

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Remote Meeting Only
Essex Junction, VT 05452
Wednesday, April 13, 2022
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

This meeting will be remote participation only. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

1. **CALL TO ORDER** [6:30 PM]
2. **REORGANIZATION**
 - a. Election of President, Vice President
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
 - a. Comments from public on items not on agenda
6. **BUSINESS ITEMS**
 - a. Consider and adopt meeting schedule for the year and discuss remote only vs. hybrid meetings
 - b. Discuss City Manager job description & starting salary range
 - c. Discuss Annual Meeting outcomes
 - d. Discuss mask purchase initiative
 - e. *Discuss Tree Farm contracts
 - f. Annual review of Ethics Policy
 - g. Discuss committee reappointment process
 - h. Discuss City celebration(s)
7. **CONSENT ITEMS**
 - a. Consider approval of annual financial plan for town highways (TA-60)
 - b. Consider approval of American Rescue Plan Act (ARPA) standard allowance election
 - c. Approve check warrants: #17294-3/18/2022; #17295-3/25/2022; #17296-4/1/2022
 - d. Approve minutes: December 13, 2021; March 22, 2022
 - e. Street Vending Permit – Mr. Ding-A-Ling
8. **READING FILE**
 - a. Board member comments
 - b. February staff and directors report to Brownell Library Trustees
 - c. Letter to Gabriel Handy re: 197 Pearl construction and sidewalk obstruction
9. **EXECUTIVE SESSION**
 - a. *An executive session may be necessary to discuss contracts
10. **ADJOURN**

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

Certification: 04/08/2022 Brad Luck

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6a) Consider and adopt meeting schedule for the year and discuss remote only vs. hybrid meetings

Issue

The issue is to discuss Trustee meeting frequency, day, and start time for the next year. Additionally, the Trustees should consider if meetings will continue to be remote only vs. hybrid.

Discussion

According to the Village charter, "The Trustees shall meet regularly at least once in every month at such times and places as the Trustees may prescribe by rule. Special meetings may be held on the call of the President and two other members and, whenever practicable, upon no less than 48 hours' notice to each member."

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

Frequency

The City of St. Albans meets monthly on the second Monday at 6:30p.m. The Trustees should consider if twice a month meetings are necessary/beneficial, or if moving to once a month would be feasible.

There are several reasons why monthly meetings should be considered:

- The current board, and for the last several years, has proven to be an efficient body. Meeting agendas are tight, discussions are robust but to the point, board members arrive prepared and informed, and public participation is permitted but effectively managed. If any board is poised to move to monthly meetings, it is the Village Trustees.
- Board member evening meeting commitments would be reduced. This could attract candidates who could not commit to two evenings a month but could commit to one. It is less daunting.
- Monthly meetings would reduce the frequency in which the public needs to follow and participate in municipal business – streamlining the opportunity.
- With a reduced meeting schedule, the Trustees could consider implementing other less formal engagement opportunities with residents – coffee chats, Q&A sessions, monthly topics of discussion, etc. The traditional format and structure of municipal meetings and citizen participation can be confusing and overwhelming to the average citizen. Diversifying engagement opportunities could be a welcomed opportunity for other ways to participate in local government.

- The City Manager Recruitment Planning Committee is about to engage in an outreach to the community, Trustees, and staff about what they want a future manager to focus their time and efforts on, and how they want them to interact with the community. We will see what the results are, but if the desires are to have someone who is active and present in the community, and someone who is engaged in regional and state-wide initiatives, tying them to a desk every other week will limit their abilities to accomplish such. We do not currently plan on having an assistant or deputy manager, thus the manager will need to lead agenda prep and memo drafting. This is a time consuming process – identifying what will be on the agenda, conferring with the Village president, writing memos, collecting memos from others, compiling the packet, and posting/sending out the packet – not to mention then the time spent at the meeting. Doing this just once a month will allow the manager to take a breath and focus on managing, not on agendas and meetings.

The Trustees should discuss meeting frequency.

Day of the Week

The Trustees have traditionally met on second and fourth Tuesday of each month. The EWSD school board meets on the first and third Tuesday of each month, according to their website and future calendar – though several meetings in recent months have been on the second or fourth Tuesday of the month. Town Meeting TV would not be able to accommodate a Monday meeting date at this time due to the high volume of municipal meetings on Mondays. They could do Wednesdays or Thursdays. The Trustees should discuss the day of the week to meet.

Meeting Start Time

Meetings currently start at 6:30p.m. The Trustees should discuss the meeting start time.

Fully Remote vs. Hybrid

Act 78 allows municipal public bodies to hold completely remote meetings through electronic participation only for the duration of calendar year 2022. The Trustees should discuss if they would like to continue to be fully remote or move back to hybrid (electronic and in-person options) meetings, and if switching to hybrid, when the change will occur.

Cost

There could be nominal savings in meeting less frequently i.e. fewer recording secretary hours, fewer attorney/engineer meeting appearances, etc. This should not be driver in the decision-making process.

Recommendation

It is recommended that the Trustees discuss and identify their meeting plans for the upcoming year (through March 2023).

Recommended Motion

Once the Trustees are ready to move forward, the following is the recommended motion:

“I move that the Trustees adopt a meeting schedule for 2022-2023 with meetings [frequency], on [day of the week], starting at [time], and that meetings are [hybrid or fully remote until _____ and then move to hybrid].”

Attachments

None.

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6b) City Manager job description & starting salary range

Issue

The issue is for the Trustees to evaluate and create a City Manager job description, and identify a starting salary range.

Discussion

The Village has a Village Manager job description. The Trustees should review the Village Manager job description and revise it to reflect the role of City Manager.

Additionally, the Trustees should identify a starting salary range that can be advertised with the position. The current minimum salary in the personnel regulations is \$92K. Based on this, the advertised salary range would be \$92K-\$107K. It is advised that the Trustees re-evaluate and increase the base salary for the manager.

As you will see in the attachment, the current average salary for similar sized communities for the municipal manager is \$114K in 2021, with a high of \$136K and low of \$100K. Two of the most recent manager hires in Hartford and Springfield are at \$115K, both in their first year or two of employment in their position. In the FY23 Village budget, \$130K is budgeted for the manager, plus a family health plan. Our current practice has been to list a starting salary range and acknowledge pay will be commensurate with experience. Below is a table of salary minimum and midpoints that could be used for the new City Manager position listing.

