

VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Tuesday, December 14, 2021  
6:30 PM

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

[www.essexjunction.org](http://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](#).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 971 036 652#

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Upcoming Legislative sessions updates from State Senators and Representatives
  - b. Potential appointment of co-interim Village Managers
  - c. Discuss and edit agreements and MOUs with the Town of Essex in relation to Independence
  - d. Discuss budget schedule for January
6. **CONSENT ITEMS**
  - a. Approve minutes: November 23, 2021
  - b. Consider approval of Densmore Drive Culvert Crossing #2 Replacement Construction Project Contract Awards
  - c. Approve Check Warrants: #17279—11/24/2021; #17280—12/03/2021; #17281—12/10/2021
7. **READING FILE**
  - a. Board member comments
  - b. VT Digger article re: Williston emergency worker shortage
  - c. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
9. **ADJOURN**

*This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341 TTY: 7-1-1 or (800) 253-0191.*

Certification: 12/10/2021

**FROM:** Andrew Brown, Village President

**TO:** Board of Trustees

**RE:** Interim Village Management

Following up from our conversations regarding interim Village management from after Evan's contract expires (2/25/2022) until we hire a permanent Manager, enclosed is a contract for Wendy Hysko and Brad Luck to serve as Co-Interim Village Managers. Wendy, Brad, Travis Sabatano, Claudine Safar, and I have all reviewed this contract and are satisfied with its language.

**MOTION:**

"I move the Trustees approve of and sign the Employment Agreement for Wendy Hysko and Brad Luck to serve as Co-Interim Village Managers effective February 26, 2022"

## **EMPLOYMENT AGREEMENT**

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This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Village of Essex Junction, Vermont, a municipal corporation acting by its Board of Trustees (the “Village”), Brad Luck, Director of Essex Junction Recreation and Parks (EJRP), and Wendy Hysko, Director of Brownell Library, hereinafter referred to as the (“Employees.”)

### **RECITALS**

**WHEREAS**, the Village will have a vacancy in the position of Village Manager effective on February 26, 2022; and

**WHEREAS**, the Village desires to employ the services of said Employees on a temporary basis as Co-Interim Village Managers of the Village of Essex Junction; and

**WHEREAS**, the Employees desire to be employed in this role on such an interim and temporary basis; and

**WHEREAS**, it is the desire of the Village to establish the conditions of employment, and set the salary of said Co-Interim Village Managers.

**NOW, THEREFORE**, in consideration of the covenants and promises contained herein, the parties mutually agree as follows:

### **SECTION I: FUNCTIONS & DUTIES**

- A. In addition to employing said Employees as Co-Interim Managers, the Village agrees to continue to employ Employees in their current capacities. It is expected that Employees will continue to satisfactorily perform their current roles in addition to their responsibilities as Co-Interim Village Managers. Upon termination of this agreement, unless for just cause as outlined in Section III(A), Employees shall return to their current respective roles as Director of EJRP, and Director of Brownell Library, and they will cease to receive payment for their roles as Co- Interim Village Managers. The Co-Interim Village Managers shall perform the functions and duties of the chief executive officer of the Village of Essex Junction as specified in the Village Charter and State law, and such other duties and functions as the Trustees of the Village of Essex Junction (hereinafter referred to collectively as the “Board”) shall, from time to time, legally assign to them.

### **SECTION II: TERM**

- A. This Agreement shall begin on February 26, 2022, and shall remain in effect through **September 30, 2022**, unless earlier terminated under the provisions of this Agreement.

- B. This agreement may be extended upon mutual agreement, for a mutually agreed upon duration.

**SECTION III: TERMINATION**

- A. The Board may terminate either of the Co-Interim Village Managers for just cause at any time during the term of this Agreement or any renewal term hereof. Said termination shall be subject to 24 V.S.A. § 1233 and any amendments thereto. Said termination shall be determined by a majority vote of the Board. The term “just cause” shall have the meaning prescribed by Vermont law. Should either Co-Interim Village Manager be terminated for just cause their employment shall end with the Village, including dismissal from their current roles as outlined in Section I (A).
- B. Either party may voluntarily terminate this employment agreement by providing not less than thirty (30) days’ written notice in advance of the date of termination. In this event Employees shall return to their previous positions as previously outlined in this agreement.
- C. Non-renewal of this agreement shall not constitute a termination. In the event of non-renewal, Employees shall return to their previous positions as previously outlined in this agreement.

**SECTION IV: COMPENSATION**

- A. The Co-Interim Village Managers shall each be paid via a weekly stipend in the amount of two-hundred dollars (\$200). Said stipend shall be part of Employees normal paycheck and will be in addition to their current salaries for their current roles.
- B. The Co-Interim Village Managers shall continue to be eligible for wage adjustments for their current roles in accordance with the Village of Essex Junction General Rules and Regulations. Said wage adjustments shall not impact nor change the stipend amount as listed above.

**SECTION V: BENEFITS**

- A. There shall be no changes to Employees current benefits. All benefits received shall remain unchanged during the course of this agreement.

**SECTION VI: HOURS OF WORK**

- A. It is recognized that the Co-Interim Village Managers must devote a great deal of time outside of normal office hours to the business of the Village, and to that end the Co-Interim Village Manager will be allowed to establish a reasonable schedule, in consultation with the President of the Village Trustees. The Co-Interim Village Managers will devote sufficient time and attention to the business of the Village.

**SECTION VII: BONDING & INDEMNIFICATION**

- A. The Village shall indemnify and save harmless and defend the Co-Interim Village Managers as required by 24 V.S.A. § 901 *et seq.*

This section shall survive any termination of this Agreement.

**SECTION VIII: SEVERABILITY**

- A. If any provision or any portion thereof of this Agreement is found to be unconstitutional, invalid or unenforceable, it shall not affect the remainder of said Agreement but said remainder shall be binding and remain in full force and effect.

**SECTION IX: GOVERNING LAW**

- A. This Agreement shall be governed by and constructed and enforced in accordance with the laws of the State of Vermont, without regard to conflict of law principles.

**SECTION X: AMENDMENTS**

- A. The text herein shall constitute the entire Agreement between the parties, unless amended in writing by mutual agreement and signed by all parties.

***IN WITNESS THEREOF***, the parties have hereunto signed and sealed this Agreement the \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_.

**VILLAGE OF ESSEX JUNCTION**

By its Trustees

\_\_\_\_\_  
Andrew Brown, President

\_\_\_\_\_  
Raj Chawla, Vice President

\_\_\_\_\_  
George Tyler, Trustee

\_\_\_\_\_  
Daniel Kerin, Trustee

\_\_\_\_\_  
Amber Thibeault, Trustee

\_\_\_\_\_  
Brad Luck, Co-Village Manager  
& Director of EJRP

\_\_\_\_\_  
Wendy Hysko, Co-Village Manager  
& Director of Brownell Library

## Memo

**To:** Village Trustees & Selectboard

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

**Date:** December 8, 2021

**Re:** Upcoming Agreements

Based on the discussion at the November 22 joint meeting, below are some “forest-level” ideas for consideration of some agreements on remaining items. These are concepts to prompt discussion so the boards can gain consensus on the high-level tenets that can be taken back by staff and legal counsel and worked into formal agreements for future evaluation.

Two recent events are driving the need for new agreements between the Village and Town. With the end of joint management and the resignation of the finance director, it would behoove the boards to discuss agreements about finance and the clerk/treasurer’s office. These relationships exist and will into the future, but should be codified in an agreement(s). Below are some draft, big picture concepts for discussion.

Additionally, there is information for consideration about shared boards, commissions, and committees, and recreation/Indian Brook/senior center/senior bus.

### Finance for Village & Town (regardless of City Charter status) - [note: this is how things are about to operate]

- \*Each municipality will employ, manage, and pay for their respective finance department.
- \*If there are shared finance non-personnel related expenses, each municipality is responsible for their portion of the costs based on percentage of the grand list (i.e. Questica, ReadSoft, NEMRC, professional services fees (NEMRC custom programming or tax billing assistance), office supplies, group training, copier rental and usage, printing and mailing tax bills).
- \*Both finance departments will operate out of 81 Main Street.
- \*The finance departments work as a cross-functional team, helping to accomplish the finance needs of both municipalities, as assigned by the finance directors.
- \*The finance departments work towards unraveling the areas where the two municipalities are intertwined so that each municipality can exist independently in the future.
- \*Agreement expires June 30, 2025, but can be extended if needed.
- \*Agreement can expire sooner if both finance directors agree they can operate independently and can draft a transition timeline with the managers, which is signed off by the boards.

### Clerk/Treasurer for Village & Town (regardless of City Charter status) – [note: this is how things currently operate]

- \*Village and Town share the office of the Clerk/Treasurer and consolidated Town and Village Clerk.
- \*Office, staff, and services are located at 81 Main Street.

\*Village employs the Clerk/Treasurer, the Town employs two Clerk/Treasurer employees.

\*Town pays the Village \$50,000 per year.

#### Clerk/Treasurer for City & Town (if City Charter passes)

\*Clerk/Treasurer relationship/agreement between the Village and Town continues until June 30, one year after the City is established (Transition Period).

\*During the Transition Period Clerk/Treasurer department staff serve both municipalities, providing all clerk/treasurer services out of one office, yet distinguishing business by municipality as needed and required. Staff work to prepare for each department to operate independently, at separate locations, by the conclusion of the transition year.

\*By July 1, one year after the City is established, the City and Town each employ and operate their respective Clerk/Treasurer's offices in their respective locations.

#### Shared Boards, Commissions, and Committees

Another agreement that needs to be reached is regarding shared boards, commissions, and committees. It is recommended that the boards have a discussion of which boards, commissions, and committees they would like to continue in the event of separation. It would be helpful if both boards could begin thinking about this in advance of the 12/13 joint meeting so that a discussion can take place, high level agreements can be reached, and staff will have content for legal counsel to draft an agreement.

### **CURRENT BOARDS & COMMITTEES**

#### **Joint Committees (Town of Essex & Village)**

- Committee on Equity for Essex / Essex BEST (Building Equity, Solidarity, and Trust)
  - Equity for Essex = staff-based committee; currently all Town employees & one EWSD
    - Greg Duggan, Jill Evans, Ron Hoague, Marguerite Ladd, Erin Maguire, Owiso Makuku, Evan Teich
  - Essex BEST = staff initiated with staff & citizen members
    - Boards should consider A) if continuing together, B) if continuing together then staff initiated or Board appointed; C) if board appointed then define membership/terms, etc.
- Joint Housing Commission
- Joint Stormwater Coordinating Committee [in current draft of Stormwater agreement, this ends at the conclusion of the Transition Period]

#### **Town of Essex (Serving Village & Town)**

- Economic Development
- Energy Committee

#### **Town of Essex (Serving Town Outside the Village)**

- Cemetery Commission
- Conservation & Trails Committee
- Memorial Hall Committee

#### **Village of Essex Junction**



- Bike/Walk
- Capital Program Review
- Tree Advisory Committee

#### Recreation, Indian Brook, Senior Center, Senior Bus

\*Both municipalities value the current access they have to services and parks that enhance their quality of life

\*There are many transitions expected to take place over the next several years with the transition of the Village to a City and no longer a part of the Town

\*The Trustees and Selectboard do not want to negatively impact these quality-of-life government services and amenities at this time

\*City and Town residents shall be treated the same with respect to recreation programs with Essex Junction Recreation & Parks and Essex Parks & Recreation, Indian Brook access, access and membership to the Essex Area Senior Center, and eligibility to ride the Essex Senior Bus. Treated the same shall mean same access, charged the same fees, and have the ability to register at the same time. Exceptions include EJRP Preschool and access and programming at the public outdoor pools (Maple Street Pool and Sandhill Pool). Each community may create whatever residency requirements or advantages they see fit for these exceptions.

\*Town shall employ, manage, and fund the Senior Center and Senior Bus. City shall share in these expenses on a per capita basis, once City residents are no longer paying Town taxes.

\*City shall provide space at 2 Lincoln for Senior Center.

\*Terminates 6/30/25

\*The agreement may be modified or extended with mutual agreement by both parties

\*A new agreement may be established at the conclusion of this agreement that includes some or all of the services and amenities addressed herein

#### Tree Farm Building Use and Maintenance

Tree Farm building use and maintenance is addressed in the Memorandum of Understanding for the management of the Tree Farm Recreation Facility between the Town of Essex and the Village of Essex Junction. That agreement covers through July 31, 2022. Based on recent conversations with the Boards, the agreement needs to be re-written and it can address these items.

**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 the 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 the parcels located in the Town and City (“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 the costs of the Town’s Office of Assessor and receive assessing services for the City, 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. Any appeals for properties located within the City that arise from reappraisal after the Change of Real Estate Values are sent to property owners shall go to the Assessor. The Assessor will work with the reappraisal contractor to address the appeal. If City property owners are not satisfied with the outcome of the Assessor’s decision, they may appeal to the City Board of Civil Authority.
9. In exchange for its receipt of Assessor services, the City will continue to contribute towards the cost of the Office of the Assessor based upon its Percentage of Parcels until the end of the fiscal year in which the upcoming reappraisal is completed – when the Change of Real Estate Values are sent to property owners. If the reappraisal is completed after either the Town or City budget for the subsequent fiscal year has been approved by their respective board, but before the end of the current fiscal year, and the municipalities have not budgeted to each have their own assessing department, this agreement shall remain in place through the end of the subsequent fiscal year. Thereafter, should there be an appeal process with respect to any parcel located within the City, the City shall compensate the Town for time expended by Town employees in supporting the Town Assessor’s position in the appeal on a reasonable hourly basis based upon the salary and benefit costs of the Town employee. When the reappraisal is completed but before any appeals have concluded, the City may establish its own office of assessor at its sole cost and expense (including the cost of data transfer) or continue to share assessor

services with the Town. Continuing a shared relationship will be pursuant to a new mutually acceptable agreement.

10. This Agreement shall terminate upon the conclusion of the reappraisal and any associated appeals.
10. 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.
11. This Agreement may be amended or modified by mutual written agreement of the Parties.
12. 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 Selectboard  
81 Main Street  
Essex Junction, VT 05452-3209

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

13. 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.

14. 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.
15. 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.
16. 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.
17. 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

## **Information Technology 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 Town presently provides information technology (IT) infrastructure, data, and resources to the entire Town, including the incorporated Village of Essex Junction with the exception of the Brownell Library;

WHEREAS, with the separation of the Village from the Town and creation of the City of Essex Junction, the City will need to create its own IT system separate from the Town’s system, and will need to migrate Village related IT infrastructure, data, and resources to the City;

WHEREAS, the Town's IT Director and the City’s IT consultants will work together to develop a plan and facilitate this migration;

WHEREAS, the City agrees to provide the Town with a list of the IT consultants the City has hired and authorized to access the former Village’s IT infrastructure, data, and resources; and

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 City shall provide the Town with a list of IT consultants and staff (“IT Consultants”) the City has authorized to access the former Village’s IT infrastructure, data, and resources. The City shall keep this list current and provide updates to the Town of any changes to this list.
2. The IT Consultants will work with the Town’s IT Director to prepare a written plan for the migration of the former Village IT infrastructure, data, and resources to the City that will be in place prior to commencing the migration. The acceptance of the plan by the Town IT Director’s shall not constitute a warranty that the plan will achieve its stated objective, which is and shall remain the responsibility of the IT Consultants.
3. The Town’s IT Director shall oversee and provide the IT Consultants reasonable access to its equipment to plan and facilitate the migration of the former Village IT infrastructure, data, and resources to the City. This access shall be provided until

the City completes the migration or June 30, 2023, whichever occurs sooner. The IT Consultants and or the City shall be responsible for any damage to Town infrastructure stemming from their technology migration efforts and shall, to the fullest extent permitted by law, indemnify and hold harmless the Town against any claims and penalties resulting from such access. In the process of migration, the City shall not violate any state or federal regulations concerning protected data. If there are IT related contracts with expiration dates after the last fiscal year in which City residents pay Town taxes that cannot be transferred to the City without penalty or would be canceled if the City were no longer a part of the contract, the Town and City shall maintain the contract through its expiration date and the City shall reimburse the Town fifty percent (50%) of the amount due. The Town shall provide a copy of the vendor's invoice and invoice the City the amount due with payment terms. The Town and City may consider future conversations of extending, renewing, or creating IT related contracts if they so desire. In the event the migration causes the cancellation of any contracts with third-party IT vendors, the City shall be responsible for the payment of any penalties resulting from such cancellation. Both the Town and City shall negotiate with those vendors on any claimed penalties.

