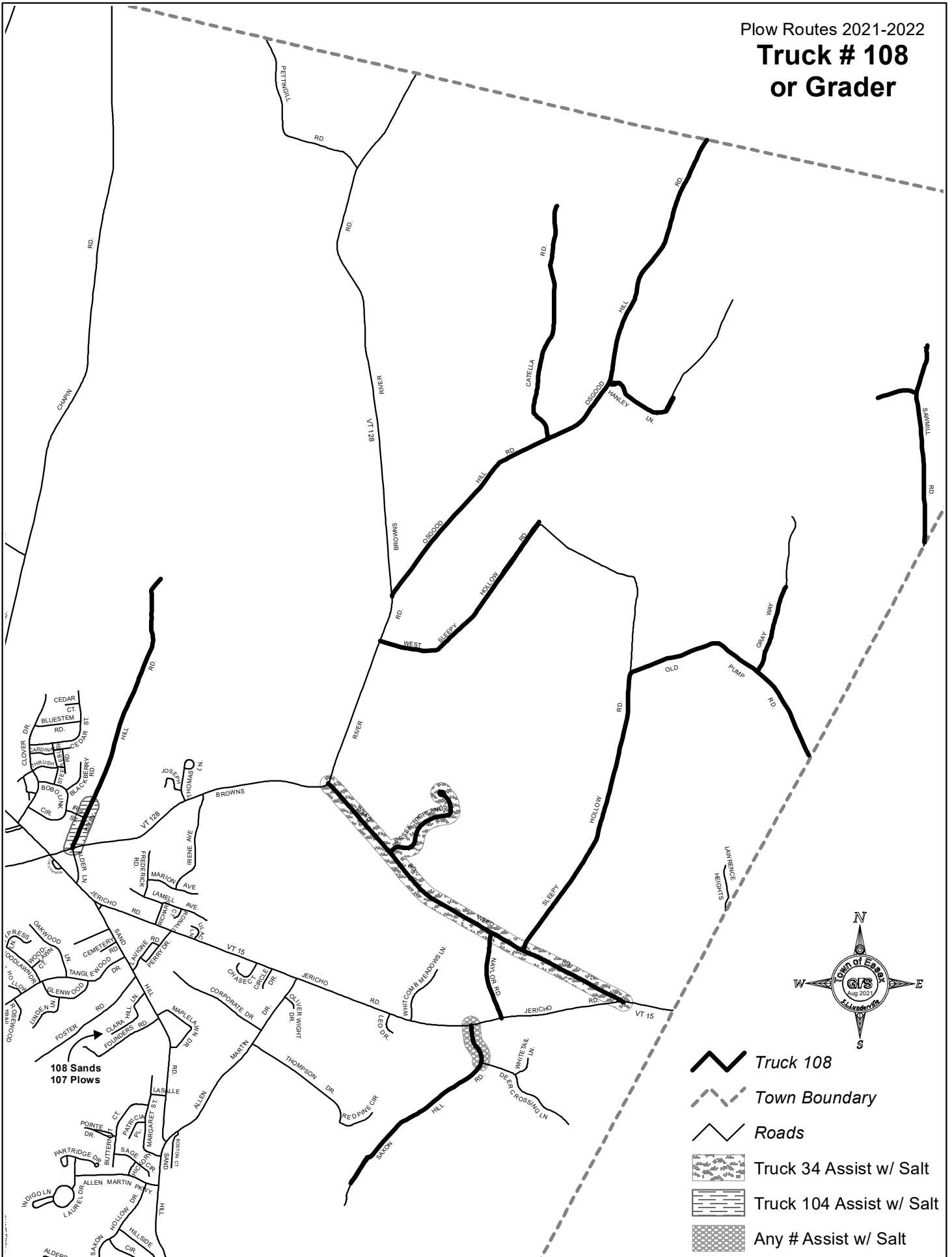
NOTE: May be assisted
 by Truck 112 early in
 the storm

-  Truck 107
-  Town Boundary
-  Roads



Plow Routes 2021-2022

Truck # 108 or Grader

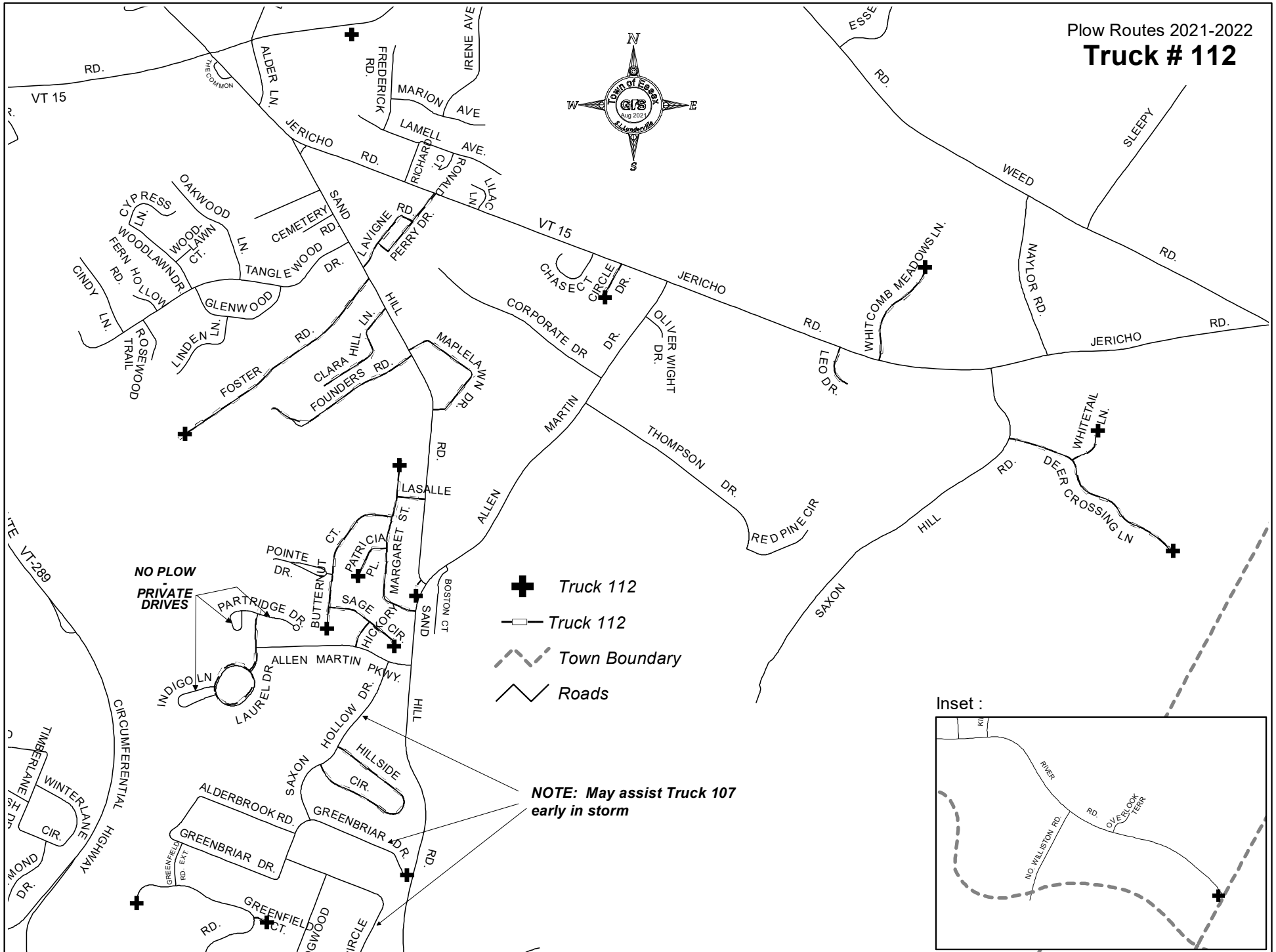
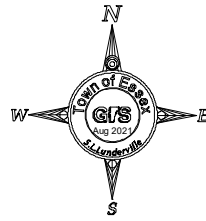


108 Sands
107 Plows

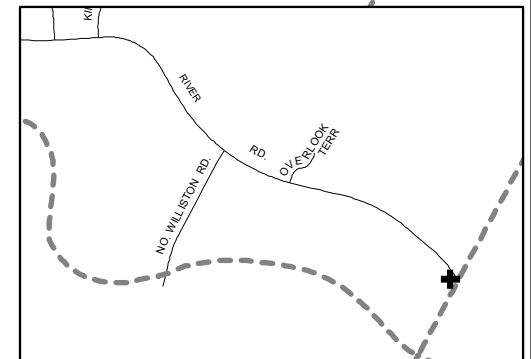


- Truck 108
- Town Boundary
- Roads
- Truck 34 Assist w/ Salt
- Truck 104 Assist w/ Salt
- Any # Assist w/ Salt

Plow Routes 2021-2022
Truck # 112



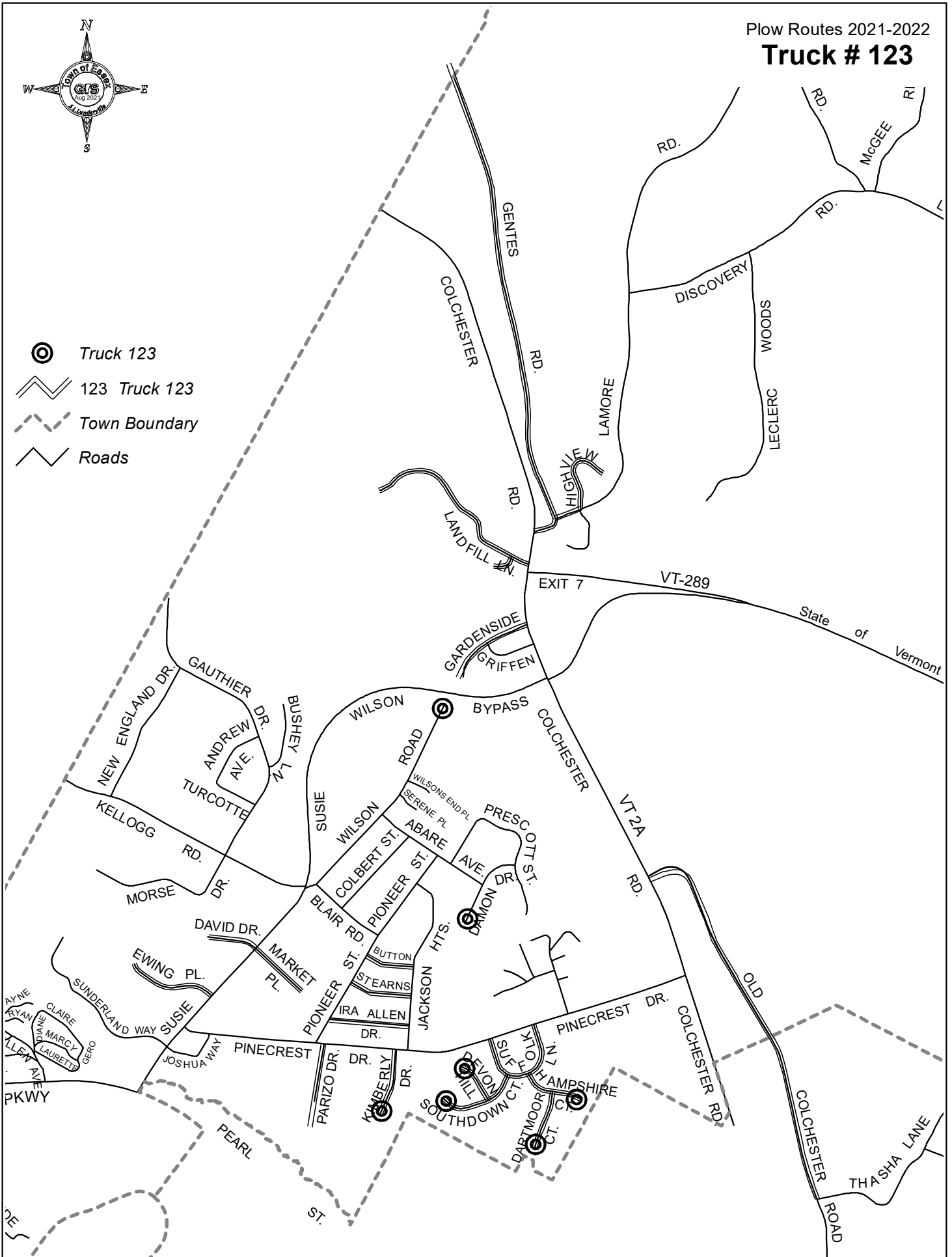
Inset :



Truck # 123



- Truck 123
- 123 Truck 123
- Town Boundary
- Roads



SECTION 2, APPENDIX E

**TOWN OF ESSEX
PUBLIC WORKS NOTIFICATION LIST**

NOT AVAILABLE IN PUBLIC VERSION

SECTION 2, APPENDIX F

Date Day	Time		Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl ₂	Other Material	Fuel Gal.	Comments
	From	To										
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
Week Totals												

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

Weather Conditions

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover (over 3")
- H. Drifting/Blowing on Road

**SECTION 2, APPENDIX G
2021-2022
TOWN TOWING ORDINANCE**

Chapter 7.24

TOWING

Sections:

- 7.24.010 Findings.**
- 7.24.020 Seasonal hours when parking prohibited.**
- 7.24.030 Unattended or obstructing vehicles prohibited.**
- 7.24.040 Removal of Vehicles authorized when.**
- 7.24.050 Towed vehicles – Registered owner responsibility.**
- 7.24.060 Commercial towing service authorized when.**
- 7.24.070 Redemption of towed and stored vehicles – Costs.**
- 7.24.080 Citing in addition to towing when.**
- 7.24.090 Chapter provisions not exclusive.**

7.24.010 Findings.
It has been determined that motor vehicles parked in such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, of the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance, constitute a hazard contrary to the public health, safety and welfare, and therefore the selectmen of the town of Essex ordain

as set out in this chapter (Preamble of Ord. Passed 2/27/78)

7.24.020 Seasonal hours when parking prohibited.

Any person who shall park or leave unattended a vehicle of any type on any street, road or highway during the period beginning December 1st through April 1st of the following year after midnight and before seven a.m. shall be in violation of this chapter (§ 4 of Ord. Passed 2/27/78)

7.24.030 Unattended or obstructing vehicles prohibited

Any person who shall leave parked of unattended a vehicle of any type which is a hazard to the safe flow of traffic, blocks the use of fire hydrants, or obstructs the movement of emergency vehicles, shall be in violation of this chapter. (§ 6 of Ord. passed 2/27/78)

7.24-040 Removal of vehicles authorized when.

In time of actual emergency, the fire department or ambulance crews may remove vehicles as described in Section 7.24.030 above by operating, pushing, using other vehicles or manpower, or by towing or pushing by other vehicles and may enlist person and vehicles or others to assist in such removal without the assistance of police officer as required by Section 7.24.060, when life or property

would be jeopardized by the delay of summoning police officers. (§ 6 of Ord. passed 2/27/78)

7.24.050 Towed vehicles – Registered owner responsibility.

Any vehicle found in violation of this chapter and towed shall be deemed under the control of the registered owner at the time of parking. (§ 3 of Ord. passed 2/27/78)

7.24.060 Commercial towing service authorized when.

Any vehicle found in violation of this chapter may be removed by a commercial towing service upon the orders of any state or local police officers, constable or deputy sheriff.
(§ 1 of Ord. passed 2/27/78)

7.24.070 Redemption of towed and stored vehicles – Costs.

Any vehicle removed to storage under this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges or other expenses incurred in the moving of the vehicle, except that the charge of towing and storage for each vehicle shall not exceed an amount as established by the town manager. (Ord. passed 9/08/03 (part); Ord. passed 5/15/89; § 2 of Ord. passed 2/27/78)

7-24-080 Citing in addition to towing when.

Any person who parks or leaves unattended any vehicle contrary to this chapter may, in addition to having such vehicle towed, be cited by any police officer, in an action returnable to the district court, where upon conviction a fine not to exceed fifty dollars may be imposed. (§ 7 of Ord. passed 2/27/78)

7.24.090 Chapter provisions not exclusive.

The ordinance codified in this chapter is in addition to and separate from any other ordinance of the Town of Essex, and Vermont Statutes regulating parking or interference with traffic or emergency services. (§ 9 of Ord. passed 2/27/78)

SECTION 3
WINTER OPERATIONS
SPECIFIC TO THE
VILLAGE OF ESSEX JUNCTION

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

General.....	V1
Pager Responsibility.....	V1
Determination of Operations.....	V2
Control Center.....	V2
Equipment.....	V2
Materials.....	V2
Snow plowing and Sanding/Salting Operations.....	V3
Special practices for 2021-2022.....	V5
Use of sand/Salt from the Village Highway Garage.....	V7
Mailbox and Encroachment in the Village Public Right of Way.....	V7

Appendices

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

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE

OF ESSEX JUNCTION

General

The Village of Essex Junction Public Works Department has the responsibility of maintaining essential services on over 35 miles of accepted Village roads, all of which are paved, 38 miles of paths/sidewalk, of which 32 are plowed, as well as over 40 miles of waterline, over 40 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Village Public Works Superintendent has direct responsibility for management of the Department, acting under the general policy direction of the Unified Manager and authority of the Village Trustees. The Public Works Superintendent manages six functional areas within the Department - Administration, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The Public Works Superintendent is responsible for winter field-crew operations. Section 3, Appendix A contains an organizational chart identifying Department structure; Section 3, Appendix B lists vehicle and route assignments; Section 3, Appendix C lists vehicles available for plowing.

The general procedures used by the Village during winter operations have been identified in Section 1. More specific details on Village operations are as follows:

Pager Responsibility

During the winter of **2020-2021** the non-working-hours on-call responsibility will be shared among selected Public Works Highway employees rotating on a published schedule. The person on-call will make an initial determination on how the storm event will be handled. The on-call employee will be temporarily in charge of operations until the Public Works Superintendent, arrives and takes over responsibility. A list of persons being on-call and dates has been published and is in effect.

If contact cannot be made with the on-call employee, the Public Works Superintendent should be called followed by use of the Notification list identified in Section 3, Appendix E.

Winter Storm Operations

Determination of Village Operations

Using the resources available to the Village and judgment based on experience, the Public Works Superintendent, or his designated representative, will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works, or his designee, will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Village Highway Garage off Jackson Street complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 3, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#34, #6, #5) as well as 1 of the 3 cy dump trucks (low pro #7).

Materials

At the Highway Garage yard located off Jackson Street, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Village are:

250 tons of sand.

Approximately 800 tons of salt are maintained on-site in covered salt sheds. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations.

As the on-site stockpile of salt is depleted, additional salt is ordered. The primary Village source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Other ~~Another~~ potential sources are is:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510
Contact: Christine Tandy

Apalachee Rock Salt Co, LLC
1423 Highland Ave
Rochester, NY 14620

Alternative deicing agents such as Magic Salt or Ice-Be-Gone, are utilized under certain conditions. It is rock salt treated with a liquid, agricultural by-product of the distilling process blended with magnesium chloride. It is applied in combination with straight rock salt as a material that is effective at lower temperatures. It is less corrosive than calcium chloride, biodegradable and has less impact on the environment. The product is sprayed onto rock salt and then mixed to create a semi-homogeneous mixture. The Ice-Be-Gone is obtained through the following distributor:

Magic Salt of Vermont
9 Oak Street
St Albans VT 05478

Snow Plowing and Salting Operations

The Public Works Department has organized the equipment into three subareas of the Village for routine operations. The areas are designated red, green and blue. The red area covers the northwestern part of the Village; the green area covers the central and northwestern area and the blue area covers the southern and southwestern portion. The smaller Low Pro and pic-up trucks are generally used to plow the smaller, less travelled routes and for clearing of the municipal parking lots. Each complete route for a single truck takes in excess of 3.5 hours to complete, once a major snow event is over.

1. The Village plan for clearing of roads generally follows the priority of State road classification:
The three classes in the Village are:
 - a. Class 1 Town highways are those town highways which form the extension of a State highway route and which carry a State highway route number.

- b. Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than the normal amount of traffic. The Trustees, with the approval of the Agency of Transportation, shall determine which highways are to be Class 2 highways.
 - c. Class 3 town highways are all traveled town highways other than Class 1 or 2 which meet certain standards by the Agency of Transportation.
 - d. Class 4 town highways are all those highways that are not Class 1, 2 or 3. There are none in the Village.
2. The routes have been established to provide highest priority coverage to the designated Class 1 roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads are:

Trucks 5 and 6 Plow the Class 1 roads in tandem

Park Street
 Maple Street
 Lincoln Street
 Pearl Street
 Main Street

3. Other high traffic volume roads, including all of the Class 2 roads follow shortly after the Class 1 roads or in conjunction with the plowing on the Class 1 roads:

Trucks 5 and 6 Plow independently:

West Street
 South Street (east of West Street)
 South Summit Street
 Iroquois Road

Truck 34

Brickyard Road/Mansfield Avenue
 Assists with salting the Class 1 and 2 roads
 Other critical Red Zone roads

Truck 7

Prospect St.
 Hillcrest Road
 West Hillcrest Road
 Other critical Green Zone roads

4. The next priority of plowing is the collector roads and lesser traffic volume roads within each color zone. Typical collector roads are Cascade Street, Fairview Drive, Rivendell Drive, Central Street, etc. Because of their location adjacent to collector streets, many minor streets (not

including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Dead-end streets follow in priority, although many may be cleared earlier in the process to meet the objectives of cycling and access on steep grades. In general, the trucks plow in the following areas:

Truck 5 and 6: Blue Zone

Truck 7: Green Zone

Truck 34: Red Zone

5. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

6. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

7. Sidewalk clearing throughout the Village begins concurrent with street plowing. It is an important and critical element of the overall snow clearing operation due to the absence of school busing and the significant number of people who use the sidewalks in the winter. Only during periods of continuous heavy snowfall over an extended time frame will sidewalk clearing be delayed for clearing of streets.

8. The general plan for clearing of sidewalks is for all Class 1 and Class 2 roads with sidewalks or paths to be cleared on both sides of the road with the sidewalks on Class 3 roads cleared on only one side. Sidewalk clearing is performed concurrent with road clearing.

9. Sidewalk clearing is performed by both permanent and temporary employees using two sidewalk plows. A one-pass coverage of the sidewalks designated for plowing takes from 3.5 hours (v-plow) to 15 hours (blower) to accomplish with the two employees and two sidewalk plows.

10. Sidewalk clearing will be reduced and generally stopped in late spring when conditions indicate the sidewalks are useable and the sidewalk plows will do damage to private property and lawns.

Special Practices for 2021-2022

1. **The winter of 2020-2021 was characterized by another early start to winter conditions, many fluctuations between freezing and thawing, periods of extended and generally fluctuating weather, with only a few significant snow fall events.** Supply availability of salt, sand and other materials was not a problem.

A comparison of overtime and materials provides an indicator of activity level and conditions over the last year (note that overtime is estimated at 80% of total overtime hours).

	2019-2019 (actual)	2018-2019 (budget)	2019-2020 (actual)	2019-2020 (budget)
Overtime (hours)	912	1,000	920	1,000
Materials (salt/tons)	2,200	1,400	1,500	1,400

2. Significant changes are not planned for the winter of **2021-2022**. Public Works will purchase the deicing agent directly and fill storage tanks onsite. Public Works will then mix the product with the road salt, saving costs. In addition, the trucks will be calibrated both before the season and partially through the season to ensure more accurate application rates.

3. Salt use will be applied at reduced levels where possible on flat roads and cul-de-sacs, but not eliminated.

4. The areas of sidewalk clearing are unchanged from last year. With the sidewalk on the eastern portion of Maple Street linking to the sidewalk on River Road in the Town, the Village will plow the sidewalk out to the general area of JP’s Restaurant. The location is too isolated and far for the Town sidewalk plow to cover and there is a demonstrated need to keep the sidewalk in this area open due to the influx of new businesses along River Road.

5. During the evening hours of a storm event between 9:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, Village forces will be reduced to a minimum or no staffing.

6. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent, or his designated representative, will establish a general material type and application rate prior to each major storm event, and employees are expected to use these settings as a starting point for the storm.

7. The Village used contract plowing services last year to plow the area of Railroad Ave., Lincoln Place, Lincoln Hall, the Fire Station and a portion of Main Street. The call for contract services generally occurs when the projected snowfall accumulation is on the order of 3 to 4 inches. In the past this request for assistance has been handled informally and the intent is to formalize this service through a more formal services agreement.

8. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly, depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars

equipment breakdown
assistance to the Fire or Police Departments
time length since the start of the storm
availability of materials
budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Village snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring three to four hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

Use of Sand / Salt from the Village Highway Garage

The Village of Essex Junction expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Village prohibits the taking of any amount of road salt from the Village highway garage for use on private driveways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain sand from a stockpile inside the gate to the highway garage. It is intended that the “public stockpile” will not be accessed or used by any commercial venture engaged in snow clearing operations.

Mailbox Policy/Encroachment in the Public Right of Way/Lawn Restoration

Because of the volume of complaints specific to objects in the Village right-of-way and damage to property, the following policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Village right-of-way without prior approval by the Trustees. Objects in the ROW are placed there at the owner's risk and the Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the Village ROW, flowerpots, basketball hoops, etc.

2. To insure mail delivery to all residents, the Village has provided blanket authorization for mailboxes located in the Village right-of-way. The Village retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.

The Village will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$50 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.

Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Village will not fix or replace mailboxes in these situations.

Owners of mailboxes have a responsibility to contact Public Works during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Village. The Village will inspect the mailbox to determine if it is the Village's responsibility for the mailbox damage. No payment of the \$50 to replace a mailbox will be made by the Village until the replacement has been completed and verified as being in place by the Village.

The clearing around mailboxes is the sole responsibility of the owner and not the Village. With the large number of streets to plow and limited municipal resources, Village plows cannot provide a level of service that clears the road to every mailbox.