Minimum	Midpoint
\$ 100,000	\$ 124,000
\$ 105,000	\$ 130,200
\$ 110,000	\$ 136,400
\$ 115,000	\$ 142,600
\$ 120,000	\$ 148,800
\$ 125,000	\$ 155,000
\$ 130,000	\$ 161,200

Cost

N/A.

Recommendation

It is recommended that the Trustees review the Village Manager job description and consider a process for editing it to serve as the City Manager job description, and determine how they would like to set the starting salary range.

Recommended Motion

No motion is necessary.

Attachments

1. City Manager Charter Roles & Responsibilities
2. Village Manager Job Description
3. Town Manager Job Description
4. Barre City Manager Job Description
5. Salaries of Managers in Similarly Sized Communities

CHARTER FOR THE CITY OF ESSEX JUNCTION

Subchapter 2: Incorporation and Powers of The City

§205 Form of Government

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

Subchapter 3: Governance Structure

§ 301 Powers and Duties of Governing Body

- (a) The members of the City of Essex Junction City Council shall constitute the legislative body of the City of Essex Junction for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform all duties required of City legislative bodies or Councils under the laws of the State of Vermont.
- (b) Within the limitations of the foregoing, the City of Essex Junction Council shall have the power to:
 - (1) Appoint and remove a City Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this Charter.

§ 305 Compensation

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

§ 306 Prohibitions and Conflicts of Interest

- (a) **Appointments and Removals.** Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the manager or any of the manager's subordinates are empowered to appoint. The legislative body may discuss with the Manager the appointment, performance, and removal of such officers and employees in executive session.
- (b) **Interference with Administration.** Except for the purpose of inquiries and investigations under § 301 (b)(4), the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

Subchapter 7: City Manager

§701 Appointment/Hiring of Manager

The Council shall appoint a City Manager under and in accordance with Vermont Statutes Annotated, as amended from time-to-time hereafter.

§ 702 Powers of Manager

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

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

(b) The Manager, or their designee, shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this Charter or by law.

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

(n) The Manager shall recommend appointment of the City Clerk annually, with Council approval.

§ 703 Hearing/Removal Process

(a) The Council may remove the Manager from office for cause in accordance with the following procedures:

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

§ 704 Vacancy in Office of Manager

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

Subchapter 9: Administrative Departments

§ 901 Personnel Administration and Benefits

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

§ 902 Real Estate Assessor

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

Subchapter 10 Budget Process

§ 1002 Annual Municipal Budget

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

- (a) An estimate of the financial condition of the City as of the end of the fiscal year.
- (b) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.
- (c) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.
- (d) A capital budget for no fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
- (e) Such other information as may be required by the Council.

Subchapter 12: Capital Improvements

§ 1201 Capital Programs

- (a) The Manager shall prepare and submit to the Council a capital program at least three months prior to the final date for submission of the budget.
- (b) Contents. The capital program shall include:
 - 1. A clear general summary of its contents;
 - 2. A list of all capital improvements which are proposed to be undertaken during no fewer than the next five fiscal years, with appropriate supporting information as to the necessity for such improvements;
 - 3. Cost estimates, method of financing, and recommended time schedules for each such improvement; and

4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

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

**Village of Essex Junction
Job Classification Description**

VILLAGE MANAGER

GRADE 13

BASIC FUNCTION

To manage and administer all functions, services and activities of Village government, in accordance with the provisions of the Village Charter, state law and under the policy direction of the Village Board of Trustees.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Appoint and, when deemed necessary for the good of the service, suspend or remove all Village employees, and other employees provided for by or under the Village Charter for cause, except as otherwise provided by law, the Village Charter or personnel rules adopted pursuant to the Village Charter. The Village Manager may authorize any employee who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that employee's department, office or agency.
- The Village Manager shall direct and supervise the administration of all departments, offices and agencies of the Village, except as otherwise provided by the Village Charter or by law.
- The Village Manager shall attend all Trustees meetings and shall have the right to take part in discussion and make recommendations but may not vote.
- The Village Manager shall see that all laws, provisions of the Village Charter and acts of the Trustees, subject to enforcement by him/her or by officers subject to his/her direction and supervision, are faithfully executed.
- The Village Manager shall prepare and submit the annual budget and capital program to the Trustees.
- The Village Manager shall submit to the Trustees and make available to the public a complete report on the finances and administrative activities of the Village as of the end of each fiscal year.
- The Village Manager shall make such other reports as the Trustees may require concerning the operations of Village departments, offices and agencies subject to his/her direction and supervision.
- The Village Manager shall keep the Trustees fully advised as to the financial condition and future needs of the Village and make such recommendations to the Trustees concerning the affairs of the Village as he/she deems desirable.

- The Village Manager or his/her designee shall perform the duties of zoning administrative officer.
- The Village Manager shall be responsible for the enforcement of all Village ordinances and laws.
- The Village Manager may when advisable or proper delegate to subordinate officers and employees of the Village any duties conferred upon him/her by the Village Charter, the Vermont statutes or the Trustees.
- The Village Manager shall annually appoint, subject to the Trustees approval, the Village treasurer/tax collector, Village clerk, Village attorney, Village fire chief and Village engineering consultant.
- The Village Manager shall perform such other duties as are specified in the Village charter, state law, or as may be required by the Trustees.
- Exercise full supervisory authority directly over all Village department heads and administrative office personnel, and indirectly over approximately 30-35 Village employees. Plan and conduct training programs and staff meetings. Confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems and the like.
- Serve as a principal Village liaison in conjunction with a member of the Board of Trustees to community groups, residents, government agencies, other municipalities, contractors, consultants, attorneys, media and others outside Village government.
- Demonstrate commitment to the Village of Essex Junction's mission and values as determined by residents and the Village's various boards and commissions.

SUPERVISION RECEIVED

In all matters, the Village Manager shall be subject to the direction and supervision of the Trustees and shall hold office at the will of the Trustees.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of all Village employees.

KNOWLEDGE, SKILLS & ABILITIES

- Master's degree in public administration, business administration or other appropriate discipline, plus 4 to 6 years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Broad base of technical knowledge and skills related to municipal government operations, including public works, community relations, relevant state and federal law, development grants and so forth. Strong technical knowledge and

skills related to budget and personnel management. Relevant experience with computer, i.e., email, word processing, etc.