4. The Town staff shall work cooperatively with the IT Consultants to facilitate the migration of the former Village IT infrastructure, data, and resources to the City. In no event shall the City have access to non-Village related data following completion of the migration.
5. In the event the migration is not complete by the end of the last fiscal year in which City residents pay Town taxes, the City shall thereafter reimburse the Town at a reasonable hourly rate based upon the salary and benefit costs of the Town IT Director for the costs incurred in providing staff and equipment to assist with the migration.
6. This Agreement shall terminate at the time the City notifies the Town the migration is complete or June 30, 2023, whichever occurs sooner. If this contract requires an extension, the Parties shall not unreasonably deny the extension because the migration is not complete. Prior to termination of the Agreement, the City shall reimburse the Town for any costs incurred pursuant to Section 5 above.
7. This Agreement may be amended or modified by mutual written agreement of the Parties.
8. 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 Selectboard  
81 Main Street  
Essex Junction, VT 05452-3209

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

9. 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. 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. 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.
12. 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 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

## Delinquent Tax 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 Town has historically collected property tax payments for the Town, the incorporated Village of Essex Junction (“Village”) and the Essex Westford School District (“EWSD”) and would pay the Village and EWSD the full amount they were due regardless of whether or not those taxes were actually collected;

WHEREAS, the Town would then pursue collection of delinquent property taxes and maintain the proceeds from those efforts;

WHEREAS, the Municipalities desire to define the rights and responsibilities of each Municipality in collecting property tax delinquencies;

WHEREAS, any property tax delinquencies incurred for properties located in the Village prior to the date the City begins collecting taxes will be collected by and payable to the Town of Essex;

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) Prior to the date the City begins collecting its own taxes, all delinquencies incurred for properties located in the former Village will be collected by and payable to the Town. The Town may continue collection efforts for both the Town and former Village, including tax sales, on delinquencies beyond the effective date of the City Charter, if lawful. In the event the Town cannot lawfully pursue collection of delinquent property taxes in a separate municipality, the City shall purchase those delinquent accounts from the Town at the end of the fiscal year in which Village voters were allowed to vote on the Town budget and may pursue its own collection efforts. The City shall honor the terms of any payment plans for any delinquent account purchased.
- 2) The Municipalities may choose to work cooperatively on collection efforts for properties with delinquencies owed to both the Town and the City.
- 3) **This Agreement may be amended or modified by mutual written agreement of the Parties.**

- 4) This agreement shall terminate when all delinquencies incurred for properties located in the former Village have been collected by the Town or when the City has purchased all delinquent accounts from the Town.
- 5) 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:~~City of~~Town of Essex Selectboard  
81 Main Street  
Essex Junction, VT 05452-3209

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

- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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

## **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 Town of 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 a 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 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 and 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 two (2) year to close on said transaction. Grantor shall convey title via warranty deed in customary Vermont form, sufficient to convey good and marketable title to the Property. If Grantee fails to close within the two-year period it will be deemed to have waived this right of first refusal unless the Parties mutually agree otherwise.
- 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, deletion, or termination 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;

WHEREAS, approved projects not yet completed may require more or less funding than what has been and will be collected to complete the approved projects;

WHEREAS, each community may establish 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. 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 was collected from Village and Town of Essex property owners prior to the approval of the City Charter to complete the then 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. This Agreement may be amended or modified by mutual written agreement of the Parties.
5. 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 Selectboard  
   81 Main Street  
   Essex Junction, VT 05452-3209

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

6. 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.
7. 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.

8. 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.
9. 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.
10. 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

## 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 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 be renewable for another five (5) years (Extended Term) at the conclusion of the Initial Term provided neither Party terminates the Agreement by providing the other Party with a formal Notice of Intent to Terminate the Agreement (See Section 11 herein) or the Parties enter into a new or revised agreement. This Agreement will continue to be renewable for an unlimited number of Extended Terms, until it is terminated pursuant to Section 11 herein.

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, including whether the allocation of costs on a per capita basis remains an appropriate metric, on or about the second anniversary of its effective date, and every three years thereafter.

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 the Police Services described herein as set forth in the Town's voter 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 or on such other schedule as mutually agreed upon by the Parties. 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 City shall be assessed an additional 3.5% of the direct costs to support indirect police related expenses. The intention is to support administration costs, human resources costs, Information Technology (IT) costs, finance costs and other mutually agreed upon costs related to the operations of the police department. 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, no later than the Town's billing for the second quarter of each fiscal year, the Town will reconcile the actual costs compared to the budgeted amount that the City was billed for, 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 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 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.

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. 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. 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 consideration of the City's payment of 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 Essex Junction Public Works, and Essex Junction Fire Department.

The Town will include in the annual budget for Police Services funds for special events planned in advance of the date by which the Town provides the budget to the City. 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.

In the event 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 Party requesting the change shall provide the 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 fiscal year when the change is first proposed unless mutually agreed upon. In the event the Town voters fail to approve a proposed budget, and the budget failure necessitates a reduction in the budget for Police Services, there will be a concomitant reduction in the level of service. 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. Likewise, if the City desires an additional service that benefits the City only, the City will be responsible for payment for those additional services.

#### 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 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 also accept input from and cooperate with the City Manager. The Police Chief, Town Manager, and City Manager shall 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”) in the future, the City shall be afforded 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.

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 not less than three (3) years nor more than four (4) 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 terminate upon any of the following events:

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

- c. At such time that the City has notified the Town that it has established a municipal Police Department that performs the Services, for which notice shall be provided to the Town a minimum of two years in advance.

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 Selectboard  
   81 Main Street  
   Essex Junction, VT 05452-3209

To City of Essex Junction:  
   City of Essex Junction City Council  
   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, unless such dispute involves an immediate disruption to police services. 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

CITY OF ESSEX JUNCTION

By: \_\_\_\_\_  
Its Duly Authorized Agent

**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;

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 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; and

WHEREAS, the Parties now wish to enter into this Memorandum of Understanding regarding the tentative 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 hereby agree as follows:

1. The Town and Village have prepared the following tentative agreements which are attached as Exhibits to this MOU:
  - a. Police Services Agreement;

- b. Reappraisal and Assessor Services Agreement;
  - c. Clerk/Treasurer's Agreement;
  - d. Information Technology Agreement; and
  - e. Delinquent Tax Agreement.
2. Prior to the execution of the foregoing agreements, the Parties, working in good faith, shall reach agreement, at a minimum, on the following matters: Right of First Refusal for 81 Main Street; Stormwater Agreement; Indian Brook access; Recreation program access; Senior Center and Bus; and shared boards, commissions, and committees. 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. Joint administrative services (Manager; Human Resources, etc.) will be discontinued at such time the Village has retained those services for itself or February 25, 2022, whichever occurs first. 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.
  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-E during the transitional period provided agreement is reached on those issues set forth in section 2, above. The Town and the Village will work in good faith to execute the agreements.
  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 Services concerns an essential municipal function, and thus, any dispute between the Parties that arises concerning Police Services and which could cause an interruption of police services is emergent and in need of immediate attention by the court and therefore not subject to a mediation requirement prior to initiating a filing with the court.
  5. This MOU may be amended or modified by mutual written agreement of the Parties. This MOU shall terminate upon the execution of the agreements set forth in Section 1. Should the Vermont Legislature not approve the City Charter by the conclusion of the 2021-2022 legislative session, this MOU shall terminate and have no further force or effect unless extended by mutual agreement of the Parties.



VILLAGE OF ESSEX JUNCTION

By: \_\_\_\_\_  
Its Duly Authorized Agent

**Memorandum**

**To:** Board of Trustees; Evan Teich, Unified Manager  
**Cc:** Courtney Bushey, Interim Finance Director  
**From:** Marguerite Ladd, Assistant Manager  
**Re:** Budget review schedule FY23  
**Date:** December 10<sup>th</sup>, 2021

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**Issue**

Recommended FY23 Budget Review Schedule

**Discussion**

The recommended FY23 budget review schedule is as follows:

1/11 Workshop budgets  
1/25 Workshop budgets  
2/8 Workshop budgets  
Warn public hearing  
2/22 Hold public hearing  
Adopt the budget  
3/8 Warn annual meeting  
4/12 Annual meeting

**Recommendation**

Staff recommends that the Village Board accept this schedule or note any changes now and set the final schedule. No formal motion necessary.

VILLAGE OF ESSEX JUNCTION  
TRUSTEE MEETING MINUTES  
TUESDAY, NOVEMBER 23, 2021

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation & Parks Director; Sarah Macy, Finance Director; Harlan Smith, Essex Junction Recreation & Parks Grounds & Facilities Director

**OTHERS PRESENT:** Elaine Haney, Our Village Our Voices; Meghan O'Rourke, Town Meeting TV; Paula Sargent

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/ CHANGES**

Ms. Thibeault requested the removal of Consent Item 6c, "Approval of Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021" and asked that this item be moved to Business Item 5e. Former business Item 5e, "Discussion and potential action regarding personnel" will be moved to Business Item 5f.

**3. APPROVE AGENDA**

**AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA to amend the agenda. The motion passed 5-0.**

**4. PUBLIC TO BE HEARD**

Ms. Sargent said that she is a member of the Senior Center. She expressed concerns about the future of joint Town/Village management of the Center, staffing, building hours, external events being held in the Senior Center, bus excursions, a desire for increased funding, and the potential of a future advisory board.

**5. BUSINESS ITEMS**

**a. Presentation from Our Village our Voices**

Ms. Haney said that she would like to report on the spending and activities of "Our Village our Voices." Over thirty volunteers were involved in this process, and the committee began work in April of 2021. The committee reached out to 71% of households in Essex Junction via door-to-door outreach, connected with residents at a variety of public settings, and helped ensure a 50% turnout at the separation vote. \$10,000 was allocated to the committee, however a little over \$3,000 will be returned as unspent. Our Village Our Voices is looking forward to continuing to assist the Trustees in their work toward separation. The Trustees thanked the committee and volunteers for their hard work.

**b. Presentation from Town Meeting TV**

Ms. O'Rourke said that CCTV will be updating the Trustees on their work in the last year and requesting funds for the next fiscal year. She said that a major change was the move to hybrid meetings and said that the number of meetings Essex Junction has had resulted in exceeding their production allotment. Increased production services can be discussed to compensate for this. Revenues from cable companies are



49 decreasing, and this must be made up with governmental funding. Mr. Brown thanked CCTV for their  
50 hard work and said that the number of meetings held are expected to decrease next year. He also said that  
51 Essex Junction needs someone to serve on the CCTV Board. Mr. Teich said that he believes that hybrid  
52 meetings have helped to increase resident engagement and expressed thanks to the production team for  
53 their hard work. Ms. O'Rourke said that CCTV could be hired to film additional meetings on an hourly or  
54 contractual basis if needed.

55  
56 **c. Discussion on FY21 Fund Balance – Sarah Macy**

57 Ms. Macy said that FY21 audit is substantially complete. The unassigned fund balance is a little over 10%,  
58 which is the voter-approved limit. Ms. Macy said that she recommends that the Trustees use this overage  
59 (\$43,461) to offset the tax levy in the FY23 budget. Mr. Brown asked if there are any concerns in using  
60 this amount to offset the tax levy, and Ms. Macy said that it could result in the potential of future tax  
61 increases if there were no fund balance offsets in subsequent years.

62  
63 **GEORGE TYLER made a motion, seconded by DAN KERIN that the Trustees assign \$43,461 of**  
64 **unassigned fund balance to offset the tax levy in the FY23 budget.**

65  
66 **d. Discuss and edit agreements and MOUs with the Town of Essex in relation to Independence**

67 Mr. Brown said that this is a good time to debrief and ask any questions that the Board might have. Mr.  
68 Tyler said that it seems that the Selectboard will not approve any agreements unless all are resolved, and  
69 asked how this should be navigated. Mr. Chawla and Mr. Kerin said that the Boards made significant  
70 progress at the joint meeting last night, and said that it bodes well for the future. Mr. Tyler encouraged the  
71 Board to keep any agreement regarding senior services to be at a high level, and not get into details at this  
72 time. Mr. Brown believes that the Town and Village need to ensure that all immediate issues (i.e. police,  
73 finance, stormwater) are addressed before the legislature will approve the charter, however the smaller  
74 issues do not need to be finalized at this time. Mr. Chawla encouraged the Board to discuss the Tree Farm  
75 Building Maintenance Agreement prior to the next joint meeting. Mr. Teich said that there is a vacant  
76 home, semi-vacant barn, a building that has fallen to disrepair and storage building on the property. There  
77 are no plans to make any changes to this property, and any changes would need to be planned and approved  
78 by the state. Mr. Chawla said that, despite the joint ownership, the Village has not had any direct say in the  
79 upkeep of the buildings, and is concerned about the liability. He encouraged the Town to use some of the  
80 fund balance for this purpose, and said that the Village is leaving all of this money on the table after  
81 separation. Mr. Smith said that there is a red barn that has not been mentioned, which is also in disrepair.  
82 He said that the documentation states that the Town is responsible for the buildings upkeep, and that there  
83 is no Village use of any of these buildings. Mr. Brown said that he is happy to be responsible for these  
84 buildings if there is some benefit to the Village for doing so. Mr. Chawla agreed, and said that income from  
85 the property should have some funds put towards capital. Mr. Tyler said that a possibility would be that  
86 the Village control of all properties on the Village side, and the Town control of all properties on the Town  
87 side. Mr. Brown said that there seems to be a consensus that the Board is not in favor of maintaining these  
88 buildings, and that if the Town is interested in doing so it should be their responsibility. This may be  
89 something where it is better for the two communities not to work together. The Trustees said that they  
90 hope to focus on the top-tier agreements at the next joint board meeting. Mr. Brown said that future joint  
91 meetings need to be scheduled into the New Year, and said that at least one a month will be needed. Mr.  
92 Chawla asked how the Finance Department will be structured after Ms. Macy leaves for her new position.  
93 Mr. Luck said that this could be the subject of a new agreement, stating that the two communities will have  
94 separate finance directors which will both initially work out of 81 Main Street. This will be drafted and  
95 sent to the legal counsel. In public comment, Mr. Smith said it would be helpful if some kind of long-term

96 plan would be instituted for the Tree Farm, and volunteered to assist with this project. Mr. Brown said that  
97 he hopes that all staff feels empowered to bring forth ideas to management.  
98

99 **e. Approve Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021**

100 Ms. Thibeault said that she believes that the Village has inadvertently ended up with some of the Town  
101 check warrants. Mr. Teich suggested that these be approved, except for those that begin with a “1” as these  
102 are Town accounts.  
103

104 **AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA to accept the check warrants,  
105 except for those that begin with a number “1” as those are Town accounts. Motion passed 5-0.**  
106

107 **f. Discussion and potential action regarding personnel**

108 This was discussed during Executive Session.  
109

110 **6. CONSENT ITEMS**

111 **Motion by RAJ CHAWLA, second by AMBER THIBEAULT to approve the consent agenda.**

112 **Motion passed 5-0.**

113 **a. Approve minutes: November 4, 2021; November 9, 2021**

114 **b. Agency of Natural Resources easement at 100 Pearl St. Essex**

115 **e. ~~Approve Check Warrants: #17276—11/05/2021; #17277—11/12/2021; #17278—11/19/2021~~**  
116

117 **7. READING FILE**

118 **a. Board member comments:** Mr. Brown said Mr. Jutras plans to retire soon, and lauded him for his  
119 efforts in his 31-year career. Mr. Teich echoed these sentiments, and described Mr. Jutras’s work in cost  
120 mitigation, environmental regulation, and legislative action. Mr. Teich said that, as the wastewater  
121 treatment facility is a tri-town initiative, he would like to engage representatives from the Town of Essex  
122 and Williston in interviewing Mr. Jutras’s replacement. Mr. Tyler encouraged the Village to make it  
123 possible for Mr. Jutras to attend the NEWEA award ceremony in Boston. Mr. Chawla said that  
124 construction vehicles and fencing have been blocking the sidewalk on Pearl Street, and encouraged this to  
125 be resolved as soon as possible.