The Village will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Village will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

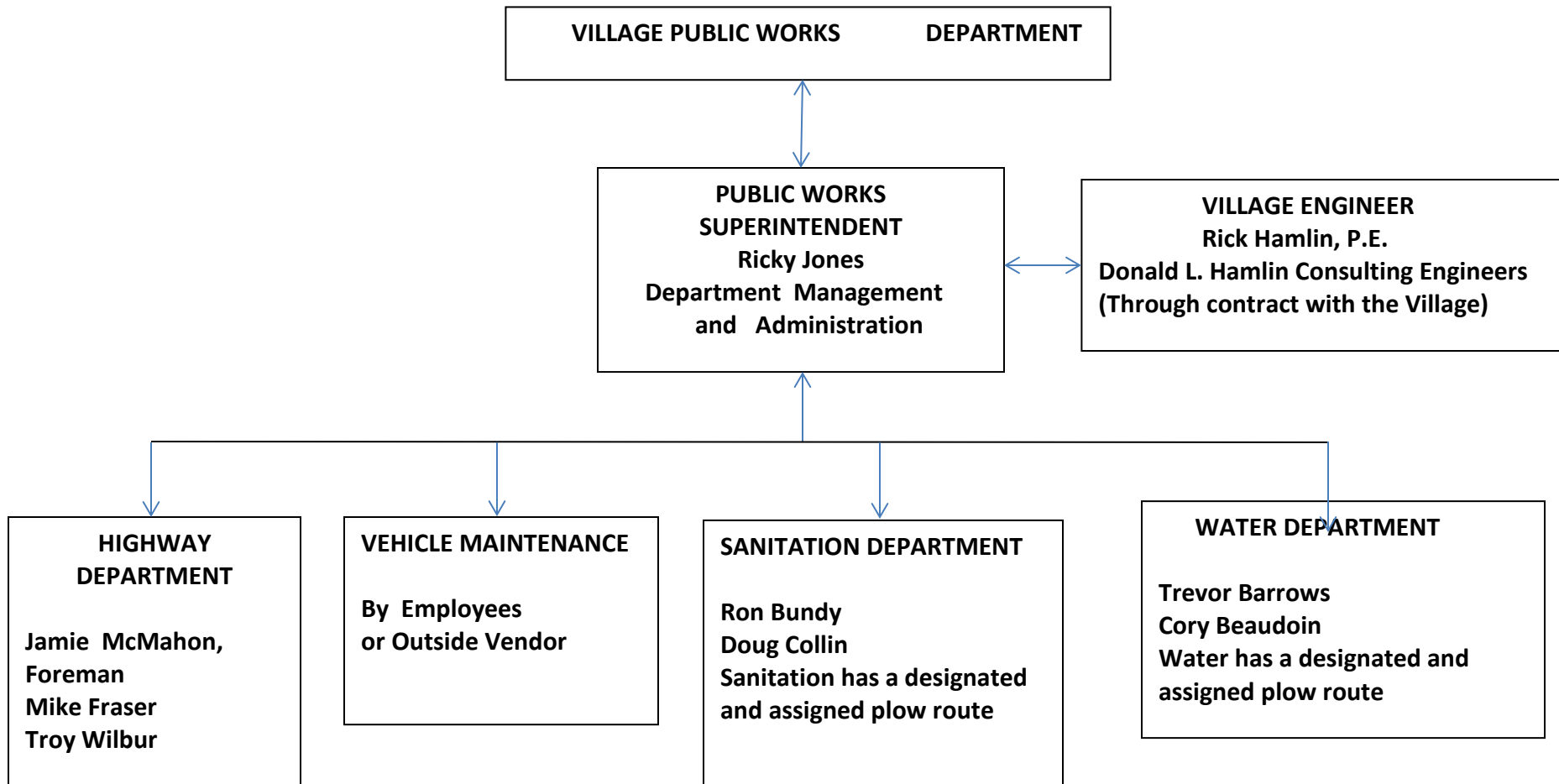
3. The Village will restore or replace objects outside the Village road right of way damaged as a result of its snow or ice clearing operations, only when it has been determined that the Village was responsible for the damage, consistent with the State Supreme Court Ruling in 2010.

4. Recovery of damages will be pursued by the Village, if Village equipment is damaged due to objects placed in the Village ROW.
5. Lawns damaged by municipal sidewalk plowing or municipal road plowing will be restored by the Village following the winter season.

SECTION 3, APPENDIX A

2021-2022

ORGANIZATIONAL CHART OF THE VILLAGE PUBLIC WORKS DEPARTMENT



SECTION 3, APPENDIX B
2021-2022

VILLAGE VEHICLE AND ROUTE ASSIGNMENTS

<u>VEHICLE</u>	<u>PRIMARY OPERATOR</u>
Truck 5 (DT)	
Truck 6 (DT)	
Truck 7 (DT)	
Sidewalk Plow 10	
Sidewalk Plow 11	
Truck 34 (DT)	
Loader #9	
Pick-up	

**SECTION 3, APPENDIX C
2021-2022**

VILLAGE EQUIPMENT FOR SNOW OPERATIONS

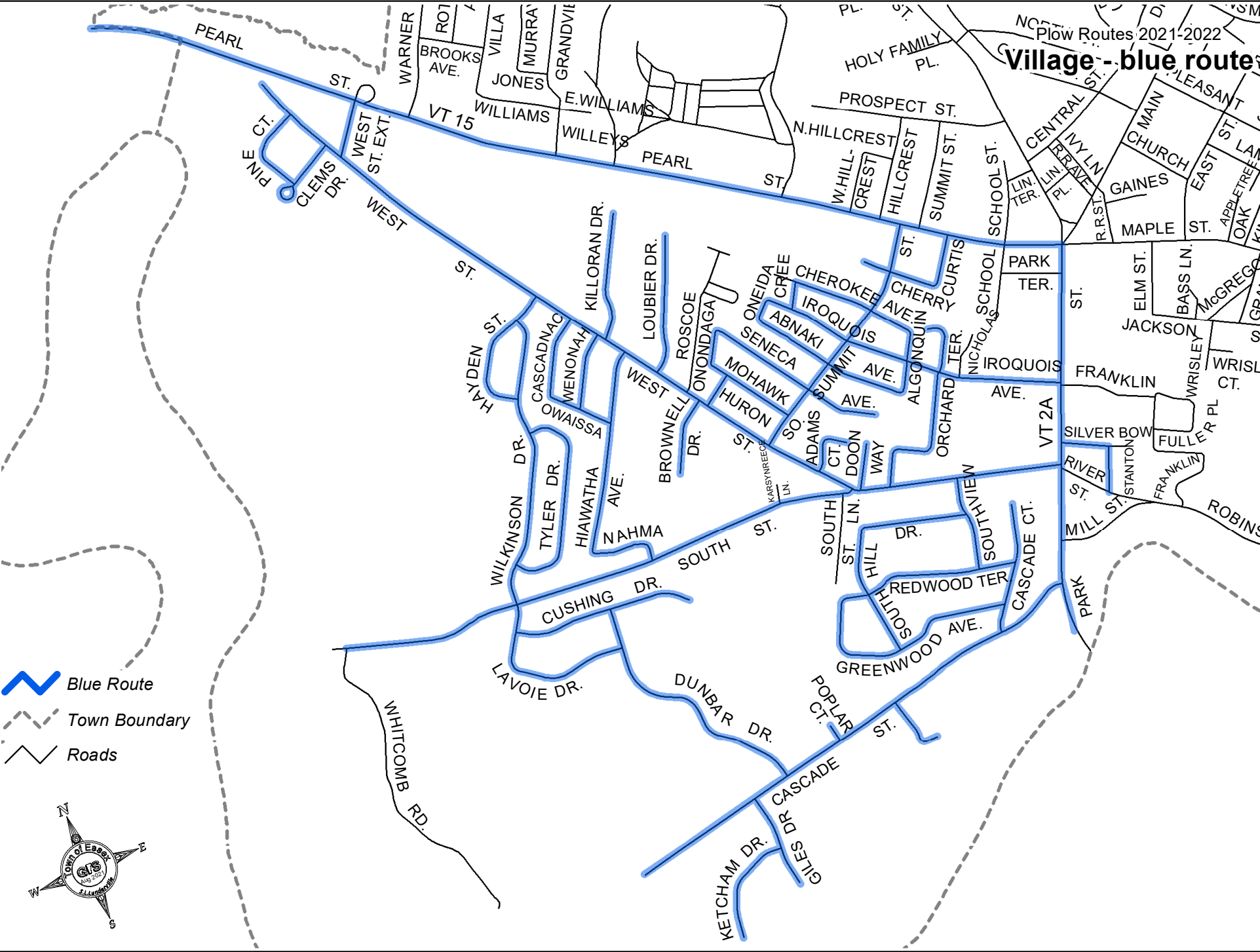
Truck #5	2014 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #6	2015 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #34	2016 Freightliner 7cy. Dump truck with multi-directional front plow, tailgate sander and wing
Truck #7	2012 International 3 cy. Low Pro Dump Truck with all-directional front plow, tailgate sander and wing
Truck #1	2019 Chevrolet Pickup with v-plow and sander.
Truck #15	2019 Chevrolet Pickup with v-plow and sander.
Sidewalk Plow #10	2020 Prinoth
Sidewalk Plow #11	2016 Prinoth
Loader #9	2013 Caterpillar 924K
Skid Steer #12	2001 Cat 228, Back-up for sidewalk plowing

**SECTION 3, APPENDIX D
2021-2022**

MAPS OF HIGHWAY ROUTES (VILLAGE)

Plow Routes 2021-2022

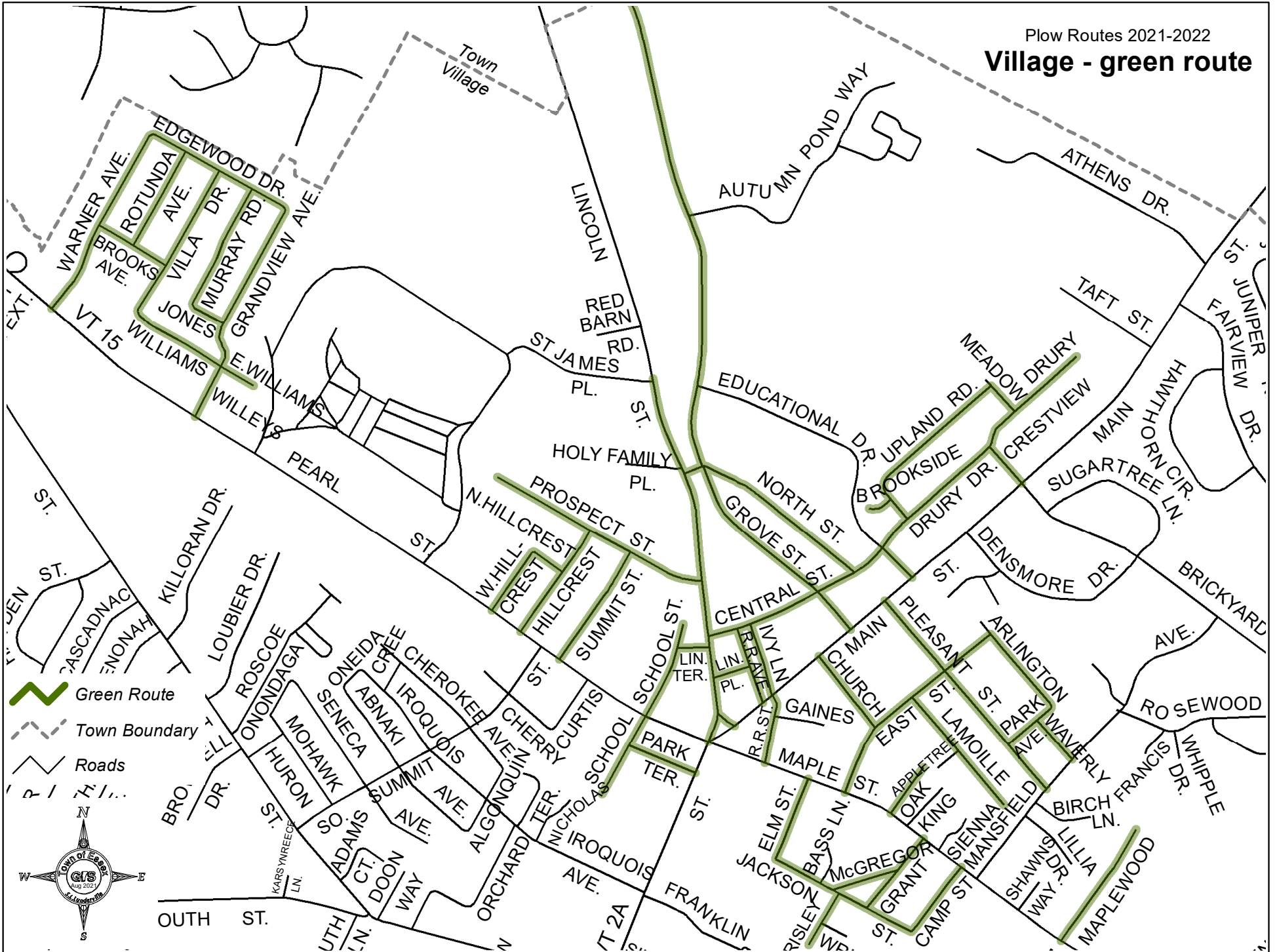
Village - blue route



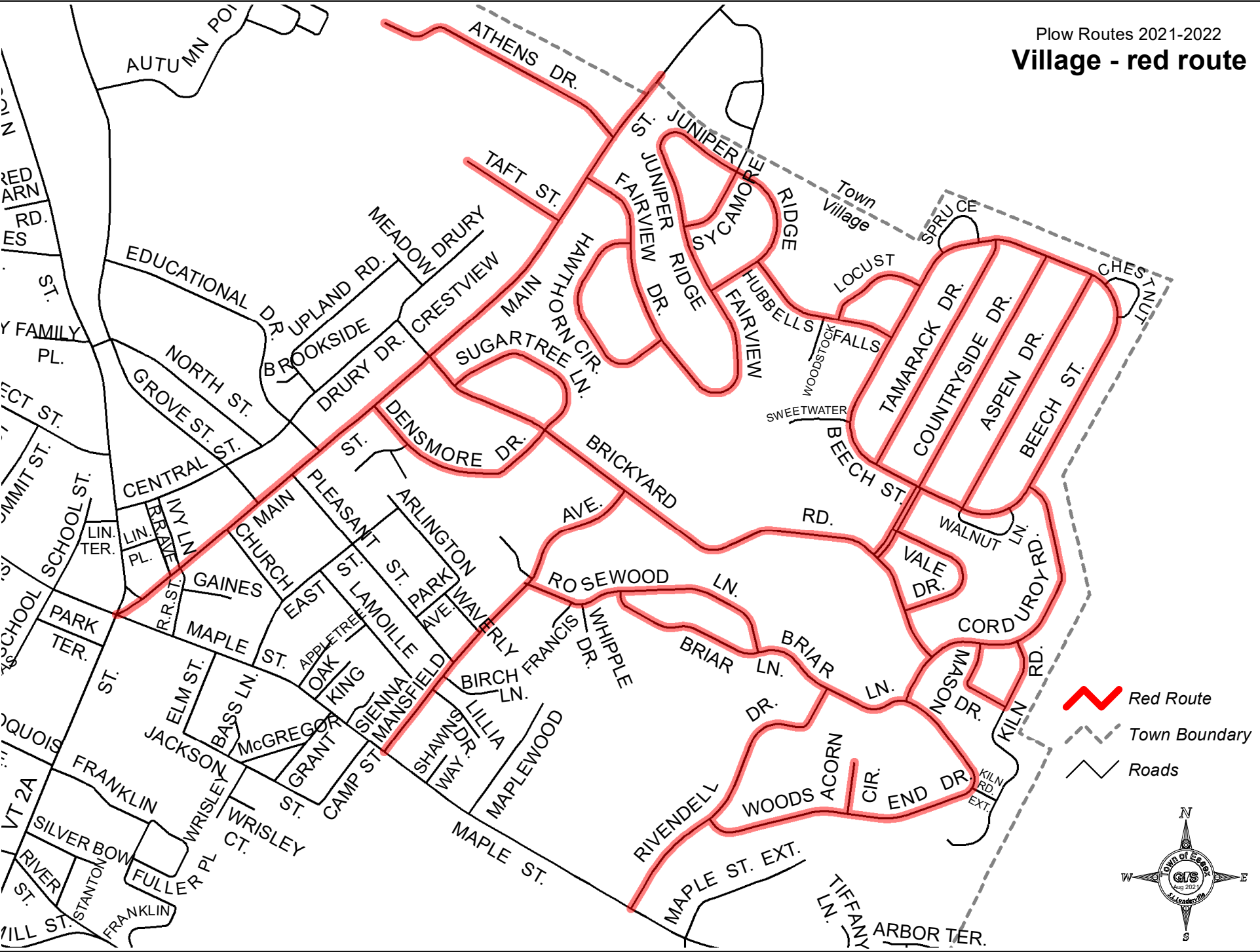
-  Blue Route
-  Town Boundary
-  Roads



Village - green route



Plow Routes 2021-2022
Village - red route



**SECTION 3, APPENDIX E
2021-2022**

VILLAGE OF ESSEX JUNCTION CALL LIST

NOT AVAILABLE IN PUBLIC VERSION

SECTION 3, APPENDIX F

Date Day	Time		Hrs	Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl2	Other Material	Fuel Gal.	Comments
	From	To											
Mon													
Tues													
Wed													
Thurs													
Fri													
Sat													
Sun													
Week Totals													

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

- 1. Clear
- 2. Fog/Mist
- 3. Rain
- 4. Sleet
- 5. Light Snow
- 6. Heavy Snow
- 7. High Winds

Weather Conditions

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover (over 3")
- H. Drifting/Blowing on Road

SECTION 3, APPENDIX G

2021-2022

VILLAGE TOWING ORDINANCE

Village of Essex Junction, VT

Municipal Code

SECTION 825. VIOLATION DEEMED NUISANCE – NOTICE, TOWING & CHARGES:

- (a) The parking or leaving any vehicle in violation of this chapter is hereby declared to be a public nuisance.
- (b) The fact that a vehicle which is illegally parked is registered in the name of the person, rental agency or company shall be prima facie proof that such person, rental agency or company was in control of the automobile at the time of such notice.
- (c) It shall be sufficient notice of violation for a law enforcement officer to leave written notice on an official form securely on the vehicle indicating the violation, the time and date of the violation, the location of the violation, and the registration number of the vehicle, and such other information as seems appropriate.
- (d) "Parking," for these purposes, shall mean leaving the vehicle at rest with or without an operator in attendance unless otherwise provided.
- (e) The Public Works Department, the Fire Department of the Village of Essex Junction, or any lawful police official of the State of Vermont, are hereby authorized to remove and tow away, or have towed away, by commercial towing service, any vehicle illegally parked in any place where such parked vehicle violates this chapter, creates or constitutes a public nuisance, creates or constitutes a traffic hazard, blocks the use of fire hydrants, obstructs or may obstruct the movement of emergency vehicles, or interferes with the free flow of traffic, or has three or more unpaid violations. In addition to towing, a police officer may issue a ticket in accordance with Section g.
- (f) A vehicle so towed away to storage under the provision of this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges, or other expenses incurred in the moving of the vehicle, except that the charge of towing each vehicle shall not exceed an amount as established by the Village Manager. The operator of the commercial towing service may hold such vehicle until such charges have been paid. In addition, any vehicle towed due to three or more outstanding violations shall be required to pay all fines prior to the vehicles being released to them by the commercial towing service.
- (g) Any person who violates the provisions of this chapter may be ticketed for such offense by any lawful police official of the state of Vermont as listed below:
 - Twenty-five dollars per violation.
- (h) The Village may choose to have a vehicle towed to a location other than a commercial storage facility and may choose to bear the cost of such towing (i.e. to clear streets for special events).
- (i) The provisions of this chapter are declared to be separable in that any provision declared to be invalid shall not affect the validity of the remaining provisions.

**VILLAGE OF ESSEX JUNCTION
MUNICIPAL CODE**

**CHAPTER 2.
GENERAL REGULATION OF PUBLIC STREETS**

SECTION 201: ENACTMENT AUTHORITY:

This article is adopted by the Trustees of the Village of Essex Junction pursuant to the authority granted them under Sec. 1.07 (d) and (e) of the Village Charter.

SECTION 202:

- (a) No person shall throw or put, or cause to be thrown or put, snow or ice in any street, road park or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (b) No person shall sprinkle any salt, or chloride in any street, road or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (c) No person shall slide on a sled or sleigh in any street, road, walk, lane or alley.

Memorandum

To: Board of Trustees; Evan Teich, Unified Manager

From: Marguerite Ladd, Assistant Manager

Date: October 7th, 2021

Issue

The issue is whether the Trustees will enter into executive session to discuss the employment of a public employee and to review and discuss contract proposals between the Town of Essex and an independent City of Essex Junction.

Discussion

In order to have a complete and thorough discussion, it would appear that an executive session may be necessary. The employment of a public employee can be a protected discussion, provided that the public body make a decision to hire a public employee in an open meeting. The premature disclosure of information dealing with contracts may put the Trustees and the Village, at a substantial disadvantage.

Cost

N/A

Recommendation

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

Motion 1

"I move that the Trustees make the specific finding that premature general public knowledge of the Village's position concerning the proposed contract discussion would place the Village at a substantial disadvantage."

Motion 2

"I move that the Trustees enter into executive session to discuss potential contracts and the employment of public employees pursuant to 1 V.S.A. section 313(a)(1)(a) and section 313(a)(3), to include the Trustees.

Date: September 8, 2021

To: Evan Teich, Unified Manager

Cc: Travis Sabatase, HR Director; Marguerite Ladd, Assistant Village Manager

Re: Increasing lower pay grades for Part-time Brownell staff

After meeting with Travis and Marguerite on Tuesday, July 29 to discuss increasing pay grades for specific PT positions at Brownell, and a follow up meeting on September 1, including Municipal Manager Evan Teich, to discuss current staffing challenges further on September 1, I am following up again with additional information including the financial consideration of the request. As we have discussed in our meetings, we have been experiencing for an extended time, difficulty recruiting and retaining part-time staff with limited benefits, and recruiting candidates who are qualified. Having to regularly post, advertise, interview, hire and train staff has significant costs that impact both our department and municipal Administration involved in the hiring process. I wanted to request increasing the pay grades of the following positions:

Current shelving library assistant positions are listed as Grade 0, which was a pay grade eliminated from the pay grade scale this fiscal year as it is minimum wage (currently \$11.75/hr). I would like to increase the Shelving pay grade (2 people covering 16 hours/week) to Grade 2 (\$12.44/hour) as our shelvers need a skill level that exceeds other minimum wage positions. They need to be detail oriented, place materials on shelves in different locations using different classification (including alphabetical and Dewey decimal) and work independently to shelve materials that the Brownell staff and community relies on to be accurate so we can find them. And our shelvers need to be able to communicate about library or patron issues, as well as accurate areas that there is shelf crowding so professional staff can determine if materials weeding needs to occur, or shifting of materials. Unlike most minimum wage positions, our shelving staff needs to be accurate and reliable and poor performance impacts our operations with materials going missing. The impact to this year's budget with these two 8 hours/week positions would be (based on September 16, 2020 increase) approximately \$429.60. The impact to this position for FY23 with this raise request between the 2 positions would be approximately an increase of \$637.81 from the current budgeted positions.

I also wanted to request increasing our Library Technical Assistant II Circulation Department position (12 hours/week) from Grade 2 (currently starting at \$12.44/hr), to Grade 3 (currently starting at \$14.21/hr). We have not had good pools of candidates for this position, which requires someone who can manage the main circulation desk independently, competently and confidently as the hours for this position are evenings and Saturdays when we have few staff available for backup. We have another similar position that is Grade 3 that covers both Youth and Adult circulation desks, but the hours are scheduled when there are more staff around, so it doesn't require the need to manage so many functions at once. The impact of raising the hourly pay for this fiscal year, if we have someone in the position by September 30 would be \$891.54, and an increase in FY23 of \$1242.47 for the current budgeted position.

When reviewing the idea of grade changes for the above positions with the full time staff supervising the positions above, and there was concern about the tasks required of our Library Technical Assistant I Circulation Department Grade 3 position (24 hours/week), which does more detailed work as our lead

front desk circulation person who also manages following up with overdues, searching for missing materials, creating reader's advisory aides and coordinates the scheduled youth and adult programs into a united calendar for distribution, as well as the other duties performed by the circulation assistants. I would like to increase this position from a Grade 3 to Grade 4 pay grade. The impact to this year's budget with this 24 hours/week position (based on September 16, 2020 increase) would be approximately \$1035. The impact to this position for FY23 with this raise request for this position would be approximately an increase of \$1537.92 from the current budgeted position.

None of these positions belong to the Village Employee Association. All are integral to our operations. We have been fortunate in the past to be able to retain part-time staff for years because it being a different time when part-time work was more desirable for people to live with in different family situations. We also didn't require our staff to be as highly trained in customer service and safety protocols, or be as technologically savvy to be able to manage both library circulation, and assisting patrons on computers. Increasing the pay grade for the noted positions will help in recruitment, and possibly retention.

If all positions are filled and increases were made based on the above dates, the additional cost for this fiscal year will be approximately \$2356.14, which would easily be covered with current part-time positions having been vacant since the beginning of the fiscal year. The proposed total increase for FY23 would be, based on current staff and future hires for open positions would be an additional \$3418.47.

MEMORANDUM

To: Trustees; Evan Teich, Unified Manager; Marguerite Ladd, Assistant Manager
From: Travis Sabatase, HR Director *TS*
CC: Wendy Hysko, Library Director
Date: September 23, 2021
Re: Revisions to General Rules and Personnel Regulations

Issue

The issue is whether the Trustees will adopt proposed revisions to the Village of Essex Junction General Rules and Personnel Regulations.

Discussion

Several changes to our part-time library pay structure are being recommended. These changes are attempting to bring these essential part-time positions up to a salary level that is on par with our market competition. In addition several changes have been proposed to clarify job titles and better align titles with the essential functions of the position.