- Excellent planning, organizational, administrative, personnel and budget management skills.
- Excellent writing, research, analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- Demonstrated ability to deal effectively with, and represent the Village to, a wide range of individuals and groups outside Village government, as well as Village officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating and coordinating skills.
- Demonstrated ability to conduct construction and other field site inspections.
- Ability to travel to meetings in other parts of the state.
- Demonstrated ability to build teams that efficiently serve the public and are effective at implementing the Trustees' policies.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the position. I further understand that management has the right to assign job duties and may update the job description from time to time.

Name: _____

Signature: _____

Date: _____

TOWN MANAGER

Definition:

Administrative and supervisory work in directing the activities of the town's departments, commissions, boards and officers except those elected; all other related work as required.

Distinguishing Characteristics:

Exercises administrative authority over the operations of the municipality in conformance with policies and objectives set forth by the board of selectmen and the laws of the state.

Performs professional municipal management duties of a highly complex and responsible nature, requiring considerable judgment in making administrative decisions, in carrying out town policy, and in overseeing municipal activities.

Supervises approximately ten administrators and department heads directly with final responsibility for 76 full-time employees.

Makes frequent contacts with local, state and federal officials, local business and community leaders, town employees and department heads, and with the general public.

Has access to extensive town-wide confidential information including personnel records, negotiating positions, and confidential investigations.

Little physical effort required in performing duties under typical office conditions.

Examples of Work:

Serves as chief administrative officer of the town; plans, directs and supervises the town's departments, commissions, boards and officers; serves as liaison with various state and federal organizations; establishes goals and analyzes and evaluates programs.

Prepares documents, presents and implements the town's annual budget; prepares warnings for the annual and special town meetings; directs the formulation of the capital improvement program; oversees the community planning efforts, including land use and economic development.

Acts as the town's public safety and personnel director; bargains with employee unions; oversees personnel administration and resolves problematic cases according to established policies and procedures; develops systematic personnel policies and practices for implementation with union and non-union employees.

Supervises the rental and use of all town facilities and is responsible for the maintenance and repair of all town property.

Performs a vital public relations function for the town in dealing with the complaints, criticism and suggestions of citizens, business, industry, developers and builders; performs community development activities on behalf of the town; develops procedures to coordinate the inter-departmental review of development proposals; implements the inter-departmental strategies related to planning and development.

Oversees the competitive bidding process for contractual services; may meet and negotiates with potential vendors and contractors; monitor the progress of consultants and contractors retained by the town.

Work with the board of selectmen on matters affecting town government and matters involving litigation.

Oversees the purchasing of supplies, materials, equipment and facilities; seeks and evaluates opportunities for consolidated purchasing or alternative purchasing arrangements.

Prepares periodic reports to the selectmen; oversees maintenance of statistics; all other work as required by the board of selectmen.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

Master's degree in public administration or related field; five year's experience in public management or administration; or, Bachelor's degree in public administration and seven year's experience.

Knowledge, Ability and Skill:

Substantial knowledge of municipal operations. Thorough knowledge of municipal finance, budgets, personnel policies and practices, collective bargaining, state and federal agencies as they relate to municipal government, town charter and policies, federal and state laws. Substantial management skills to direct the work of professional and non-professional subordinates. Ability to represent the town appropriately and effectively. Ability to perform organizational tasks as needed. Ability to work with employees and the general public under conditions of stress.

Must be able to accept constructive suggestions for improvement and have the ability to communicate and work well with others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or

hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Fall of 2017

City Manager Job Description

Effective Date: DRAFT Dated February 3, 2022

Organization: City of Barre, Vermont, USA

Position Title: City Manager

FLSA Classification: Exempt

Supervisor: City Council

Summary/Objective

The City Manager of the City of Barre, Vermont is the municipality's chief administrative officer and is responsible for the day-to-day operations of the City. Pursuant to the Charter of the City of Barre and 24 V.S.A. Chapter 37, the City Manager shall have general supervision of the affairs of the City, be the administrative head of all departments, and be responsible for the efficient administration thereof.

The Manager is supervised by a City Council consisting of six elected Councilors and one elected Mayor, and has broad responsibility in the following areas: developing and overseeing the City budget, financial planning and management, personnel administration, facility management, procurement, public works, community development, and public relations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensures the efficient and effective delivery of city services under broad policy guidance from the Council [CD1] .
- Attends all meetings of the City Council except as provided for in the City Charter.
- Ensures the Council is informed of financial conditions, current and future needs of the City, and makes reports as may be required by law, charter, ordinances or may be requested by Council or deemed to be in the best interests of the City.
- Confers regularly with City officials, department heads and personnel to plan, coordinate and evaluate activities, projects, policies, systems, exchange information, explain and interpret policies and procedures, investigate and resolve problems.
- Oversees all aspects of personnel administration and exercises charter-granted authority with respect to personnel decisions, rules, regulations, policies and procedures in conjunction with the Human Resources Administrator.
- Manage relations with tenants of municipal properties.

- Overall responsibility to create a work environment that is diverse, fair and equitable.
- Prepares City annual budget in collaboration with staff for submission to the Council, presents proposed budget to the Council, monitors revenues and expenses for all fund budgets, performs cost control activities, and administers capital planning and capital budget programs.
- Assists the Council with their policy-making process by identifying unmet needs; researching, analyzing, and recommending possible solutions; and providing the Council with professional advice.
- Prepares the agenda and related materials for Council meetings
- Ensures that City staff are receiving regular training and being regularly evaluated on work performance.
- Ensures that City volunteers receive regular communication and training on relevant matters (e.g. public records and open meeting law).
- Oversees the compilation and distribution of the annual report on the finances and administrative activities of the City for the fiscal year.
- Serves as the principal representative of the City in all matters, including meetings with county, regional, state, and federal officials unless otherwise directed or delegated.
- Ensures that the City is represented on boards and commissions of regional authorities and municipalities.
- Regularly informs the Council of the general affairs of the City, including departmental operations, activities of other committees, boards and commissions, emerging policy issues, administrative actions, and short and long range needs.
- Maintains working relationships with State officials and local legislators.
- Appoints and removes all employees in accordance with City personnel policies, relevant statutory requirements, and City Charter.
- Serves as primary contact with City attorney(s); coordinates communication between the Council, counsel, and any relevant boards or commissions.
- Serves as the principal City liaison with the media, community groups and residents, including social media and the website.
- Serves as the general purchasing agent of the City; oversees the purchasing of all supplies, materials and equipment for all departments in collaboration with the department heads and other City personnel as necessary.
- Serves as chair of the team responsible for negotiating collective bargaining agreements.
- Oversees grant administration and overall responsibility for allocations of grant program funds and program management.
- Supports the coordination of activities between all City employees and departments, as well as City bodies (i.e. boards and commissions) and performs other such duties as may be directed by the Council or situation, not inconsistent with the law, ordinances or the Employment Agreement.
- Coordinates emergency management & disaster response resources according to existing emergency management planning and governing structures.
- Maintains ICMA membership and adheres to its [code of ethics](#).