126 **b. b. Jim Jutras recipient of the 2021 NEWEA Residuals Management Achievement Award**

127 **c. Upcoming meeting schedule**  
128

129 **8. EXECUTIVE SESSION**

130 **a. An executive session may be needed to discuss employment of public officials**  
131

132 **ANDREW BROWN made a motion, and DAN KERIN seconded, that the Trustees enter into  
133 executive session to discuss the employment of a public employee in accordance with 1 V.S.A. Section  
134 313(a)(3) to include the Unified Manager and Assistant Manager. The motion passed 5-0.**  
135

136 **DAN KERIN made a motion, seconded by AMBER THIBEAULT to exit Executive Session. Motion  
137 passed 5-0.**  
138

139 **9. ADJOURN**

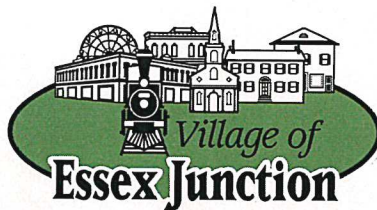
140 **DAN KERIN made a motion, seconded by AMBER THIBEAULT, to adjourn. Motion passed 5-0 at  
141 9:11 p.m.**  
142

143 Respectfully Submitted,

**VILLAGE TRUSTEES  
(DRAFT)**

**August 24, 2021**

144 Darby Mayville  
145 Recording Secretary  
146



## MEMORANDUM

TO: Village of Essex Junction Trustees  
FROM: Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator *CHM*  
cc: Evan Teich Unified Municipal Manager,  
Gregory Duggan, Deputy Manager  
Courtney Bushey, Finance Director  
Ricky Jones, Public Works Superintendent  
DATE: December 7, 2021  
SUBJECT: Densmore Drive Culvert Crossing #2 Replacement Construction Project Contract Awards

**Issue:** To award a construction contract and inspection services contract for the replacement of a second culvert crossing on Densmore Drive.

**Discussion:** The Densmore Dr. culvert near Brickyard Rd was ranked to the top of the Capital Plan due to significant signs of end of life to the Indian Brook culvert crossing. Since this project is top on the FY22 Capital Plan the replacement was designed and put out to bid for construction with 7 companies responding.

The concrete culvert (just like Densmore #1 installed 2021) will be constructed at the factory starting January 2022 and the site work will begin in the spring between April-June 2022 (weather dependent) with project completion Fall 2022. Hoyle Tanner Associates (HTA) served as design engineers and a contract with Hamlin Engineers has been developed to serve as construction inspection engineers during the project.

**Costs:** The lowest bid was submitted by S.D. Ireland at \$616,005. A Notice of Low bid summary and bid tabulation is attached with the support of the design engineers and construction inspection engineers to award to the lowest bidder.

According to the outgoing Finance Director there has been \$850,000 allocated from the Capital Fund to this project with \$61,000 spent in FY'21 for design engineering services.

Anticipate costs:

HTA design engineering contract \$93,717 (83% of contract paid as of Nov 2021)

Construction by SDI \$616,005

Hamlin Engineers construction engineer services \$68,000 NTE

There are sufficient funds in the Village Capital Fund to cover the project costs.

**Recommendation:** It is recommended that the Trustees authorize staff to award the bid for the Densmore Drive culvert replacement #2 to the lowest bidder, S.D. Ireland for \$616,005 and the construction engineering services contract with Hamlin Engineers not to exceed \$68,000.

December 2, 2021

Ms. Chelsea Mandigo  
 Stormwater Coordinator/Wastewater Operator  
 Village of Essex Junction  
 2 Lincoln Street  
 Essex Junction, VT 05452  
[chelsea@essexjunction.org](mailto:chelsea@essexjunction.org)

Re: Construction Bid Results  
 Densmore Drive Upstream Culvert Replacement  
 Village of Essex Junction, VT  
 Hoyle, Tanner Project No. 927903

Dear Chelsea:

Bids were received for the above referenced project on Friday, November 19, 2021 at 2:00 pm, and were publicly read via a video conference call. Seven bid proposals were received; a tabulation of these bids and our bid analysis is enclosed for your review. The purpose of this letter is to summarize the bid results and to make a recommendation of award.

The following is a summary of the bids received:

	<u>Total Base Bid:</u>	<u>Total Base Bid Plus Alternate No. 1:</u>
<b>Engineers Estimate</b> Hoyle, Tanner & Associates, Inc.	\$620,650.00	\$646,650.00
<b>S.D. Ireland Brothers Corporation</b>	\$583,405.00	\$616,005.00
<b>J. Hutchins, Inc.</b>	\$613,851.00	\$642,351.00
<b>Don Weston Excavating</b>	\$636,426.00	\$661,926.00
<b>Munson Earth-Moving Corp</b>	\$667,732.00	\$694,882.00
<b>CCS Constructors Inc.</b>	\$684,543.50	\$702,543.50
<b>Kirk Fenoff &amp; Sons Excavating, LLC</b>	\$718,345.00	\$743,345.00
<b>Engineers Construction Inc.</b>	\$759,975.00	\$786,975.00

All bids received were responsive and contained the required bid bonds in the amount of 5% of the bid price. S.D. Ireland Brothers Corporation is the low bidder with a total base bid plus Alternate No. 1 of \$616,005.00. The low bid price is \$30,645.00 lower than the Engineer's Estimate, or 4.7% lower.

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

S.D. Ireland Brothers Corporation recently completed the downstream Densmore Drive culvert in Summer 2021. S.D. Ireland Brothers Corporation successfully completed the project to the satisfaction of the Village and Hoyle Tanner. We find S.D. Ireland Brothers Corporation to be a competent bridge contractor capable of performing the work for the Densmore Drive Upstream Culvert project.

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

Should you have any questions or require further information please do not hesitate to contact the undersigned at (603) 413-2834 or [jsemprini@hoyletanner.com](mailto:jsemprini@hoyletanner.com).

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



Jillian Semprini, P.E.  
Project Manager

Enclosures



ITEM NO.	DESCRIPTION	QUANTITY	Engineer Estimate		S D Ireland Brothers Corporation		J. Hutchins, Inc.		Don Weston Excavating		
			UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	
<b>BASE BID</b>											
201.1	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	1 LS	\$15,000.00	\$ 15,000.00	\$7,500.00	\$ 7,500.00	\$4,200.00	\$ 4,200.00	\$25,000.00	\$ 25,000.00	
203.15	COMMON EXCAVATION	290 CY	\$20.00	\$ 5,800.00	\$25.00	\$ 7,250.00	\$30.00	\$ 8,700.00	\$23.00	\$ 6,670.00	
203.27	UNCLASSIFIED CHANNEL EXCAVATION	100 CY	\$25.00	\$ 2,500.00	\$75.00	\$ 7,500.00	\$47.00	\$ 4,700.00	\$30.00	\$ 3,000.00	
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	80 CY	\$30.00	\$ 2,400.00	\$30.00	\$ 2,400.00	\$41.00	\$ 3,280.00	\$60.00	\$ 4,800.00	
203.3	EARTH BORROW	10 CY	\$25.00	\$ 250.00	\$30.00	\$ 300.00	\$23.00	\$ 230.00	\$75.00	\$ 750.00	
204.25	STRUCTURE EXCAVATION	700 CY	\$25.00	\$ 17,500.00	\$35.00	\$ 24,500.00	\$31.00	\$ 21,700.00	\$23.00	\$ 16,100.00	
204.3	GRANULAR BACKFILL FOR STRUCTURES	180 CY	\$50.00	\$ 9,000.00	\$57.50	\$ 10,350.00	\$70.00	\$ 12,600.00	\$66.25	\$ 11,925.00	
210.1	COARSE-MILLING, BITUMINOUS PAVEMENT	110 SY	\$25.00	\$ 2,750.00	\$50.00	\$ 5,500.00	\$70.00	\$ 7,700.00	\$10.00	\$ 1,100.00	
301.15	SUBBASE OF GRAVEL	260 CY	\$40.00	\$ 10,400.00	\$40.00	\$ 10,400.00	\$43.00	\$ 11,180.00	\$33.00	\$ 8,580.00	
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	100 CY	\$40.00	\$ 4,000.00	\$40.00	\$ 4,000.00	\$45.00	\$ 4,500.00	\$34.00	\$ 3,400.00	
404.65	EMULSIFIED ASPHALT	5 CWT	\$75.00	\$ 375.00	\$100.00	\$ 500.00	\$36.00	\$ 180.00	\$10.00	\$ 50.00	
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	130 TON	\$110.00	\$ 14,300.00	\$115.00	\$ 14,950.00	\$160.00	\$ 20,800.00	\$150.00	\$ 19,500.00	
514.1	WATER REPELLENT, SILANE	5 GAL	\$100.00	\$ 500.00	\$125.00	\$ 625.00	\$51.00	\$ 255.00	\$40.00	\$ 200.00	
519.2	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	157 SY	\$45.00	\$ 7,065.00	\$45.00	\$ 7,065.00	\$45.00	\$ 7,065.00	\$41.00	\$ 6,437.00	
540.1	PRECAST CONCRETE STRUCTURE	1 LS	\$230,000.00	\$ 230,000.00	\$200,000.00	\$ 200,000.00	\$225,000.00	\$ 225,000.00	\$370,789.00	\$ 370,789.00	
613.06	E-STONE, TYPE I	200 CY	\$60.00	\$ 12,000.00	\$55.00	\$ 11,000.00	\$85.00	\$ 17,000.00	\$45.00	\$ 9,000.00	
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	350 LF	\$35.00	\$ 12,250.00	\$35.00	\$ 12,250.00	\$41.00	\$ 14,350.00	\$38.00	\$ 13,300.00	
616.41	REMOVAL OF EXISTING CURB	350 LF	\$8.00	\$ 2,800.00	\$6.00	\$ 2,100.00	\$10.00	\$ 3,500.00	\$4.00	\$ 1,400.00	
618.1	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	120 SY	\$95.00	\$ 11,400.00	\$100.00	\$ 12,000.00	\$79.00	\$ 9,480.00	\$85.50	\$ 10,260.00	
635.11	MOBILIZATION/DEMOBILIZATION	1 LS	\$60,000.00	\$ 60,000.00	\$33,000.00	\$ 33,000.00	\$26,000.00	\$ 26,000.00	\$10,000.00	\$ 10,000.00	
641.1	TRAFFIC CONTROL	1 LS	\$15,000.00	\$ 15,000.00	\$10,000.00	\$ 10,000.00	\$11,650.00	\$ 11,650.00	\$5,000.00	\$ 5,000.00	
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	620 SY	\$2.00	\$ 1,240.00	\$1.50	\$ 930.00	\$2.00	\$ 1,240.00	\$2.00	\$ 1,240.00	
649.31	GEOTEXTILE UNDER STONE FILL	200 SY	\$5.00	\$ 1,000.00	\$3.50	\$ 700.00	\$2.00	\$ 400.00	\$2.00	\$ 400.00	
651.15	SEED	11 LB	\$10.00	\$ 110.00	\$10.00	\$ 110.00	\$25.50	\$ 280.50	\$10.00	\$ 110.00	
651.18	FERTILIZER	65 LB	\$4.00	\$ 260.00	\$5.00	\$ 325.00	\$4.50	\$ 292.50	\$3.00	\$ 195.00	
651.35	TOPSOIL	70 CY	\$45.00	\$ 3,150.00	\$45.00	\$ 3,150.00	\$100.00	\$ 7,000.00	\$46.00	\$ 3,220.00	
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	1 LS	\$10,000.00	\$ 10,000.00	\$20,000.00	\$ 20,000.00	\$9,500.00	\$ 9,500.00	\$25,000.00	\$ 25,000.00	
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	1 LS	\$55,000.00	\$ 55,000.00	\$50,000.00	\$ 50,000.00	\$48,000.00	\$ 48,000.00	\$19,000.00	\$ 19,000.00	
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	1 LS	\$64,600.00	\$ 64,600.00	\$54,000.00	\$ 54,000.00	\$55,780.00	\$ 55,780.00	\$55,000.00	\$ 55,000.00	
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	1 LS	\$50,000.00	\$ 50,000.00	\$71,000.00	\$ 71,000.00	\$77,288.00	\$ 77,288.00	\$5,000.00	\$ 5,000.00	
<b>BID ALTERNATIVE NO. 1</b>											
900.645 SP	SPECIAL PROVISION (STORMWATER PIPE LINING)	1 LS	\$26,000.00	\$ 26,000.00	\$32,600.00	\$ 32,600.00	\$28,500.00	\$ 28,500.00	\$25,500.00	\$ 25,500.00	
<b>TOTAL BASE BID:</b>				<b>\$ 620,650.00</b>		<b>\$ 583,405.00</b>		<b>\$ 613,851.00</b>		<b>\$ 636,426.00</b>	
<b>TOTAL BASE BID PLUS BID ALTERNATIVE NO. 1:</b>				<b>\$ 646,650.00</b>		<b>\$ 616,005.00</b>		<b>\$ 642,351.00</b>		<b>\$ 661,926.00</b>	