All recommended changes are outlined in the enclosed memo written by Wendy Hysko as well as the track changes version of the current pay scales.

Cost

This is outlined in the enclosed memo written by Wendy Hysko.

Recommendation

It is recommended that the Trustees adopt the proposed revisions to the Village of Essex Junction General Rules and Personnel Regulations.

Appendix VI

VILLAGE OF ESSEX JUNCTION
JOB STRUCTURE

EXEMPT/ NON-EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
NE	n/a	Library Substitute	PT
NE	n/a	Seasonal Grounds Maint./General Labor & Administrative Support	PT
NE	0	Library Assistant/Shelver	PT
NE	1	(No classifications at present)	
NE	2	Shelving Assistant	PT
NE	<u>32</u>	<u>Library Technical Ass't II Circ. Dept. Library Assistant</u>	
		<u>- Adult Department</u>	PT
NE	3	Library Technical Ass't I Circ. Dept.	PT
NE	3	Library Technical Ass't I Youth & Circ. Dept. Assistant	
		<u>- Adult and Youth Departments</u>	PT
NE	3	Equip Operator/Maint. Tech II	FT
NE	3	Wastewater Plant Attendant	FT
NE	4	Circulation Assistant	PT
NE	4	Library Technical Assistant I Tech. Svcs.	PT
NE	4	Library Ass't Youth & YA Services	PT
NE	4	Secretary to Water Quality Superintendent	PT
NE	4	Office Assistant	PT
NE	4	Preschool Assistant Teacher	FT
NE	5	Assistant Youth Librarian	FT
NE	5	Assistant Librarian	FT
NE	5	Assistant Site Coordinator	FT
NE	5	Equip Operator/Maint. Tech I	FT
NE	5	Equip Op/Maint. Tech/Crew Leader	FT
NE	5	Grounds and Facilities Technician	FT
NE	5	Wastewater Plant Operator II	FT
NE	6	Accountant	FT
NE	6	Administrative Assistant	FT
NE	6	Ass't Zoning Administrator/ Admin Ass't. to Community Dev. Director	FT
NE	6	Business Coordinator	FT
NE	6	Circulation Librarian	FT
NE	6	Grounds and Facilities Foreman	FT
NE	6	Licensed Childcare Site Coordinator	FT
NE	6	Water System Technician	FT
NE	6	Youth Services Librarian	FT
E	7	Afterschool Enrichment Director	FT
E	7	Assistant Library Director	FT
E	7	School Age Childcare Assistant Director/ Site Coordinator	FT
NE	7	Preschool Head Teacher	FT

Appendix VI

NE	7	Wastewater Plant Op I	FT
NE	8	Asst. Chief WW Plant Operator	FT

EXEMPT/ NON-EXEMPT	GRADE	JOB CLASSIFICATION/TITLE	PT/FT
NE	8	Stormwater Coordinator/Wastewater Operator	FT
E	8	Grounds & Facilities Director	FT
E	8	Preschool Director	FT
E	8	Program Director	FT
NE	8	Public Works Foreman	FT
E	8	School Age Childcare Assistant Director	FT
E	9	Asst. to the Manager	FT
E	9	School Age Child Care Directors	FT
E	10	Library Director	FT
E	10	Community Development Director	FT
E	11	Clerk/Treasurer/Tax Collector	FT
E	11	Licensed Childcare Director	FT
E	11	Water Quality Superintendent	FT
E	11	Public Works Superintendent	FT
E	12	Finance Director	FT
E	13	Recreation & Parks Director	FT
E	13	Manager	FT

Date: September 8, 2021

To: Evan Teich, Unified Manager

From: Wendy Hysko, Brownell Library Director

Cc: Travis Sabataso, HR Director; Marguerite Ladd, Assistant Manager

Re: Increasing lower pay grades for Part-time Brownell staff, and corresponding titles

After meeting with Travis and Marguerite on Tuesday, July 29 to discuss increasing pay grades for specific Part-Time (PT) positions at Brownell, and a follow up meeting on September 1, including Unified Manager Evan Teich, to discuss current staffing challenges further on September 1, I am following up again with additional information including the financial consideration of the request. As we have discussed in our meetings, we have been experiencing for an extended time, difficulty recruiting and retaining part-time staff with limited benefits, and recruiting candidates who are qualified. Having to regularly post, advertise, interview, hire and train staff has significant costs that impact both our department and municipal Administration involved in the hiring process. I wanted to request increasing the pay grades of the following positions:

Current shelving library assistant positions are listed as Grade 0, which was a pay grade eliminated from the pay grade scale this fiscal year as it is minimum wage (currently \$11.75/hr). I would like to increase the Shelving pay grade (2 people covering 16 hours/week) to Grade 2 (\$12.44/hour) as our shelvees need a skill level that exceeds other minimum wage positions. They need to be detail oriented, place materials on shelves in different locations using different classification (including alphabetical and Dewey decimal) and work independently to shelve materials that the Brownell staff and community relies on to be accurate so we can find them. And our shelvees need to be able to communicate about library or patron issues, as well as accurate areas that there is shelf crowding so professional staff can determine if materials weeding needs to occur, or shifting of materials. Unlike most minimum wage positions, our shelving staff needs to be accurate and reliable and poor performance impacts our operations with materials going missing. The impact to this year's budget with these two 8 hours/week positions would be (based on September 16, 2020 increase) approximately \$429.60. The impact to this position for FY23 with this raise request between the 2 positions would be approximately an increase of \$637.81 from the current budgeted positions.

I also wanted to request increasing our Library Technical Assistant II Circulation Department position (12 hours/week) from Grade 2 (currently starting at \$12.44/hr), to Grade 3 (currently starting at \$14.21/hr). We have not had many qualified candidates for this position, which requires someone who can manage the main circulation desk independently, competently and confidently as the hours for this position are evenings and Saturdays when we have few staff available for backup. We have another similar position that is Grade 3 that covers both Youth and Adult circulation desks, but the hours are scheduled when there are more staff around, so it doesn't require the need to manage so many functions at once. The impact of raising the hourly pay for this fiscal year, if we have someone in the position by September 30 would be \$891.54, and an increase in FY23 of \$1242.47 for the current budgeted position.

When reviewing the idea of grade changes for the above positions with the full time staff supervising the positions above, and there was concern about the tasks required of our Library Technical Assistant I Circulation Department Grade 3 position (24 hours/week), which does more detailed work as our lead front desk circulation person who also manages following up with overdues, searching for missing materials, creating reader's advisory aides and coordinates the scheduled youth and adult programs into a united calendar for distribution, as well as the other duties performed by the circulation assistants. I would like to increase this position from a Grade 3 to Grade 4 pay grade. The impact to this year's budget with this 24 hours/week position (based on September 16, 2020 increase) would be approximately \$1035. The impact to this position for FY23 with this raise request for this position would be approximately an increase of \$1537.92 from the current budgeted position.

None of these positions belong to the Village Employee Association. All are integral to our operations. We have been fortunate in the past to be able to retain part-time staff for years because of it being a different time when part-time work was more desirable for people to live with in different family situations. We also didn't require our staff to be as highly trained in customer service and safety protocols, or be as technologically savvy to be able to manage both library circulation, and assisting patrons on computers. Increasing the pay grade for the noted positions will help in recruitment, and possibly retention.

If all positions are filled and increases were made based on the above dates, the additional cost for this fiscal year will be approximately \$2356.14, which would easily be covered with current part-time positions having been vacant since the beginning of the fiscal year. The proposed total increase for FY23 would be, based on current staff and future hires for open positions would be an additional \$3418.47.

In discussing these positions, the titles have been very confusing to different for staff involved in hiring, and candidates applying for positions. I would like to also request the following changes to the titles referenced above for pay grade increases:

Library Assistant – Shelver to Shelving Assistant

Library Technical Assistant II Circulation Department to Library Assistant - Adult Department

Library Technical Assistant I Circulation Department to Circulation Assistant

And a change to a related position that is mentioned above, but not involved in the pay grade increase request:

Library Technical Assistant I Youth and Circulation Departments to Library Assistant - Adult and Youth Departments

FIREWORKS DISPLAY PERMIT

NAME OF PERSON IN CHARGE OF DISPLAY: _____ **Northstar Fireworks** _____

SPONSOR'S NAME: **Essex Junction High School (homecoming)** _____

DATE AND TIME OF DISPLAY: **October 22, 2021 @ 7:00 p.m.** _____

DATE AND TIME OF POSTPONEMENT (rain date): **N/A** _____

LOCATION: **Essex Junction High School** _____

MUNICIPALITY: **Village of Essex Junction** _____ STATE: **Vermont** _____

This permit authorizes sale, possession, and use of fireworks solely for the fireworks display specified hereon and is non-transferable.

Signature(s) of local official(s) authorized to issue Fireworks Display Permits:

(Signature) Print Name: _____
Title: _____

(Signature) Print Name: _____
Title: _____

(Signature) Print Name: _____
Title: _____

Certificate of Insurance

28019

Issue Date: 9/22/2021

PRODUCER
Professional Program Insurance Brokerage
1304 Southpoint Blvd., Suite 101
Petaluma, CA 94954

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Vermont Fireworks Co., Inc.
DBA: Northstar Fireworks Displays
P.O. Box 65
E. Montpelier, VT 05651

INSURER A: Underwriter's at Lloyd's, London

INSURER B:

INSURER C:

INSURER D:

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/21-0009	1/24/2021	1/24/2022	EACH ACCIDENT	\$6,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$6,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is additional insured as respects the following:

Date(s) of Display:	10/22/2021
Location:	Essex Junction High School, 2 Educational Drive, Essex Junction, VT 05452
Additional Insured:	Essex Junction High School, Village of Essex Junction
Rain Date(s):	The company issuing this policy has not been licensed by the State of Vermont and the rates charged have not been approved by the Commissioner of Insurance. Any default on the part of the insurer is not covered by the Vermont Insurance Guaranty Association.
Type of Display:	

CERTIFICATE HOLDER
Essex Junction High School
2 Educational Drive
Essex Junction, VT 05452

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Susan Etter
AUTHORIZED REPRESENTATIVE

FIREWORKS DISPLAY PERMIT

NAME OF PERSON IN CHARGE OF DISPLAY: _____ **Northstar Fireworks** _____

SPONSOR'S NAME: **Essex Junction High School (homecoming)** _____

DATE AND TIME OF DISPLAY: **October 22, 2021 @ 7:00 p.m.** _____

DATE AND TIME OF POSTPONEMENT (rain date): **N/A** _____

LOCATION: **Essex Junction High School** _____

MUNICIPALITY: **Village of Essex Junction** _____ STATE: **Vermont** _____

This permit authorizes sale, possession, and use of fireworks solely for the fireworks display specified hereon and is non-transferable.

Signature(s) of local official(s) authorized to issue Fireworks Display Permits:

 Ron Hoague Print Name: **Ron Hoague**
(Signature) Title: **Chief of Police**

(Signature) Print Name: _____
Title: _____

(Signature) Print Name: _____
Title: _____

Certificate of Insurance

28019

Issue Date: 9/22/2021

PRODUCER
Professional Program Insurance Brokerage
1304 Southpoint Blvd., Suite 101
Petaluma, CA 94954

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Vermont Fireworks Co., Inc.
DBA: Northstar Fireworks Displays
P.O. Box 65
E. Montpelier, VT 05651

INSURER A: Underwriter's at Lloyd's, London

INSURER B:

INSURER C:

INSURER D:

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/21-0009	1/24/2021	1/24/2022	EACH ACCIDENT	\$6,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$6,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is additional insured as respects the following:

Date(s) of Display:	10/22/2021
Location:	Essex Junction High School, 2 Educational Drive, Essex Junction, VT 05452
Additional Insured:	Essex Junction High School, Village of Essex Junction
Rain Date(s):	The company issuing this policy has not been licensed by the State of Vermont and the rates charged have not been approved by the Commissioner of Insurance. Any default on the part of the insurer is not covered by the Vermont Insurance Guaranty Association.
Type of Display:	

CERTIFICATE HOLDER
Essex Junction High School
2 Educational Drive
Essex Junction, VT 05452

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.


AUTHORIZED REPRESENTATIVE

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**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 28, 2021**

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

9 **ADMINISTRATION:** Evan Teich, Unified Manager; Maureen Gillard, School Age Childcare
10 Director; Ricky Jones, Public Works Superintendent; Maguerite Ladd,
11 Assistant Manager; Brad Luck, Director of Essex Junction Parks &
12 Recreation; Sarah Macy, Finance Director/Assistant Manager

13 **OTHERS PRESENT:** John Alden, Michael Bleau, Jonathan Breen, Bob Burrows, Alise Certa,
14 Annie Cooper, Karen Dolan, Erin Ennis, Steven Eustis, Stacy Jordan,
15 Richard Hamlin, Lori Houghton, , Tamara Jaques, Chris Kline, Deb McAdoo,
16 Ed Malina, Greg Morgan, Kristie Paschall, Kristen Shamis, Margaret Smith,
17 Mike Sullivan, Andy Suntup, Linda Suntup, Carmelle Terborgh, Dennis
18 Thibeault, Mike Thorne, Jane Thurston, Ann Wadsworth, Doug Wilson, Irene
19 Wrenner, Harlan ____

21 1. **CALL TO ORDER**

22 Andrew Brown called the meeting to order at 6:30 pm.

23
24 2. **AGENDA ADDITIONS/CHANGES**

25 Mr. Teich requested adding an executive session for discussion of personnel. He also noted additional
26 material for the work session.

27
28 3. **APPROVE AGENDA**

29
30 **GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to approve the agenda as**
31 **amended. The motion passed 4-0.**

32
33 4. **PUBLIC TO BE HEARD**

34 a. *Comments from public on items not on the agenda*
35 None at this time.

36
37 5. **PUBLIC HEARING**

38 a. **Public hearing on the charter for the City of Essex Junction**

39 Mr. Brown noted that this would be to vote to adopt a new municipal charter that would transform the
40 Junction into an independent city that would no longer be a part of Essex. He outlined why this vote is
41 occurring, noting that Villagers had recently voted to merge with the Town and the Town voted not to
42 merge. He said in April, there was a non-binding article about separation, which passed
43 overwhelmingly, and so the Junction has been looking into becoming a City. He outlined what would
44 stay the same (a 5-member governing board, an annual budget voted by Australian ballot,
45 maintenance of municipal services, and maintenance of high quality of life and Junction identity). He
46 outlined what would be different (the Junction would have full control of its future, tax dollars would be
47 invested only in the City, and the Junction would be an equal municipality). He outlined the process up
48 until the present, noting that this is the first public hearing on the charter, and that the second will be in
49 October, with a vote on November 2. He outlined the timeline for what would happen if the vote
50 passes, noting that the City could potentially be formed by July of 2022 and have a transition year to
51 prepare for full operation, with a fully operational City by 2023 (all of this would be subject to timely
52 legislative approval of the charter). He then outlined the financial impacts of becoming a City. He
53 walked through Fiscal Year 2022 budget revenues and expenditures for the Village, the Town, and

54 estimated figures for a City. He said the taxes needed to support municipal operations in a City would
55 decrease, the overall amount of property taxes would decrease, General Fund municipal spending
56 would decrease, the tax rate would decrease, and the savings on a Village/City home of an assessed
57 value of \$300,000 would be approximately \$195 per year. He outlined the departments with the most
58 significant cost savings, and the departments with the most significant cost increases. He addressed a
59 number of Frequently Asked Questions, noting the following: Selectboard and Trustees are working to
60 contract for shared police services, the Village has the means and assets to become a City, there will
61 be 4 new FTEs that will need to be hired, the hall of government would be 2 Lincoln Street, the City
62 would grow its Grand List by reinvesting in itself, and the Trustees are committed to continuing the
63 Senior Center at 2 Lincoln Street. He said ballots will be mailed and expected to arrive by October 11,
64 and that in-person voting will occur on November 2.

65
66 Mr. Brown opened the discussion up to the public.

67
68 Ms. Thurston asked for a handout of the presentation. Mr. Tyler replied that they can mail a copy to
69 her home address. She cited concerns about taxes increasing as a result of the Junction becoming a
70 City.

71
72 Mr. Suntup said he is satisfied with how the Junction is being run currently and satisfied with services,
73 except for the high taxes that residents pay. He asked for confirmation that taxes would decrease if the
74 Junction becomes a City. Mr. Brown replied that he is confident that taxes would decrease. Mr. Tyler
75 added that if the Junction becomes a City, the taxes that are raised would stay locally and not be
76 shared with the Town. Mr. Chawla added that they anticipate that service levels would remain the
77 same.

78
79 Mr. Eustis thanked the Trustees for their diligent work on the separation initiative and looks forward to
80 supporting the initiative on the ballot.

81
82 Mr. Sullivan asked if the presentation could be video recorded independently from the recording of the
83 meeting itself, saying a video recording would help with canvassing. Mr. Brown thanked Mr. Sullivan
84 for this idea.

85
86 Mr. Morgan said that this initiative would simplify the operations of the Junction.

87
88 Mr. Suntup asked about access to Indian Brook Reservoir and Essex Free Library. Mr. Brown replied
89 that access to the Essex Free Library would stay the same and the Trustees and Selectboard are still
90 working out an agreement around Indian Brook Reservoir.

91
92 Mr. Brown closed the public hearing.

93
94 Mr. Tyler added that the Village's charter endows the Village with the same powers of municipal
95 government that the State constitution grants. He said people often interpret incorporated entities as
96 having lower status, but that isn't the case.

97
98
99 **6. BUSINESS ITEMS**

100 **a. *Work Session on Essex Junction Independence Initiative**

101 Mr. Luck began by outlining the topics that will be discussed during the work session, which include a
102 debrief on proposals and contract discussion with the Selectboard, plans for 2 Lincoln Street
103 renovations, and the Fiscal Year 2022 budget.

104
105 He began with the negotiations on proposals and contracts with the Selectboard. Mr. Brown said he
106 feels good about where they are in the process, especially with police services. He said he doesn't
107 foresee hurdles on discussions for other services. Mr. Tyler acknowledged that Indian Brook Reservoir
108 is an important resource and said that he is confident that they will be able to come to an agreement
109 with the Selectboard by the time that the charter would be approved. He thanked the Selectboard for
110 their cooperation on these discussions.

111
112 Mr. Luck then began a discussion of the plans for the 2 Lincoln Street space. He said they will need
113 space for 13 employees, security updates are needed, health safety updates are needed, and the
114 Senior Center, Teen Center, and Essex CHIPS will be housed in the same locations in some of the
115 scenarios. He noted the Village is anticipating receiving \$3.2 million in ARPA funds, though the exact
116 uses are still to be determined. He noted the ARPA funds could go toward some of the capital projects
117 (like water line work), which could free up other money for these renovations. He then outlined the
118 different options for renovations to prepare the building. Two options would renovate the basement
119 and first floor, and two options would renovate the basement, first floor, and second floor (and would
120 require an elevator). Ms. Thibeault asked if parking would be lost if a vestibule is installed, and Mr.
121 Alden replied no parking would be lost, but some electrical equipment would need to be relocated. Ms.
122 Thibeault asked if renovations for the second floor would necessitate an elevator, and Mr. Alden
123 replied the second floor would be where public meetings would be held and thus would necessitate an
124 elevator for access. Mr. Chawla asked whether public meetings could still be held at 2 Lincoln if the
125 first or second option (basement and first floor only) is selected, and Mr. Alden replied that they could
126 still hold public meetings at 2 Lincoln Street in the first and second options. Mr. Chawla asked what
127 areas need improvement to bring the building up to code, and Mr. Alden outlined ventilation, thermal
128 energy, and access.

129
130 Mr. Luck then began a discussion of the Fiscal Year 2022 budget, highlighting that the budget is based
131 on actual expenditures and that it reflects the organization of the City when it is operational and self-
132 sufficient (only assumes sharing for police services). He said that the Village is financially well-
133 positioned to become a City. Trustees thanked Mr. Luck and Ms. Macy for putting together the budget
134 information.

135
136 **b. Discussion on Main Street Water line**

137 Ms. Macy provided an overview of a new project from the Village Capital Committee, which is a
138 replacement of the Main Street water line. She noted that the Capital Committee heard about this
139 project over the summer and ranked it very high on their list of priorities, due to the enormous
140 disruption the line would cause were it to fail. She noted there is some funding in the Capital Account
141 for this, but it is not enough to cover this project. She noted that the project will be eligible for ARPA
142 funding, but staff cannot dedicate those monies to this project with certainty at this time. She said that
143 they could bond for this using either the Vermont Municipal Bond Bank, with a vote in April, or the
144 State's revolving loan fund, which has the possibility of some loan forgiveness, but also has more
145 stringent guidelines on the funds and would push the timeline for the project back a year.

146
147 Mr. Jones noted there have been some problems with this water line including at least 10 breaks in the
148 last 30 years. Mr. Hamlin outlined the sections of water line needing replacement, namely Main Street
149 from Densmore to the Champlain Valley Water District tank on upper Main Street. He noted the
150 failures in the water line have historically had extremely large impacts given the volume of water in the
151 line and its position.
152

153 Mr. Brown asked if the water line is under the road and/or multi-use path. Mr. Hamlin said the line is
154 biased toward the edge of the road and that the impact would mainly be to the sidewalk and multi-use
155 path, which would mean much less traffic disruption. Mr. Brown asked if the old line would be removed
156 once the new line is installed. Mr. Hamlin replied saying the ends of the old line, which is made of cast
157 iron, would be capped and the pipe would be a closed structure and left under the road. He
158 emphasized there are no contaminants within the pipe. Mr. Brown noted it looks like a portion of the
159 project is outside the Village and in the Town and Mr. Hamlin confirmed this, but said that the line itself
160 belongs to the Village and that there is no Town connection to that portion of it. Mr. Brown asked about
161 the loan forgiveness within the State's loan fund. Ms. Macy replied a certain percentage of the funds
162 from the federal government to the State will be forgiven as grants, but it isn't a certainty. Mr. Hamlin
163 added the timing will take longer if federal funds are used. He noted that the Village has had good luck
164 with the Vermont Bond Bank.

165
166 Mr. Chawla asked if this could be done in tandem with or closely after construction on the multi-use
167 path. Mr. Hamlin replied that the goal is to complete this prior to beginning the construction on the
168 multi-use path. He said that it would be better to replace the water line sooner rather than later.

169
170 Mr. Tyler asked how the bond would be paid, should it be taken out. Ms. Macy replied that this would
171 be a revenue bond associated with the Water Fund. She said that the trajectory of the Water Fund
172 looks sufficient to cover the bond payments. Mr. Tyler asked about the urgency of this replacement
173 and Mr. Hamlin replied that there are efficiencies that can be realized with this replacement. Mr. Teich
174 added that once water mains begin to break, it's indicative that the water line needs to be replaced
175 soon. He also noted that the water rate system for the Village has future anticipated work built into it.

176
177 Ms. Macy noted that the next step would be to authorize staff to start the planning and design process
178 to determine an estimated bond amount.

179
180 Mr. Brown opened the discussion to the public.

181
182 Mr. Eustis asked how some of the bigger, more critical projects in the Capital Plan are anticipated. Mr.
183 Hamlin replied that the water line replacement has been included in the Capital Plan for some time,
184 and recent breaks have caused it to be pushed ahead.

185
186 **RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, that the Trustees approve**
187 **the project and authorize staff to begin planning and design. The motion passed 4-0.**

188
189 **c. Consider charter revisions for the City of Essex Junction**

190 Trustees did not have revisions at this time.

191
192 Mr. Brown opened the discussion up to the public. There was no public comment.

193
194 **ANDREW BROWN made a motion, and RAJ CHAWLA seconded, that the Board of Trustees**
195 **agree to remove the words "established and" from Section 102 (Transition Period) of the draft**
196 **City of Essex Junction Charter, on the fifth line from the bottom of page 1. The motion passed**
197 **4-0.**

198
199 **d. Consider warning of special election for November 2**

200 Mr. Luck outlined the draft notice for the special election, noting several edits from Ms. McNamara-Hill.

201 Mr. Chawla asked what date the mailing labels were printed and when residents should contact the
202 Clerk for a mailed ballot if they registered to vote after the labels were printed. Ms. McNamara-Hill said
203 that ballots will continue to be mailed after the batched mailing as residents register to vote.
204

205 **RAJ CHAWLA made a motion, and GEORGE TYLER seconded, that the Trustees approve the**
206 **warning of the Special Election on November 2, 2021 in consideration of the Charter of the City**
207 **of Essex Junction dated September 14. The motion passed 4-0.**
208

209 **e. Consider approval of Village mailer about vote on independence**

210 Mr. Luck reviewed the information that would be mailed out, saying it should arrive for voters in
211 tandem with ballots. Trustees clarified language around some technical terms in the mailer, as well as
212 made clearer for laypeople what some of the intent is.
213

214 Mr. Chawla suggested highlighting more prominently the areas where significant cost savings would
215 be realized.
216

217 Mr. Brown opened the discussion up to the public.
218

219 Ms. Certa said that the mailer does not concisely provide a call to action for voters. She said that they
220 need to know that a vote is coming up and when the vote is, which would motivate them to look further
221 within the document. She also cautioned against the use of pie charts and graphs.
222

223 Mr. Harlan Smithagreed with Ms. Certa on her suggestions.
224

225 **AMBER THIBEAULT made a motion, and RAJ CHAWLA seconded, that the Trustees authorize**
226 **for the mailer on independence for the City of Essex Junction charter vote be mailed to all**
227 **Village households as amended by the Trustees. The motion passed 4-0.**
228

229 **7. CONSENT ITEMS**

- 230 a. Approve minutes: September 14, 2021
231 b. Approve Check Warrant #17269—9/17/21
232

233 **GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to approve the consent agenda**
234 **as presented. The motion passed 4-0.**
235

236 **8. READING FILE**

- 237 a. Board member comments: Mr. Brown noted that the Out and About in Essex event is occurring this
238 weekend, and that vouchers are available at 2 Lincoln Hall, Barnyard Restaurant on Susie Wilson
239 Road, and at the Essex Experience. Mr. Teich thanked the many volunteers and staff that worked to
240 put on this event.
241 b. Letter from Richard Harnish, High Speed Rail Alliance re: Passenger rail
242 c. List of Boards/Committees/Commission openings
243 d. Health insurance update
244 e. 2020 Report, Implementation of Essex Junction All-Hazard Mitigation Plan actions
245 f. Upcoming meeting Schedule
246

247 **9. EXECUTIVE SESSION:**

- 248 * An executive session may be needed to discuss negotiation of contracts and agreements with the
249 Town of Essex
250

251 **ANDREW BROWN** made a motion, and **RAJ CHAWLA** seconded, that the Trustees enter into
252 executive session to discuss the employment of public employees in accordance with 1 V.S.A.
253 Section 313(a)(3), to include the Trustees (and, if desired, the Unified Manager. The motion
254 passed 4-0 at 9:12 PM.