Necessary Knowledge, Skills and Abilities

- Bachelor's degree in public administration, business or other appropriate discipline, master's degree preferred, eight or more years experience in public management and financial administration or any equivalent combination of education and experience, with some at a senior level.
- Proven management experience in a multi-functional organization;
- Thorough knowledge of personnel management practices and legal requirements.
- Thorough knowledge of the principles and practices of municipal administration and policy.
- Thorough knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of strategic planning and implementation.
- Working knowledge of municipal government procedures and operations.
- Working knowledge of municipal finance, human resources, municipal planning, community & economic development, public works, water and wastewater, public safety, recreation, cemetery administration, and intergovernmental and legislative relations, demonstrated ability to exercise independent judgement and discretion in making administrative decisions related to matters of significance when carrying out City policy, and in overseeing the operations of City departments
- Working knowledge of public administration in a Dillon's Rule state.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Demonstrated ability to prepare and manage budgets, maintain detailed records and related confidential information such as personnel records, requests for proposals, contracts, and negotiating positions.
- Demonstrated ability to establish effective working relationships with employees and the general public.
- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated ability to lead effectively, delegate tasks and assign responsibility to staff to effectively utilize the City resources.
- Working familiarity with information technology in public administration.
- ICMA Membership, ICMA Credentialed Manager preferred

Supervisory Responsibility

- Administrative and functional supervision, direct and indirect, of all City employees (except elected and Council-appointed officials)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment when needed.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts). Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-workers/supervisors/customers, and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Occasionally performed
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently

Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Rarely performed
Lift over 50 lbs.:	N/A	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed rarely	Balancing:	Occasionally performed
Carry over 50 lbs.:	N/A	Work Surfaces	
Reach above shoulder height:	Occasionally performed		
Reach at shoulder height:	Performed frequently	In Avg. 8 hour Day Employee is Required to:	
Reach below shoulder height:	Performed frequently	Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	

Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Internal

Work is normally performed in a climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External

Limited external work may be required on occasion with limited exposure to hazardous conditions. Occasional exposure to inclement weather conditions may be required.

Position Type/Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m with a 1 hour lunch. Due to the nature of the position, evening and limited weekend meetings will be required.

Travel

Local travel may be required between facilities, parks, job sites or to vendors. Occasional travel to other locations in the state for meetings or conferences.

Additional Eligibility Qualifications

City Charter stipulates that the City Manager must reside in the City of Barre. The successful candidate that resides outside of the City of Barre will have up to twelve months to relocate to the City. Under certain circumstances the City Council may grant an extension.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States.

Must be able to get to and from work on a consistent basis.

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the City Council:

Mayor _____

Ward 1 Councilor _____

Ward 1 Councilor _____

Ward 2 Councilor _____

Ward 2 Councilor _____

Ward 3 Councilor _____

Ward 3 Councilor _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Salaries of Managers in Similarly Sized Communities

Information from the Vermont League of Cities and Towns

Community	Population	Manager Pay 2021	# Years in Community
Barre City	8,528	\$ 105,602	11
Barre Town	7,720	\$ 99,949	30
Bennington Town	14,964	\$ 115,107	48
Brattleboro Town	11,332	\$ 109,088	6
Hartford Town	9,556	\$ 115,003	2
Milton Town	10,829	\$ 114,930	18
Montpelier City	7,372	\$ 136,489	26
Springfield Town	8,908	\$ 115,003	0
Average	9,901	\$ 113,896	18
City of Essex Junction	10,590		0

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6c) Annual Meeting outcomes

Issue

The outcomes of the April 12 Annual Meeting ballot will be known for this meeting. This is an opportunity for the Trustees to discuss the outcomes and consider any next steps they would like to take.

Discussion

This year's Australian ballot had the typical vote on the budget, and four additional ballot initiatives: Article 2 – Unrestricted fund balance, Article 3 – Local option tax, Article 4 – Cannabis retailers, Article 5 – Main Street water line bond.

Cost

N/A.

Recommendation

It is recommended the Trustees discuss the outcomes of the Annual Meeting Australian ballot votes and identify any actions the board wants to take or future agenda items they would like.

Recommended Motion

No motion is necessary.

Attachments

None.

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6d) Mask purchase initiative

Issue

On January 25, the Trustees approved emergency purchases of up to \$40,000 to supply high-quality masks to Village residents and staff using American Rescue Plan Act (ARPA) funds. The effort was intended to start small by using only a few thousand dollars to see how it goes and to report back.

Discussion

The Trustees desires to purchase and distribute high quality masks in January came at the height of mask demand and supply was difficult to locate. Demand has since slowed down and it seems like there is more availability to make such a purchase. Given that this decision was a couple of months ago and the pandemic continues to evolve, the Trustees should confirm if this is still an initiative they would like staff to pursue. And, if so, would the Trustees like masks simply purchased at this time and preserved for potential future distribution, or to distribute upon receipt.

Cost

Initial purchases were previously being considered around 5,000 to 10,000 masks, with costs around \$1.00 per mask. After the initial purchase and distribution there will be an assessment and follow-up to Trustees before proceeding further.

Recommendation

It is recommended the Trustees discuss how they would like to proceed at this junction with the mask purchasing initiative.

Recommended Motion

No motion is necessary.

Attachments

None.

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6e) Tree Farm contracts

Issue

The Trustees are currently engaged in three contracts (Memorandum of Understanding with the Town of Essex, Management Agreement with the Town of Essex and Tree Farm Management Group, Lease with Town of Essex and Tree Farm Management Group) related to the Tree Farm facility on Old Colchester Road. The contracts were set to expire on July 31, 2022, but the Trustees and Selectboard agreed to extend them to December 31, 2022. The Trustees should begin having a conversation about what they would like to do upon the expiration of these contracts.