ITEM NO.	DESCRIPTION	QUANTITY	Munson Earth-Moving Corp.		CCS Constructors, Inc.		Kirk Fenoff & Sons Excavating, LLC.		Engineers Construction, Inc.		
			UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT	
<b>BASE BID</b>											
201.1	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	1 LS	\$12,500.00	\$ 12,500.00	\$8,000.00	\$ 8,000.00	\$5,000.00	\$ 5,000.00	\$15,000.00	\$ 15,000.00	
203.15	COMMON EXCAVATION	290 CY	\$26.00	\$ 7,540.00	\$24.50	\$ 7,105.00	\$50.00	\$ 14,500.00	\$18.00	\$ 5,220.00	
203.27	UNCLASSIFIED CHANNEL EXCAVATION	100 CY	\$33.00	\$ 3,300.00	\$30.00	\$ 3,000.00	\$45.00	\$ 4,500.00	\$20.00	\$ 2,000.00	
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	80 CY	\$40.00	\$ 3,200.00	\$50.00	\$ 4,000.00	\$400.00	\$ 32,000.00	\$32.00	\$ 2,560.00	
203.3	EARTH BORROW	10 CY	\$32.00	\$ 320.00	\$70.00	\$ 700.00	\$30.00	\$ 300.00	\$33.00	\$ 330.00	
204.25	STRUCTURE EXCAVATION	700 CY	\$42.50	\$ 29,750.00	\$29.00	\$ 20,300.00	\$60.00	\$ 42,000.00	\$26.00	\$ 18,200.00	
204.3	GRANULAR BACKFILL FOR STRUCTURES	180 CY	\$66.00	\$ 11,880.00	\$50.00	\$ 9,000.00	\$60.00	\$ 10,800.00	\$58.00	\$ 10,440.00	
210.1	COARSE-MILLING, BITUMINOUS PAVEMENT	110 SY	\$87.00	\$ 9,570.00	\$55.00	\$ 6,050.00	\$87.00	\$ 9,570.00	\$15.00	\$ 1,650.00	
301.15	SUBBASE OF GRAVEL	260 CY	\$43.00	\$ 11,180.00	\$35.00	\$ 9,100.00	\$40.00	\$ 10,400.00	\$45.00	\$ 11,700.00	
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	100 CY	\$43.00	\$ 4,300.00	\$50.00	\$ 5,000.00	\$100.00	\$ 10,000.00	\$52.00	\$ 5,200.00	
404.65	EMULSIFIED ASPHALT	5 CWT	\$52.00	\$ 260.00	\$120.00	\$ 600.00	\$50.00	\$ 250.00	\$86.00	\$ 430.00	
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	130 TON	\$185.00	\$ 24,050.00	\$155.00	\$ 20,150.00	\$190.00	\$ 24,700.00	\$135.00	\$ 17,550.00	
514.1	WATER REPELLENT, SILANE	5 GAL	\$180.00	\$ 900.00	\$120.00	\$ 600.00	\$500.00	\$ 2,500.00	\$46.00	\$ 230.00	
519.2	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	157 SY	\$51.00	\$ 8,007.00	\$65.00	\$ 10,205.00	\$22.00	\$ 3,454.00	\$45.00	\$ 7,065.00	
540.1	PRECAST CONCRETE STRUCTURE	1 LS	\$235,000.00	\$ 235,000.00	\$328,000.00	\$ 328,000.00	\$172,000.00	\$ 172,000.00	\$268,700.00	\$ 268,700.00	
613.06	E-STONE, TYPE I	200 CY	\$116.00	\$ 23,200.00	\$50.00	\$ 10,000.00	\$50.00	\$ 10,000.00	\$85.00	\$ 17,000.00	
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	350 LF	\$40.00	\$ 14,000.00	\$26.00	\$ 9,100.00	\$42.00	\$ 14,700.00	\$34.00	\$ 11,900.00	
616.41	REMOVAL OF EXISTING CURB	350 LF	\$8.00	\$ 2,800.00	\$7.50	\$ 2,625.00	\$10.00	\$ 3,500.00	\$13.00	\$ 4,550.00	
618.1	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	120 SY	\$106.00	\$ 12,720.00	\$85.00	\$ 10,200.00	\$90.00	\$ 10,800.00	\$96.00	\$ 11,520.00	
635.11	MOBILIZATION/DEMOBILIZATION	1 LS	\$47,000.00	\$ 47,000.00	\$65,000.00	\$ 65,000.00	\$100,000.00	\$ 100,000.00	\$79,000.00	\$ 79,000.00	
641.1	TRAFFIC CONTROL	1 LS	\$15,500.00	\$ 15,500.00	\$15,000.00	\$ 15,000.00	\$30,000.00	\$ 30,000.00	\$12,000.00	\$ 12,000.00	
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	620 SY	\$2.00	\$ 1,240.00	\$6.50	\$ 4,030.00	\$1.25	\$ 775.00	\$2.50	\$ 1,550.00	
649.31	GEOTEXTILE UNDER STONE FILL	200 SY	\$2.00	\$ 400.00	\$15.00	\$ 3,000.00	\$3.25	\$ 650.00	\$5.80	\$ 1,160.00	
651.15	SEED	11 LB	\$20.00	\$ 220.00	\$18.50	\$ 203.50	\$11.00	\$ 121.00	\$15.00	\$ 165.00	
651.18	FERTILIZER	65 LB	\$3.00	\$ 195.00	\$5.00	\$ 325.00	\$5.00	\$ 325.00	\$4.00	\$ 260.00	
651.35	TOPSOIL	70 CY	\$60.00	\$ 4,200.00	\$75.00	\$ 5,250.00	\$50.00	\$ 3,500.00	\$58.50	\$ 4,095.00	
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	1 LS	\$3,500.00	\$ 3,500.00	\$8,000.00	\$ 8,000.00	\$45,000.00	\$ 45,000.00	\$8,500.00	\$ 8,500.00	
900.645 WD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	1 LS	\$38,000.00	\$ 38,000.00	\$20,000.00	\$ 20,000.00	\$50,000.00	\$ 50,000.00	\$65,000.00	\$ 65,000.00	
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	1 LS	\$81,000.00	\$ 81,000.00	\$50,000.00	\$ 50,000.00	\$60,000.00	\$ 60,000.00	\$92,000.00	\$ 92,000.00	
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	1 LS	\$62,000.00	\$ 62,000.00	\$50,000.00	\$ 50,000.00	\$47,000.00	\$ 47,000.00	\$85,000.00	\$ 85,000.00	
<b>BID ALTERNATIVE NO. 1</b>											
900.645 SP	SPECIAL PROVISION (STORMWATER PIPE LINING)	1 LS	\$27,150.00	\$ 27,150.00	\$18,000.00	\$ 18,000.00	\$25,000.00	\$ 25,000.00	\$27,000.00	\$ 27,000.00	
<b>TOTAL BASE BID:</b>				<b>\$ 667,732.00</b>		<b>\$ 684,543.50</b>		<b>\$ 718,345.00</b>		<b>\$ 759,975.00</b>	
<b>TOTAL BASE BID PLUS BID ALTERNATIVE NO. 1:</b>				<b>\$ 694,882.00</b>		<b>\$ 702,543.50</b>		<b>\$ 743,345.00</b>		<b>\$ 786,975.00</b>	



ITEM NO.	DESCRIPTION	QUANTITY	ENGINEER'S ESTIMATE		LOW BID S D Ireland Brothers Corporation		LOW BID ITEM AMOUNT DIFFERENCE	% OF ENGINEERS ESTIMATE	REMARKS	
			UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT				
<b>BASE BID</b>										
201.1	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	1.	LS	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	-\$7,500.00	50.0%	Low cost associated with small project area. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.
203.15	COMMON EXCAVATION	290.	CY	\$ 20.00	\$ 5,800.00	\$ 25.00	\$ 7,250.00	+\$1,450.00	125.0%	
203.27	UNCLASSIFIED CHANNEL EXCAVATION	100.	CY	\$ 25.00	\$ 2,500.00	\$ 75.00	\$ 7,500.00	+\$5,000.00	300.0%	The quantity of this item has been verified. The limits for this item is clearly identified on the Plans. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner. It is recommended that the Resident Engineer monitor the quantity used and projected for use during construction and notify the Village if it is expected to exceed the estimated value,
203.28	EXCAVATION OF SURFACES AND PAVEMENTS	80.	CY	\$ 30.00	\$ 2,400.00	\$ 30.00	\$ 2,400.00	\$0.00	100.0%	
203.3	EARTH BORROW	10.	CY	\$ 25.00	\$ 250.00	\$ 30.00	\$ 300.00	+\$50.00	120.0%	
204.25	STRUCTURE EXCAVATION	700.	CY	\$ 25.00	\$ 17,500.00	\$ 35.00	\$ 24,500.00	+\$7,000.00	140.0%	
204.3	GRANULAR BACKFILL FOR STRUCTURES	180.	CY	\$ 50.00	\$ 9,000.00	\$ 57.50	\$ 10,350.00	+\$1,350.00	115.0%	
210.1	COARSE-MILLING, BITUMINOUS PAVEMENT	110.	SY	\$ 25.00	\$ 2,750.00	\$ 50.00	\$ 5,500.00	+\$2,750.00	200.0%	This is a relatively high unit cost, likely associated with the relatively small volume needed for this project. It is recommended that the Resident Engineer monitor the quantity used and projected for use during construction and notify the Village if it is expected to exceed the estimated value.
301.15	SUBBASE OF GRAVEL	260.	CY	\$ 40.00	\$ 10,400.00	\$ 40.00	\$ 10,400.00	\$0.00	100.0%	
301.25	SUBBASE OF CRUSHED GRAVEL, COARSE GRADED	100.	CY	\$ 40.00	\$ 4,000.00	\$ 40.00	\$ 4,000.00	\$0.00	100.0%	
404.65	EMULSIFIED ASPHALT	5.	CWT	\$ 75.00	\$ 375.00	\$ 100.00	\$ 500.00	+\$125.00	133.3%	
406.25	MARSHALL BITUMINOUS CONCRETE PAVEMENT	130.	TON	\$ 110.00	\$ 14,300.00	\$ 115.00	\$ 14,950.00	+\$650.00	104.5%	
514.1	WATER REPELLENT, SILANE	5.	GAL	\$ 100.00	\$ 500.00	\$ 125.00	\$ 625.00	+\$125.00	125.0%	
519.2	SHEET MEMBRANE WATERPROOFING, TORCH APPLIED	157.	SY	\$ 45.00	\$ 7,065.00	\$ 45.00	\$ 7,065.00	\$0.00	100.0%	
540.1	PRECAST CONCRETE STRUCTURE	1.	LS	\$ 230,000.00	\$ 230,000.00	\$ 200,000.00	\$ 200,000.00	-\$30,000.00	87.0%	
613.06	E-STONE, TYPE I	200.	CY	\$ 60.00	\$ 12,000.00	\$ 55.00	\$ 11,000.00	-\$1,000.00	91.7%	
616.28	CAST-IN-PLACE CONCRETE CURB, TYPE B	350.	LF	\$ 35.00	\$ 12,250.00	\$ 35.00	\$ 12,250.00	\$0.00	100.0%	
616.41	REMOVAL OF EXISTING CURB	350.	LF	\$ 8.00	\$ 2,800.00	\$ 6.00	\$ 2,100.00	-\$700.00	75.0%	
618.1	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	120.	SY	\$ 95.00	\$ 11,400.00	\$ 100.00	\$ 12,000.00	+\$600.00	105.3%	
635.11	MOBILIZATION/DEMOBILIZATION	1.	LS	\$ 60,000.00	\$ 60,000.00	\$ 33,000.00	\$ 33,000.00	-\$27,000.00	55.0%	
641.1	TRAFFIC CONTROL	1.	LS	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	-\$5,000.00	66.7%	
649.11	GEOTEXTILE FOR ROADBED SEPARATOR	620.	SY	\$ 2.00	\$ 1,240.00	\$ 1.50	\$ 930.00	-\$310.00	75.0%	
649.31	GEOTEXTILE UNDER STONE FILL	200.	SY	\$ 5.00	\$ 1,000.00	\$ 3.50	\$ 700.00	-\$300.00	70.0%	
651.15	SEED	11.	LB	\$ 10.00	\$ 110.00	\$ 10.00	\$ 110.00	\$0.00	100.0%	

ITEM NO.	DESCRIPTION	QUANTITY		ENGINEER'S ESTIMATE		LOW BID S D Ireland Brothers Corporation		LOW BID ITEM AMOUNT DIFFERENCE	% OF ENGINEERS ESTIMATE	REMARKS	
				UNIT PRICE	ITEM AMOUNT	UNIT PRICE	ITEM AMOUNT				
651.18	FERTILIZER	65.	LB	\$ 4.00	\$ 260.00	\$ 5.00	\$ 325.00	+ \$65.00	125.0%		
651.35	TOPSOIL	70.	CY	\$ 45.00	\$ 3,150.00	\$ 45.00	\$ 3,150.00	\$0.00	100.0%		
900.645 EC	SPECIAL PROVISION (EROSION CONTROL)	1.	LS	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	+ \$10,000.00	200.0%	The work for this item is clearly outlined in the Special Provision for lump sum payment. The difference in unit price versus the estimate appears to present neither advantage to the Bidder nor disadvantage to the Owner.	
900.645 VD	SPECIAL PROVISION (TEMPORARY WATER DIVERSION)	1.	LS	\$ 55,000.00	\$ 55,000.00	\$ 50,000.00	\$ 50,000.00	-\$5,000.00	90.9%		
900.645 WM	SPECIAL PROVISION (8" WATER MAIN)	1.	LS	\$ 64,600.00	\$ 64,600.00	\$ 54,000.00	\$ 54,000.00	-\$10,600.00	83.6%		
900.645 WW	SPECIAL PROVISION (CONCRETE FACED RETAINING WALL SYSTEM)	1.	LS	\$ 50,000.00	\$ 50,000.00	\$ 71,000.00	\$ 71,000.00	+ \$21,000.00	142.0%		
<b>BID ALTERNATIVE NO. 1</b>											
900.645 SP	SPECIAL PROVISION (STORMWATER PIPE LINING)	1.	LS	\$ 26,000.00	\$ 26,000.00	\$ 32,600.00	\$ 32,600.00	+ \$6,600.00	125.4%		
				<b>TOTAL</b>		<b>646650</b>	<b>\$ 616,005.00</b>				

DONALD L. HAMLIN  
CONSULTING ENGINEERS, INC.  
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9  
Essex Junction  
Vermont 05453

136 Pearl Street  
Essex Junction, Vermont

Tel. (802) 878-3956  
Fax (802) 878-2679  
www.dlhce.com

December 7, 2021

Ms. Chelsea H. Mandigo  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452

Re: Village of Essex Junction  
Densmore Drive Upstream Culvert Replacement  
Fee Estimate Proposal-Construction Inspection and Testing Services

Dear Ms. Mandigo:

In response to your request, we are pleased to provide construction inspection and testing services to the Village of Essex Junction related to the replacement of the Densmore Drive Upstream Culvert as described in the plans, contract documents, and technical specifications dated October 2021 and prepared by Hoyle Tanner. It is our understanding that construction of the project is anticipated to commence in June 2022 with final completion by September 1, 2022. It is also our understanding that tree clearing activities necessary for this project will occur between January 2022 and March 2022.

As we have done with multiple projects in the Village, we propose a team approach to this project. We know that to provide complete coverage of the project over the projected construction duration will require both primary inspection staff and back-up staff. The team that will be assigned to this project will consist of Jeffrey P. Kershner, P.E. who is the firm's President, Stephen O. Lizewski, who is the firm's Chief of Field Operations, and Zachary P. Kershner. Stephen will serve as the Resident Engineer for the project, Zachary will serve as the primary construction inspector, and Jeffrey will provide project management and overall quality control related to the construction inspection and testing services.

Please accept this letter as confirmation that we will provide construction inspection and testing services for the above referenced project. We estimate the fee for these services is \$68,000. If you find this acceptable, please sign in the space provided below.

As always, we welcome this opportunity and look forward to working with the Village of Essex Junction to help guide this important project to successful completion.