255
256 **AMBER THIBUEALT** made a motion, and **GEORGE TYLER** seconded, to exit executive session.
257 The motion passed 4-0 at 10:01 PM.

258
259 10. **ADJOURN**

260 **AMBER THIBEAULT** made a motion, and **RAJ CHAWLA** seconded, to adjourn the meeting. The
261 motion passed 4-0

262 The meeting adjourned at 10:02 PM.

263
264 Respectfully Submitted,
265 Amy Coonradt

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	09/13/21	ADVANCE AUTO PARTS MICRO2 - ASSORTMENT 1 E 552125623060	210-5-40-12-610.000 General Supplies	6.48	36114	09/24/21
05290	09/15/21	ADVANCE AUTO PARTS RIGHTSTUFF GSKT MAKR 552125852009	210-5-40-12-610.000 General Supplies	16.55	36114	09/24/21
05290	09/17/21	ADVANCE AUTO PARTS ENG NEW FORD GRAY 12 O 552126046487	210-5-40-12-610.000 General Supplies	14.14	36114	09/24/21
05290	09/20/21	ADVANCE AUTO PARTS lights 552126346615	210-5-40-12-610.000 General Supplies	9.48	36114	09/24/21
23190	09/21/21	BAILEY SPRING & CHASSIS state inspection Unit 16 W 18339	210-5-40-12-430.000 R&M Vehicles & Equipment	80.00	36118	09/24/21
07465	09/08/21	BIBENS ACE HARDWARE INC Repairs to drop box 42396	210-5-41-20-431.000 R&M Buildings & Grounds	16.58	36120	09/24/21
07465	09/08/21	BIBENS ACE HARDWARE INC Repairs to drop box 42400	210-5-41-20-431.000 R&M Buildings & Grounds	9.58	36120	09/24/21
21120	09/16/21	CHAMPLAIN MEDICAL URGENT Offer Physical 0004755200	210-5-25-10-330.000 Professional Services	345.00	36125	09/24/21
21210	09/13/21	CINTAS LOC # 68M 71 M water cooler maintenance, 5076022718	210-5-40-12-610.000 General Supplies	179.93	36127	09/24/21
04940	09/12/21	COMCAST TV and internet 9/19-10/1 0091811 0921	210-5-40-12-600.000 Salt, Sand and Gravel	61.00	36130	09/24/21
04940	09/12/21	COMCAST TV and internet 9/19-10/1 0091811 0921	210-5-40-12-610.000 General Supplies	179.50	36130	09/24/21
17025	09/21/21	COONRADT AMY PC Minutes of September 1 0068	210-5-16-10-530.000 Communications	191.88	36132	09/24/21
03280	09/14/21	ENGINEERS CONSTRUCTION IN TOPSOIL 38\$5	210-5-40-12-451.000 Summer Construction Servi	560.00	36139	09/24/21
23215	09/15/21	ESSEX EQUIPMENT INC safety glasses and clothi .10801345000	210-5-40-12-612.000 Uniforms	97.43	36140	09/24/21
21840	09/20/21	FIRST NATIONAL BANK OMAHA PW dropbox charge for 9/1 0631 0921	210-5-40-12-610.000 General Supplies	119.88	36144	09/24/21
45400	09/20/21	FIRST NATIONAL BANK OMAHA Lunch with Blackrock Cons 2880 921	210-5-16-10-500.000 Training, Conf, Dues	30.24	36145	09/24/21
07010	09/08/21	GREEN MOUNTAIN POWER CORP multi solar accts 8/9 to 090821D Sola	210-5-41-20-622.000 Electricity	105.94	36151	09/24/21
07010	09/08/21	GREEN MOUNTAIN POWER CORP multi solar accts 8/9 to 090821D Sola	210-5-41-23-622.000 Electricity	61.25	36151	09/24/21
07010	09/08/21	GREEN MOUNTAIN POWER CORP multi solar accts 8/9 to 090821D Sola	210-5-40-12-622.200 Streetlight Electricity	88.87	36151	09/24/21
07010	09/08/21	GREEN MOUNTAIN POWER CORP multi solar accts 8/9 to 090821D Sola	210-5-40-12-622.000 Electricity	37.34	36151	09/24/21
07010	09/08/21	GREEN MOUNTAIN POWER CORP multi solar accts 8/9 to 090821D Sola	210-5-41-22-622.000 Electricity	105.95	36151	09/24/21
07010	09/08/21	GREEN MOUNTAIN POWER CORP multi solar accts 8/9 to 090821D Sola	210-5-41-21-622.000 Electricity	318.65	36151	09/24/21
07010	09/13/21	GREEN MOUNTAIN POWER CORP non solar accts 8/12 to 9 91321D NS	210-5-40-12-622.200 Streetlight Electricity	10498.47	36153	09/24/21
07010	09/13/21	GREEN MOUNTAIN POWER CORP non solar accts 8/12 to 9 91321D NS	210-5-40-12-622.200 Streetlight Electricity	691.88	36153	09/24/21
20365	09/13/21	KEY CHEVROLET BUICK GMC C mirror replacement truck 16035P	210-5-40-12-430.000 R&M Vehicles & Equipment	484.50	36158	09/24/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10130	08/06/21	LOWE'S BUSINESS ACCOUNT ORTHO HD MAX 1.33-GAL 02184 A	210-5-40-12-610.000 General Supplies	18.04	36161	09/24/21
06675	09/21/21	NATIONAL BUSINESS TECHNOL Copier usage 8/18-9/17/21 IN443421	210-5-35-10-442.000 Rental Vehicles/Equip	0.45	36167	09/24/21
06675	09/21/21	NATIONAL BUSINESS TECHNOL Copier usage 8/18-9/17/21 IN443421	210-5-35-10-442.000 Rental Vehicles/Equip	31.04	36167	09/24/21
06675	09/21/21	NATIONAL BUSINESS TECHNOL Copier usage 8/18-9/17/21 IN443421	210-5-40-12-442.000 Rental Vehicles/Equip	0.42	36167	09/24/21
06675	09/21/21	NATIONAL BUSINESS TECHNOL Copier usage 8/18-9/17/21 IN443421	210-5-10-10-442.000 Rental Vehicles/Equip	72.87	36167	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-10-10-210.000 Group Insurance	233.98	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-13-10-210.000 Group Insurance	68.55	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-40-12-210.000 Group Insurance	346.63	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-40-13-210.000 Group Insurance	56.86	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-35-10-210.000 Group Insurance	496.26	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-16-10-210.000 Group Insurance	71.96	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-30-10-210.000 Group Insurance	517.76	36171	09/24/21
24960	09/15/21	NORTHEAST DELTA DENTAL Dental Prem Oct 21 Villag 100121V	210-5-30-12-210.000 Group Insurance	104.53	36171	09/24/21
25140	09/17/21	PIKE INDUSTRIES INC Asphalt 1153810	210-5-40-12-605.000 Summer Construction Suppl	623.30	36175	09/24/21
37430	09/14/21	R R CHARLEBOIS INC repair truck #6 RC75960	210-5-40-12-430.000 R&M Vehicles & Equipment	6663.94	36178	09/24/21
43275	09/13/21	RYCANDON MECHANICAL, INC. Plumbing work fix 13855	210-5-41-22-431.000 R&M Buildings & Grounds	1563.85	36181	09/24/21
37965	09/13/21	S D IRELAND CONCRETE DENSMORE DR - 91942	210-5-40-12-451.000 Summer Construction Servi	308.00	36182	09/24/21
11345	09/16/21	SANITARY EQUIPMENT CO INC clamps and hoses 0155497	210-5-40-12-430.000 R&M Vehicles & Equipment	151.78	36183	09/24/21
00275	09/03/21	SB SIGNS INC Decals 25318	210-5-25-10-750.000 Machinery & Equipment	360.00	36184	09/24/21
26130	09/08/21	SHEETMETAL DESIGN INC Repair to drop box 3950A	210-5-41-20-431.000 R&M Buildings & Grounds	40.00	36186	09/24/21
23395	09/14/21	VILLAGE HARDWARE - WILLIS STRAW 200200A	210-5-40-12-451.000 Summer Construction Servi	25.98	36189	09/24/21
21230	09/19/21	VISION SERVICE PLAN (CT) Vision Prem Oct 21 100121V	300236 210-5-10-10-210.000 Group Insurance	58.19	36190	09/24/21
21230	09/19/21	VISION SERVICE PLAN (CT) Vision Prem Oct 21 100121V	300236 210-5-13-10-210.000 Group Insurance	13.61	36190	09/24/21
21230	09/19/21	VISION SERVICE PLAN (CT) Vision Prem Oct 21 100121V	300236 210-5-40-12-210.000 Group Insurance	67.94	36190	09/24/21
21230	09/19/21	VISION SERVICE PLAN (CT) Vision Prem Oct 21 100121V	300236 210-5-40-13-210.000 Group Insurance	10.86	36190	09/24/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	210-5-35-10-210.000 Group Insurance	90.55	36190	09/24/21
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	210-5-16-10-210.000 Group Insurance	18.76	36190	09/24/21
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	210-5-30-10-210.000 Group Insurance	86.81	36190	09/24/21
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	210-5-30-12-210.000 Group Insurance	22.99	36190	09/24/21
08000	VT BLACKTOP CORP	09/01/21	S/O VT 65 GYR S T-IV RAP 50000462	210-5-40-12-605.000 Summer Construction Suppl	123.38	36192	09/24/21
25715	DONALD L. HAMLIN CONSULT	09/08/21	Crescent Connector July 1 12833 9821	230-5-16-10-890.824 Cres. Connector	2308.19	36134	09/24/21
23435	CHAMPLAIN WATER DISTRICT	08/31/21	Village Water August 2021 083121	254-5-54-20-411.000 CWD Water Purchase	989.30	36126	09/24/21
23435	CHAMPLAIN WATER DISTRICT	08/31/21	Village Water August 2021 083121	254-5-54-70-411.400 CWD Water Purchase - Glob	4916.20	36126	09/24/21
23435	CHAMPLAIN WATER DISTRICT	08/31/21	Village Water August 2021 083121	254-5-54-20-411.000 CWD Water Purchase	47328.09	36126	09/24/21
23435	CHAMPLAIN WATER DISTRICT	08/31/21	Village Water August 2021 083121	254-5-54-70-411.400 CWD Water Purchase - Glob	235191.01	36126	09/24/21
40025	E J PRESCOTT INC	09/10/21	12 STYLE 262 HYMAX CPLG 1 5922115	254-5-54-20-433.000 R&M Infrastructure	1065.20	36136	09/24/21
18000	FERGUSON WATERWORKS #590	06/14/21	various parts 1021256	254-5-54-20-610.000 General Supplies	592.08	36142	09/24/21
18000	FERGUSON WATERWORKS #590	09/16/21	diamond blade for saw 1049891	254-5-54-20-610.000 General Supplies	249.94	36142	09/24/21
07010	GREEN MOUNTAIN POWER CORP	09/13/21	non solar accts 8/12 to 9 91321D NS	254-5-54-20-622.000 Electricity	98.08	36153	09/24/21
10110	MCGOVERN MECHANICAL CORP	09/21/21	Meter Replacements 1700	254-5-54-70-750.001 Meter Replacement Program	200.00	36163	09/24/21
24960	NORTHEAST DELTA DENTAL	09/15/21	Dental Prem Oct 21 Villag 100121V	254-5-54-20-210.000 Group Insurance	317.51	36171	09/24/21
37965	S D IRELAND CONCRETE	09/14/21	PEARL HILLCREST 91996	254-5-54-20-430.000 R&M Vehicles & Equipment	308.00	36182	09/24/21
11345	SANITARY EQUIPMENT CO INC	09/16/21	clamps and hoses 0155497	254-5-54-20-430.000 R&M Vehicles & Equipment	25.30	36183	09/24/21
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	254-5-54-20-210.000 Group Insurance	59.92	36190	09/24/21
20660	BRENNTAG LUBRICANTS LLC	09/17/21	lubricants assorted 8LN21674384	255-5-55-30-626.000 Gasoline	432.65	36122	09/24/21
21210	CINTAS LOC # 68M 71 M	09/23/21	first aid supplies 5077410903	255-5-55-30-610.000 General Supplies	134.27	36127	09/24/21
06870	ENDYNE INC	09/17/21	Sept 9 TKN Only 385700	255-5-55-30-340.000 Technical Services	35.00	36138	09/24/21
38955	F W WEBB COMPANY	09/15/21	CHP Boiler INLINE PUMP 72146571-	255-5-55-30-570.000 Other Purchased Services	4281.42	36141	09/24/21
38955	F W WEBB COMPANY	09/15/21	MAP Torch 73003425	255-5-55-30-570.000 Other Purchased Services	176.61	36141	09/24/21
38955	F W WEBB COMPANY	09/15/21	Supplier Over Order retur 73003830	255-5-55-30-570.000 Other Purchased Services	-1515.36	36141	09/24/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24785	09/17/21	GEAR OIL PUMP,HAND 9057221013	255-5-55-30-570.000 Other Purchased Services	406.82	36150	09/24/21
V9454	09/22/21	jeans - Boutin 3366277	255-5-55-30-612.000 Uniforms	194.97	36160	09/24/21
06675	09/21/21	Copier usage 8/18-9/17/21 IN443421	255-5-55-30-442.000 Rental Vehicles/Equip	22.43	36167	09/24/21
V97100	09/21/21	Farm Soil Samples 2919	255-5-55-30-567.000 Biosolids Land Applicatio	750.00	36168	09/24/21
24960	09/15/21	Dental Prem Oct 21 Villag 100121V	255-5-55-30-210.000 Group Insurance	455.65	36171	09/24/21
11345	09/16/21	clamps and hoses 0155497	255-5-55-30-430.000 R&M Vehicles & Equipment	25.30	36183	09/24/21
21230	09/19/21	Vision Prem Oct 21 300236 100121V	255-5-55-30-210.000 Group Insurance	99.09	36190	09/24/21
07010	09/08/21	multi solar accts 8/9 to 090821D Sola	256-5-56-40-622.000 Electricity	83.20	36151	09/24/21
07010	09/08/21	multi solar accts 8/9 to 090821D Sola	256-5-56-40-434.001 Susie Wilson PS Costs	55.90	36151	09/24/21
07010	09/08/21	multi solar accts 8/9 to 090821D Sola	256-5-56-40-434.002 West Street PS Costs	60.86	36151	09/24/21
07010	09/13/21	non solar accts 8/12 to 9 91321D NS	256-5-56-40-622.000 Electricity	400.98	36153	09/24/21
10110	09/21/21	Meter Replacements 1700	256-5-56-70-750.001 Meter Replacement Program	400.00	36163	09/24/21
24960	09/15/21	Dental Prem Oct 21 Villag 100121V	256-5-56-40-210.000 Group Insurance	176.70	36171	09/24/21
11345	09/16/21	clamps and hoses 0155497	256-5-56-40-430.000 R&M Vehicles & Equipment	303.54	36183	09/24/21
21230	09/19/21	Vision Prem Oct 21 300236 100121V	256-5-56-40-210.000 Group Insurance	34.82	36190	09/24/21
06675	09/21/21	Copier usage 8/18-9/17/21 IN443421	258-5-33-13-442.000 Rental Vehicles/Equip	67.36	36167	09/24/21
20640	09/03/21	Sr Center Supplies 090321D	258-5-33-13-830.000 Regular Programs	30.53	36177	09/24/21
19815	09/12/21	RK EES Summit Westford Su 13X43FP6GKRD	259-5-30-15-610.000 General Supplies	6.21	36115	09/24/21
19815	09/13/21	RK Fleming Supplies 16L4JJHTGD4J	259-5-30-15-610.000 General Supplies	10.99	36115	09/24/21
19815	09/14/21	RK FMS Supplies 1NXW91D41GY9	259-5-30-15-610.000 General Supplies	19.99	36115	09/24/21
19815	09/10/21	RK FMS Supplies 1QV3KWMNKPWD	259-5-30-15-610.000 General Supplies	128.98	36115	09/24/21
19815	09/13/21	RK MSP Supplies 1XC3PT7QKX73	259-5-30-15-610.000 General Supplies	7.90	36115	09/24/21
42360	09/12/21	Camp Reach Field Trip 7/1 R10016	259-5-30-17-580.000 Travel	389.00	36137	09/24/21
42360	09/12/21	Camp Reach Field Trip 7/2 R10022	259-5-30-17-580.000 Travel	401.00	36137	09/24/21
06675	09/21/21	Copier usage 8/18-9/17/21 IN443421	259-5-30-10-442.000 Rental Vehicles/Equip	186.21	36167	09/24/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	09/15/21	Dental Prem Oct 21 Villag 100121V	259-5-30-15-210.000 Group Insurance	287.84	36171	09/24/21
24960	NORTHEAST DELTA DENTAL	09/15/21	Dental Prem Oct 21 Villag 100121V	259-5-30-16-210.000 Group Insurance	363.41	36171	09/24/21
24830	REINHART FOODSERVICE	09/09/21	RK EES Snack 535900	259-5-30-15-610.000 General Supplies	143.79	36179	09/24/21
24830	REINHART FOODSERVICE	09/09/21	RK MSP Snack 536252	259-5-30-15-610.000 General Supplies	90.03	36179	09/24/21
24830	REINHART FOODSERVICE	09/09/21	RK Summit Snack 536501	259-5-30-15-610.000 General Supplies	37.50	36179	09/24/21
24830	REINHART FOODSERVICE	09/13/21	RK Fleming Snack 537688	259-5-30-15-610.000 General Supplies	208.08	36179	09/24/21
24830	REINHART FOODSERVICE	09/14/21	RK Hiawatha Snack 538249	259-5-30-15-610.000 General Supplies	122.26	36179	09/24/21
24830	REINHART FOODSERVICE	09/14/21	RK Snack 538919	259-5-30-15-610.000 General Supplies	105.78	36179	09/24/21
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	259-5-30-15-210.000 Group Insurance	75.04	36190	09/24/21
21230	VISION SERVICE PLAN (CT)	09/19/21	Vision Prem Oct 21 300236 100121V	259-5-30-16-210.000 Group Insurance	71.78	36190	09/24/21
Report Total					----- 329977.16 =====		

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	09/17/21	Cleaning 9/5-10/2 2 Linco 6370	210-5-41-20-400.000 Contracted Services	600.00	36197	10/01/21
14400	ABOVE AND BEYOND	09/17/21	Cleaning 9/5-10/2 2 Linco 6370	210-5-41-21-400.000 Contracted Services	2212.75	36197	10/01/21
05290	ADVANCE AUTO PARTS	09/23/21	Beam Wiper Blade 1 EA for 552126623403	210-5-40-12-610.000 General Supplies	23.99	36198	10/01/21
05290	ADVANCE AUTO PARTS	09/23/21	PRIM WIRE 16 GA -RED 552126623410	210-5-40-12-610.000 General Supplies	39.64	36198	10/01/21
42665	AMAZON/SYNCB	09/10/21	A Collectn, Y Prog, Suppli 069852 0921	210-5-35-10-640.201 Adult Collection	78.47	36200	10/01/21
42665	AMAZON/SYNCB	09/10/21	A Collectn, Y Prog, Suppli 069852 0921	210-5-35-10-840.202 Childrens Programs	22.85	36200	10/01/21
42665	AMAZON/SYNCB	09/10/21	A Collectn, Y Prog, Suppli 069852 0921	210-5-35-10-610.000 General Supplies	31.60	36200	10/01/21
42665	AMAZON/SYNCB	09/10/21	A Collectn, Y Prog, Suppli 069852 0921	210-5-35-10-735.000 Tech: Equip/Hardware	248.00	36200	10/01/21
28460	BACHMAN ERIK	09/30/21	Out About 10/23 093021D	210-5-17-10-831.000 Special or New Programs	650.00	36202	10/01/21
23190	BAILEY SPRING & CHASSIS	09/28/21	SS5000 repair W 18358	210-5-40-12-430.000 R&M Vehicles & Equipment	435.14	36203	10/01/21
09345	BASIC	05/12/21	Monthly Fee for COBRA Adm 40510739A	210-5-10-10-210.000 Group Insurance	42.50	36204	10/01/21
26540	BASSICK LINDA	09/28/21	Out About Performance 10 0002	210-5-17-10-831.000 Special or New Programs	250.00	36205	10/01/21
26540	BASSICK LINDA	10/03/21	Out About Performance 10 1	210-5-17-10-831.000 Special or New Programs	250.00	36205	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269706	210-5-35-10-640.202 Juvenile Collection	26.98	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269706	210-5-35-10-610.000 General Supplies	1.60	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269707	210-5-35-10-640.202 Juvenile Collection	10.25	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269707	210-5-35-10-610.000 General Supplies	0.80	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269711	210-5-35-10-640.202 Juvenile Collection	10.70	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269711	210-5-35-10-610.000 General Supplies	1.60	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269712	210-5-35-10-640.202 Juvenile Collection	21.43	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269712	210-5-35-10-610.000 General Supplies	1.60	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269713	210-5-35-10-640.202 Juvenile Collection	390.32	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Collection B6269713	210-5-35-10-610.000 General Supplies	23.20	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Materials B6269779	210-5-35-10-640.202 Juvenile Collection	32.91	36208	10/01/21
00530	BRODART CO	09/01/21	Youth Materials B6269779	210-5-35-10-610.000 General Supplies	2.40	36208	10/01/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	09/08/21	FASTips September B6273840	210-5-90-00-991.000 Library Donation Expense	61.54	36208	10/01/21
00530	09/08/21	FASTips September B6273840	210-5-35-10-610.000 General Supplies	3.20	36208	10/01/21
00530	09/08/21	Adult Collection B6273883	210-5-35-10-640.201 Adult Collection	25.61	36208	10/01/21
00530	09/08/21	Adult Collection B6273883	210-5-35-10-610.000 General Supplies	1.60	36208	10/01/21
00530	09/08/21	Foundation-sponsored yout B6273919	210-5-90-00-991.000 Library Donation Expense	49.77	36208	10/01/21
V04609	09/01/21	Adult Collection 1874471	210-5-35-10-640.201 Adult Collection	93.48	36212	10/01/21
23525	09/28/21	vehicle maintenance Unit 67951	210-5-40-12-430.000 R&M Vehicles & Equipment	2375.57	36215	10/01/21
04940	09/19/21	Internet 2 Lincoln 9/26-1 0136343 0921	210-4-41-20-090.000 Transfer Town/Village	-163.39	36216	10/01/21
04940	09/19/21	Internet 2 Lincoln 9/26-1 0136343 0921	210-5-41-20-530.000 Communications	163.39	36216	10/01/21
22510	09/29/21	Out About performance 100321D	210-5-17-10-831.000 Special or New Programs	250.00	36218	10/01/21
26550	09/15/21	Out About Performance 10 1	210-5-17-10-831.000 Special or New Programs	250.00	36220	10/01/21
26550	09/15/21	Out About Performance 10 2	210-5-17-10-831.000 Special or New Programs	250.00	36220	10/01/21
25715	09/08/21	Amtrak Station ADA Improv 17815 090821	210-5-10-10-330.000 Professional Services	355.50	36221	10/01/21
25715	09/08/21	Plan review July 2021 43 21802 090821	210-1-00-00-130.002 Exchange - Billable	166.25	36221	10/01/21
03280	09/20/21	pave portion of Park Terr 3898	210-5-40-12-605.000 Summer Construction Suppl	5500.00	36224	10/01/21
04640	09/15/21	Tools VTBUR299669	210-5-30-12-610.000 General Supplies	318.97	36229	10/01/21
21845	09/20/21	Emp Cov Appr, Tech Subsc. 0017 0920	210-5-10-10-845.000 Employee/Volunteer Recogn	162.95	36230	10/01/21
21845	09/20/21	Emp Cov Appr, Tech Subsc. 0017 0920	210-5-35-10-505.000 Tech. Subs, Licenses	256.56	36230	10/01/21
21845	09/20/21	Emp Cov Appr, Tech Subsc. 0017 0920	210-5-35-10-640.201 Adult Collection	50.00	36230	10/01/21
21845	09/20/21	Emp Cov Appr, Tech Subsc. 0017 0920	210-5-35-10-505.000 Tech. Subs, Licenses	-4.06	36230	10/01/21
21740	09/21/21	WW Visa charges 8/26 to 9 0124 92021	210-5-10-10-845.000 Employee/Volunteer Recogn	172.50	36231	10/01/21
19005	09/01/21	Communications - August 2 9845693	210-5-41-21-530.000 Communications	278.51	36232	10/01/21
00820	09/14/21	Dog Park Supplies 118168851	210-5-30-12-610.000 General Supplies	518.59	36235	10/01/21
26515	09/23/21	Out About Performance 10 20210923 00	210-5-17-10-831.000 Special or New Programs	250.00	36245	10/01/21
26515	09/23/21	Out About Performance 10 20210923 01	210-5-17-10-831.000 Special or New Programs	250.00	36245	10/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
26515	09/23/21	HOOKER SAMUEL T Out About Performance 10 20210923 02	210-5-17-10-831.000 Special or New Programs	100.00	36245	10/01/21
22530	09/28/21	HUGHES BRETT R Out About Performance 092821D	210-5-17-10-831.000 Special or New Programs	250.00	36247	10/01/21
22530	09/28/21	HUGHES BRETT R Out About Performance #2 092821DA	210-5-17-10-831.000 Special or New Programs	300.00	36247	10/01/21
08795	09/21/21	INNES CLARE Out About Performance 10 0921210AAE5X	210-5-17-10-831.000 Special or New Programs	250.00	36248	10/01/21
V10347	09/09/21	J.C. EHRLICH PEST RODENT MAINTENANCE C 3644157	210-5-41-20-431.000 R&M Buildings & Grounds	109.00	36249	10/01/21
24560	09/27/21	JET SERVICE ENVELOPE CO Village ballot mail expen 74559	210-5-10-10-820.000 Elections	3962.59	36250	10/01/21
28135	09/14/21	JOURNYX, INC ClockView SOW 552	210-5-30-10-330.000 Professional Services	1125.00	36253	10/01/21
22520	09/02/21	KERUBO MUSIC PRODUCTIONS Out About Performance 2021 009	210-5-17-10-831.000 Special or New Programs	250.00	36254	10/01/21
26285	10/03/21	LATTRELL ERICK Out About Performance 10 100321D	210-5-17-10-831.000 Special or New Programs	250.00	36256	10/01/21
26285	10/03/21	LATTRELL ERICK Out About Performance 10 100321DA	210-5-17-10-831.000 Special or New Programs	250.00	36256	10/01/21
22505	10/02/21	LITTLE ARTSY FACES LLC Out About Face Painting 100221D	210-5-17-10-831.000 Special or New Programs	500.00	36259	10/01/21
28465	10/03/21	LIVELY BENJAMIN J Out About Performance 100321D	210-5-17-10-831.000 Special or New Programs	250.00	36260	10/01/21
07635	09/15/21	O'ROURKE MEDIA GROUP PC ad for September 16 20 319010	210-5-16-10-550.000 Printing and Binding	150.00	36266	10/01/21
22500	10/02/21	PADULA REBECCA Out About Performance 10 100221D	210-5-17-10-831.000 Special or New Programs	250.00	36271	10/01/21
24100	09/22/21	PERMA-LINE CORP OF NEW EN TRAFFIC SIGNS 188807	210-5-40-12-572.000 Traffic Control	139.90	36273	10/01/21
25140	09/21/21	PIKE INDUSTRIES INC Asphalt 1155271	210-5-40-12-605.000 Summer Construction Suppl	196.68	36274	10/01/21
25140	09/24/21	PIKE INDUSTRIES INC Asphalt 1155867	210-5-40-12-605.000 Summer Construction Suppl	328.68	36274	10/01/21
05380	09/05/21	PURCHASE POWER Postage 090521D	210-5-10-10-560.000 Postage	201.00	36276	10/01/21
37430	09/16/21	R R CHARLEBOIS INC SENSOR Truck 5 RC76138	210-5-40-12-430.000 R&M Vehicles & Equipment	644.43	36277	10/01/21
22515	10/03/21	REAGAN PADRAIC Out About Performance 10 100321D	210-5-17-10-831.000 Special or New Programs	250.00	36279	10/01/21
26935	09/30/21	SABOUYOU MA LLC Out About Performance 093021D	210-5-17-10-831.000 Special or New Programs	500.00	36282	10/01/21
11345	09/21/21	SANITARY EQUIPMENT CO INC VAC- REDUCER WELDMENT... 0155666	210-5-40-12-430.000 R&M Vehicles & Equipment	156.32	36284	10/01/21
00275	09/24/21	SB SIGNS INC Out and About poster for 25412	210-5-10-10-550.000 Printing and Binding	147.00	36285	10/01/21
39425	08/12/21	SCOTT & PARTNERS INC Lincoln Hall Plans 3384	210-5-10-10-330.000 Professional Services	3490.00	36286	10/01/21
42565	09/08/21	SEVEN DAYS Job Ad 214413	210-5-30-10-550.000 Printing and Binding	100.00	36290	10/01/21