Discussion

The Tree Farm 100-acre parcel is half owned by the Village and half by the Town. The Tree Farm Management Group has managed the property for the last twenty years. The Trustees should discuss their vision for the property and how it is managed in the future.

Cost

None at this time. The future direction will determine if and what the costs could be.

Recommendation

It is recommended that the Trustees discuss this contractual matter in executive session.

Recommended Motions

Should the Trustees decide to move forward with the recommendation to discuss this matter in executive session, the following are the recommended motions:

1st Motion:

“I move to find that premature general public knowledge regarding the Village’s contracts for the Tree Farm facility with the Town of Essex and Tree Farm Management Group would clearly place the Village at a substantial disadvantage, because the Trustees risk disclosing its negotiation strategy if it discusses the contract terms in public.”

2nd Motion:

“I move that we go into executive session to discuss contracts for the Tree Farm facility with the Town of Essex and Tree Farm Management Group under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes, and include the Interim Co-Managers and EJRP Grounds & Facilities Director.”

Attachments

None.

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6f) Annual review of Ethics Policy

Issue

Per Section 11. Distribution of Ethics Policy of the Village of Essex Junction Ethics Policy:

Village Trustees: Annually at their organizational meeting, the Village Trustees shall, in a public meeting, review the Ethics Policy of the Village of Essex Junction. Each Village Trustee shall sign a form acknowledging that they have received and understand the Ethics Policy.

Additionally, the acknowledgement form indicates the Trustees need to review Article 1 of the General Rules and Personnel Regulations.

Discussion

Typically the review of the Ethics Policy takes place in the consent agenda, however there are several items in Section 11 that are worth discussing.

Ethics Policy Section 11:

Boards, Commissions and Committees: It says that all appointed boards, commissions, and committees shall review the Ethics Policy upon appointment and annually at their organizational meetings. This appears to be happening annually with some boards (Planning Commission and Zoning Board) but not others (Tree Advisory, Bike/Walk, Capital). There is also language that each member shall sign a form acknowledging receipt and understanding of the policy. It is not clear if that should happen just upon appointment or upon appointment and annually. The Trustees should discuss their desires for frequency of review of the Ethics Policy by appointed boards and clarify if signing an acknowledgement should happen at all, and if so, upon appointment (and reappointment), and/or annually.

Fire Department: Similar to the above, it says the Fire Chief shall distribute and review the Ethics Policy upon appointment and annually for volunteer firefighters, and there is a lack of clarity on signing the form at each juncture or just at the start.

Department Heads and Full-Time Employees: Same questions as fire.

Elected Position: It states that each person shall be given a copy of the policy along with a petition.

Appointed Position: It states that each person shall be given a copy upon submittals of a letter requesting appointment.

General Rules & Personnel Regulations Section 115:

In Section 115 of the General Rules & Personnel Regulations it says:

115. ETHICS POLICY.

The Village has an Ethics Policy. The Ethics Policy will be distributed to all employees; board, commission and committee members; elected and appointed officials; and fire fighters upon appointment and annually thereafter per Section 11 of the Ethics Policy. Each person receiving the Ethics Policy shall sign the Ethics Policy acknowledgement form.

If there are edits to the Ethics Policy that affect this statement, then the personnel regulations should be updated accordingly.

Also, the Trustees should discuss the acknowledgement form and confirm if it should include the Ethics Policy and Article 1 of the Personnel Regulations or just the Ethics Policy. Article 1 is not mentioned as needed review and acknowledgement in the Ethics Policy or Personnel Regulations, but then is mentioned in the acknowledgement form.

While there is good intention in ensuring that elected and appointed officials, volunteer firefighters, and full-time employees are provided a copy of the Ethics Policy, review it annually, and sign an acknowledgement form (either upon start or annually), it is worthy of discussing how you want staff spending their time and the level of effort the Trustees would like for this to happen. There are approximately 125 people that this currently applies to annually. It is not currently being practiced as written in the policy. The Trustees should discuss and clarify the policy to reflect their desired level of engagement and review for all parties so that it can be implemented according to the actual policy.

Cost

There is no direct cost with the Ethics Policy other than staff time administering and monitoring whatever requirements are in the policy.

Recommendation

It is recommended that the Trustees review the Ethics Policy in its entirety, and more specifically, discuss Section 11 and make any edits necessary to accurately reflect the desires of the Trustees. If any changes are made that impact Section 115 of the General Rules & Personnel Regulations, those too should be updated. The Trustees should also discuss the acknowledgement form, its necessity, and if it is utilized, whether or not it should include Article 1 of the Personnel Regulations.

Recommended Motion(s)

If there are no edits to the Ethics Policy:

“I move that the Trustees approve of the Village of Essex Junction Ethics Policy.”

If there are edits to the Ethics Policy:

“I move that the Trustees approve of the Village of Essex Junction Ethics Policy as amended per the discussion at tonight’s meeting.”

If there are edits to the Ethics Policy that impact the language in Section 115 of the General Rules & Personnel Regulations:

“I move that the Village General Rules & Personnel Regulations Section 115. Ethics Policy be updated to be congruent with changes made to the Village of Essex Junction Ethics Policy on April 13, 2022.”

If there are edits to the Acknowledgement Form:

“I move that the Acknowledgement Form for Elected and Appointed Public Officials be edited to _____.”

Attachments

1. Village of Essex Junction Ethics Policy approved 4/27/21
2. Article 1 Village General Rules & Personnel Regulations as of 10/12/21
3. Ethics Policy Acknowledgement Form for Elected and Appointed Public Officials



VILLAGE OF ESSEX JUNCTION ETHICS POLICY

1. APPLICABILITY:

The provisions of these rules shall apply to all public officials, employees and volunteer firefighters.