Respectfully,

Jeffrey P. Kershner, P.E.  
President

Accepted and Approved: \_\_\_\_\_  
Signature Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

WATER SUPPLY & DISTRIBUTION  
STORMWATER MANAGEMENT  
CONTRACTOR SERVICES  
STREETS & HIGHWAYS

MUNICIPAL ASSISTANCE  
SITE DEVELOPMENT & SUBDIVISION  
RECREATION FACILITIES & SKI AREAS  
WASTEWATER COLLECTION & TREATMENT

AGRICULTURAL ENGINEERING  
PERMITTING ASSISTANCE  
RESIDENT ENGINEERING  
LAND SURVEYING

11/29/21  
08:25 am

Town of Essex / Village of EJ Accounts Payable  
Check Warrant Report # 17279 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 11/22/21 To 11/24/21

Page 1 of 1  
HPackard

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V1165	INTERNAL REVENUE SERVICE	11/19/21	Payroll Transfer PR-11/19/21	110-2-00-00-210.002 Federal Inc Tax W/H	8177.51	11170149	11/24/21
V2413	VT DEPT OF TAXES	11/19/21	Payroll Transfer PR-11/19/21	110-2-00-00-210.003 State Inc Tax W/H	1038.02	11170150	11/24/21
25365	INTERNAL REVENUE SERVICE	11/19/21	Payroll Transfer PR-11/19/21	110-2-00-00-210.002 Federal Inc Tax W/H	11077.92	11170409	11/24/21
25365	INTERNAL REVENUE SERVICE	11/19/21	Payroll Transfer PR-11/19/21	110-2-00-00-210.001 FICA Tax W/H	18715.04	11170409	11/24/21
23015	VT DEPT OF TAXES	11/19/21	Payroll Transfer PR-11/19/21	110-2-00-00-210.003 State Inc Tax W/H	3725.68	11170410	11/24/21
Report Total					42734.17		

To the Treasurer of Town of Essex, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*\*42,734.17  
Let this be your order for the payments of these amounts.

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	11/16/21	Nov. 7 - Dec. 4 6571	210-5-41-20-400.000 Contracted Services	600.00	37136	12/03/21
14400	ABOVE AND BEYOND	11/16/21	Nov. 7 - Dec. 4 6571	210-5-41-21-400.000 Contracted Services	2212.75	37136	12/03/21
05290	ADVANCE AUTO PARTS	11/03/21	oil changes 552130725002	210-5-40-12-430.000 R&M Vehicles & Equipment	117.73	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/15/21	supplies 552131925571	210-5-40-12-610.000 General Supplies	75.41	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/15/21	Antifreeze 552131947610	210-5-30-12-610.000 General Supplies	60.61	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/15/21	Antifreeze Gloves 552131947611	210-5-30-12-610.000 General Supplies	29.26	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/18/21	general supplies 552132225729	210-5-40-12-610.000 General Supplies	28.33	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/18/21	filter 552132225730	210-5-40-12-610.000 General Supplies	30.09	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/24/21	fluid film 552132826032	210-5-40-12-610.000 General Supplies	20.04	37137	12/03/21
05290	ADVANCE AUTO PARTS	11/24/21	wiper blades 552132826043	210-5-40-12-610.000 General Supplies	34.80	37137	12/03/21
20440	AINSWORTH CATHY L	11/30/21	Multiple meetings 62	210-5-10-10-530.000 Communications	143.91	37138	12/03/21
42665	AMAZON/SYNCB	11/10/21	A+J Coll, J Prog, Supplie 006985 1121	210-5-35-10-640.202 Juvenile Collection	85.90	37144	12/03/21
42665	AMAZON/SYNCB	11/10/21	A+J Coll, J Prog, Supplie 006985 1121	210-5-35-10-640.201 Adult Collection	71.25	37144	12/03/21
42665	AMAZON/SYNCB	11/10/21	A+J Coll, J Prog, Supplie 006985 1121	210-5-35-10-840.202 Childrens Programs	97.46	37144	12/03/21
42665	AMAZON/SYNCB	11/10/21	A+J Coll, J Prog, Supplie 006985 1121	210-5-90-00-991.000 Library Donation Expense	175.04	37144	12/03/21
42665	AMAZON/SYNCB	11/10/21	A+J Coll, J Prog, Supplie 006985 1121	210-5-35-10-610.000 General Supplies	246.47	37144	12/03/21
42665	AMAZON/SYNCB	11/10/21	A+J Coll, J Prog, Supplie 006985 1121	210-5-41-21-431.000 R&M Buildings & Grounds	746.31	37144	12/03/21
25055	AQUARIUS LANDSCAPE SPRINK	05/14/21	Past due invoice - repair 546557	210-5-41-20-431.000 R&M Buildings & Grounds	123.19	37145	12/03/21
25055	AQUARIUS LANDSCAPE SPRINK	05/14/21	Past due invoice - Memori 546559	210-5-40-12-571.000 Streetscape Maintenance	35.24	37145	12/03/21
09345	BASIC	11/15/21	Monthly Fee for COBRA Adm 1N2193150	210-5-10-10-210.000 Group Insurance	42.50	37148	12/03/21
07465	BIBENS ACE HARDWARE INC	11/19/21	supplies 42994	210-5-40-12-610.000 General Supplies	64.95	37150	12/03/21
29045	BLAKE MEMORIAL LIBRARY AS	11/03/21	Book repl 20211103	210-5-90-00-640.201 Adult Collection replacem	15.00	37151	12/03/21
16030	BROWN ELECTRIC	11/16/21	FOUNTAIN REPAIRS 36257	210-5-40-12-571.000 Streetscape Maintenance	1942.09	37154	12/03/21
16030	BROWN ELECTRIC	11/16/21	reset cross walk sign 36258	210-5-40-12-610.200 Streetlight Supplies	569.00	37154	12/03/21
16030	BROWN ELECTRIC	11/16/21	supplies 36259	210-5-41-20-431.000 R&M Buildings & Grounds	383.80	37154	12/03/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
16030	11/16/21	BROWN ELECTRIC supplies 36260	210-5-41-20-431.000 R&M Buildings & Grounds	876.28	37154	12/03/21
V04609	11/01/21	CENTER POINT LARGE PRINT Adult Collection 1888368	210-5-35-10-640.201 Adult Collection	95.88	37160	12/03/21
21210	11/24/21	CINTAS LOC # 68M 71 M general supplies 4102773879	210-5-40-12-610.000 General Supplies	80.17	37165	12/03/21
04940	11/12/21	COMCAST TV Internet 11 Jackson 0091811 1221	210-5-40-12-600.000 Salt, Sand and Gravel	61.00	37166	12/03/21
04940	11/12/21	COMCAST TV Internet 11 Jackson 0091811 1221	210-5-40-12-610.000 General Supplies	179.50	37166	12/03/21
04940	11/19/21	COMCAST Internet 2 Lincoln 11/26 0136343 1121	210-4-41-20-090.000 Transfer Town/Village	-163.39	37169	12/03/21
04940	11/19/21	COMCAST Internet 2 Lincoln 11/26 0136343 1121	210-5-41-20-530.000 Communications	163.39	37169	12/03/21
17025	11/11/21	COONRADT AMY Village Planning Commissi 0073	210-5-10-10-530.000 Communications	127.92	37172	12/03/21
17025	11/24/21	COONRADT AMY Joint Selectboard/ Trustee 0074	210-5-10-10-530.000 Communications	51.59	37172	12/03/21
33075	10/15/21	DELL MARKETING LP EJRP Docking Stations 10526211289	210-5-30-10-505.000 Tech. Subs, Licenses	612.88	37176	12/03/21
33075	10/27/21	DELL MARKETING LP EJRP Laptops 10529094153	210-5-30-10-505.000 Tech. Subs, Licenses	3229.83	37176	12/03/21
25715	11/11/21	DONALD L. HAMLIN CONSULT period 10/01/21 to 10/31/ 20801 1121	210-5-40-12-330.000 Professional Services	353.24	37177	12/03/21
25715	11/11/21	DONALD L. HAMLIN CONSULT Engineering Fees October 21802 111121	210-1-00-00-130.002 Exchange - Billable	842.50	37177	12/03/21
V10576	12/01/21	ECOPIXEL LLC Web hosting Dec 3015	210-5-10-10-530.000 Communications	129.00	37179	12/03/21
V10686	11/23/21	EMERGENCY SERVICES MARKET IAR Annual Subscription 2111752	210-1-00-00-120.000 Prepaid Expenses	420.00	37180	12/03/21
V10686	11/23/21	EMERGENCY SERVICES MARKET IAR Annual Subscription 2111752	210-5-25-10-431.000 R&M Buildings & Grounds	315.00	37180	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-17-10-850.000 Community Events and Cele	4.99	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-30-10-530.000 Communications	24.58	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-30-10-505.000 Tech. Subs, Licenses	266.70	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-30-10-505.000 Tech. Subs, Licenses	49.00	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-30-10-505.000 Tech. Subs, Licenses	15.89	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-17-10-850.000 Community Events and Cele	437.51	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	210-5-30-10-505.000 Tech. Subs, Licenses	160.00	37186	12/03/21
19160	10/26/21	FIRST NATIONAL BANK OMAHA credit card - Duggan 0617 1021	210-5-10-10-610.000 General Supplies	12.53	37188	12/03/21
21840	11/18/21	FIRST NATIONAL BANK OMAHA ST Visa charges 10-20 to 0631 1121	210-5-40-12-610.000 General Supplies	21.18	37189	12/03/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
25410	FIRST NATIONAL BANK OMAHA	11/15/21	Ship election memory card 6416 1121	210-5-10-10-820.000 Elections	47.51	37190	12/03/21
45400	FIRST NATIONAL BANK OMAHA	11/18/21	Supplies, Tech Sub, YProg 0017 1121	210-5-35-10-610.000 General Supplies	371.54	37191	12/03/21
45400	FIRST NATIONAL BANK OMAHA	11/18/21	Supplies, Tech Sub, YProg 0017 1121	210-5-35-10-505.000 Tech. Subs, Licenses	106.66	37191	12/03/21
45400	FIRST NATIONAL BANK OMAHA	11/18/21	Supplies, Tech Sub, YProg 0017 1121	210-5-35-10-840.202 Childrens Programs	54.00	37191	12/03/21
45400	FIRST NATIONAL BANK OMAHA	11/18/21	Supplies, Tech Sub, YProg 0017 1121	210-5-35-10-840.201 Adult Programs	39.51	37191	12/03/21
45400	FIRST NATIONAL BANK OMAHA	11/18/21	Lunch with Brett Grabowsk 2880 1121	210-5-16-10-500.000 Training, Conf, Dues	29.92	37192	12/03/21
04035	GOT THAT RENTAL & SALES I	11/22/21	supplies 93713	210-5-40-12-610.000 General Supplies	4.95	37196	12/03/21
07010	GREEN MOUNTAIN POWER CORP	11/08/21	MSP Power October 112175Maple	210-5-41-26-622.000 Electricity	581.64	37205	12/03/21
07010	GREEN MOUNTAIN POWER CORP	11/08/21	MSP Power October 112175Maple2	210-5-41-26-622.000 Electricity	9.09	37206	12/03/21
07010	GREEN MOUNTAIN POWER CORP	11/12/21	non-solar accounts 10/12- 1121NS	210-5-40-12-622.200 Streetlight Electricity	9996.90	37207	12/03/21
07010	GREEN MOUNTAIN POWER CORP	11/12/21	non-solar accounts 10/12- 1121NS	210-5-40-12-622.200 Streetlight Electricity	709.13	37207	12/03/21
24250	IMPACT FIRE	11/24/21	Park St Fire Ext. Mainten 11059294	210-5-41-23-400.000 Contracted Services	85.00	37213	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-10-10-210.000 Group Insurance	0.01	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-13-10-210.000 Group Insurance	36.61	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-40-12-210.000 Group Insurance	13.11	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-40-13-210.000 Group Insurance	19.52	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-35-10-210.000 Group Insurance	219.60	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-35-10-210.000 Group Insurance	73.20	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-30-10-210.000 Group Insurance	146.40	37223	12/03/21
27840	MADISON NATIONAL LIFE INS	02/20/21	Village December Life and 12012021V	210-5-30-12-210.000 Group Insurance	72.86	37223	12/03/21
26920	MAYVILLE DARBY	11/24/21	Village Trustees meeting 25	210-5-10-10-530.000 Communications	63.00	37227	12/03/21
27395	MVP HEALTH CARE INC 43118	11/10/21	Village December 2021 Hea 120121D VEJ	210-5-10-10-210.000 Group Insurance	1919.46	37235	12/03/21
27395	MVP HEALTH CARE INC 43118	11/10/21	Village December 2021 Hea 120121D VEJ	210-5-40-12-210.000 Group Insurance	3868.05	37235	12/03/21
27395	MVP HEALTH CARE INC 43118	11/10/21	Village December 2021 Hea 120121D VEJ	210-5-40-13-210.000 Group Insurance	903.30	37235	12/03/21
27395	MVP HEALTH CARE INC 43118	11/10/21	Village December 2021 Hea 120121D VEJ	210-5-35-10-210.000 Group Insurance	7176.86	37235	12/03/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	210-5-16-10-210.000 Group Insurance	1351.56	37235	12/03/21
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	210-5-30-10-210.000 Group Insurance	7595.84	37235	12/03/21
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	210-5-30-12-210.000 Group Insurance	2027.38	37235	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	210-5-35-10-442.000 Rental Vehicles/Equip	0.63	37237	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	210-5-35-10-442.000 Rental Vehicles/Equip	37.33	37237	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	210-5-40-12-442.000 Rental Vehicles/Equip	0.80	37237	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	210-5-10-10-442.000 Rental Vehicles/Equip	14.19	37237	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-10-10-210.000 Group Insurance	162.02	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-13-10-210.000 Group Insurance	68.55	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-40-12-210.000 Group Insurance	274.68	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-40-13-210.000 Group Insurance	56.86	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-35-10-210.000 Group Insurance	496.26	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-16-10-210.000 Group Insurance	71.96	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-30-10-210.000 Group Insurance	517.76	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	210-5-30-12-210.000 Group Insurance	104.53	37244	12/03/21
25140	11/30/21	PIKE INDUSTRIES INC Asphalt 1167892	210-5-40-12-605.000 Summer Construction Suppl	398.64	37248	12/03/21
18010	11/19/21	REYNOLDS & SON, INC. RICKS FLASHLIGHT 3399331	210-5-40-12-610.000 General Supplies	187.40	37253	12/03/21
39425	10/20/21	SCOTT & PARTNERS INC Lincoln Hall Renovations 3461	210-5-10-10-330.000 Professional Services	5022.50	37258	12/03/21
10435	11/08/21	SCREENMYLOGO.COM EJRP Staff Wear 18978	210-5-30-10-550.000 Printing and Binding	1146.29	37259	12/03/21
42565	10/27/21	SEVEN DAYS Ads for Village Comm Dev 215737	210-5-16-10-550.000 Printing and Binding	78.00	37260	12/03/21
29835	11/19/21	SHERWIN-WILLIAMS general supplies 52422	210-5-40-12-610.000 General Supplies	42.40	37261	12/03/21
23855	11/18/21	SOUTHWORTH-MILTON, INC. RM services 2218250C	210-5-40-12-430.000 R&M Vehicles & Equipment	92.00	37263	12/03/21
23855	11/24/21	SOUTHWORTH-MILTON, INC. filter 2440836	210-5-40-12-430.000 R&M Vehicles & Equipment	24.92	37263	12/03/21
21000	11/24/21	UNIFIRST CORPORATION Mats for winter weather 1080052709	210-5-41-21-400.000 Contracted Services	32.94	37273	12/03/21
00710	09/23/21	UPS STORE Shipping VEJ Fire 09232021	210-5-25-10-430.000 R&M Vehicles & Equipment	9.64	37275	12/03/21



Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00710	11/21/21	UPS STORE Shipping VEJ Fire	210-5-25-10-431.000	24.30	37275	12/03/21
		11212021	R&M Buildings & Grounds			
36130	11/19/21	VERIZON WIRELESS communications	210-5-40-12-530.000	192.71	37279	12/03/21
		9893169311	Communications			
22070	10/14/21	VILLAGE COPY & PRINT INC. Village Mailing	210-5-10-10-550.000	2232.31	37281	12/03/21
		8550	Printing and Binding			
23395	11/22/21	VILLAGE HARDWARE - WILLIS EJRP - Toilet Repair	210-5-30-12-610.000	25.54	37282	12/03/21
		514076	General Supplies			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-10-10-210.000	39.43	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-13-10-210.000	13.61	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-40-12-210.000	49.18	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-40-13-210.000	10.86	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-35-10-210.000	90.55	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-16-10-210.000	18.76	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-30-10-210.000	86.81	37284	12/03/21
		813729111	Group Insurance			
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021	210-5-30-12-210.000	22.99	37284	12/03/21
		813729111	Group Insurance			
V10238	11/01/21	VT AIR TESTING SVC Sound Monitoring Elton Jo	210-1-00-00-130.000	537.50	37291	12/03/21
		532	Exchange - General			
V10238	11/01/21	VT AIR TESTING SVC Sound Monitoring Dave Mat	210-1-00-00-130.000	537.50	37291	12/03/21
		533	Exchange - General			
V10238	11/01/21	VT AIR TESTING SVC Sound monitoring for Figu	210-1-00-00-130.000	537.50	37291	12/03/21
		534	Exchange - General			
V10238	11/04/21	VT AIR TESTING SVC Sound Monitoring Demoliti	210-1-00-00-130.000	537.50	37291	12/03/21
		536	Exchange - General			
V10238	11/04/21	VT AIR TESTING SVC South Monitoring 40th Arm	210-1-00-00-130.000	497.50	37291	12/03/21
		537	Exchange - General			
V10238	11/04/21	VT AIR TESTING SVC Sound Monitoring Titans R	210-1-00-00-130.000	617.50	37291	12/03/21
		538	Exchange - General			
V10238	11/04/21	VT AIR TESTING SVC Sound Monitoring Country	210-1-00-00-130.000	617.50	37291	12/03/21
		539	Exchange - General			
07565	11/05/21	W B MASON CO INC Paper Towels	210-5-30-12-610.000	277.96	37296	12/03/21
		224897967	General Supplies			
07565	11/05/21	W B MASON CO INC Office Supleis	210-5-30-10-610.000	183.93	37296	12/03/21
		224898264	General Supplies			
07565	11/23/21	W B MASON CO INC Dispensers	210-5-30-12-610.000	219.90	37296	12/03/21
		225370953	General Supplies			
23435	10/31/21	CHAMPLAIN WATER DISTRICT Village Water October 202	254-5-54-20-411.000	1125.65	37162	12/03/21
		103121	CWD Water Purchase			
23435	10/31/21	CHAMPLAIN WATER DISTRICT Village Water October 202	254-5-54-70-411.400	5725.65	37162	12/03/21
		103121	CWD Water Purchase - Glob			
23435	10/31/21	CHAMPLAIN WATER DISTRICT Village Water October 202	254-5-54-20-411.000	53851.09	37162	12/03/21
		103121	CWD Water Purchase			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	10/31/21	Village Water October 202	103121	254-5-54-70-411.400 CWD Water Purchase - Glob	273915.10	37162	12/03/21
07010	11/12/21	non-solar accounts 10/12-	1121NS	254-5-54-20-622.000 Electricity	83.67	37207	12/03/21
27840	02/20/21	Village December Life and	12012021V	254-5-54-20-210.000 Group Insurance	91.50	37223	12/03/21
03070	11/30/21	Vill UB post	113021D	254-5-54-20-560.000 Postage	481.69	37231	12/03/21
27395	11/10/21	Village December 2021 Hea	120121D VEJ	254-5-54-20-210.000 Group Insurance	4692.67	37235	12/03/21
24960	11/15/21	Village December Dental	12012021DVEJ	254-5-54-20-210.000 Group Insurance	317.51	37244	12/03/21
V2227	11/19/21	meter replacement	0137780	254-5-54-70-750.001 Meter Replacement Program	1518.00	37270	12/03/21
36130	11/19/21	communications	9893169311	254-5-54-20-530.000 Communications	177.06	37279	12/03/21
21230	11/19/21	Village Vision Dec 2021	813729111	254-5-54-20-210.000 Group Insurance	59.92	37284	12/03/21
V10609	11/19/21	33984 hour service	415082101022	255-5-55-30-570.000 Other Purchased Services	3879.77	37135	12/03/21
05290	11/04/21	Serv Truck rench	552130847379	255-5-55-30-570.000 Other Purchased Services	13.79	37137	12/03/21
05290	11/04/21	OIL 5W30 1 QT	552130847380	255-5-55-30-570.000 Other Purchased Services	44.04	37137	12/03/21
05290	11/04/21	wrench, oil filters	552130847381	255-5-55-30-570.000 Other Purchased Services	20.07	37137	12/03/21
05290	11/18/21	GBT major service	552132225735	255-5-55-30-570.000 Other Purchased Services	20.52	37137	12/03/21
29405	11/23/21	Motorola Portables etc	BCS9495	255-5-55-30-570.000 Other Purchased Services	3450.00	37155	12/03/21
11375	11/01/21	November service Cascade	3228514	255-5-55-30-421.000 Grit Disposal	1025.83	37158	12/03/21
23455	11/23/21	waste oil	11002554	255-5-55-30-570.000 Other Purchased Services	62.50	37164	12/03/21
23455	10/29/21	Oily Rag Drums. Waste dis	111002513	255-5-55-30-570.000 Other Purchased Services	70.00	37164	12/03/21
11870	11/15/21	pager replacement	10379848	255-5-55-30-570.000 Other Purchased Services	135.95	37174	12/03/21
06870	11/19/21	SHT 2 NY Bi-Monthly	392651	255-5-55-30-340.000 Technical Services	316.00	37181	12/03/21
V10616	11/23/21	3,600 gal BIOXIDE	905153062	255-5-55-30-619.000 Chemicals	9540.00	37183	12/03/21
21740	11/18/21	WW Visa charges 10/20 to	0124 1121	255-5-55-70-722.008 Vt Phos Challenge PePhlo	276.22	37187	12/03/21
21740	11/18/21	WW Visa charges 10/20 to	0124 1121	255-5-55-30-610.000 General Supplies	91.96	37187	12/03/21
21740	11/18/21	WW Visa charges 10/20 to	0124 1121	255-5-55-30-500.000 Training, Conf, Dues	90.00	37187	12/03/21
21740	11/18/21	WW Visa charges 10/20 to	0124 1121	255-5-55-70-722.011 Pump Station Odor Control	10.86	37187	12/03/21

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24785	11/23/21	GRAINGER CoGen guages` 9130389688	255-5-55-30-570.000 Other Purchased Services	60.12	37197	12/03/21
07010	11/19/21	GREEN MOUNTAIN POWER CORP 39 Cascade 10/19/21-11/18 1121 Cascade	255-5-55-30-622.000 Electricity	10860.28	37199	12/03/21
V1093	11/22/21	HOLLAND CO., INC. 4500 +/- Gal SODIUM ALUMI 12425	255-5-55-30-619.000 Chemicals	14359.84	37211	12/03/21
23980	11/17/21	INTERSTATE BATTERY OF VT H2S detector battery supp 903201015485	255-5-55-30-570.000 Other Purchased Services	44.95	37215	12/03/21
23980	11/22/21	INTERSTATE BATTERY OF VT Rio 4 UPS 903201015500	255-5-55-30-570.000 Other Purchased Services	81.00	37215	12/03/21
05495	11/19/21	LCS CONTROLS, INC SCADA service 14232	255-5-55-30-570.000 Other Purchased Services	1775.00	37220	12/03/21
05495	11/19/21	LCS CONTROLS, INC SCADA services 14235	255-5-55-30-570.000 Other Purchased Services	3275.00	37220	12/03/21
27840	02/20/21	MADISON NATIONAL LIFE INS Village December Life and 12012021V	255-5-55-30-210.000 Group Insurance	189.10	37223	12/03/21
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	255-5-55-30-210.000 Group Insurance	7848.23	37235	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	255-5-55-30-442.000 Rental Vehicles/Equip	37.54	37237	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	255-5-55-30-210.000 Group Insurance	455.66	37244	12/03/21
03160	11/29/21	P & H SENESAC INC POLYMER FOR DEWATERING OP 20321	255-5-55-30-619.000 Chemicals	7613.92	37246	12/03/21
20040	11/30/21	RAB CONSULTING & SERVICES Appeal consulting service 126	255-5-55-30-320.000 Legal Services	272.00	37250	12/03/21
23855	11/19/21	SOUTHWORTH-MILTON, INC. 2G oil sample supplies 2436958	255-5-55-30-570.000 Other Purchased Services	134.48	37263	12/03/21
V2124	11/06/21	STAPLES ADVANTAGE time cards 3492115886	255-5-55-30-610.000 General Supplies	29.57	37265	12/03/21
V2124	11/13/21	STAPLES ADVANTAGE Office supplies credit 3492584711	255-5-55-30-610.000 General Supplies	-29.57	37265	12/03/21
V2159	11/22/21	SURPASS CHEMICAL CO INC 4926 gal Sodium Hydroxide 363551	255-5-55-30-619.000 Chemicals	13452.91	37268	12/03/21
02970	10/28/21	USA BLUE BOOK INC Chemical metering pump an 774658	255-5-55-30-570.000 Other Purchased Services	164.68	37277	12/03/21
02970	11/03/21	USA BLUE BOOK INC chemical metering pump an 780764	255-5-55-30-570.000 Other Purchased Services	33.74	37277	12/03/21
02970	11/05/21	USA BLUE BOOK INC chemical metering pump 783806	255-5-55-30-570.000 Other Purchased Services	827.35	37277	12/03/21
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021 813729111	255-5-55-30-210.000 Group Insurance	99.09	37284	12/03/21
07565	11/18/21	W B MASON CO INC Lab Water 225260575	255-5-55-30-618.000 Laboratory Supplies	117.25	37296	12/03/21
26290	11/19/21	CHAMPLIN ASSOC. INC. Stock replacement Transdu 2529	256-5-56-40-434.001 Susie Wilson PS Costs	856.50	37163	12/03/21
26290	11/19/21	CHAMPLIN ASSOC. INC. Stock replacement Transdu 2529	256-5-56-40-434.002 West Street PS Costs	856.51	37163	12/03/21
07010	11/12/21	GREEN MOUNTAIN POWER CORP non-solar accounts 10/12- 1121NS	256-5-56-40-622.000 Electricity	404.89	37207	12/03/21

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27840	02/20/21	MADISON NATIONAL LIFE INS Village December Life and 12012021V	256-5-56-40-210.000 Group Insurance	86.48	37223	12/03/21
03070	11/30/21	MINUTEMAN PRESS Vill UB post 113021D	256-5-56-40-560.000 Postage	963.39	37231	12/03/21
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	256-5-56-40-210.000 Group Insurance	3353.31	37235	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	256-5-56-40-210.000 Group Insurance	176.70	37244	12/03/21
V2227	11/19/21	TI-SALES, INC. meter replacement 0137780	256-5-56-70-750.001 Meter Replacement Program	3036.00	37270	12/03/21
21230	11/19/21	VISION SERVICE PLAN (CT) Village Vision Dec 2021 813729111	256-5-56-40-210.000 Group Insurance	34.82	37284	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	258-5-33-13-442.000 Rental Vehicles/Equip	68.94	37237	12/03/21
19815	11/19/21	AMAZON CAPITAL SERVICES RK Summit Supplies 117FYCNMD7WQ	259-5-30-15-610.000 General Supplies	20.99	37142	12/03/21
19815	11/14/21	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1NDHTN734DRR	259-5-30-15-610.000 General Supplies	47.12	37142	12/03/21
19815	11/17/21	AMAZON CAPITAL SERVICES RK Summit Supplies 1QYRMLHJWG1G	259-5-30-15-610.000 General Supplies	175.40	37142	12/03/21
19815	11/21/21	AMAZON CAPITAL SERVICES RK MSP Supplies 1RRQN69LKD46	259-5-30-15-610.000 General Supplies	371.96	37142	12/03/21
19815	11/18/21	AMAZON CAPITAL SERVICES RK Summit Supplies 1RWLND4JLCL9	259-5-30-15-610.000 General Supplies	27.97	37142	12/03/21
19815	11/17/21	AMAZON CAPITAL SERVICES RK Vacation Camp Supplies 1XFPKWLXQ4XG	259-5-30-15-610.000 General Supplies	84.50	37142	12/03/21
19815	11/20/21	AMAZON CAPITAL SERVICES RK MSP Supplies 1YJR9Y6HP6DC	259-5-30-15-610.000 General Supplies	37.48	37142	12/03/21
19815	11/18/21	AMAZON CAPITAL SERVICES Vacation Camp Supplies 1YRLWYN3DXLC	259-5-30-15-610.000 General Supplies	19.98	37142	12/03/21
29025	10/16/21	COMMON ROOTS Discovery Field Trip 0108	259-5-30-17-580.000 Travel	420.00	37171	12/03/21
33075	10/15/21	DELL MARKETING LP EJRP Docking Stations 10526211289	259-5-30-11-610.000 General Supplies	306.44	37176	12/03/21
33075	10/27/21	DELL MARKETING LP EJRP Laptops 10529094153	259-5-30-16-610.000 General Supplies	2153.22	37176	12/03/21
33075	10/27/21	DELL MARKETING LP EJRP Laptops 10529094153	259-5-30-15-610.000 General Supplies	3229.83	37176	12/03/21
33075	10/27/21	DELL MARKETING LP EJRP Laptops 10529094153	259-5-30-11-610.000 General Supplies	1076.61	37176	12/03/21
42360	11/17/21	ECHO AT THE LEAHY CENTER RK Summit Field Trip 11/1 POS39995	259-5-30-15-580.000 Travel	287.00	37178	12/03/21
42360	11/22/21	ECHO AT THE LEAHY CENTER Vac Camp Field Trip 11/22 POS43280	259-5-30-15-580.000 Travel	308.00	37178	12/03/21
42360	11/23/21	ECHO AT THE LEAHY CENTER Vac Camp Field Trip 11/23 POS43281	259-5-30-15-580.000 Travel	266.00	37178	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	259-5-30-16-500.000 Training, Conf, Dues	150.00	37186	12/03/21
25390	11/18/21	FIRST NATIONAL BANK OMAHA EJRP CC November 4955 1121	259-5-30-15-610.000 General Supplies	18.65	37186	12/03/21