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29835	09/21/21	SHERWIN-WILLIAMS BRUSH 2" TRIM BARGAI 30261	210-5-40-12-610.000 General Supplies	24.90	36291	10/01/21
19290	10/02/21	SMOKEY NEWFIELD PROJECT L Out About Performance 10 100221D	210-5-17-10-831.000 Special or New Programs	500.00	36294	10/01/21
36130	09/19/21	VERIZON WIRELESS service period 8/20 to 9/ 9888764156	210-5-40-12-530.000 Communications	192.75	36303	10/01/21
29825	09/23/21	VT GAS SYSTEMS MSP Gas September 1578756 0921	210-5-41-26-621.000 Natural Gas/Heating	40.58	36309	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	210-5-41-20-621.000 Natural Gas/Heating	64.92	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	210-5-41-23-621.000 Natural Gas/Heating	168.58	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	210-5-40-12-621.000 Natural Gas/Heating	74.12	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	210-5-41-22-621.000 Natural Gas/Heating	54.31	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	210-5-41-21-621.000 Natural Gas/Heating	79.25	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS MSP Gas September 810044 0921	210-5-41-26-621.000 Natural Gas/Heating	67.60	36312	10/01/21
07565	09/07/21	W B MASON CO INC Office Supplies 223111610	210-5-30-10-610.000 General Supplies	1.98	36315	10/01/21
07565	09/10/21	W B MASON CO INC Water 223235689	210-5-30-10-610.000 General Supplies	95.70	36315	10/01/21
07565	09/15/21	W B MASON CO INC Mop Bucket 223359053	210-5-30-12-610.000 General Supplies	111.99	36315	10/01/21
07565	09/17/21	W B MASON CO INC Toilet Paper 223457891	210-5-30-12-610.000 General Supplies	111.96	36315	10/01/21
07565	09/10/21	W B MASON CO INC Bottle Credit CM0183931	210-5-30-10-610.000 General Supplies	-30.00	36315	10/01/21
07565	09/17/21	W B MASON CO INC Supplies: credit for wron CM0206242	210-5-35-10-610.000 General Supplies	-34.63	36315	10/01/21
07565	09/14/21	W B MASON CO INC Supplies: paper bags Z23326707	210-5-35-10-610.000 General Supplies	157.99	36315	10/01/21
07565	09/16/21	W B MASON CO INC Supplies: large paper bag Z23417649	210-5-35-10-610.000 General Supplies	60.44	36315	10/01/21
23000	09/21/21	WHITCOMB 1 1/2" AA Crushed Concret 900230000418	210-5-40-12-451.000 Summer Construction Servi	591.50	36316	10/01/21
22780	09/14/21	WITTEN MATTHEW Foundation-supported chil 091421	210-5-90-00-991.000 Library Donation Expense	322.00	36318	10/01/21
21740	09/21/21	FIRST NATIONAL BANK OMAHA WW Visa charges 8/26 to 9 0124 92021	230-5-40-13-890.801 Densmore Dr FEMA	453.65	36231	10/01/21
V9632	09/29/21	HOYLE, TANNER & ASSOC, IN Densmore Culvert #2 repla 0065583	230-5-40-13-722.801 Densmore Dr non-FEMA	2598.75	36246	10/01/21
23190	09/28/21	BAILEY SPRING & CHASSIS SS5000 repair W 18358	254-5-54-20-430.000 R&M Vehicles & Equipment	72.52	36203	10/01/21
03280	09/20/21	ENGINEERS CONSTRUCTION IN pave water break patch Pe 3899	254-5-54-20-433.000 R&M Infrastructure	7600.00	36224	10/01/21
11345	09/21/21	SANITARY EQUIPMENT CO INC VAC- REDUCER WELDMENT... 0155666	254-5-54-20-430.000 R&M Vehicles & Equipment	26.05	36284	10/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
36130	09/19/21	VERIZON WIRELESS service period 8/20 to 9/9888764156	254-5-54-20-530.000 Communications	177.16	36303	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/21500	254-5-54-20-621.000 Natural Gas/Heating	40.58	36310	10/01/21
20445	09/14/21	WHITE CAP L P WET SET - Pearl St. wate50016809593	254-5-54-20-433.000 R&M Infrastructure	196.00	36317	10/01/21
05290	09/30/21	ADVANCE AUTO PARTS stock - replacement belts552127346835	255-5-55-30-570.000 Other Purchased Services	22.16	36198	10/01/21
23190	09/28/21	BAILEY SPRING & CHASSIS SS5000 repair W 18358	255-5-55-30-430.000 R&M Vehicles & Equipment	72.52	36203	10/01/21
07465	09/30/21	BIBENS ACE HARDWARE INC rope, bolts, etc.42580	255-5-55-30-570.000 Other Purchased Services	131.16	36206	10/01/21
20660	09/22/21	BRENNTAG LUBRICANTS LLC 2G Service Oil BLN21677544	255-5-55-30-570.000 Other Purchased Services	1342.55	36207	10/01/21
V9533	09/21/21	CCP INDUSTRIES Shop Rags02851978	255-5-55-30-570.000 Other Purchased Services	212.49	36210	10/01/21
23455	09/23/21	CHITTENDEN SOLID WASTE DI 79.41 WT Waste USA20218ESS	255-5-55-30-568.000 Biosolids Subcontractor	6967.43	36214	10/01/21
11870	09/25/21	CVC PAGING Pager service 10/1/21-9/310378844	255-5-55-30-530.000 Communications	105.00	36219	10/01/21
06870	09/27/21	ENDYNE INC Sept 14 TKN Only386682	255-5-55-30-340.000 Technical Services	35.00	36223	10/01/21
23215	09/30/21	ESSEX EQUIPMENT INC gloves stock108030630001	255-5-55-30-570.000 Other Purchased Services	133.54	36225	10/01/21
38955	09/22/21	F W WEBB COMPANY Boiler CHP pump retrofit73003273	255-5-55-30-570.000 Other Purchased Services	426.09	36228	10/01/21
04640	09/14/21	FASTENAL INDUSTRIAL & CON assorted hardware VTBUR299603	255-5-55-30-570.000 Other Purchased Services	29.00	36229	10/01/21
21740	09/21/21	FIRST NATIONAL BANK OMAHA WW Visa charges 8/26 to 90124 92021	255-5-55-30-610.000 General Supplies	138.03	36231	10/01/21
21740	09/21/21	FIRST NATIONAL BANK OMAHA WW Visa charges 8/26 to 90124 92021	255-5-55-70-722.012 Phlo Final Phase	282.11	36231	10/01/21
24785	09/27/21	GRAINGER 110 Volt VF Drive Bisulf9066818601	255-5-55-30-570.000 Other Purchased Services	183.96	36237	10/01/21
24785	09/27/21	GRAINGER Plant WATER TANK, FIBERGLA9067213059	255-5-55-30-570.000 Other Purchased Services	712.32	36237	10/01/21
24785	09/27/21	GRAINGER pump GAUGE GD, PVC, PTFE9067213067	255-5-55-70-722.004 Alkalinity Control	216.76	36237	10/01/21
07010	09/20/21	GREEN MOUNTAIN POWER CORP 39 Cascade St. 8/19 to 9/921 Cascade	255-5-55-30-622.000 Electricity	7527.52	36241	10/01/21
V1093	09/27/21	HOLLAND CO., INC. 4608 Gal SODIUM ALUMINATE11512	255-5-55-30-619.000 Chemicals	14671.87	36244	10/01/21
05495	09/16/21	LCS CONTROLS, INC Asstd projects. 8/11 to 814212	255-5-55-70-722.004 Alkalinity Control	1500.00	36258	10/01/21
05495	09/16/21	LCS CONTROLS, INC Asstd projects. 8/11 to 814212	255-5-55-30-570.000 Other Purchased Services	1650.00	36258	10/01/21
03160	09/28/21	P & H SENESAC INC Two Polymer Totes20309	255-5-55-30-619.000 Chemicals	6900.00	36268	10/01/21
V9260	09/21/21	PENN VALLEY PUMP CO., INC PVP parts16307	255-5-55-30-570.000 Other Purchased Services	711.00	36272	10/01/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
11345	09/21/21	SANITARY EQUIPMENT CO INC VAC- REDUCER WELDMENT... 0155666	255-5-55-30-430.000 R&M Vehicles & Equipment	26.05	36284	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	255-5-55-30-621.000 Natural Gas/Heating	520.09	36310	10/01/21
07565	09/09/21	W B MASON CO INC WATER,DISTILLED,POLAND SP Z23206322	255-5-55-30-618.000 Laboratory Supplies	117.25	36315	10/01/21
23190	09/28/21	BAILEY SPRING & CHASSIS SS5000 repair W 18358	256-5-56-40-430.000 R&M Vehicles & Equipment	870.27	36203	10/01/21
11345	09/21/21	SANITARY EQUIPMENT CO INC VAC- REDUCER WELDMENT... 0155666	256-5-56-40-430.000 R&M Vehicles & Equipment	312.62	36284	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	256-5-56-40-621.000 Natural Gas/Heating	46.29	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	256-5-56-40-434.002 West Street PS Costs	45.94	36310	10/01/21
29825	09/23/21	VT GAS SYSTEMS service period 8/19 to 9/ 21500	256-5-56-40-434.001 Susie Wilson PS Costs	42.21	36310	10/01/21
37985	08/23/21	A T & T MOBILITY EJRP Cell Phones August 87279920821	259-5-30-15-530.000 Communications	275.20	36195	10/01/21
37985	08/27/21	A T & T MOBILITY RK Cell Phones IBR Hot S 87301810821	259-5-30-15-530.000 Communications	377.40	36196	10/01/21
25395	09/14/21	POOL WORLD INC Pool Parts 243683	259-5-30-11-431.000 R&M Buildings & Grounds	439.20	36275	10/01/21
10435	08/10/21	SCREENMYLOGO.COM Barcomb T Shirts 18806	259-5-30-14-610.000 General Supplies	520.00	36287	10/01/21
26870	09/02/21	THE STRIKE ZONE LLC Strikers Baseball Camp 090221D	259-5-30-14-330.000 Professional Services	4530.50	36298	10/01/21
38200	09/10/21	VT RECREATION & PARKS ASS VT Conf - B.Luck 01917	259-5-30-10-500.000 Training, Conf, Dues	195.00	36314	10/01/21
38200	09/10/21	VT RECREATION & PARKS ASS VT Conf - W. Johnson 01918	259-5-30-10-500.000 Training, Conf, Dues	130.00	36314	10/01/21
38200	09/10/21	VT RECREATION & PARKS ASS VT Conf - K.Santor 01919	259-5-30-14-500.000 Training, Conf, Dues	195.00	36314	10/01/21
38200	09/10/21	VT RECREATION & PARKS ASS VT Conf - H. Smith 01920	259-5-30-12-500.000 Training, Conf, Dues	195.00	36314	10/01/21
07565	09/07/21	W B MASON CO INC PS Laminating Sheets 223123438	259-5-30-16-610.000 General Supplies	84.96	36315	10/01/21

10/01/21

Town of Essex / Village of EJ Accounts Payable

03:33 pm

Check Warrant Report # 17271 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 10/01/21 To 10/01/21 & Fund 2

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

97910.01

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	10/01/21	flex tape, etc. 552127423738	210-5-40-12-610.000 General Supplies	26.80	36320	10/08/21
07305	AIRGAS USA LLC	09/28/21	Oxygen 9118028991	210-5-25-10-613.000 Program Supplies	158.44	36321	10/08/21
24455	ALLEGIANCE TRUCKS	09/09/21	"LIGHT,WHELEN,M6" X20103446401	210-5-25-10-430.000 R&M Vehicles & Equipment	271.14	36323	10/08/21
02420	AUTOZONE	09/28/21	Absorbent 3236002479	210-5-25-10-610.000 General Supplies	27.45	36326	10/08/21
22550	BILLINGSLEY JOHN	10/01/21	Out About Performance 10 100121D	210-5-17-10-831.000 Special or New Programs	150.00	36330	10/08/21
22550	BILLINGSLEY JOHN	10/01/21	Out About Performance 10 100121DA	210-5-17-10-831.000 Special or New Programs	250.00	36330	10/08/21
02235	BOUND TREE MEDICAL LLC	08/30/21	Epinephrine 84188991	210-5-25-10-613.000 Program Supplies	731.25	36333	10/08/21
02235	BOUND TREE MEDICAL LLC	09/13/21	Curaplex Select Adult 84205880	210-5-25-10-613.000 Program Supplies	116.16	36333	10/08/21
02235	BOUND TREE MEDICAL LLC	09/14/21	BANDAGE ROLL 84208036	210-5-25-10-613.000 Program Supplies	62.55	36333	10/08/21
02235	BOUND TREE MEDICAL LLC	09/15/21	IPRATROPIUM BROMIDE 84209975	210-5-25-10-613.000 Program Supplies	67.50	36333	10/08/21
02235	BOUND TREE MEDICAL LLC	09/20/21	BVM 84215891	210-5-25-10-613.000 Program Supplies	26.79	36333	10/08/21
02235	BOUND TREE MEDICAL LLC	09/20/21	Bandages 84215892	210-5-25-10-613.000 Program Supplies	4.52	36333	10/08/21
21210	CINTAS LOC # 68M 71 M	09/30/21	shop towels 4097444159	210-5-40-12-610.000 General Supplies	80.17	36338	10/08/21
39475	CLAUSSEN'S INC	09/29/21	flowers 24621	210-5-40-12-571.000 Streetscape Maintenance	104.72	36340	10/08/21
04940	COMCAST	09/03/21	Cable TV EJFD 9/10-10/9/2 0207722 0921	210-5-25-10-530.000 Communications	18.66	36346	10/08/21
17025	COONRADT AMY	10/01/21	recording secretary invoic #0069	210-5-10-10-530.000 Communications	234.52	36350	10/08/21
31545	COSTCO #314	09/23/21	Supplies 092321D	210-5-25-10-610.000 General Supplies	342.49	36351	10/08/21
V10576	ECOPIXEL LLC	10/01/21	Oct web hosting 3000	210-5-10-10-530.000 Communications	129.00	36356	10/08/21
23215	ESSEX EQUIPMENT INC	09/29/21	ROPE,NYLON 3/8Â° 108029300001	210-5-40-12-610.000 General Supplies	91.78	36359	10/08/21
18000	FERGUSON WATERWORKS #590	10/05/21	12-1/2X360 FT N035 N/WOV 1053677	210-5-40-12-575.000 Storm Sewer Maintenance	403.03	36363	10/08/21
34895	GAUTHIER TRUCKING, INC.	10/01/21	mattress removal 1588708	210-5-40-12-425.000 Trash Removal	37.00	36370	10/08/21
34895	GAUTHIER TRUCKING, INC.	10/01/21	11 JACKSON ST 1588845	210-5-40-12-425.000 Trash Removal	184.11	36370	10/08/21
34895	GAUTHIER TRUCKING, INC.	10/01/21	Trash removal 2 Lincoln 1588846	210-5-41-20-400.000 Contracted Services	264.77	36370	10/08/21
34895	GAUTHIER TRUCKING, INC.	10/01/21	RAILROAD AVE 1588847	210-5-40-12-425.000 Trash Removal	476.06	36370	10/08/21
34895	GAUTHIER TRUCKING, INC.	10/01/21	BARREL ON BIKE PATH 1588982	210-5-40-12-425.000 Trash Removal	64.59	36370	10/08/21

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	10/01/21	MSP Trash Removal Septemb	210-5-41-26-400.000	1589655	392.33	36370	10/08/21
				Contracted Services			
20470	09/30/21	Global fuel Septermber	2 210-5-41-26-626.000	277798	304.46	36371	10/08/21
				Gasoline			
20470	09/30/21	Global fuel Septermber	2 210-5-41-22-626.000	277798	634.94	36371	10/08/21
				Gasoline			
20470	09/30/21	Global fuel Septermber	2 210-5-40-12-626.000	277798	2069.76	36371	10/08/21
				Gasoline			
04035	09/29/21	ROPE POLY. 3/8X600	210-5-40-12-610.000	91543	19.00	36372	10/08/21
				General Supplies			
07010	09/09/21	MSP Power August	210-5-41-26-622.000	0909217 MPL	1779.49	36373	10/08/21
				Electricity			
07010	09/09/21	MSP Power August	210-5-41-26-622.000	092175MPL2	37.43	36376	10/08/21
				Electricity			
26570	10/02/21	Out About Performance 10	210-5-17-10-831.000	100221D	125.00	36379	10/08/21
				Special or New Programs			
26515	10/04/21	Out About PA System Rent	210-5-17-10-831.000	20211004 00	100.00	36382	10/08/21
				Special or New Programs			
26430	09/29/21	Chlorinated Rubber Paint	210-5-40-12-572.000	2310964	1760.00	36386	10/08/21
				Traffic Control			
26920	09/29/21	recording secretary for J	210-5-30-10-530.000	17	20.79	36391	10/08/21
				Communications			
V10462	09/15/21	August legal	210-5-16-10-320.000	AUG2021	52.50	36394	10/08/21
				Legal Services			
V10462	09/15/21	August legal	210-5-10-10-320.000	AUG2021	405.00	36394	10/08/21
				Legal Services			
V10462	09/15/21	August legal	210-5-10-10-320.000	AUG2021	2522.50	36394	10/08/21
				Legal Services			
V10462	09/15/21	August legal	210-5-10-10-320.000	AUG2021	237.50	36394	10/08/21
				Legal Services			
22555	10/08/21	Special or new programs	210-5-17-10-831.000	100221D	400.00	36395	10/08/21
				Special or New Programs			
28035	08/09/21	THROW BAG 1021	210-5-25-10-750.000	2435P5	264.55	36396	10/08/21
				Machinery & Equipment			
V10729	08/24/21	Adult Collection	210-5-35-10-640.201	21329241	78.28	36400	10/08/21
				Adult Collection			
V10729	09/02/21	Youth Collection	210-5-35-10-640.202	21351412	529.73	36400	10/08/21
				Juvenile Collection			
V10729	09/07/21	Adult Collection	210-5-35-10-640.201	21355792	388.99	36400	10/08/21
				Adult Collection			
V10729	09/23/21	Adult Collection	210-5-35-10-640.201	21374186	939.13	36400	10/08/21
				Adult Collection			
23420	09/29/21	Cascade Portolet October	210-5-30-12-330.000	T563421	110.00	36401	10/08/21
				Professional Services			
28445	09/02/21	Tool Board	210-5-25-10-430.000	0110820IN	208.96	36402	10/08/21
				R&M Vehicles & Equipment			
24855	10/06/21	EJRP Petty Cash 10.6	210-5-30-10-610.000	100621D	90.08	36405	10/08/21
				General Supplies			
25140	10/01/21	Asphalt	210-5-40-12-605.000	1156898	223.36	36407	10/08/21
				Summer Construction Suppl			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05380	PURCHASE POWER	10/05/21	Postage 100521D	210-5-10-10-560.000 Postage	247.53	36409	10/08/21
37430	R R CHARLEBOIS INC	10/04/21	Part iE06185 FOR TRUCK #5 IE06185	210-5-40-12-430.000 R&M Vehicles & Equipment	473.09	36410	10/08/21
37430	R R CHARLEBOIS INC	09/23/21	State Inspection - 8L3 RC76033	210-5-25-10-430.000 R&M Vehicles & Equipment	1397.04	36410	10/08/21
18010	REYNOLDS & SON, INC.	09/27/21	Small N95s 3396731	210-5-25-10-613.000 Program Supplies	21.63	36415	10/08/21
37965	S D IRELAND CONCRETE	09/30/21	PORTLAND, LAFARGE I/II 94 359150	210-5-40-12-575.000 Storm Sewer Maintenance	518.48	36418	10/08/21
03180	SAFETY SYSTEMS OF VT LLC	10/01/21	Central Station Monitorin 20996	210-5-40-12-431.000 R&M Buildings & Grounds	250.00	36419	10/08/21
03180	SAFETY SYSTEMS OF VT LLC	10/01/21	Central Station Monitorin 20997	210-5-25-10-431.000 R&M Buildings & Grounds	250.00	36419	10/08/21
03180	SAFETY SYSTEMS OF VT LLC	10/01/21	Annual fire alarm testing 20998	210-5-41-20-400.000 Contracted Services	250.00	36419	10/08/21
11345	SANITARY EQUIPMENT CO INC	09/30/21	VAC - HOSE END ELDMENT ST 0156096	210-5-40-12-430.000 R&M Vehicles & Equipment	54.92	36420	10/08/21
22580	SCHMIDT SUSANNE	10/02/21	Out About Performance 10 100221	210-5-17-10-831.000 Special or New Programs	125.00	36421	10/08/21
42565	SEVEN DAYS	09/29/21	PC Ad for October 7th mee 215022	210-5-30-10-550.000 Printing and Binding	61.88	36422	10/08/21
29835	SHERWIN-WILLIAMS	09/29/21	CS POLY KNIT 4 X 3/8 64543	210-5-40-12-610.000 General Supplies	16.29	36423	10/08/21
29835	SHERWIN-WILLIAMS	09/29/21	Park St. banner buckets 64550	210-5-40-12-610.000 General Supplies	8.32	36423	10/08/21
26690	THOMPSON LOWELL	10/02/21	Out About Performance 10 100221D	210-5-17-10-831.000 Special or New Programs	250.00	36431	10/08/21
19720	VERIZON CONNECT NWF, INC.	09/01/21	AUG AVL SERVICE OSV002540118	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	36435	10/08/21
19720	VERIZON CONNECT NWF, INC.	10/01/21	SEP AVL SERVICE OSV002567395	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	36436	10/08/21
36130	VERIZON WIRELESS	09/18/21	CELL PHONE SERVICE EPD 9888677269	210-5-40-12-530.000 Communications	35.01	36437	10/08/21
36130	VERIZON WIRELESS	09/18/21	shared invoice 8/19 to 9/ 9888679782	210-5-16-10-530.000 Communications	40.01	36438	10/08/21
36130	VERIZON WIRELESS	09/18/21	shared invoice 8/19 to 9/ 9888679782	210-5-25-10-530.000 Communications	160.04	36438	10/08/21
23395	VILLAGE HARDWARE - WILLIS	09/02/21	grass seed 513811	210-5-40-12-605.000 Summer Construction Suppl	94.99	36441	10/08/21
V10238	VT AIR TESTING SVC	10/01/21	Nathaniel Rateliff 528	210-1-00-00-130.000 Exchange - General	637.50	36443	10/08/21
V10238	VT AIR TESTING SVC	10/01/21	Michael Jackson Tribute C 529	210-1-00-00-130.000 Exchange - General	657.50	36443	10/08/21
V10238	VT AIR TESTING SVC	10/03/21	Primus Concert 530	210-1-00-00-130.000 Exchange - General	657.50	36443	10/08/21
V10238	VT AIR TESTING SVC	10/03/21	Monster Truck Show CVE Fa 531	210-1-00-00-130.000 Exchange - General	537.50	36443	10/08/21
00935	VT PET FOOD & SUPPLY	09/30/21	Absorbant 1OR3451201	210-5-25-10-610.000 General Supplies	302.40	36448	10/08/21