2. POLICY STATEMENT:

Accepting a position as a public official, employee or volunteer firefighter carries with it the acceptance of a public trust that the official, employee or volunteer firefighter will work to further the public interest. Maintaining that public trust is critical to the continued operation of good government. In addition, public decision-making should be open and accessible to the public at large. To preserve this public trust, there are five principles to which public officials, employees or volunteer firefighters should adhere to:

- (a) A public official, employee or volunteer firefighter should represent and work towards the public interest and not towards private/personal interests.
- (b) A public official, employee or volunteer firefighter should accept and maintain the public trust (i.e., must preserve and enhance the public=s confidence.)
- (c) A public official, employee or volunteer firefighter should exercise leadership, particularly in the form of consistently demonstrating behavior that reflects the public trust.
- (d) A public official, employee or volunteer firefighter should recognize the proper role of all government bodies and the relationships between the various government bodies.
- (e) A public official, employee or volunteer firefighter should always demonstrate respect for others and for other positions.

3. DEFINITIONS:

The following words shall have the following meanings:

- (a) **Business Associate** is a partner or other person with whom an individual has ongoing or recurring business transactions.
- (b) **Conflict of Interest** is a situation where a public official, employee or volunteer

firefighter is directed by two or more competing interests, one of which is the public interest and the other is a private/personal interest. Specific conflict of interest situations are specified in the section entitled "Conflict of Interest".

- (c) **Ethics** are a set of rules that guide behavior.
- (d) **"Financial Interest" is defined as any of the following:**
 - A self-proprietor, partner, business associate, shareholder (holding at least five percent of the outstanding shares of any class of shares), director, or managerial employee of an organization who has a matter for review before a public body.
 - A self-proprietor, partner, business associate, shareholder (holding at least five percent of the outstanding shares of any class of shares), director, or managerial employee of a competitor to a business that has a matter for review before a public body.
 - An applicant or property owner who has a matter for review before a public body.
 - An adjoining landowner to a property owner that has a matter for review before the Planning Commission or Zoning Board of Adjustment.
- (e) **Immediate Family** is spouses, civil union partners, children, stepchildren, parents, step-parents, brothers, sisters, grandparents, nephews, nieces, sons-in-law, daughters-in-law, fathers-in-law, mothers-in-law, brothers and sisters-in-law, and any dependents or other persons living in the employee's or volunteer firefighter's household.
- (f) **Material** is of real importance or great consequence, substantial, requiring serious consideration by reason of having a bearing on the outcome of an unsettled matter.
- (g) **Official Act or Action** is any legislative, administrative, appointive, or discretionary act of any public official, employee or volunteer firefighter of the Village (in his/her official capacity), or of any agency, board, committee or commission thereof.
- (h) **Private/Personal Interest** is something that is of direct or indirect material or financial benefit accruing to an individual or a member of the individual's immediate family.
- (i) **Public Interest** is the interest of the community as a whole conferred generally upon all members of the public.

- (j) **Recusal** is stepping aside from public office or duty during discussion and vote when a conflict of interest exists (as specified in Section 204).

4. CONFLICT OF INTEREST:

A public official, employee or volunteer firefighter is deemed to have a conflict of interest if s/he acts contrary to any of the following rules:

- (a) **Acceptance of Gifts and Favors.** A public official, employee or volunteer firefighter shall not accept anything of economic value, such as money, service, gift, loan, promise, gratuity, or favor from any person, business or organization involved in a contract or transaction with the Village, such that the item accepted could be considered as payment for a special act or treatment. This provision shall not apply to:
 - (1) Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of Village business, or where official attendance by the public official, employee or volunteer firefighter as a Village representative is appropriate;
 - (2) An award publicly presented in recognition of public service;
 - (3) Occasional, non-pecuniary gifts of insignificant value.
- (b) **Appointment of Immediate Family Member or Business Associate.** A public official or employee shall not participate in the appointment, vote for appointment, or discussion of any appointment of an immediate family member or business associate, to any Village office or position. A public official or employee shall not use his/her position, directly or indirectly, to affect the employment status of an immediate family member or business associate.
- (c) **Supervision of Immediate Family Members.** A public official, employee or volunteer firefighter shall not supervise, hire, appoint, evaluate, or discipline the work or employment status of an immediate family member or the affairs of the organizational unit in which the immediate family member is employed.
- (d) **Personal Relationships in the Workplace.** Dating shall be prohibited between co-workers in power-differentiated relationships where one of the parties has decision-making authority over the terms or conditions of employment of the other party, including performance appraisals.
- (e) **Prior Knowledge of Property Purchases.** A public official, employee or volunteer firefighter shall not receive or have any financial interest in any sale to the Village of any property when such financial interest was received with prior knowledge that the Village intended to purchase said property.

- (f) **Contractual Arrangements.** A public official, employee or volunteer firefighter shall not influence the Village's selection of, or its conduct of business with, a person, organization or business having business with the Village if the public official, employee or volunteer firefighter, or a member of the official, employee's or volunteer firefighter's immediate family, has a financial interest in or with the person, organization or business. The public official, employee or volunteer firefighter shall not participate in the discussion, negotiation, or vote on contracts in which the official, employee or volunteer firefighter, or a member of the official, employee's or volunteer firefighter's immediate family, has a private financial interest and performs in regard to such a contract some function requiring the exercise of discretion on behalf of the Village.
- (g) **Financial Interest.** A public official, employee or volunteer firefighter shall not participate in any public business before a public body which affects his/her financial interest. Public business shall mean participating in the award of a contract, seeking or opposing a permit from a public body on which the official, employee or volunteer firefighter sits as the authority to grant or deny such permit soliciting employment from the Village, or otherwise requesting some status, right, or benefit from the Village that has financial value. This shall not include supporting or opposing the passage of a legislative measure unless such measure relates substantially to the public official, employee's or volunteer firefighter's private/personal interest rather than to the public interest.
- (h) **Representation of Private Party.** A public official, employee or volunteer firefighter shall not represent a private party in any matter before any Village public body. Nothing in this section shall prohibit a public official, employee or volunteer firefighter from representing his/her own interests before any Village public body. In such cases, the public official, employee or volunteer firefighter shall act only in his/her individual capacity and not also in any official capacity on behalf of the Village.
- (i) **Use of Confidential Information.** A public official, employee or volunteer firefighter shall not, without authorization, disclose or use confidential information acquired in the course of official duties. A public official, employee or volunteer firefighter shall not use any confidential information acquired in the course of official duties to further his/her personal interest.
- (j) **Unusual Relationships.** Whenever a public official, employee or volunteer firefighter has special or unusual (beyond being casual or reasonably common) relationship with a party to an official action of the public body on which the official, employee or volunteer firefighter sits, the official, employee or volunteer firefighter shall disclose the relationship and the body may advise as to whether

the official, employee or volunteer firefighter should recuse him/herself in accordance with the Section entitled "Definitions" of this policy.