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27840	02/20/21	MADISON NATIONAL LIFE INS Village December Life and 12012021V	259-5-30-15-210.000 Group Insurance	434.44	37223	12/03/21
27840	02/20/21	MADISON NATIONAL LIFE INS Village December Life and 12012021V	259-5-30-16-210.000 Group Insurance	143.83	37223	12/03/21
V1456	12/02/21	MARTONE'S MARKET AND CAFE RK training luch 1007	259-5-30-15-610.000 General Supplies	106.84	37225	12/03/21
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	259-5-30-15-210.000 Group Insurance	4054.68	37235	12/03/21
27395	11/10/21	MVP HEALTH CARE INC 43118 Village December 2021 Hea 120121D VEJ	259-5-30-16-210.000 Group Insurance	5832.10	37235	12/03/21
06675	11/23/21	NATIONAL BUSINESS TECHNOL Copier usages 10/18-11/17 IN455410	259-5-30-10-442.000 Rental Vehicles/Equip	237.71	37237	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	259-5-30-15-210.000 Group Insurance	431.76	37244	12/03/21
24960	11/15/21	NORTHEAST DELTA DENTAL Village December Dental 12012021DVEJ	259-5-30-16-210.000 Group Insurance	363.39	37244	12/03/21
24830	10/12/21	REINHART FOODSERVICE RK FMS Snack 553659	259-5-30-15-610.000 General Supplies	196.95	37251	12/03/21
24830	10/12/21	REINHART FOODSERVICE RK Hiawatha Snack 553668	259-5-30-15-610.000 General Supplies	123.99	37251	12/03/21
24830	11/11/21	REINHART FOODSERVICE RK MSP Snack 570189	259-5-30-15-610.000 General Supplies	135.98	37251	12/03/21
24830	11/15/21	REINHART FOODSERVICE RK Fleming Snack 572081	259-5-30-15-610.000 General Supplies	137.16	37251	12/03/21
24830	11/15/21	REINHART FOODSERVICE RK Hiawatha Snack 572235	259-5-30-15-610.000 General Supplies	93.36	37251	12/03/21
24830	11/15/21	REINHART FOODSERVICE RK EES Snack 572263	259-5-30-15-610.000 General Supplies	133.67	37251	12/03/21
24830	11/15/21	REINHART FOODSERVICE RK Summit Snack 572346	259-5-30-15-610.000 General Supplies	202.90	37251	12/03/21
24830	11/15/21	REINHART FOODSERVICE RK FMS Snack 572434	259-5-30-15-610.000 General Supplies	158.60	37251	12/03/21
24830	11/22/21	REINHART FOODSERVICE RK EES Snack 575917	259-5-30-15-610.000 General Supplies	105.82	37251	12/03/21
24830	11/22/21	REINHART FOODSERVICE RK Hiawatha Snack 576306	259-5-30-15-610.000 General Supplies	34.73	37251	12/03/21
24830	11/29/21	REINHART FOODSERVICE RK Summit Snack 576913	259-5-30-15-610.000 General Supplies	148.11	37251	12/03/21
24830	11/29/21	REINHART FOODSERVICE RK EES Snack 578631	259-5-30-15-610.000 General Supplies	170.99	37251	12/03/21
24830	11/29/21	REINHART FOODSERVICE RK FMS Snack 578828	259-5-30-15-610.000 General Supplies	157.75	37251	12/03/21
24830	11/30/21	REINHART FOODSERVICE RK Hiawatha Snack 579887	259-5-30-15-610.000 General Supplies	65.97	37251	12/03/21
24830	12/01/21	REINHART FOODSERVICE RK Fleming Snack 579951	259-5-30-15-610.000 General Supplies	85.51	37251	12/03/21
23495	11/18/21	STUDENT TRANSPORTATION OF RK Summit Field Trip 11/1 70139501	259-5-30-15-580.000 Travel	245.58	37267	12/03/21
23495	11/29/21	STUDENT TRANSPORTATION OF Vacation Camp Trip 11/23 70140022	259-5-30-15-580.000 Travel	288.65	37267	12/03/21

For Check Acct 01 (GENERAL FUND) All check #s 12/01/21 To 12/03/21 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
25315	VESPA'S PIZZA PASTA & DEL	11/09/21	Staff meeting food 110921D	259-5-30-15-610.000 General Supplies	94.00	37280	12/03/21
25315	VESPA'S PIZZA PASTA & DEL	11/18/21	RK EES Food 111821D	259-5-30-15-610.000 General Supplies	35.00	37280	12/03/21
25315	VESPA'S PIZZA PASTA & DEL	11/19/21	RK EES Food 111921D	259-5-30-15-610.000 General Supplies	44.00	37280	12/03/21
21230	VISION SERVICE PLAN (CT)	11/19/21	Village Vision Dec 2021 813729111	259-5-30-15-210.000 Group Insurance	112.56	37284	12/03/21
21230	VISION SERVICE PLAN (CT)	11/19/21	Village Vision Dec 2021 813729111	259-5-30-16-210.000 Group Insurance	71.78	37284	12/03/21
25945	VT AFTERSCHOOL	11/09/21	EJRP Staff Conference 5946	259-5-30-15-500.000 Training, Conf, Dues	450.00	37290	12/03/21
38200	VT RECREATION & PARKS ASS	11/16/21	VRPA Qrtly Meeting K.Sant 01978	259-5-30-14-500.000 Training, Conf, Dues	15.00	37295	12/03/21
17570	YMCA GREATER BURLINGTON	11/30/21	Life Guard Cert - K. Sant 1592	259-5-30-11-330.000 Professional Services	250.00	37300	12/03/21
Report Total					526843.21		

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
28555	11/12/21	ALLEGIANCE TRUCKS def	210-5-40-12-430.000	79.90	37307	12/10/21
		X12200077901	R&M Vehicles & Equipment			
28890	12/03/21	ALWAYS SHOWTIME ENTERTAIN Holly Jolly Jct Event 12/121821D	210-5-17-10-850.000	650.00	37308	12/10/21
			Community Events and Cele			
29075	11/18/21	BRADFORD SYSTEMS CORP / A Down Payment on grant-fun 37823A	210-5-35-10-890.832	3356.00	37316	12/10/21
			Fed Grant Expenditure: AR			
26395	10/31/21	CCRPC Updates for Land Developm 20201058	210-5-16-10-330.000	625.00	37320	12/10/21
			Professional Services			
21210	12/06/21	CINTAS LOC # 68M 71 M first aid kit 5086486194	210-5-40-12-610.000	157.16	37324	12/10/21
			General Supplies			
25120	12/02/21	CLICKTIME.COM Town Online Timesheets No 360912	210-5-13-10-570.000	72.00	37325	12/10/21
			Other Purchased Services			
04940	11/27/21	COMCAST Internet Service 12/4-01/0179210 1121	210-5-41-22-530.000	168.40	37327	12/10/21
			Communications			
04940	11/03/21	COMCAST Cable TV 11/10-12/9/21 0207722 1121	210-5-41-22-530.000	37.32	37328	12/10/21
			Communications			
27420	11/04/21	DAVE WHITCOMB'S SERVICE C vehicle inspection 27582	210-5-40-12-430.000	60.00	37330	12/10/21
			R&M Vehicles & Equipment			
27420	11/03/21	DAVE WHITCOMB'S SERVICE C vehicle State inspection 27698	210-5-40-12-430.000	60.00	37330	12/10/21
			R&M Vehicles & Equipment			
27420	11/04/21	DAVE WHITCOMB'S SERVICE C State Inspection vehicle 27723	210-5-40-12-430.000	60.00	37330	12/10/21
			R&M Vehicles & Equipment			
05020	11/29/21	ESSEX JCT VILLAGE OF WATER/ SEWER BILL Nov 21 202339371	210-5-41-22-410.000	188.59	37336	12/10/21
			Water and Sewer Charges			
19005	12/01/21	FIRSTLIGHT FIBER Telephone Service 10/31-1 10428680	210-5-41-22-530.000	129.57	37340	12/10/21
			Communications			
34895	12/01/21	GAUTHIER TRUCKING, INC. rubbish removal 1602222	210-5-40-12-425.000	104.11	37344	12/10/21
			Trash Removal			
34895	12/01/21	GAUTHIER TRUCKING, INC. TRASH REMOVAL 1602223	210-5-41-20-400.000	264.77	37344	12/10/21
			Contracted Services			
34895	12/01/21	GAUTHIER TRUCKING, INC. Rubbish removal 1602224	210-5-40-12-425.000	476.06	37344	12/10/21
			Trash Removal			
34895	12/01/21	GAUTHIER TRUCKING, INC. rubbish removal 1602359	210-5-40-12-425.000	64.59	37344	12/10/21
			Trash Removal			
20470	11/30/21	GLOBAL MONTELLO GROUP Nov gas 280391	210-5-41-22-626.000	398.87	37345	12/10/21
			Gasoline			
20470	11/30/21	GLOBAL MONTELLO GROUP Nov gas 280391	210-5-40-12-626.000	2081.67	37345	12/10/21
			Gasoline			
07010	11/29/21	GREEN MOUNTAIN POWER CORP new pole for banner on pa 44889	210-5-40-12-571.000	2500.47	37348	12/10/21
			Streetscape Maintenance			
27150	11/16/21	HINESBURG SAND & GRAVEL C winter sand 607717	210-5-40-12-600.000	322.64	37351	12/10/21
			Salt, Sand and Gravel			
27295	12/01/21	MAPLEHURST FLORIST FLOWERS FOR STAFF 87238	210-5-10-10-810.113	11.00	37358	12/10/21
			Trustee Expenditures			
37605	11/24/21	NEW ENGLAND MUNICIPAL RES 2021 Tax Forms 49308	210-5-13-10-610.000	405.50	37361	12/10/21
			General Supplies			
V10729	11/04/21	OVERDRIVE INC Youth Collection 21446904	210-5-35-10-640.202	360.47	37364	12/10/21
			Juvenile Collection			
V10729	11/06/21	OVERDRIVE INC Adult Collection 21448149	210-5-35-10-640.201	930.85	37364	12/10/21
			Adult Collection			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
24410	11/30/21	PRIORITY EXPRESS INC Courier for 8 stops in No 80272149	210-5-35-10-560.000 Postage	166.32	37369	12/10/21
18010	12/03/21	REYNOLDS & SON, INC. Compressor Annual Mainten 3399949	210-5-25-10-431.000 R&M Buildings & Grounds	679.59	37372	12/10/21
02970	11/23/21	USA BLUE BOOK INC Ice Melt Spreader 801215	210-5-40-12-600.000 Salt, Sand and Gravel	1054.84	37387	12/10/21
19720	12/01/21	VERIZON CONNECT NWF, INC. AVL MONTHLY SERVICE 2621372	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	37388	12/10/21
36130	11/18/21	VERIZON WIRELESS CELL PHONE SERVICE PD 9893081507	210-5-40-12-530.000 Communications	35.01	37389	12/10/21
36130	11/18/21	VERIZON WIRELESS Verizon Shared 11/19 to 1 9893084212	210-5-16-10-530.000 Communications	40.01	37390	12/10/21
36130	11/18/21	VERIZON WIRELESS Verizon Shared 11/19 to 1 9893084212	210-5-25-10-530.000 Communications	160.04	37390	12/10/21
11935	11/24/21	VIKING-CIVES USA BUYERS SPILL PLATE KIT 4510449	210-5-40-12-430.000 R&M Vehicles & Equipment	273.62	37392	12/10/21
23395	11/18/21	VILLAGE HARDWARE - WILLIS Propane 514069	210-5-41-21-431.000 R&M Buildings & Grounds	59.96	37393	12/10/21
23395	11/19/21	VILLAGE HARDWARE - WILLIS nuts bolts screws 514071514074	210-5-41-21-431.000 R&M Buildings & Grounds	6.72	37393	12/10/21
V2377	11/15/21	VLCT EMPLOYMENT RESOURCE Unemp Village REN033679-Q1	210-5-13-10-250.000 Unemployment Insurance	894.17	37394	12/10/21
V2377	11/15/21	VLCT EMPLOYMENT RESOURCE Unemp Village REN033679-Q1	210-5-40-12-250.000 Unemployment Insurance	137.70	37394	12/10/21
V2377	11/15/21	VLCT EMPLOYMENT RESOURCE Unemp Village REN033679-Q1	210-5-40-13-250.000 Unemployment Insurance	12.50	37394	12/10/21
29825	11/22/21	VT GAS SYSTEMS MSP Gas November 1578756 1121	210-5-41-26-621.000 Natural Gas/Heating	186.52	37396	12/10/21
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	210-5-40-12-621.000 Natural Gas/Heating	154.54	37397	12/10/21
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	210-5-41-21-621.000 Natural Gas/Heating	546.71	37397	12/10/21
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	210-5-41-20-621.000 Natural Gas/Heating	468.17	37397	12/10/21
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	210-5-41-22-621.000 Natural Gas/Heating	203.72	37397	12/10/21
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	210-5-41-23-621.000 Natural Gas/Heating	267.16	37397	12/10/21
29825	11/22/21	VT GAS SYSTEMS MSP Gas November 810044 1121	210-5-41-26-621.000 Natural Gas/Heating	226.31	37398	12/10/21
05935	09/20/21	VT HUMANITIES COUNCIL First Wednesdays 20210908	210-5-90-00-991.000 Library Donation Expense	2900.00	37400	12/10/21
20470	11/30/21	GLOBAL MONTELLO GROUP Nov gas 280391	254-5-54-20-626.000 Gasoline	98.90	37345	12/10/21
V2377	11/15/21	VLCT EMPLOYMENT RESOURCE Unemp Village REN033679-Q1	254-5-54-20-250.000 Unemployment Insurance	61.67	37394	12/10/21
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	254-5-54-20-621.000 Natural Gas/Heating	205.87	37397	12/10/21
V10609	11/29/21	2G ENERGY INC. services 415082101049	255-5-55-30-570.000 Other Purchased Services	4969.92	37303	12/10/21



Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23455	CHITTENDEN SOLID WASTE DI	12/01/21	111.09 WT NY and Coventry	255-5-55-30-568.000	10482.86	37322	12/10/21
			202110ESS	Biosolids Subcontractor			
23455	CHITTENDEN SOLID WASTE DI	11/30/21	121.45 WT To Landfill	255-5-55-30-568.000	10662.10	37322	12/10/21
			20219ESS	Biosolids Subcontractor			
V10734	ENCORE ESSEX JUNCTION SOL	11/18/21	solar 11/18/21	255-5-55-30-622.000	2969.11	37333	12/10/21
			2111WWTP	Electricity			
06870	ENDYNE INC	12/08/21	Soil PFAS	255-5-55-30-567.000	2375.00	37334	12/10/21
			394449	Biosolids Land Applicatio			
05020	ESSEX JCT VILLAGE OF	11/29/21	multi water/sewer accts 6	255-5-55-30-410.000	981.22	37336	12/10/21
			112921D	Water and Sewer Charges			
19005	FIRSTLIGHT FIBER	12/01/21	communications 10/31-11/3	255-5-55-30-530.000	541.53	37340	12/10/21
			10428649	Communications			
20470	GLOBAL MONTELLO GROUP	11/30/21	Nov gas	255-5-55-30-626.000	224.92	37345	12/10/21
			280391	Gasoline			
V10329	NORTH WILLISTON CATTLE CO	12/07/21	729,000 Gallons Biosoilds	255-5-55-30-567.000	72900.00	37363	12/10/21
			252	Biosolids Land Applicatio			
28005	RUSSELL SUPPLY	12/02/21	Elect Cabinet Drills	255-5-55-30-570.000	98.01	37375	12/10/21
			174481	Other Purchased Services			
21050	TEMPERATURE CONTROLS OF V	12/02/21	Lab Control Bldg	255-5-55-30-570.000	206.75	37381	12/10/21
			22186	Other Purchased Services			
36130	VERIZON WIRELESS	11/18/21	CELL PHONE SERVICE PD	255-5-55-30-530.000	80.78	37389	12/10/21
			9893081507	Communications			
36130	VERIZON WIRELESS	11/18/21	CELL PHONE SERVICE PD	255-5-55-30-570.000	40.01	37389	12/10/21
			9893081507	Other Purchased Services			
36130	VERIZON WIRELESS	11/18/21	Verizon Shared 11/19 to 1	255-5-55-30-530.000	55.46	37390	12/10/21
			9893084212	Communications			
23395	VILLAGE HARDWARE - WILLIS	12/02/21	Safety Chains	255-5-55-30-570.000	96.36	37393	12/10/21
			514125	Other Purchased Services			
V2377	VLCT EMPLOYMENT RESOURCE	11/15/21	Unemp Village	255-5-55-30-250.000	167.99	37394	12/10/21
			REN033679-Q1	Unemployment Insurance			
29825	VT GAS SYSTEMS	11/22/21	service 10/19/201 - 11/18	255-5-55-30-621.000	1330.43	37397	12/10/21
			21690	Natural Gas/Heating			
27420	DAVE WHITCOMB'S SERVICE C	11/11/21	truck 14 state inspection	256-5-56-40-430.000	964.57	37330	12/10/21
			27536	R&M Vehicles & Equipment			
05020	ESSEX JCT VILLAGE OF	11/29/21	multi water/sewer accts 6	256-5-56-40-410.000	113.79	37336	12/10/21
			112921D	Water and Sewer Charges			
20470	GLOBAL MONTELLO GROUP	11/30/21	Nov gas	256-5-56-40-626.000	42.10	37345	12/10/21
			280391	Gasoline			
36130	VERIZON WIRELESS	11/23/21	Pump Stations communicati	256-5-56-40-431.000	148.19	37391	12/10/21
			9893576200	R&M Buildings & Grounds			
36130	VERIZON WIRELESS	11/23/21	Pump Stations communicati	256-5-56-40-434.001	38.16	37391	12/10/21
			9893576200	Susie Wilson PS Costs			
36130	VERIZON WIRELESS	11/23/21	Pump Stations communicati	256-5-56-40-434.002	38.16	37391	12/10/21
			9893576200	West Street PS Costs			
V2377	VLCT EMPLOYMENT RESOURCE	11/15/21	Unemp Village	256-5-56-40-250.000	61.67	37394	12/10/21
			REN033679-Q1	Unemployment Insurance			
29825	VT GAS SYSTEMS	11/22/21	service 10/19/201 - 11/18	256-5-56-40-434.001	40.91	37397	12/10/21
			21690	Susie Wilson PS Costs			
29825	VT GAS SYSTEMS	11/22/21	service 10/19/201 - 11/18	256-5-56-40-434.002	42.60	37397	12/10/21
			21690	West Street PS Costs			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	11/22/21	VT GAS SYSTEMS service 10/19/201 - 11/18 21690	256-5-56-40-621.000 Natural Gas/Heating	66.23	37397	12/10/21
19815	11/21/21	AMAZON CAPITAL SERVICES Senior Center Supplies 1WCHLNJFFD9V	258-5-33-13-610.000 General Supplies	106.95	37309	12/10/21
19815	11/21/21	AMAZON CAPITAL SERVICES Senior Center Supplies 1WCHLNJFFD9V	258-5-33-13-830.000 Regular Programs	225.60	37309	12/10/21
07565	12/01/21	W B MASON CO INC Nov office supplies C13055271221	258-5-33-13-830.000 Regular Programs	115.23	37402	12/10/21
19815	12/02/21	AMAZON CAPITAL SERVICES RK MSP Supplies 176LTXH7WTRG	259-5-30-15-610.000 General Supplies	46.96	37309	12/10/21
19815	12/06/21	AMAZON CAPITAL SERVICES Holiday Event Supplies 17RT13VK31QQ	259-5-30-14-610.000 General Supplies	28.33	37309	12/10/21
19815	12/03/21	AMAZON CAPITAL SERVICES RK Summit Supplies 1HK6W4LF6W3W	259-5-30-15-610.000 General Supplies	15.49	37309	12/10/21
19815	12/03/21	AMAZON CAPITAL SERVICES RK MSP Supplies 1HV9MG3M73QM	259-5-30-15-610.000 General Supplies	475.92	37309	12/10/21
19815	12/01/21	AMAZON CAPITAL SERVICES RK MSP Supplies 1MFRW3XT36YF	259-5-30-15-610.000 General Supplies	53.83	37309	12/10/21
19815	12/01/21	AMAZON CAPITAL SERVICES RK Summit Supplies 1W3CK3R6GNLL	259-5-30-15-610.000 General Supplies	29.49	37309	12/10/21
19815	12/03/21	AMAZON CAPITAL SERVICES RK FMS Supplies 1XK7C9YGF4QN	259-5-30-15-610.000 General Supplies	122.69	37309	12/10/21
20680	12/07/21	EPIC DRIVING LLC Drivers Ed December 146	259-5-30-14-330.000 Professional Services	9765.00	37335	12/10/21
05020	11/29/21	ESSEX JCT VILLAGE OF Community Garden Water/Se 202344311	259-5-30-14-330.000 Professional Services	569.05	37336	12/10/21
20470	11/30/21	GLOBAL MONTELLO GROUP Nov gas 280391	259-5-30-15-626.000 Gasoline	286.36	37345	12/10/21
14570	12/02/21	METROCK STATION / VERTI Vacation Camp Field Trip 120221D	259-5-30-15-580.000 Travel	306.00	37359	12/10/21
24830	12/02/21	REINHART FOODSERVICE RK MSP Snack 580246	259-5-30-15-610.000 General Supplies	221.45	37371	12/10/21
24830	12/02/21	REINHART FOODSERVICE RK MSP Snack 580310	259-5-30-15-610.000 General Supplies	17.02	37371	12/10/21
24830	12/06/21	REINHART FOODSERVICE RK FMS Snack 582014	259-5-30-15-610.000 General Supplies	160.15	37371	12/10/21
24830	12/06/21	REINHART FOODSERVICE RK Hiawatha Snack 582299	259-5-30-15-610.000 General Supplies	121.40	37371	12/10/21
24830	12/06/21	REINHART FOODSERVICE RK Fleming Snack 582384	259-5-30-15-610.000 General Supplies	166.44	37371	12/10/21
36130	11/18/21	VERIZON WIRELESS CELL PHONE SERVICE PD 9893081507	259-5-30-16-610.000 General Supplies	40.39	37389	12/10/21
V2377	11/15/21	VLCT EMPLOYMENT RESOURCE Unemp Village REN033679-Q1	259-5-30-10-250.000 Unemployment	719.30	37394	12/10/21

12/10/21

Town of Essex / Village of EJ Accounts Payable

02:00 pm

Check Warrant Report # 17281 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 12/10/21 To 12/10/21 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				145866.39		

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# In Williston, an emergency worker shortage is undermining the town's response system

By Lana Cohen  
Nov 29 2021



Capt. Prescott Nadeau looks at the truck assignments for a skeleton crew. They often have to respond to calls with just one firefighter on board the firetruck. About a third of the time, when a call comes in, firefighters are already out responding to another call. Photo by Riley Robinson/VTDigger

WILLISTON — When the emergency alarm went off on a Friday night earlier this month, all three on-duty Williston firefighters jumped into action.

A critically ill patient needing immediate attention had called in, requiring a transfer to the UVM Medical Center emergency room, 15 minutes away in Burlington.

Because the urgent situation needed all hands on deck, they had to leave the station abandoned.

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Fire and EMS Chief Aaron Collette, who was on duty at the time, put out a plea to his small team of on-call firefighters, asking for someone to come in and man the station. No one responded.

The station was left empty for 45 minutes to an hour, Collette said. If another Williston resident had needed immediate aid, no one would have been around to respond.

“That’s how bad it is,” Collette said of the Williston emergency responder staff shortage, speaking at the town selectboard’s meeting Nov. 16.

The severe shortage of Williston firefighters, emergency medical technicians and paramedics means longer waits and cuts in services for 911 callers, especially if calls arrive at the same time. The situation in this Burlington suburb of just over 10,000 residents is reflected across Vermont. According to experts in the field, emergency service providers around the state are struggling to fill their ranks, and the results include slower emergency responses and worries about public safety.

“When a citizen calls 911, they expect someone to show up and, as of late, concurrent calls seem to be increasing and we don’t have the depth to be able to answer all of those calls,” said Collette, describing the issue in Williston.

## New trucks, no staff

Williston’s emergency responder shortage is not new. But the severity of the problem was recently brought to light by two events.

At a total cost of \$1.4 million, the town recently took delivery of two new fire trucks that, at this point, it does not have the ability to staff. In addition, a recent report commissioned by the town highlighted the public health risk of an insufficient number of emergency responders.

The Williston Fire Department's "current staffing levels cannot meet the necessary performance objectives to provide an effective response force for firefighting operations," the report by public safety consulting firm AP Triton concluded.

Williston has 1.18 full-time emergency responders per 1,000 people, according to the Triton report. The national average is 1.8 career emergency responders per 1,000 people. For on-call staff — community volunteers who get paid hourly to jump on board when they are available — Williston has 0.99 responders per 1,000 people. The national average is 5.8.

AP Triton recommended the department immediately hire an additional nine full-time staff members to meet current demand.

The Williston Fire Department has grown over the years. But it hasn't kept up with the increasing needs of the community.

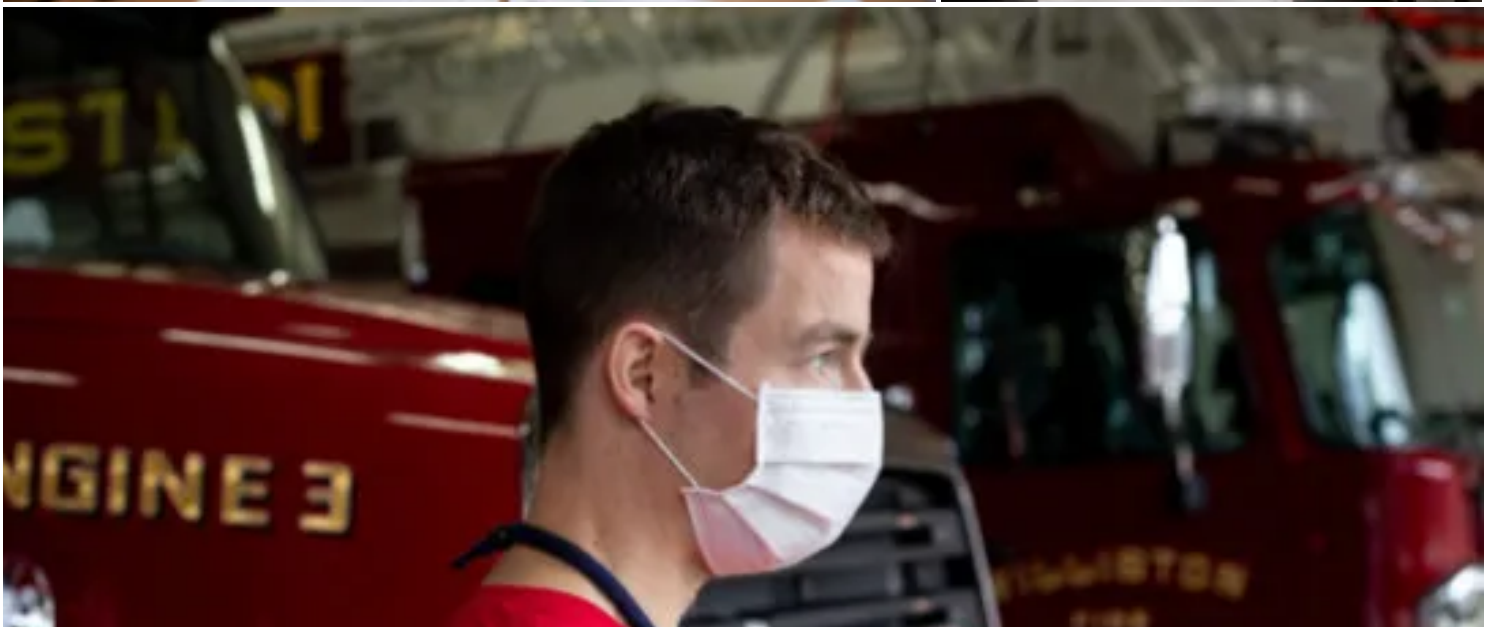
"It used to be just two people per shift; now it's four, but we're so busy, four people isn't even close to enough," said Lt. Sean Soper, who has been with Williston Fire for 15 years.

The department responded to almost 2,000 calls in 2020, up from around 1,600 in 2011. EMS calls played the biggest role in the increase, making up 59% of the 2020 calls. Of those calls, about 21% were concurrent, according to a fire department report. That spread Williston's small team very thin, sometimes leaving responders to handle complex incidents, such as highway crashes or critically ill patients, by themselves.

Williston Fire's full-time staff is supposed to be bolstered by on-call responders, but the number of on-call staff has fallen dramatically over the past few years — from 30 in 2016 to eight this year, according to Collette.

Collette couldn't put his finger on the primary cause of the emergency responder shortage in Williston, and said it's likely a combination of things.

"Everyone has their own story," he said, referring to the recent departure of a longtime on-call staff member who had to step down because of health issues.





## Pay, training, exhaustion

However, Collette did offer some theories about the difficulty in recruiting on-call staff. Among them: low pay, as the job starts at minimum wage; the hundreds of hours of training required to get started; Covid exhaustion; and the time commitment. All those factors make the job a hard sell to someone who already has a full-time job and other priorities, he said.

Peter Lynch, chief of training at the Vermont Fire Academy, pointed to many of the same issues statewide.

“With few exceptions, the theme of any meeting I attend is that we don’t have the staff, the volunteers that we once did and it’s terribly difficult some days to handle emergencies appropriately,” he said.

The extent of this issue is particularly concerning because emergency response services around Vermont work together through mutual aid, a system where emergency response teams lend a hand across jurisdictional boundaries when needed. But that system is rooted in the idea that neighboring departments will have a hand to lend.

Even so, relying heavily on mutual aid is less than an ideal situation, according to emergency response experts and Williston town leaders.

“Mutual aid doesn’t respond as quickly as an in-town service,” said Terry Macaig, Williston’s selectboard chair. “Service may be coming from Essex or South Burlington and they have limited capacity, too, to give mutual aid, so we need to see how we can best provide service within the town.”

The selectboard has given Collette the go-ahead to start advertising nine open positions, as recommended by AP Triton. The addition would significantly expand the emergency response team from 12 to 21 personnel.

Adding nine responders to the team would cost the town just under \$800,000 a year, significantly increasing the cost of running the Williston Fire Department — from around \$2.25 million to \$3 million per year. Despite the high cost, town and department leaders say the move is necessary to keep Williston residents and visitors safe. In addition, board members hope at least some of the expense will be covered by grant money from the Federal Emergency Management Agency.

With the additional staff, Collette said he hopes the department can start moving in a more sustainable direction. He said he would like to hire the nine staffers by April and have them on the ground by June.

However, he acknowledged the hiring process may prove difficult.

Around the country, fire departments are competing for the same pool of people. Additionally, the [national labor shortage](#), which is [particularly severe in Vermont](#), doesn’t bode well for expeditious hiring.

“We have the blessing to go forward and start advertising for new positions,” Collette said. “But I’m apprehensive about what we will see. We will probably encounter a small pool of qualified candidates.”

*Clarification: The headline for this story has been updated to more precisely describe the impact of the emergency worker shortage.*

# MEETING SCHEDULES

12/14/2021

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
Meeting Date/Time	Meeting/Location	Recording Secretary
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	Darby
January 25, 2022—6:30 PM	VB Regular	Cathy
February 7, 2022—6:30 PM	SB Regular	Darby
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	Darby
February 28, 2022—7:30 PM	Town Informational Hearing	Darby
March 7, 2022—6:30 PM	SB Regular	Darby
March 8, 2022—6:30 PM	VB Regular	
March 21, 2022—6:30 PM	SB Regular	Darby
March 22, 2022—6:30 PM	VB Regular	Cathy
April 4, 2022—6:30 PM	SB Regular	Darby
April 6, 2022—7:00 PM	Village Informational Hearing	Cathy
April 13, 2022—6:30 PM	VB Regular	