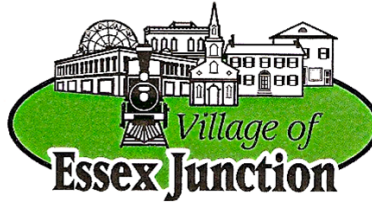
Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
07565	09/29/21	W B MASON CO INC Trash Bags 223779056	210-5-30-12-610.000 General Supplies	80.97	36451	10/08/21
07565	09/29/21	W B MASON CO INC Toilet Tissue 223782164	210-5-30-12-610.000 General Supplies	38.58	36451	10/08/21
23000	09/29/21	WHITCOMB 1 1/2" AA Crushed Concret 4373	210-5-40-12-605.000 Summer Construction Suppl	279.34	36453	10/08/21
V9632	09/29/21	HOYLE, TANNER & ASSOC, IN Densmore Dr Construction 0065582	230-5-40-13-890.801 Densmore Dr FEMA	5581.75	36383	10/08/21
V10462	09/15/21	MONAGHAN SAFAR DUCHAM PL August legal AUG2021	230-5-16-10-890.824 Cres. Connector	977.50	36394	10/08/21
37965	09/22/21	S D IRELAND CONCRETE Densmore Final Pay Req 66805	230-5-40-13-890.801 Densmore Dr FEMA	66894.76	36418	10/08/21
18000	09/29/21	FERGUSON WATERWORKS #590 6 HYMAX 2 REP COUP I052833	254-5-54-20-430.000 R&M Vehicles & Equipment	631.56	36363	10/08/21
20470	09/30/21	GLOBAL MONTELLO GROUP Global fuel Septermber 277798	254-5-54-20-626.000 Gasoline	199.26	36371	10/08/21
11345	09/30/21	SANITARY EQUIPMENT CO INC VAC - HOSE END ELDMENT ST 0156096	254-5-54-20-430.000 R&M Vehicles & Equipment	9.15	36420	10/08/21
42625	10/01/21	ALDRICH & ELLIOTT PC gravity bypass 8/29 to 9/ 80146	255-5-55-70-730.001 Energy Conservation	86.86	36322	10/08/21
06870	10/01/21	ENDYNE INC Sept 220 TKN 387865	255-5-55-30-340.000 Technical Services	35.00	36357	10/08/21
06870	10/06/21	ENDYNE INC Zn screen Sludge Tank 2 388177	255-5-55-30-340.000 Technical Services	85.00	36357	10/08/21
06870	10/06/21	ENDYNE INC Sept 28 TKN Only 388243	255-5-55-30-340.000 Technical Services	35.00	36357	10/08/21
38955	09/27/21	F W WEBB COMPANY Bioler Circulator retrofi 73178822	255-5-55-30-570.000 Other Purchased Services	69.02	36361	10/08/21
38955	09/28/21	F W WEBB COMPANY Boiler Circulator Project 73182311	255-5-55-30-570.000 Other Purchased Services	48.66	36361	10/08/21
20470	09/30/21	GLOBAL MONTELLO GROUP Global fuel Septermber 277798	255-5-55-30-626.000 Gasoline	503.40	36371	10/08/21
33195	09/28/21	LIMOGES & SONS GARAGE DOOR opener for dewatering bui 73874TE	255-5-55-30-570.000 Other Purchased Services	122.00	36388	10/08/21
34995	09/24/21	MCMASTER CARR SUPPLY CO Boiler Circulator Retrofi 65575351	255-5-55-30-570.000 Other Purchased Services	659.72	36393	10/08/21
V10462	09/15/21	MONAGHAN SAFAR DUCHAM PL August legal AUG2021	255-5-55-30-320.000 Legal Services	2459.93	36394	10/08/21
20040	10/01/21	RAB CONSULTING & SERVICES Ordinance and Appeal 120	255-5-55-30-330.000 Professional Services	102.00	36411	10/08/21
20040	10/01/21	RAB CONSULTING & SERVICES Ordinance and Appeal 120	255-5-55-30-320.000 Legal Services	578.00	36411	10/08/21
03180	10/01/21	SAFETY SYSTEMS OF VT LLC Central Station Monitorin 20999	255-5-55-30-570.000 Other Purchased Services	250.00	36419	10/08/21
11345	09/30/21	SANITARY EQUIPMENT CO INC VAC - HOSE END ELDMENT ST 0156096	255-5-55-30-430.000 R&M Vehicles & Equipment	9.15	36420	10/08/21
V2093	09/22/21	SLACK CHEMICAL COMPANY IN Magnesium Chloride 30% AP 428138	255-5-55-70-722.012 Phlo Final Phase	157.20	36425	10/08/21
V2159	09/27/21	SURPASS CHEMICAL CO INC 3489 Gal Sodium Hydroxid 362340	255-5-55-30-619.000 Chemicals	9528.46	36428	10/08/21

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	09/18/21	VERIZON WIRELESS	CELL PHONE SERVICE EPD 9888677269	255-5-55-30-570.000 Other Purchased Services	40.01	36437	10/08/21
36130	09/18/21	VERIZON WIRELESS	CELL PHONE SERVICE EPD 9888677269	255-5-55-30-530.000 Communications	80.84	36437	10/08/21
36130	09/18/21	VERIZON WIRELESS	shared invoice 8/19 to 9/ 9888679782	255-5-55-30-530.000 Communications	55.79	36438	10/08/21
17765	09/29/21	WAITE-HEINDEL ENVIRONMENT	Groundwater Investigation 4793	255-5-55-30-567.000 Biosolids Land Applicatio	250.00	36452	10/08/21
04940	09/23/21	COMCAST	internet 9/30 to 10/29/21 0316028 921	256-5-56-40-434.002 West Street PS Costs	36.26	36347	10/08/21
04940	09/23/21	COMCAST	internet 9/30 to 10/29/21 0316028 921	256-5-56-40-434.001 Susie Wilson PS Costs	36.26	36347	10/08/21
04940	09/23/21	COMCAST	internet 9/30 to 10/29/21 0316028 921	256-5-56-40-431.000 R&M Buildings & Grounds	140.78	36347	10/08/21
20470	09/30/21	GLOBAL MONTELLO GROUP	Global fuel Septermber 2 277798	256-5-56-40-626.000 Gasoline	406.04	36371	10/08/21
11345	09/30/21	SANITARY EQUIPMENT CO INC	VAC - HOSE END ELDMENT ST 0156096	256-5-56-40-430.000 R&M Vehicles & Equipment	109.84	36420	10/08/21
36130	09/23/21	VERIZON WIRELESS	VPN pump stations 9889166998	256-5-56-40-434.001 Susie Wilson PS Costs	38.57	36439	10/08/21
36130	09/23/21	VERIZON WIRELESS	VPN pump stations 9889166998	256-5-56-40-434.002 West Street PS Costs	37.57	36439	10/08/21
36130	09/23/21	VERIZON WIRELESS	VPN pump stations 9889166998	256-5-56-40-431.000 R&M Buildings & Grounds	150.72	36439	10/08/21
19815	09/27/21	AMAZON CAPITAL SERVICES	Senior Center Supplies 1KQJ76JXHLH	258-5-33-13-830.000 Regular Programs	71.85	36324	10/08/21
01930	09/22/21	CENTER FOR TECHNOLOGY	Sr Center Food 432818	258-5-33-13-830.000 Regular Programs	55.00	36336	10/08/21
08645	09/02/21	LOWES BUSINESS ACCT/SYNCB	Senior Center Supplies 19606	258-5-33-13-610.000 General Supplies	60.01	36390	10/08/21
21570	09/22/21	PETTY CASH - NICOLE MONE	Sr Center Petty Cash Reim 092121D	258-5-33-13-830.000 Regular Programs	22.98	36406	10/08/21
07565	10/05/21	W B MASON CO INC	Sept office supplies C1305527 102	258-5-33-13-830.000 Regular Programs	307.16	36451	10/08/21
05290	09/29/21	ADVANCE AUTO PARTS	RK Bus Parts 455212723124	259-5-30-15-610.000 General Supplies	9.63	36320	10/08/21
07305	09/30/21	AIRGAS USA LLC	Pool Chemicals 9982667693	259-5-30-11-431.000 R&M Buildings & Grounds	328.70	36321	10/08/21
19815	09/26/21	AMAZON CAPITAL SERVICES	RK Summit Supplies 141XD9JLN1	259-5-30-15-610.000 General Supplies	79.34	36324	10/08/21
19815	09/22/21	AMAZON CAPITAL SERVICES	RK Supplies 16XHNLQ4YGRF	259-5-30-15-610.000 General Supplies	8.47	36324	10/08/21
19815	09/15/21	AMAZON CAPITAL SERVICES	RK EES Supplies 17JGFYGWMMXN	259-5-30-15-610.000 General Supplies	73.39	36324	10/08/21
19815	09/18/21	AMAZON CAPITAL SERVICES	RK Fleming Supplies 17TFQMHKFQJ9	259-5-30-15-610.000 General Supplies	140.16	36324	10/08/21
19815	09/26/21	AMAZON CAPITAL SERVICES	RK EES Supplies 1GRF3L6JP9PJ	259-5-30-15-610.000 General Supplies	245.48	36324	10/08/21
19815	09/28/21	AMAZON CAPITAL SERVICES	Construction Junction Sup 1K1YDJKPDWXJ	259-5-30-14-610.000 General Supplies	33.95	36324	10/08/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	09/18/21	Program Supplies 1MP7FGC9G4JG	259-5-30-14-610.000 General Supplies	12.88	36324	10/08/21
19815	AMAZON CAPITAL SERVICES	09/26/21	RK FMS Supplies 1N4DRHTTTH3H	259-5-30-15-610.000 General Supplies	60.27	36324	10/08/21
19815	AMAZON CAPITAL SERVICES	09/27/21	RK Hiawatha Supplies 1PLF6TQYYF4Y	259-5-30-15-610.000 General Supplies	45.76	36324	10/08/21
19815	AMAZON CAPITAL SERVICES	09/17/21	RK FMS Credit 1QMDDFF46K9L	259-5-30-15-610.000 General Supplies	-23.26	36324	10/08/21
19815	AMAZON CAPITAL SERVICES	09/17/21	RK FMS Supplies A2XNJUXDL7PQ	259-5-30-15-610.000 General Supplies	148.06	36324	10/08/21
37875	FLEETPRIDE	09/30/21	RK Bus Inspection 3607	259-5-30-15-330.000 Professional Services	145.15	36366	10/08/21
20470	GLOBAL MONTELLO GROUP	09/30/21	Global fuel Septermber 2 277798	259-5-30-15-626.000 Gasoline	65.93	36371	10/08/21
22560	LAKE MOREY	09/15/21	VRPA Conf Room 299758	259-5-30-10-500.000 Training, Conf, Dues	140.61	36387	10/08/21
22560	LAKE MOREY	09/15/21	VRPA Conf Room 299760	259-5-30-10-500.000 Training, Conf, Dues	140.61	36387	10/08/21
41950	OCCUPATIONAL HEALTH CENTE	09/02/21	CDL Physical K. Santor 1207198306	259-5-30-15-330.000 Professional Services	123.00	36398	10/08/21
24855	PETTY CASH - CAITLIN FAY	10/06/21	EJRP Petty Cash 10.6 100621D	259-5-30-10-560.000 Postage	116.00	36405	10/08/21
24855	PETTY CASH - CAITLIN FAY	10/06/21	EJRP Petty Cash 10.6 100621D	259-5-30-15-330.000 Professional Services	47.00	36405	10/08/21
24830	REINHART FOODSERVICE	09/15/21	RK Summit Snack 539001	259-5-30-15-610.000 General Supplies	189.38	36413	10/08/21
24830	REINHART FOODSERVICE	09/16/21	RK MSP Snack 539348	259-5-30-15-610.000 General Supplies	131.22	36413	10/08/21
24830	REINHART FOODSERVICE	09/20/21	RK EES Snack 541275	259-5-30-15-610.000 General Supplies	98.86	36413	10/08/21
24830	REINHART FOODSERVICE	09/21/21	RK Westford Snack 541696	259-5-30-15-610.000 General Supplies	82.06	36413	10/08/21
24830	REINHART FOODSERVICE	09/20/21	RK FMS Snack 541804	259-5-30-15-610.000 General Supplies	166.69	36413	10/08/21
24830	REINHART FOODSERVICE	09/20/21	RK Summit Snack 542213	259-5-30-15-610.000 General Supplies	147.50	36413	10/08/21
24830	REINHART FOODSERVICE	09/22/21	RK Fleming Snack 543133	259-5-30-15-610.000 General Supplies	151.41	36413	10/08/21
24830	REINHART FOODSERVICE	09/23/21	RK MSP Snack 543284	259-5-30-15-610.000 General Supplies	141.34	36413	10/08/21
24830	REINHART FOODSERVICE	09/22/21	RK Hiawatha Snack 543335	259-5-30-15-610.000 General Supplies	95.50	36413	10/08/21
24830	REINHART FOODSERVICE	09/27/21	RK EES Snack 544624	259-5-30-15-610.000 General Supplies	195.65	36413	10/08/21
24830	REINHART FOODSERVICE	09/27/21	RK Fleming Snack 544637	259-5-30-15-610.000 General Supplies	117.23	36413	10/08/21
24830	REINHART FOODSERVICE	09/27/21	RK Fleming Snack 545164	259-5-30-15-610.000 General Supplies	18.75	36413	10/08/21
24830	REINHART FOODSERVICE	09/27/21	RK FMS Snack 545165	259-5-30-15-610.000 General Supplies	140.68	36413	10/08/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	09/27/21	RK FMS Snack 545633	259-5-30-15-610.000 General Supplies	58.86	36413	10/08/21
24830	REINHART FOODSERVICE	09/27/21	RK Hiawatha Snack 545966	259-5-30-15-610.000 General Supplies	73.62	36413	10/08/21
24830	REINHART FOODSERVICE	09/28/21	RK Summit Snack 546647	259-5-30-15-610.000 General Supplies	167.81	36413	10/08/21
24830	REINHART FOODSERVICE	09/30/21	RK MSP Snack 547892	259-5-30-15-610.000 General Supplies	108.14	36413	10/08/21
24830	REINHART FOODSERVICE	10/04/21	RK EES Snack 549548	259-5-30-15-610.000 General Supplies	264.11	36413	10/08/21
24830	REINHART FOODSERVICE	10/04/21	RK Westford Snack 549630	259-5-30-15-610.000 General Supplies	113.39	36413	10/08/21
24830	REINHART FOODSERVICE	10/04/21	RK Summit Snack 549688	259-5-30-15-610.000 General Supplies	119.58	36413	10/08/21
24830	REINHART FOODSERVICE	10/04/21	RK Hiawatha Snack 550046	259-5-30-15-610.000 General Supplies	148.29	36413	10/08/21
36130	VERIZON WIRELESS	09/18/21	CELL PHONE SERVICE EPD 9888677269	259-5-30-16-610.000 General Supplies	40.42	36437	10/08/21
19370	VT PLASTIC SPECIALTIES IN	10/04/21	RK Bus Supplies 58946	259-5-30-15-610.000 General Supplies	120.00	36449	10/08/21
Report Total					----- 121476.52 =====		

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The economic engine of Vermont.

2 Lincoln Street

Essex Junction, VT 05452

www.essexjunction.org

Community Development Department

Office: (802) 878-6950

Fax: (802) 878-6946

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: October 12, 2021
SUBJECT: Village Center Development.

Issue

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

Discussion

All the residential apartments at 11 Park Street are occupied. One of the retail spaces is rented. A second space did not rent due to a shortage of employees. All the residential apartments at 3 Maple Street are rented. The eastern most retail space is being readied for Nomad Coffee to move in.

The possibility of public parking at 11 Park Street is still on hold.

The 1 Main Street Pocket Park has a new timetable for remediation. The funders have agreed to the following schedule; the Village will issue the RFP in the autumn/winter with a remediation/construction commencement date in early spring.

The Agreements with G&W and NECR have been executed. Funding has been released for this phase of the Connector Road. This opens the door for the rail work (Phase I of the Connector Road) to be bid by G&W/NECR.

No updates on the \$3 million dollar Earmark funds to upgrade the Train Station, or the possible \$5.4 million dollars for the Connector Road.

Recommendation

This is an informational only memo. No action required at the moment by the Trustees.

Rick Jones
Public Works Superintendent
Rick@essexjunction.org



Office: (802) 878-6942

MEMORANDUM

TO: Essex Junction Trustees and Evan Teich, Unified Manager
FROM: Rick Jones, Public Works Superintendent
DATE: October 7, 2021
SUBJECT: Double Yellow Lines on Pleasant Street

Issue

The issue is to inform the Trustees about a trial project for traffic calming on Pleasant Street.

Discussion

Public Works will work with a painting contractor to install double yellow lines down the middle of Pleasant Street, as a test to see if it will help with traffic calming. Public Works anticipates completing this before winter.

The effectiveness of the line striping will be determined by conducting another speed study with Essex Police.

Cost

The trial project estimated cost will be \$500. Payment will be covered by the approved Street Department line striping budget.

Recommendation

This memo is for informational purposes only.

1. Heather Battalion - 41 Pleasant
2. Paul and Danielle Wolf - East St. and Pleasant St.
3. Torrey and Emily Mack - 22 Pleasant
4. Mary Kay Swan - 39 Pleasant
5. Jim Cunningham - 37 Pleasant
6. Jeff Ferland- Park Ave. and Pleasant
7. Ryan Swain - Park Ave. and Pleasant
8. Charlie and Stuart Timmons- 35 Pleasant
9. Brian and Linda Donahue- 4 Pleasant
10. Mike and Sueann Van Burens - 24 Pleasant
11. Ned and Kitty Daly- 7 Pleasant
12. Deb Davis - 32 Pleasant
13. Gordon and Lauren Starkey -36 Pleasant
14. Sue McCormack- East and Pleasant
15. Lnda Atkins- East and Pleasant
16. Polly and Jim Larkin -34 Pleasant
17. Julie Williamson and Joe MacEachern - 33 Pleasant
18. Nick and Bridget Meyer- 28 Pleasant
19. Mike Versluys and Maura Collins - 43 Pleasant
20. Connie and Josh MacDonald - 5 Pleasant St.



Essex and Essex Junction are racially and socially equitable, welcoming and engaged communities where all can thrive because community members and leaders hold each other accountable to ensure a safe, supportive, and just environment.”

Boards, Committees, and Commissions (BCC) Stipend Option Form

The Village of Essex Junction is committed to providing stipends for everyone appointed or elected to a Board, Commission, or Committee that meets with a routine schedule. Stipends of \$50/meeting for volunteers have been budgeted for all above-mentioned BCC members. The purpose of this stipend is to compensate people for their time, as well as offer assistance for childcare, food, transportation, or other needs in order for the volunteers to be able to attend meetings.

Below is a simple form to fill out in order to receive this stipend. A W9 form is necessary to fill out in order to receive a 1099 for your taxes at the end of each year. The Town issues 1099 forms per IRS regulations for amounts paid equal to or greater than \$600 in a calendar year. If you would like to consult someone about the impacts this may have on your annual taxes you may contact Vermont 211 - 802-652-4636 or visit <https://www.vermont211.org/> for help.

Please note: This form and the W9 will be recertified annually, provided you wish to continue to serve as a volunteer BCC member or as a part of reappointments for extending your terms in June/July when your term ends. There is a one-week “open enrollment” period to be able to read through this document and have time to fill out and sign this document. Volunteers will be paid for only the meetings you attend. You will be paid monthly providing both this form and the W9 are filled out in entirety. Staff representatives and/or BCC Chairs will review attendees and minutes and provide an invoice for all BCC members who wish to receive this stipend to ensure attendance and participation in meetings have occurred each month.*

Full legal name: _____

Mailing address: _____

Best contact info:
Phone: _____

Email: _____

Please select ONE option:

- By checking this box, I am OPTING OUT of receiving the BCC member stipends. I do not wish to receive meeting stipends for this volunteer position; or

- By checking this box, I am OPTING IN to receive the BCC member stipends. I wish to receive meeting stipends for this volunteer position.

Signature

Date

**Excluded from this form are the following boards/committees: Selectboard, Board of Trustees, Village Zoning Board, and Village Planning Commission who already receive stipends.*

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	3,745,866.00	1,872,918.82	1,872,947.18	50.00%	1,601,915.64
210-4-00-00-020.001 PILOT Tax Agreements	6,700.00	0.00	6,700.00	0.00%	0.00
210-4-00-00-020.022 Rents and Royalties	2,400.00	1.00	2,399.00	0.04%	0.00
210-4-00-00-020.054 Admin Fee - Water	112,565.00	28,141.25	84,423.75	25.00%	28,141.25
210-4-00-00-020.055 Admin Fee - WWTF	56,282.00	14,070.50	42,211.50	25.00%	14,070.50
210-4-00-00-020.056 Admin Fee - Sanitation	112,565.00	28,141.25	84,423.75	25.00%	28,141.25
210-4-00-00-042.001 PILOT Revenue	4,500.00	0.00	4,500.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	3,000.00	0.40	2,999.60	0.01%	0.00
210-4-00-00-080.001 State District Court Fine	2,000.00	985.50	1,014.50	49.28%	269.00
210-4-00-00-098.000 Misc Revenue	2,000.00	880.09	1,119.91	44.00%	63.03
Total General Revenues	4,047,878.00	1,945,138.81	2,102,739.19	48.05%	1,672,600.67
210-4-10 Admin Revenues					
210-4-10-10-090.000 Transfer Town/Village	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
Total Admin Revenues	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	28,000.00	4,605.00	23,395.00	16.45%	1,265.00
Total ComDev Revenues	28,000.00	4,605.00	23,395.00	16.45%	1,265.00
210-4-17 EconDev Revenues					
210-4-17-10-050.000 Event Donations	0.00	6,750.00	-6,750.00	100.00%	6,750.00
Total EconDev Revenues	0.00	6,750.00	-6,750.00	100.00%	6,750.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	20.00	10.00	10.00	50.00%	0.00
Total Fire Revenues	20.00	10.00	10.00	50.00%	0.00
210-4-30 EJP Revenues					
210-4-30-10-020.000 Charges for Services	15,000.00	728.80	14,271.20	4.86%	30.00
210-4-30-10-090.000 Transfer Town/Village	12,000.00	3,000.00	9,000.00	25.00%	3,000.00
Total EJP Revenues	27,000.00	3,728.80	23,271.20	13.81%	3,030.00
210-4-35 Library Revenues					
210-4-35-10-090.000 Transfer Town/Village	15,000.00	3,750.00	11,250.00	25.00%	3,750.00
210-4-35-10-098.000 Misc Revenue	500.00	0.00	500.00	0.00%	0.00
Total Library Revenues	15,500.00	3,750.00	11,750.00	24.19%	3,750.00
210-4-40 PW Revenues					
210-4-40-12-090.000 Transfer Town/Village	1,392,627.00	348,156.75	1,044,470.25	25.00%	348,156.75
210-4-40-12-098.000 Misc Revenue	4,000.00	1,234.20	2,765.80	30.86%	200.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-40-13-090.000 Transfer Town/Village	76,253.00	19,138.25	57,114.75	25.10%	19,138.25
Total PW Revenues	1,472,880.00	368,529.20	1,104,350.80	25.02%	367,495.00
210-4-41 Building Revenues					
210-4-41-20-090.000 Transfer Town/Village	0.00	359.01	-359.01	100.00%	163.39
Total Building Revenues	0.00	359.01	-359.01	100.00%	163.39
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	3,006.00	-3,006.00	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	173.28	-173.28	100.00%	173.28
210-4-90-00-640.202 Juvenile Collection repl	0.00	50.00	-50.00	100.00%	50.00
Total Other Sources and Uses	0.00	3,229.28	-3,229.28	100.00%	223.28
Total Revenue	5,641,278.00	2,348,600.10	3,292,677.90	41.63%	2,067,777.34
Total Revenues	5,641,278.00	2,348,600.10	3,292,677.90	41.63%	2,067,777.34

210-5-10-10 Administration

210-5-10-10-110.000 Regular Salaries	199,124.00	46,304.07	152,819.93	23.25%	18,745.27
210-5-10-10-120.000 Part Time Salaries	5,200.00	0.00	5,200.00	0.00%	0.00
210-5-10-10-130.000 Overtime	0.00	418.56	-418.56	100.00%	108.34
210-5-10-10-150.000 Shared Employee Expense	92,687.00	23,171.76	69,515.24	25.00%	7,723.92
210-5-10-10-190.000 Board member Payments	23,800.00	1,125.00	22,675.00	4.73%	1,125.00
210-5-10-10-210.000 Group Insurance	61,951.00	21,377.78	40,573.22	34.51%	5,958.71
210-5-10-10-220.000 Social Security	15,896.00	3,679.33	12,216.67	23.15%	1,547.43
210-5-10-10-230.000 Retirement	19,911.00	4,752.47	15,158.53	23.87%	1,897.26
210-5-10-10-290.000 Other Employee Benefits	980.00	0.00	980.00	0.00%	0.00
210-5-10-10-320.000 Legal Services	22,000.00	7,622.60	14,377.40	34.65%	4,742.60
210-5-10-10-330.000 Professional Services	1,000.00	9,655.95	-8,655.95	965.60%	3,490.00
210-5-10-10-340.000 Technical Services	0.00	5,618.66	-5,618.66	100.00%	365.66
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	789.26	3,460.74	18.57%	421.81
210-5-10-10-500.000 Training, Conf, Dues	1,750.00	1,020.00	730.00	58.29%	70.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,370.00	0.00	10,370.00	0.00%	0.00
210-5-10-10-530.000 Communications	21,972.00	3,803.78	18,168.22	17.31%	701.99
210-5-10-10-550.000 Printing and Binding	3,000.00	474.00	2,526.00	15.80%	474.00
210-5-10-10-560.000 Postage	500.00	579.24	-79.24	115.85%	466.00
210-5-10-10-570.000 Other Purchased Services	15,000.00	0.00	15,000.00	0.00%	0.00
210-5-10-10-580.000 Travel	300.00	0.00	300.00	0.00%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	394.32	4,605.68	7.89%	271.39
210-5-10-10-810.113 Trustee Expenditures	5,500.00	16.31	5,483.69	0.30%	16.31
210-5-10-10-820.000 Elections	2,000.00	5,274.32	-3,274.32	263.72%	3,962.59
210-5-10-10-845.000 Employee/Volunteer Recogn	2,600.00	2,504.76	95.24	96.34%	-86.40
Total Administration	514,791.00	138,582.17	376,208.83	26.92%	52,001.88