If a conflict of interest, as defined above, is determined to exist, the public official, employee or volunteer firefighter shall disclose the conflict and recuse him/herself prior to any consideration and/or vote on the action being contemplated, in accordance with the provisions of the section entitled "Definitions".

5. EX-PARTE COMMUNICATIONS: BOARDS, COMMISSIONS AND COMMITTEES:

In any quasi-judicial matter (e.g., matter involving the issuance of a permit or approval), or the award of a contract, before a Village Board, Commission or Committee, a public official, employee or volunteer firefighter sitting on such Board, Commission or Committee, shall not, outside of that Board, Commission or Committee, communicate with or accept a communication from a person for which there are reasonable grounds for believing to be a party to the matter being considered, if such communication is designed to influence the official, employee's or volunteer firefighter's action on that matter. If such communication should occur, the public official, employee or volunteer firefighter shall disclose it at an open meeting of the Board, Commission or Committee prior to its consideration of the matter.

6. INAPPROPRIATE USE OF PUBLIC POSITION:

A public official, employee or volunteer firefighter shall not use his/her public position to further a personal interest or the interest of an immediate family member.

A public official, employee or volunteer firefighter shall not use the powers or prestige obtained through election, appointment or employment, to influence the decision of a subordinate on a matter where the official, employee or volunteer firefighter has significant private/personal pecuniary interest.

Public officials, employees or volunteer firefighters are empowered to discharge specific statutory duties in the public interest and should not interfere with the statutory duties of others.

A public official, employee or volunteer firefighter shall not attempt to influence Village staff=s recommendations regarding matters in which the public official, employee or volunteer firefighter has a personal/private or financial interest.

A public official, employee or volunteer firefighter shall not use Village staff or resources to advance a personal/private or financial interest.

7. INCOMPATIBILITY OF OFFICES:

Incompatible offices set forth in 17 V.S.A., Section 2647, shall not be held simultaneously by any Village public official, employee or volunteer firefighter.

The Village Manager shall not hold the office of Village Clerk or Village Treasurer.

A Village Trustee shall not serve as a member of the Village Planning Commission or Zoning Board of Adjustment.

A member of the Village Planning Commission shall not serve as a member of the Village Zoning Board of Adjustment.

A member of the Village Zoning Board of Adjustment shall not serve as a member of the Village Planning Commission.

A Village Trustee, Planning Commissioner, or member of the Zoning Board of Adjustment shall not be an employee of the Village of Essex Junction.

8. FAIR AND EQUAL TREATMENT:

No public official, employee or volunteer firefighter shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.

No public official, employee or volunteer firefighter shall request, use, or permit to be used, any publicly-owned or publicly-supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of him/herself or any other person. This rule shall not be deemed to prohibit a public official, employee or volunteer firefighter from requesting, using or permitting the use of such publicly-owned property, vehicle, equipment, or material which is provided as a matter of stated policy for the use of Village public officials, employee or volunteer firefighter in the conduct of official Village business.

No public official, employee or volunteer firefighter shall discriminate on the basis of race, color, religion, national origin, or sex.

9. DISCLOSURE AND RECUSAL PROCEDURES:

Whenever a matter comes before a Board, Commission or Committee, on which any of the conflict of interest situations described in the sections entitled "Definitions," "Conflict of Interest" or "Ex-Parte Communications: Boards, Commission and Committees" of this Policy shall exist, the following provisions shall apply:

- (a) The public official, employee or volunteer firefighter involved shall disclose to

the relevant Board, Commission or Committee, in an open public meeting, the nature of the conflict of interest, prior to any consideration of the matter by said Board, Commission or Committee.

(b) Following such disclosure, such public official, employee or volunteer firefighter shall leave the room and shall not participate in any consideration, discussion or vote on the matter before the Board, Commission or Committee. If the official, employee or volunteer firefighter wishes to address the issue at an open public meeting, the official, employee or volunteer firefighter may re-enter the room as a member of the public and participate as a member of the public. During deliberation and vote on the matter, the official, employee or volunteer firefighter shall not be present. The official, employee or volunteer firefighter may attend executive session to discuss the matter at the invitation of the Board, Commission or Committee, if such attendance complies with the statutory requirements of the Open Meeting Law.

(c) The public official, employee or volunteer firefighter shall not, during any part of the Board, Commission, or Committee meeting pertaining to the matter requiring the disclosure, represent, advocate on behalf of, or otherwise act as the agent of the person or business entity in or with which the official has such an interest or relationship.

The foregoing shall not be construed as prohibiting the official, employee or volunteer firefighter from testifying as to factual matters at a hearing of the Board of Trustees, Planning Commission, Zoning Board of Adjustment, or any other committee.

10. COMPLAINT OF ETHICS VIOLATION:

A person, who believes that an appointed public official, employee or volunteer firefighter of the Village of Essex Junction has violated any portion of this policy, may send or deliver a signed, written complaint to the Village Manager. The complaint shall include the name of the person alleged to have committed the violation and the specifics of the act(s) which constitute the violation. The Manager shall forward the complaint to the appropriate public official(s) for resolution.

Any complaint against an elected official shall be directed to the elected official. A person may ask an elected body to reconsider a matter that they believe involved an unethical act by an elected official.

11. DISTRIBUTION OF ETHICS POLICY:

Village Trustees: Annually at their organizational meeting, the Village Trustees shall, in a public meeting, review the Ethics Policy of the Village of Essex Junction. Each Village Trustee shall sign a form acknowledging that they have received and understand the Ethics Policy.

Boards, Commissions and Committees: Upon appointment and annually at their organizational meetings, all boards, commissions, and committees appointed by the Village Trustees shall, in a public meeting, review the Ethics Policy of the Village of Essex Junction. Each board, commission or committee member shall sign a form acknowledging that they have received and understand the Ethics Policy of the Village of Essex Junction.

Fire Department: Upon appointment and annually thereafter, the Fire Chief shall distribute and review with the volunteer firefighters a copy of the Village of Essex Junction's Ethics Policy. Each volunteer firefighter shall sign a form acknowledging that he/she has received and understands the Ethics Policy.