210-5-13-10 Finance

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-13-10-110.000 Regular Salaries	59,668.00	13,749.12	45,918.88	23.04%	5,544.00
210-5-13-10-210.000 Group Insurance	5,699.00	1,298.85	4,400.15	22.79%	462.01
210-5-13-10-220.000 Social Security	4,901.00	1,122.11	3,778.89	22.90%	453.31
210-5-13-10-230.000 Retirement	5,967.00	1,374.91	4,592.09	23.04%	554.40
210-5-13-10-250.000 Unemployment Insurance	1,720.00	1,281.38	438.62	74.50%	1,281.38
210-5-13-10-260.000 Workers Comp Insurance	18,500.00	0.00	18,500.00	0.00%	0.00
210-5-13-10-290.000 Other Employee Benefits	350.00	0.00	350.00	0.00%	0.00
210-5-13-10-335.000 Audit	7,500.00	1,085.53	6,414.47	14.47%	0.00
210-5-13-10-500.000 Training, Conf, Dues	250.00	0.00	250.00	0.00%	0.00
210-5-13-10-505.000 Tech. Subs, Licenses	6,901.00	5,239.15	1,661.85	75.92%	0.00
210-5-13-10-520.000 Insurance	75,725.00	0.00	75,725.00	0.00%	0.00
210-5-13-10-570.000 Other Purchased Services	0.00	285.00	-285.00	100.00%	182.50
210-5-13-10-580.000 Travel	100.00	0.00	100.00	0.00%	0.00
210-5-13-10-610.000 General Supplies	200.00	0.00	200.00	0.00%	0.00
Total Finance	187,481.00	25,436.05	162,044.95	13.57%	8,477.60
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	165,243.00	39,344.50	125,898.50	23.81%	15,963.60
210-5-16-10-130.000 Overtime	0.00	135.05	-135.05	100.00%	135.05
210-5-16-10-190.000 Board member Payments	6,000.00	1,800.00	4,200.00	30.00%	1,800.00
210-5-16-10-210.000 Group Insurance	24,260.00	7,039.32	17,220.68	29.02%	1,603.62
210-5-16-10-220.000 Social Security	13,153.00	3,182.98	9,970.02	24.20%	1,379.79
210-5-16-10-230.000 Retirement	16,524.00	3,934.54	12,589.46	23.81%	1,596.40
210-5-16-10-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-16-10-320.000 Legal Services	6,000.00	525.00	5,475.00	8.75%	0.00
210-5-16-10-330.000 Professional Services	27,000.00	344.45	26,655.55	1.28%	0.00
210-5-16-10-500.000 Training, Conf, Dues	3,000.00	61.45	2,938.55	2.05%	30.24
210-5-16-10-530.000 Communications	1,260.00	449.06	810.94	35.64%	231.89
210-5-16-10-540.000 Advertising	0.00	61.88	-61.88	100.00%	61.88
210-5-16-10-550.000 Printing and Binding	3,000.00	202.00	2,798.00	6.73%	202.00
210-5-16-10-560.000 Postage	100.00	0.00	100.00	0.00%	0.00
210-5-16-10-580.000 Travel	2,600.00	480.00	2,120.00	18.46%	200.00
210-5-16-10-610.000 General Supplies	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-16-10-810.111 BWAC	10,000.00	-250.00	10,250.00	-2.50%	0.00
Total Community Development	279,840.00	57,310.23	222,529.77	20.48%	23,204.47
210-5-17-10 Economic Development					
210-5-17-10-800.000 Appropriations to other a	9,250.00	500.00	8,750.00	5.41%	0.00
210-5-17-10-831.000 Special or New Programs	2,500.00	4,600.00	-2,100.00	184.00%	4,600.00
210-5-17-10-850.000 Community Events and Cele	17,500.00	5,505.91	11,994.09	31.46%	2,928.88
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
Total Economic Development	49,250.00	10,605.91	38,644.09	21.53%	7,528.88
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	194,250.00	57,276.96	136,973.04	29.49%	20,579.77
210-5-25-10-210.000 Group Insurance	3,600.00	0.00	3,600.00	0.00%	0.00
210-5-25-10-220.000 Social Security	14,859.00	4,372.84	10,486.16	29.43%	1,570.82

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-25-10-260.000 Workers Comp Insurance	26,000.00	0.00	26,000.00	0.00%	0.00
210-5-25-10-290.000 Other Employee Benefits	864.00	216.00	648.00	25.00%	0.00
210-5-25-10-330.000 Professional Services	9,000.00	345.00	8,655.00	3.83%	345.00
210-5-25-10-430.000 R&M Vehicles & Equipment	32,250.00	6,124.44	26,125.56	18.99%	647.68
210-5-25-10-431.000 R&M Buildings & Grounds	15,000.00	1,966.49	13,033.51	13.11%	649.07
210-5-25-10-500.000 Training, Conf, Dues	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-25-10-505.000 Tech. Subs, Licenses	0.00	1,630.88	-1,630.88	100.00%	0.00
210-5-25-10-530.000 Communications	2,600.00	962.26	1,637.74	37.01%	458.72
210-5-25-10-610.000 General Supplies	1,000.00	620.68	379.32	62.07%	329.77
210-5-25-10-611.000 Small Tools and Equipment	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-25-10-612.000 Uniforms	26,000.00	45.00	25,955.00	0.17%	45.00
210-5-25-10-613.000 Program Supplies	3,600.00	878.05	2,721.95	24.39%	0.00
210-5-25-10-750.000 Machinery & Equipment	57,500.00	2,628.28	54,871.72	4.57%	2,121.27
210-5-25-10-920.000 Transfer btwn funds (capi	108,600.00	62,175.00	46,425.00	57.25%	62,175.00
Total Fire	500,623.00	139,241.88	361,381.12	27.81%	88,922.10
210-5-30-10 EJRP Administration					
210-5-30-10-110.000 Regular Salaries	264,146.00	69,630.66	194,515.34	26.36%	31,260.54
210-5-30-10-120.000 Part Time Salaries	0.00	1,048.86	-1,048.86	100.00%	395.36
210-5-30-10-210.000 Group Insurance	118,163.00	35,355.22	82,807.78	29.92%	8,831.81
210-5-30-10-220.000 Social Security	20,308.00	5,395.44	14,912.56	26.57%	2,416.43
210-5-30-10-230.000 Retirement	26,415.00	7,080.71	19,334.29	26.81%	3,153.02
210-5-30-10-290.000 Other Employee Benefits	1,312.00	0.00	1,312.00	0.00%	0.00
210-5-30-10-330.000 Professional Services	18,622.00	3,317.00	15,305.00	17.81%	3,102.75
210-5-30-10-500.000 Training, Conf, Dues	8,147.00	1,394.00	6,753.00	17.11%	249.00
210-5-30-10-505.000 Tech. Subs, Licenses	4,440.00	979.89	3,460.11	22.07%	506.89
210-5-30-10-530.000 Communications	9,831.00	502.45	9,328.55	5.11%	46.99
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-550.000 Printing and Binding	0.00	855.60	-855.60	100.00%	524.44
210-5-30-10-561.000 CC Processing Fees	0.00	49.09	-49.09	100.00%	0.00
210-5-30-10-610.000 General Supplies	5,000.00	1,148.21	3,851.79	22.96%	377.91
210-5-30-10-735.000 Tech: Equip/Hardware	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
Total EJRP Administration	489,384.00	126,757.13	362,626.87	25.90%	50,865.14
210-5-30-12 EJRP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	109,856.00	30,089.66	79,766.34	27.39%	14,240.56
210-5-30-12-120.000 Part Time Salaries	25,240.00	14,237.92	11,002.08	56.41%	1,728.48
210-5-30-12-130.000 Overtime	0.00	626.85	-626.85	100.00%	0.00
210-5-30-12-210.000 Group Insurance	35,851.00	8,911.04	26,939.96	24.86%	2,227.76
210-5-30-12-220.000 Social Security	10,389.00	3,505.54	6,883.46	33.74%	1,287.45
210-5-30-12-230.000 Retirement	10,985.00	2,873.66	8,111.34	26.16%	1,288.80
210-5-30-12-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-30-12-330.000 Professional Services	5,300.00	3,664.35	1,635.65	69.14%	457.01
210-5-30-12-431.000 R&M Buildings & Grounds	12,559.00	403.38	12,155.62	3.21%	80.88
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	500.00
210-5-30-12-442.000 Rental Vehicles/Equip	2,160.00	670.00	1,490.00	31.02%	670.00
210-5-30-12-500.000 Training, Conf, Dues	4,098.00	0.00	4,098.00	0.00%	0.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-30-12-610.000 General Supplies	18,632.00	8,355.66	10,276.34	44.85%	2,850.48
Total EJR Park and Facilities	236,270.00	73,838.06	162,431.94	31.25%	25,331.42
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	335,788.00	79,389.34	256,398.66	23.64%	32,009.53
210-5-35-10-120.000 Part Time Salaries	113,490.00	20,955.92	92,534.08	18.46%	8,745.80
210-5-35-10-210.000 Group Insurance	134,740.00	33,846.59	100,893.41	25.12%	9,180.00
210-5-35-10-220.000 Social Security	34,532.00	7,597.14	26,934.86	22.00%	3,084.84
210-5-35-10-230.000 Retirement	33,256.00	7,890.94	25,365.06	23.73%	3,187.22
210-5-35-10-290.000 Other Employee Benefits	2,100.00	0.00	2,100.00	0.00%	0.00
210-5-35-10-340.000 Technical Services	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	1,900.00	671.72	1,228.28	35.35%	192.95
210-5-35-10-500.000 Training, Conf, Dues	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-35-10-505.000 Tech. Subs, Licenses	10,000.00	2,910.51	7,089.49	29.11%	120.38
210-5-35-10-540.000 Advertising	700.00	0.00	700.00	0.00%	0.00
210-5-35-10-560.000 Postage	2,500.00	377.70	2,122.30	15.11%	188.42
210-5-35-10-610.000 General Supplies	13,500.00	309.39	13,190.61	2.29%	80.44
210-5-35-10-640.201 Adult Collection	44,000.00	5,147.38	38,852.62	11.70%	898.05
210-5-35-10-640.202 Juvenile Collection	22,000.00	3,351.61	18,648.39	15.23%	789.89
210-5-35-10-735.000 Tech: Equip/Hardware	8,000.00	0.00	8,000.00	0.00%	0.00
210-5-35-10-750.000 Machinery & Equipment	7,500.00	0.00	7,500.00	0.00%	0.00
210-5-35-10-840.201 Adult Programs	1,000.00	51.03	948.97	5.10%	0.00
210-5-35-10-840.202 Childrens Programs	4,500.00	1,615.65	2,884.35	35.90%	403.29
210-5-35-10-845.000 Employee/Volunteer Recogn	800.00	0.00	800.00	0.00%	0.00
Total Brownell Library	778,306.00	164,114.92	614,191.08	21.09%	58,880.81
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	196,303.00	47,283.23	149,019.77	24.09%	20,027.78
210-5-40-12-120.000 Part Time Salaries	29,614.00	1,154.62	28,459.38	3.90%	72.00
210-5-40-12-130.000 Overtime	17,418.00	2,547.62	14,870.38	14.63%	1,192.42
210-5-40-12-210.000 Group Insurance	87,740.00	23,388.82	64,351.18	26.66%	6,015.76
210-5-40-12-220.000 Social Security	18,705.00	3,810.96	14,894.04	20.37%	1,544.66
210-5-40-12-230.000 Retirement	19,632.00	4,834.23	14,797.77	24.62%	1,962.81
210-5-40-12-250.000 Unemployment Insurance	375.00	252.91	122.09	67.44%	252.91
210-5-40-12-260.000 Workers Comp Insurance	18,350.00	0.00	18,350.00	0.00%	0.00
210-5-40-12-290.000 Other Employee Benefits	1,190.00	0.00	1,190.00	0.00%	0.00
210-5-40-12-330.000 Professional Services	17,000.00	1,947.50	15,052.50	11.46%	1,453.50
210-5-40-12-410.000 Water and Sewer Charges	2,500.00	890.60	1,609.40	35.62%	0.00
210-5-40-12-422.000 Snow Removal	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-40-12-425.000 Trash Removal	9,000.00	1,298.52	7,701.48	14.43%	653.76
210-5-40-12-430.000 R&M Vehicles & Equipment	32,000.00	21,725.01	10,274.99	67.89%	10,887.67
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	2,241.65	7,758.35	22.42%	1,827.43
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	13,000.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	417.87	2,582.13	13.93%	73.01
210-5-40-12-451.000 Summer Construction Servi	270,000.00	134,972.66	135,027.34	49.99%	33,459.28
210-5-40-12-500.000 Training, Conf, Dues	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-40-12-520.000 Insurance	14,000.00	186.00	13,814.00	1.33%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-40-12-530.000 Communications	4,000.00	871.27	3,128.73	21.78%	312.17
210-5-40-12-540.000 Advertising	500.00	144.50	355.50	28.90%	0.00
210-5-40-12-571.000 Streetscape Maintenance	18,500.00	1,624.14	16,875.86	8.78%	450.00
210-5-40-12-572.000 Traffic Control	17,000.00	568.42	16,431.58	3.34%	568.42
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	558.00	5,442.00	9.30%	0.00
210-5-40-12-575.000 Storm Sewer Maintenance	20,000.00	1,177.36	18,822.64	5.89%	371.20
210-5-40-12-600.000 Salt, Sand and Gravel	135,000.00	183.00	134,817.00	0.14%	61.00
210-5-40-12-605.000 Summer Construction Suppl	24,000.00	9,871.84	14,128.16	41.13%	7,520.30
210-5-40-12-610.000 General Supplies	30,000.00	11,121.28	18,878.72	37.07%	863.10
210-5-40-12-610.200 Streetlight Supplies	12,000.00	631.49	11,368.51	5.26%	631.49
210-5-40-12-612.000 Uniforms	6,500.00	363.85	6,136.15	5.60%	363.85
210-5-40-12-621.000 Natural Gas/Heating	4,000.00	139.97	3,860.03	3.50%	70.56
210-5-40-12-622.000 Electricity	4,200.00	2,378.37	1,821.63	56.63%	1,115.52
210-5-40-12-622.200 Streetlight Electricity	134,000.00	32,933.85	101,066.15	24.58%	11,279.22
210-5-40-12-626.000 Gasoline	38,000.00	4,048.48	33,951.52	10.65%	1,953.55
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	197.74	9,802.26	1.98%	0.00
210-5-40-12-920.000 Transfer to Capital	140,100.00	0.00	140,100.00	0.00%	0.00

Total Highways	1,392,627.00	314,765.76	1,077,861.24	22.60%	104,983.37
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210-5-40-13 Stormwater

210-5-40-13-110.000 Regular Salaries	48,979.00	12,303.01	36,675.99	25.12%	4,488.07
210-5-40-13-210.000 Group Insurance	15,144.00	4,211.27	10,932.73	27.81%	1,086.49
210-5-40-13-220.000 Social Security	3,761.00	939.87	2,821.13	24.99%	342.74
210-5-40-13-230.000 Retirement	4,898.00	1,121.08	3,776.92	22.89%	373.92
210-5-40-13-250.000 Unemployment Insurance	35.00	25.29	9.71	72.26%	25.29
210-5-40-13-260.000 Workers Comp Insurance	3,250.00	0.00	3,250.00	0.00%	0.00
210-5-40-13-290.000 Other Employee Benefits	186.00	0.00	186.00	0.00%	0.00

Total Stormwater	76,253.00	18,600.52	57,652.48	24.39%	6,316.51
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210-5-41 Buildings

210-5-41-20 2 Lincoln Street

210-5-41-20-400.000 Contracted Services	9,000.00	1,832.61	7,167.39	20.36%	0.00
210-5-41-20-410.000 Water and Sewer Charges	500.00	189.90	310.10	37.98%	0.00
210-5-41-20-425.000 Trash Removal	600.00	0.00	600.00	0.00%	0.00
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	4,531.94	15,468.06	22.66%	1,516.17
210-5-41-20-530.000 Communications	4,500.00	977.13	3,522.87	21.71%	471.98
210-5-41-20-610.000 General Supplies	1,700.00	135.11	1,564.89	7.95%	131.11
210-5-41-20-621.000 Natrual Gas/Heating	4,800.00	132.30	4,667.70	2.76%	66.78
210-5-41-20-622.000 Electricity	7,500.00	1,126.59	6,373.41	15.02%	532.34
210-5-41-20-755.000 Furniture and Fixtures	500.00	0.00	500.00	0.00%	0.00

Total 2 Lincoln Street	49,100.00	8,925.58	40,174.42	18.18%	2,718.38
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210-5-41-21 Brownell Library

210-5-41-21-400.000 Contracted Services	30,000.00	4,425.50	25,574.50	14.75%	0.00
210-5-41-21-410.000 Water and Sewer Charges	600.00	0.00	600.00	0.00%	0.00
210-5-41-21-431.000 R&M Buildings & Grounds	20,000.00	3,696.14	16,303.86	18.48%	318.72

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-21-530.000 Communications	1,500.00	229.57	1,270.43	15.30%	0.00
210-5-41-21-621.000 Natrual Gas/Heating	6,000.00	120.81	5,879.19	2.01%	60.10
210-5-41-21-622.000 Electricity	13,700.00	1,974.43	11,725.57	14.41%	996.44
Total Brownell Library	71,800.00	10,446.45	61,353.55	14.55%	1,375.26
210-5-41-22 Village Fire Station					
210-5-41-22-400.000 Contracted Services	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	183.32	316.68	36.66%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	15,000.00	2,213.85	12,786.15	14.76%	1,563.85
210-5-41-22-530.000 Communications	2,200.00	0.00	2,200.00	0.00%	0.00
210-5-41-22-610.000 General Supplies	1,700.00	38.35	1,661.65	2.26%	0.00
210-5-41-22-621.000 Natrual Gas/Heating	3,500.00	101.27	3,398.73	2.89%	50.75
210-5-41-22-622.000 Electricity	7,500.00	1,126.60	6,373.40	15.02%	532.35
210-5-41-22-626.000 Gasoline	5,000.00	868.95	4,131.05	17.38%	439.58
Total Village Fire Station	35,900.00	4,532.34	31,367.66	12.62%	2,586.53
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	600.00	325.00	275.00	54.17%	0.00
210-5-41-23-410.000 Water and Sewer Charges	700.00	0.00	700.00	0.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	25,000.00	15,919.65	9,080.35	63.68%	0.00
210-5-41-23-530.000 Communications	2,300.00	649.26	1,650.74	28.23%	215.61
210-5-41-23-621.000 Natrual Gas/Heating	3,000.00	265.78	2,734.22	8.86%	130.74
210-5-41-23-622.000 Electricity	4,400.00	863.24	3,536.76	19.62%	409.62
Total Park Street School	36,000.00	18,022.93	17,977.07	50.06%	755.97
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	30,000.00	19,114.16	10,885.84	63.71%	8,728.83
210-5-41-26-410.000 Water and Sewer Charges	5,500.00	0.00	5,500.00	0.00%	0.00
210-5-41-26-431.000 R&M Buildings & Grounds	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-41-26-530.000 Communications	6,000.00	1,069.46	4,930.54	17.82%	355.15
210-5-41-26-621.000 Natrual Gas/Heating	4,500.00	238.42	4,261.58	5.30%	113.95
210-5-41-26-622.000 Electricity	37,000.00	7,275.63	29,724.37	19.66%	2,626.10
210-5-41-26-626.000 Gasoline	1,500.00	656.87	843.13	43.79%	155.61
Total Maple St. Park and Pool	88,500.00	28,354.54	60,145.46	32.04%	11,979.64
Total Buildings	281,300.00	70,281.84	211,018.16	24.98%	19,415.78
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	25.00	-25.00	100.00%	0.00
210-5-90-00-890.000 Federal Grant Expenditure	0.00	200.00	-200.00	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	650,828.00	162,707.00	488,121.00	25.00%	162,707.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	1,250.00	3,750.00	25.00%	1,250.00
210-5-90-00-991.000 Library Donation Expense	0.00	791.31	-791.31	100.00%	322.15
Total Transfers and Misc.	655,828.00	164,973.31	490,854.69	25.15%	164,279.15

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-95-00 Debt Service					
210-5-95-00-950.903 Capital Imp Principal	135,135.00	0.00	135,135.00	0.00%	0.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	0.00	64,190.00	0.00%	0.00
Total Debt Service	199,325.00	0.00	199,325.00	0.00%	0.00
Total Expenditures					
	5,641,278.00	1,304,507.78	4,336,770.22	23.12%	610,207.11
Total GENERAL FUND					
	0.00	1,044,092.32	-1,044,092.32	-100.00%	1,457,570.23
220-4-00-00-010.000 Property Taxes					
	0.00	55,991.57	-55,991.57	100.00%	55,991.57
Total Revenues	0.00	55,991.57	-55,991.57	100.00%	55,991.57
Total Expenditures					
	0.00	0.00	0.00	0.00%	0.00
Total TRUSTEE CAP IMP PROJECTS					
	0.00	55,991.57	-55,991.57	-100.00%	55,991.57
Total Revenues	0.00	0.00	0.00	0.00%	0.00
Total Expenditures					
	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND					
	0.00	0.00	0.00	0.00%	0.00
223-4-90-00-040.000 Federal Grant: ARPA					
	0.00	1,622,172.19	-1,622,172.19	100.00%	1,054,136.44
Total Revenues	0.00	1,622,172.19	-1,622,172.19	100.00%	1,054,136.44
Total ARPA Funds	0.00	1,622,172.19	-1,622,172.19	-100.00%	1,054,136.44
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,000.00	0.00	15,000.00	0.00%	0.00
230-4-00-00-092.000 Transfer to Capital	462,249.00	115,562.00	346,687.00	25.00%	115,562.00
Total Revenue	477,249.00	115,562.00	361,687.00	24.21%	115,562.00
230-4-16-10-040.824 Cres. Connector					
	0.00	8,532.01	-8,532.01	100.00%	8,532.01
230-4-40-13-040.801 02140-84474-020 FEMA Dens					
	0.00	-0.09	0.09	100.00%	0.00
Total Revenues	477,249.00	124,093.92	353,155.08	26.00%	124,094.01
230-5-16-10-890.824 Cres. Connector					
	0.00	10,118.96	-10,118.96	100.00%	8,251.46
230-5-40-13-722.801 Densmore Dr non-FEMA					
	800,000.00	0.00	800,000.00	0.00%	0.00

GEN FUND CAP RESERVE

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-5-40-13-890.801 Densmore Dr FEMA	0.00	212,502.40	-212,502.40	100.00%	9,477.40
Total Expenditures	800,000.00	222,621.36	577,378.64	27.83%	17,728.86
Total GEN FUND CAP RESERVE	-322,751.00	-98,527.44	421,278.44	30.53%	106,365.15
231-4-00-00-092.000 Transfer to Capital	248,700.00	62,175.00	186,525.00	25.00%	62,175.00
Total Revenues	248,700.00	62,175.00	186,525.00	25.00%	62,175.00
231-5-40-12-751.006 Vactor Truck	137,500.00	0.00	137,500.00	0.00%	0.00
231-5-95-00-950.000 Fire Truck Loan Prin	30,000.00	30,000.00	0.00	100.00%	0.00
231-5-95-00-955.000 Fire Truck Loan Int	1,800.00	1,023.12	776.88	56.84%	0.00
Total Expenditures	169,300.00	31,023.12	138,276.88	18.32%	0.00
Total ROLLING STOCK FUND	79,400.00	31,151.88	-110,551.88	39.23%	62,175.00
232-4-00-00-092.000 Transfer to Capital	75,000.00	18,750.00	56,250.00	25.00%	18,750.00
Total Revenues	75,000.00	18,750.00	56,250.00	25.00%	18,750.00
232-5-41-20-730.000 Buildings & Improvements	75,000.00	0.00	75,000.00	0.00%	0.00
232-5-41-21-730.000 Buildings & Improvements	175,000.00	0.00	175,000.00	0.00%	0.00
Total Expenditures	250,000.00	0.00	250,000.00	0.00%	0.00
Total BUILDING MAINT FUND	-175,000.00	18,750.00	156,250.00	-10.71%	18,750.00
233-4-00-00-092.000 Transfer to Capital	113,580.00	28,395.00	85,185.00	25.00%	28,395.00
Total Revenues	113,580.00	28,395.00	85,185.00	25.00%	28,395.00
233-5-00-00-730.002 Buildings & Facilities	31,000.00	8,105.77	22,894.23	26.15%	4,207.00
233-5-00-00-740.001 Landscaping	9,500.00	9,761.35	-261.35	102.75%	0.00
233-5-00-00-740.002 Resurfacing	4,050.00	0.00	4,050.00	0.00%	0.00
233-5-00-00-740.003 Fencing	5,121.00	0.00	5,121.00	0.00%	0.00
233-5-00-00-740.005 Park Amenitites	55,000.00	126,786.00	-71,786.00	230.52%	0.00
233-5-00-00-740.006 Pool Improvements	8,909.00	13,103.80	-4,194.80	147.08%	8,093.95
Total Expenditures	113,580.00	157,756.92	-44,176.92	138.89%	12,300.95
Total EJRP CAP RESERVE	0.00	-129,361.92	129,361.92	-100.00%	16,094.05
Total Revenues	0.00	0.00	0.00	0.00%	0.00
Total LAND ACQUISITION FUND	0.00	0.00	0.00	0.00%	0.00

LAND ACQUISITION FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,237,418.00	399,283.25	838,134.75	32.27%	8.04
254-4-54-20-021.001 Water Large User Fees	114,093.00	20,083.51	94,009.49	17.60%	9,045.81
254-4-54-20-024.000 Utility Connection Fees	7,000.00	1,750.00	5,250.00	25.00%	300.00
254-4-54-20-060.000 Interest Income	1,000.00	0.00	1,000.00	0.00%	0.00
254-4-54-20-085.000 Penalties	5,000.00	1,734.82	3,265.18	34.70%	-16.82
254-4-54-20-098.000 Misc Revenue	150.00	1,215.00	-1,065.00	810.00%	-10.00
Total Water Revenues	1,364,661.00	424,066.58	940,594.42	31.07%	9,327.03
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	2,865,970.00	533,086.16	2,332,883.84	18.60%	240,107.21
254-4-54-70-092.000 Transfer to Capital	0.00	90,000.00	-90,000.00	100.00%	90,000.00
Total Nonoperating Revenues	2,865,970.00	623,086.16	2,242,883.84	21.74%	330,107.21
Total Revenues	4,230,631.00	1,047,152.74	3,183,478.26	24.75%	339,434.24
254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	127,344.00	29,703.57	97,640.43	23.33%	11,663.04
254-5-54-20-120.000 Part Time Salaries	9,906.00	557.71	9,348.29	5.63%	0.00
254-5-54-20-130.000 Overtime	14,408.00	1,362.45	13,045.55	9.46%	701.25
254-5-54-20-210.000 Group Insurance	77,998.00	24,804.22	53,193.78	31.80%	5,231.59
254-5-54-20-220.000 Social Security	11,672.00	2,427.94	9,244.06	20.80%	958.50
254-5-54-20-230.000 Retirement	12,734.00	2,970.85	9,763.15	23.33%	1,142.12
254-5-54-20-250.000 Unemployment Insurance	175.00	63.23	111.77	36.13%	63.23
254-5-54-20-260.000 Workers Comp Insurance	10,300.00	0.00	10,300.00	0.00%	0.00
254-5-54-20-290.000 Other Employee Benefits	875.00	0.00	875.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-335.000 Audit	4,500.00	651.32	3,848.68	14.47%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	38.13	161.87	19.07%	0.00
254-5-54-20-411.000 CWD Water Purchase	540,613.00	105,180.53	435,432.47	19.46%	48,317.39
254-5-54-20-430.000 R&M Vehicles & Equipment	2,500.00	14,483.83	-11,983.83	579.35%	14,014.04
254-5-54-20-433.000 R&M Infrastructure	16,000.00	13,599.20	2,400.80	85.00%	13,599.20
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	123,556.00	30,889.00	92,667.00	25.00%	30,889.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	955.00	864.26	90.74	90.50%	0.00
254-5-54-20-520.000 Insurance	6,225.00	0.00	6,225.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	474.68	2,025.32	18.99%	177.24
254-5-54-20-550.000 Printing and Binding	2,000.00	0.00	2,000.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	774.85	2,725.15	22.14%	0.00
254-5-54-20-610.000 General Supplies	7,500.00	910.50	6,589.50	12.14%	842.02
254-5-54-20-612.000 Uniforms	1,350.00	134.97	1,215.03	10.00%	0.00
254-5-54-20-614.000 Meters and Parts	8,000.00	0.00	8,000.00	0.00%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	78.64	2,921.36	2.62%	39.32
254-5-54-20-622.000 Electricity	1,000.00	252.81	747.19	25.28%	98.08
254-5-54-20-626.000 Gasoline	3,000.00	316.46	2,683.54	10.55%	170.24

WATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	172.71	2,527.29	6.40%	0.00
254-5-54-20-750.000 Machinery & Equipment	6,000.00	0.00	6,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi)	360,000.00	90,000.00	270,000.00	25.00%	90,000.00
Total Operating Expenses	1,364,661.00	320,711.86	1,043,949.14	23.50%	217,906.26
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	2,865,970.00	533,086.16	2,332,883.84	18.60%	240,107.21
254-5-54-70-750.001 Meter Replacement Program	0.00	3,150.27	-3,150.27	100.00%	588.57
254-5-54-70-751.006 Vactor Truck	18,750.00	0.00	18,750.00	0.00%	0.00
Total NonOperating Expenses	2,884,720.00	536,236.43	2,348,483.57	18.59%	240,695.78
Total Expenditures	4,249,381.00	856,948.29	3,392,432.71	20.17%	458,602.04
Total WATER FUND	-18,750.00	190,204.45	-171,454.45	-1,014.42%	-119,167.80
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	775,461.00	291,926.09	483,534.91	37.65%	0.00
255-4-55-30-022.001 Village: Septage Discharg	20,000.00	20,463.04	-463.04	102.32%	9,618.04
255-4-55-30-022.002 Village: Leachate Revenue	500.00	282.86	217.14	56.57%	227.86
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	560,055.00	140,013.75	420,041.25	25.00%	46,671.25
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	818,542.00	204,635.50	613,906.50	25.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	20,000.00	0.00	20,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	34,300.00	8,575.00	25,725.00	25.00%	8,575.00
255-4-55-30-085.000 Penalties	3,500.00	1,290.94	2,209.06	36.88%	-12.82
Total Operating Revenue	2,232,458.00	667,187.18	1,565,270.82	29.89%	65,079.33
255-4-55-70 Nonoperating Revenues					
255-4-55-70-092.000 Transfer to Capital	400,000.00	100,000.00	300,000.00	25.00%	100,000.00
Total Nonoperating Revenues	400,000.00	100,000.00	300,000.00	25.00%	100,000.00
Total Revenues	2,632,458.00	767,187.18	1,865,270.82	29.14%	165,079.33
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	355,183.00	84,935.15	270,247.85	23.91%	34,017.04
255-5-55-30-120.000 Part Time Salaries	34,193.00	2,555.54	31,637.46	7.47%	1,928.37
255-5-55-30-130.000 Overtime	50,000.00	10,479.23	39,520.77	20.96%	4,513.57
255-5-55-30-210.000 Group Insurance	135,055.00	37,309.53	97,745.47	27.63%	10,321.54
255-5-55-30-220.000 Social Security	29,924.00	7,552.55	22,371.45	25.24%	3,145.77
255-5-55-30-230.000 Retirement	35,519.00	8,359.24	27,159.76	23.53%	3,476.56
255-5-55-30-250.000 Unemployment Insurance	450.00	147.53	302.47	32.78%	147.53
255-5-55-30-260.000 Workers Comp Insurance	27,800.00	0.00	27,800.00	0.00%	0.00
255-5-55-30-290.000 Other Employee Benefits	1,809.00	0.00	1,809.00	0.00%	0.00

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-5-55-30-320.000 Legal Services	4,000.00	1,517.00	2,483.00	37.93%	136.00
255-5-55-30-330.000 Professional Services	4,000.00	1,122.00	2,878.00	28.05%	748.00
255-5-55-30-335.000 Audit	4,500.00	651.32	3,848.68	14.47%	0.00
255-5-55-30-340.000 Technical Services	36,000.00	5,081.00	30,919.00	14.11%	4,130.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	952.48	3,047.52	23.81%	0.00
255-5-55-30-421.000 Grit Disposal	16,000.00	9,329.12	6,670.88	58.31%	7,277.46
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	367.19	3,632.81	9.18%	248.39
255-5-55-30-442.000 Rental Vehicles/Equip	0.00	318.35	-318.35	100.00%	103.17
255-5-55-30-491.000 Administrative Fees	61,778.00	15,444.50	46,333.50	25.00%	15,444.50
255-5-55-30-500.000 Training, Conf, Dues	7,500.00	0.00	7,500.00	0.00%	0.00
255-5-55-30-505.000 Tech. Subs, Licenses	1,737.00	1,564.86	172.14	90.09%	0.00
255-5-55-30-510.000 Permits, Licenses, Reg	9,900.00	0.00	9,900.00	0.00%	0.00
255-5-55-30-520.000 Insurance	36,610.00	0.00	36,610.00	0.00%	0.00
255-5-55-30-530.000 Communications	6,000.00	3,396.70	2,603.30	56.61%	903.02
255-5-55-30-567.000 Biosolids Land Applicatio	165,000.00	1,916.30	163,083.70	1.16%	815.00
255-5-55-30-568.000 Biosolids Subcontractor	160,000.00	14,458.46	145,541.54	9.04%	14,458.46
255-5-55-30-570.000 Other Purchased Services	130,000.00	36,114.67	93,885.33	27.78%	21,296.55
255-5-55-30-610.000 General Supplies	9,000.00	1,144.48	7,855.52	12.72%	329.29
255-5-55-30-612.000 Uniforms	5,000.00	945.56	4,054.44	18.91%	378.56
255-5-55-30-618.000 Laboratory Supplies	18,000.00	3,799.67	14,200.33	21.11%	117.25
255-5-55-30-619.000 Chemicals	300,000.00	85,406.19	214,593.81	28.47%	40,030.04
255-5-55-30-621.000 Natural Gas/Heating	25,000.00	1,190.99	23,809.01	4.76%	564.39
255-5-55-30-622.000 Electricity	150,000.00	29,680.27	120,319.73	19.79%	13,372.64
255-5-55-30-626.000 Gasoline	4,500.00	856.50	3,643.50	19.03%	623.63
255-5-55-30-920.000 Transfer btwn funds (capi	400,000.00	100,000.00	300,000.00	25.00%	100,000.00
Total Operating Expenses	2,232,458.00	466,596.38	1,765,861.62	20.90%	278,526.73
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.004 Alkalinity Control	0.00	3,654.98	-3,654.98	100.00%	1,716.76
255-5-55-70-722.012 Phlo Final Phase	0.00	27,737.67	-27,737.67	100.00%	27,262.67
255-5-55-70-730.001 Energy Conservation	200,000.00	21,676.35	178,323.65	10.84%	930.42
255-5-55-70-751.006 Vactor Truck	18,750.00	0.00	18,750.00	0.00%	0.00
Total Nonoperating Expenses	218,750.00	53,069.00	165,681.00	24.26%	29,909.85
Total Expenditures	2,451,208.00	519,665.38	1,931,542.62	21.20%	308,436.58
Total WASTEWATER FUND	181,250.00	247,521.80	-428,771.80	136.56%	-143,357.25
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	685,061.00	225,965.87	459,095.13	32.98%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	30,123.00	0.00	30,123.00	0.00%	0.00
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	15,000.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	1,000.00	29,000.00	3.33%	0.00
256-4-56-40-060.000 Interest Income	8,000.00	0.00	8,000.00	0.00%	0.00
256-4-56-40-085.000 Penalties	2,500.00	999.96	1,500.04	40.00%	-9.96
256-4-56-40-098.000 Misc Revenue	3,000.00	0.00	3,000.00	0.00%	0.00
Total Operating Revenues	773,684.00	227,965.83	545,718.17	29.46%	-9.96

SANITATION FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-4-56-70 Nonoperating Revenues					
256-4-56-70-092.000 Transfer to Capital	0.00	23,750.00	-23,750.00	100.00%	23,750.00
Total Nonoperating Revenues	0.00	23,750.00	-23,750.00	100.00%	23,750.00
Total Revenues	773,684.00	251,715.83	521,968.17	32.53%	23,740.04

256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	113,186.00	22,894.59	90,291.41	20.23%	9,910.28
256-5-56-40-120.000 Part Time Salaries	9,906.00	557.71	9,348.29	5.63%	0.00
256-5-56-40-130.000 Overtime	16,977.00	2,128.89	14,848.11	12.54%	1,149.14
256-5-56-40-210.000 Group Insurance	58,478.00	14,578.42	43,899.58	24.93%	3,721.54
256-5-56-40-220.000 Social Security	10,482.00	2,241.49	8,240.51	21.38%	945.49
256-5-56-40-230.000 Retirement	11,318.00	1,956.89	9,361.11	17.29%	871.59
256-5-56-40-250.000 Unemployment Insurance	175.00	71.66	103.34	40.95%	71.66
256-5-56-40-260.000 Workers Comp Insurance	8,850.00	0.00	8,850.00	0.00%	0.00
256-5-56-40-290.000 Other Employee Benefits	840.00	0.00	840.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-335.000 Audit	2,500.00	361.83	2,138.17	14.47%	0.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	110.32	389.68	22.06%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	2,134.21	-134.21	106.71%	708.64
256-5-56-40-431.000 R&M Buildings & Grounds	14,000.00	888.78	13,111.22	6.35%	707.54
256-5-56-40-433.000 R&M Infrastructure	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-434.001 Susie Wilson PS Costs	12,480.00	1,663.92	10,816.08	13.33%	532.09
256-5-56-40-434.002 West Street PS Costs	13,520.00	844.88	12,675.12	6.25%	141.21
256-5-56-40-441.000 Rental Land/Buildings	1,700.00	1,674.35	25.65	98.49%	0.00
256-5-56-40-491.000 Administrative Fees	157,856.00	39,464.00	118,392.00	25.00%	39,464.00
256-5-56-40-500.000 Training, Conf, Dues	200.00	0.00	200.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	616.00	553.45	62.55	89.85%	0.00
256-5-56-40-520.000 Insurance	5,750.00	0.00	5,750.00	0.00%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	0.00	1,500.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,500.00	1,550.81	3,949.19	28.20%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-612.000 Uniforms	1,350.00	0.00	1,350.00	0.00%	0.00
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	89.96	1,910.04	4.50%	45.03
256-5-56-40-622.000 Electricity	14,000.00	2,919.61	11,080.39	20.85%	1,209.61
256-5-56-40-626.000 Gasoline	4,000.00	822.69	3,177.31	20.57%	636.39
256-5-56-40-735.000 Tech: Equip/Hardware	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	95,000.00	23,750.00	71,250.00	25.00%	23,750.00
Total Operating Expenses	581,684.00	121,258.46	460,425.54	20.85%	83,864.21

256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.002 West St Control Cabinet	0.00	781.43	-781.43	100.00%	0.00

SANITATION FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-70-722.003 SW St PS Control Cabinet	0.00	781.44	-781.44	100.00%	0.00
256-5-56-70-750.001 Meter Replacement Program	0.00	6,300.55	-6,300.55	100.00%	1,177.15
256-5-56-70-751.006 Vactor Truck	225,000.00	0.00	225,000.00	0.00%	0.00
Total Nonoperating Expenses	265,000.00	7,063.42	257,136.58	2.97%	1,177.15
Total Expenditures	846,684.00	129,121.88	717,562.12	15.25%	85,041.36
Total SANITATION FUND	-73,000.00	122,593.95	-49,593.95	-167.94%	-61,301.32
258-4-33-13-020.310 Senior Center Payments	7,300.00	0.00	7,300.00	0.00%	0.00
258-4-33-13-050.000 Donation Revenue	2,000.00	25.00	1,975.00	1.25%	0.00
258-4-33-13-050.002 Fund Raising Revenue	3,000.00	0.00	3,000.00	0.00%	0.00
Total Revenues	12,300.00	25.00	12,275.00	0.20%	0.00
258-5-33-13-330.000 Professional Services	3,600.00	0.00	3,600.00	0.00%	0.00
258-5-33-13-431.000 R&M Buildings & Grounds	1,000.00	0.00	1,000.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	1,230.00	349.87	880.13	28.44%	161.51
258-5-33-13-610.000 General Supplies	3,000.00	391.91	2,608.09	13.06%	0.00
258-5-33-13-830.000 Regular Programs	4,500.00	779.23	3,720.77	17.32%	626.41
Total Expenditures	13,330.00	1,521.01	11,808.99	11.41%	787.92
Total SENIOR CENTER FUND	-1,030.00	-1,496.01	2,526.01	145.24%	-787.92
259-4-30-10-040.000 Federal Grant Revenue	0.00	97,672.68	-97,672.68	100.00%	34,390.52
259-4-30-11-020.304 Pool Day Admissions	53,795.00	45,095.44	8,699.56	83.83%	7,892.85
259-4-30-11-020.305 Pool Memberships	32,151.00	6,161.61	25,989.39	19.16%	385.00
259-4-30-11-020.306 Swim Lessons	42,327.00	3,568.60	38,758.40	8.43%	127.00
259-4-30-12-020.308 Facility & Field Rental	12,549.00	3,024.00	9,525.00	24.10%	587.00
259-4-30-14-020.311 Youth Programs	226,662.00	18,395.25	208,266.75	8.12%	1,922.75
259-4-30-14-020.312 Adult Programs	87,585.00	11,981.00	75,604.00	13.68%	2,510.00
259-4-30-14-050.000 Donation Revenue	6,950.00	0.00	6,950.00	0.00%	0.00
259-4-30-15-020.311 Youth Programs	66,500.00	0.00	66,500.00	0.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,087,910.00	41,358.94	1,046,551.06	3.80%	27,676.73
259-4-30-15-020.315 Shared Staffing Contract	104,193.00	25,537.50	78,655.50	24.51%	0.00
259-4-30-16-020.313 Childcare - PS	390,475.00	91,694.14	298,780.86	23.48%	55,477.56
259-4-30-17-020.313 Childcare - DC	478,920.00	100,272.14	378,647.86	20.94%	4,581.47
Total Revenues	2,590,017.00	444,761.30	2,145,255.70	17.17%	135,550.88
259-5-30-10 Administration					
259-5-30-10-120.000 Part Time Salaries	4,840.00	452.60	4,387.40	9.35%	0.00
259-5-30-10-220.000 Social Security	370.00	34.63	335.37	9.36%	0.00
259-5-30-10-260.000 Workers Comp Insurance	40,552.00	0.00	40,552.00	0.00%	0.00
259-5-30-10-330.000 Professional Services	3,750.00	1,162.50	2,587.50	31.00%	1,162.50
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	1,131.50	1,003.50	53.00%	364.10

EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-10-500.000 Training, Conf, Dues	10,250.00	10,679.46	-429.46	104.19%	5,463.50
259-5-30-10-550.000 Printing and Binding	12,860.00	0.00	12,860.00	0.00%	0.00
259-5-30-10-560.000 Postage	4,478.00	26.35	4,451.65	0.59%	26.35
259-5-30-10-561.000 CC Processing Fees	0.00	8,356.20	-8,356.20	100.00%	3,215.58
Total Administration	79,235.00	21,843.24	57,391.76	27.57%	10,232.03
259-5-30-11 Pool					
259-5-30-11-120.000 Part Time Salaries	105,427.00	72,270.09	33,156.91	68.55%	525.50
259-5-30-11-130.000 Overtime	0.00	5,144.53	-5,144.53	100.00%	0.00
259-5-30-11-220.000 Social Security	8,065.00	5,947.78	2,117.22	73.75%	40.20
259-5-30-11-330.000 Professional Services	6,046.00	120.00	5,926.00	1.98%	40.00
259-5-30-11-410.000 Water and Sewer Charges	3,428.00	0.00	3,428.00	0.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	21,887.00	8,413.54	13,473.46	38.44%	3,340.77
259-5-30-11-610.000 General Supplies	5,950.00	8,831.01	-2,881.01	148.42%	0.00
Total Pool	150,803.00	100,726.95	50,076.05	66.79%	3,946.47
259-5-30-12 Parks and Facilities					
259-5-30-12-120.000 Part Time Salaries	7,922.00	5,300.39	2,621.61	66.91%	196.00
259-5-30-12-220.000 Social Security	606.00	405.47	200.53	66.91%	14.99
259-5-30-12-330.000 Professional Services	2,500.00	6,151.39	-3,651.39	246.06%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	7,200.00	0.00	7,200.00	0.00%	0.00
259-5-30-12-500.000 Training, Conf, Dues	3,500.00	4,600.72	-1,100.72	131.45%	2,250.40
259-5-30-12-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
259-5-30-12-610.000 General Supplies	4,315.00	0.00	4,315.00	0.00%	0.00
Total Parks and Facilities	27,363.00	16,457.97	10,905.03	60.15%	2,461.39
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	13,820.00	3,447.28	10,372.72	24.94%	1,351.18
259-5-30-14-120.000 Part Time Salaries	4,369.00	893.25	3,475.75	20.45%	257.75
259-5-30-14-210.000 Group Insurance	7,877.00	0.00	7,877.00	0.00%	0.00
259-5-30-14-220.000 Social Security	1,398.00	330.95	1,067.05	23.67%	122.62
259-5-30-14-230.000 Retirement	1,382.00	0.00	1,382.00	0.00%	0.00
259-5-30-14-290.000 Other Employee Benefits	88.00	0.00	88.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	256,513.00	94,577.64	161,935.36	36.87%	11,038.23
259-5-30-14-410.000 Water and Sewer Charges	800.00	0.00	800.00	0.00%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	200.00	0.00	200.00	0.00%	0.00
259-5-30-14-441.000 Rental Land/Buildings	600.00	0.00	600.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	1,400.00	0.00	1,400.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	700.00	195.00	505.00	27.86%	195.00
259-5-30-14-540.000 Advertising	200.00	0.00	200.00	0.00%	0.00
259-5-30-14-610.000 General Supplies	24,024.00	2,440.74	21,583.26	10.16%	84.21
Total Recreation Programs	313,371.00	101,884.86	211,486.14	32.51%	13,048.99
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	462,544.00	80,368.99	382,175.01	17.38%	42,033.35
259-5-30-15-120.000 Part Time Salaries	354,015.00	37,419.49	316,595.51	10.57%	37,355.33

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-15-130.000 Overtime	6,115.00	1,099.48	5,015.52	17.98%	244.09
259-5-30-15-210.000 Group Insurance	128,041.00	17,594.48	110,446.52	13.74%	3,130.43
259-5-30-15-220.000 Social Security	64,003.00	9,238.02	54,764.98	14.43%	6,092.48
259-5-30-15-230.000 Retirement	46,289.00	10,517.05	35,771.95	22.72%	4,589.15
259-5-30-15-290.000 Other Employee Benefits	3,620.00	0.00	3,620.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	32,524.00	5,275.00	27,249.00	16.22%	2,275.00
259-5-30-15-500.000 Training, Conf, Dues	21,146.00	5,101.72	16,044.28	24.13%	2,156.40
259-5-30-15-530.000 Communications	7,260.00	1,310.20	5,949.80	18.05%	652.60
259-5-30-15-580.000 Travel	67,412.00	0.00	67,412.00	0.00%	0.00
259-5-30-15-610.000 General Supplies	58,634.00	15,004.61	43,629.39	25.59%	4,282.94
259-5-30-15-626.000 Gasoline	1,900.00	1,169.94	730.06	61.58%	895.71
259-5-30-15-751.000 Vehicle Purchases	0.00	84,530.00	-84,530.00	100.00%	0.00
259-5-30-15-975.000 Interest Expense - Leases	12,638.00	0.00	12,638.00	0.00%	0.00
Total After School Care	1,266,141.00	268,628.98	997,512.02	21.22%	103,707.48
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	193,272.00	52,266.06	141,005.94	27.04%	22,526.59
259-5-30-16-120.000 Part Time Salaries	41,109.00	8,876.48	32,232.52	21.59%	3,228.48
259-5-30-16-130.000 Overtime	0.00	98.75	-98.75	100.00%	98.75
259-5-30-16-210.000 Group Insurance	98,852.00	26,094.94	72,757.06	26.40%	6,977.09
259-5-30-16-220.000 Social Security	18,038.00	4,702.87	13,335.13	26.07%	2,000.43
259-5-30-16-230.000 Retirement	19,327.00	5,023.67	14,303.33	25.99%	2,252.64
259-5-30-16-290.000 Other Employee Benefits	1,400.00	0.00	1,400.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	261.00	2,853.00	8.38%	0.00
259-5-30-16-500.000 Training, Conf, Dues	8,902.00	2,458.52	6,443.48	27.62%	753.20
259-5-30-16-580.000 Travel	1,728.00	0.00	1,728.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	4,500.00	3,366.49	1,133.51	74.81%	2,740.08
Total Preschool	390,242.00	103,148.78	287,093.22	26.43%	40,577.26
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	50,310.00	22,585.45	27,724.55	44.89%	0.00
259-5-30-17-120.000 Part Time Salaries	293,123.00	248,444.57	44,678.43	84.76%	0.00
259-5-30-17-130.000 Overtime	0.00	17,097.80	-17,097.80	100.00%	0.00
259-5-30-17-220.000 Social Security	26,273.00	21,900.20	4,372.80	83.36%	0.00
259-5-30-17-330.000 Professional Services	9,290.00	17,218.14	-7,928.14	185.34%	2,146.00
259-5-30-17-580.000 Travel	51,399.00	55,407.34	-4,008.34	107.80%	9,796.18
259-5-30-17-610.000 General Supplies	31,631.00	10,057.99	21,573.01	31.80%	736.23
259-5-30-17-626.000 Gasoline	100.00	0.00	100.00	0.00%	0.00
Total Summer Day Camps	462,126.00	392,711.49	69,414.51	84.98%	12,678.41
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	2,689,281.00	1,005,402.27	1,683,878.73	37.39%	186,652.03
Total EJRP PPROGRAMS FUND	-99,264.00	-560,640.97	659,904.97	564.80%	-51,101.15

Account	Budget	Actual	Budget Balance % of Budget	Pd to Date	

Total All Funds	-429,145.00	2,542,451.82	-2,113,306.82	-592.45%	2,395,367.00



TOWN AND VILLAGE OF ESSEX BOARDS AND COMMITTEES VACANCIES

TOWN OF ESSEX

- 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

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OR EMAIL LMAHNS@ESSEX.ORG WITH YOUR LETTER OF INTEREST**

MEETING SCHEDULES

10/08/2021

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 
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