Department Heads and Full-Time Employees: Upon hiring and annually thereafter, Department Heads shall be required to distribute and review with their full-time employees a copy of the General Rules and the Personnel Regulations, including Ethics Policy. Each full-time employee will be required to sign a form acknowledging that he/she has received and understands the General Rules and Personnel Regulations, and Ethics Policy.

Elected Position: Each person seeking an elected position in the Village of Essex Junction shall be given a copy of the Ethics Policy of the Village of Essex Junction along with a petition.

Appointed Position: Each person seeking an appointed position in the Village of Essex Junction shall be given a copy of the Ethics Policy of the Village of Essex Junction upon submittal of a letter requesting appointment.

Adopted by the Village Trustees on 6/8/10.

ARTICLE 1
GENERAL RULES FOR PUBLIC OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS

101. EFFECT

The provisions of these rules shall apply alike to all public officials, volunteer firefighters and all employees of the Village, regardless of the time of the creation of the position or the time of their appointment.

These rules and regulations are subject to change at any time by majority vote of the Village Trustees.

102. DEFINITIONS

Department Head is the appointed Fire Chief or an employee who has direct supervision and responsibility for personnel of an entire municipal department.

Employee - Full-Time is an employee who works at least thirty (30) hours per week, year round. Full-time employees are eligible for all benefits and may only be discharged for cause. Full-time employees who work less than forty (40) hours per week will have their fringe benefits, such as vacation leave, sick leave and holiday pay, pro-rated (e.g., an employee who normally works 30 hours per week would be paid for 30 hours when taking a vacation week).

Employee - Part-Time is any person who routinely works less than thirty (30) hours per week, or is hired for seasonal work only. A part-time employee is an at-will employee and may be discharged at any time without cause. Part-time employees who work an average of at least 18 hours per week and are over age 18 are eligible for paid sick leave in accordance with state law. Part-time employees are not eligible for benefits, except that those who are scheduled to work at least twenty (20) hours per week year round are entitled to vacation, holiday, and sick leave on a prorated basis. All employees have access to the Employee Assistance Program.

“Seasonal Employee” is any employee hired to perform services on a seasonal basis. Upon completion of the season, the employee’s employment will be terminated. Seasonal employees are not eligible for benefits and are not included in the merit pay scale. Seasonal employees may be discharged at any time without cause.

"Public Official" is any person who is elected by the voters of the Village or has been appointed by the Village Trustees.

"Volunteer Firefighter" is any person appointed to the Essex Junction Fire Department. In accordance with the Fair Labor Standards Act, they are volunteers and not employees. Volunteer firefighters are appointed by the Essex Junction Fire Chief. All appointed volunteer firefighters are at-will. They are not eligible for benefits, except for the Employee Assistance Program, and may be discharged at any time without cause by the Fire Chief or by the Village Trustees. Pay rates for volunteer firefighters are set by the Fire Chief and approved by the Village Trustees. Volunteer firefighters are not included in the merit pay scale.

“Library Substitute” is any employee hired to fill in on an “as-needed basis” at the Brownell Library. Library substitutes are not eligible for benefits and are not classified in the merit pay scale. All library substitutes are to be paid the same hourly wage as established by the Library Director and Unified Manager. Library Substitutes may be discharged at any time without cause.

“Library Volunteer” is any person who has been offered and accepted a volunteer position at the Brownell Library. All applicants for volunteer positions at the library are required to undergo a criminal record check per Section 8 of the “Administrative Procedures Regarding Hiring.”

103. EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Village of Essex Junction is committed to and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, ancestry, national origin, genetics, place of birth, age, sex (including pregnancy), sexual orientation, genetic information, gender identity or disability, if he or she is qualified for the position. The municipality shall, without regard to these matters, recruit, hire, upgrade, assign, and train all employees. In addition, the municipality shall administer all personnel actions, such as compensation, benefits and municipal sponsored training without regard to these matters. Reasonable accommodations will be made for employees who are qualified individuals with a disability and for any qualified person with a disability seeking employment with the municipality.

104. APPOINTMENTS

Where no specific rule of the Village Charter is made to the contrary, the state statutes shall determine how appointments shall be made.

105. RECORDS

All records shall be available to the Board of Trustees or their representative if they are conducting an official investigation in accordance with the Village Charter or acting as the Personnel Board.

106. MONIES RECEIVED

Every official or employee shall turn over, as soon as practical, all monies received by him/her in their official capacity to the Treasurer with a statement showing the source from which the same was received.

107. OATH

Members of the Board of Trustees shall, before assuming their duties, take the oath prescribed by law.

108. SALARIES

All officials, employees and volunteer firefighters of the Village shall receive such salaries as may be provided by the Village Trustees. No official or employee receiving a salary from the municipality shall be entitled to retain any portion of any fees collected by him/her in the performance of their duties as municipal official or employee.

All municipal employees, with the exception of the volunteer firefighters, seasonal employees and library substitutes shall receive pay increases as follows:

108.1: Effective July 1, 2021 through June 30, 2023: An employee is eligible for an annual merit-based increase ranging from 1.0% to 5.0%, to be paid on their anniversary date.

The merit-based increases are assigned as follows:

- Evaluation score ranging from 4.5-5.0 = 5.0%
- Evaluation score ranging from 4.0-4.49 = 4.5%
- Evaluation score ranging from 3.5-3.99 = 4.0 %
- Evaluation score ranging from 3.0-3.49 = 3.5%
- Evaluation score ranging from 2.5-2.99 = 3.0%
- Evaluation score ranging from 2.0-2.49 = 2.5%
- Evaluation score ranging from 1.5-1.99 = 2.0%
- Evaluation score ranging from 1.0-1.49 = 1.5%
- Evaluation score ranging from 0.00-0.99 = 1.0%

Effective July 1, 2023 through June 30, 2024: An employee is eligible for a merit-based increase ranging from 0.0% to 4.0%, to be paid on their anniversary date.

The merit-based increases are assigned as follows:

- Evaluation score ranging from 4.5-5.0 = 4.0%
- Evaluation score ranging from 4.0-4.49 = 3.5%
- Evaluation score ranging from 3.5-3.99 = 3.0%
- Evaluation score ranging from 3.0-3.49 = 2.5%
- Evaluation score ranging from 2.5-2.99 = 2.0%
- Evaluation score ranging from 2.0-2.49 = 1.5%
- Evaluation score ranging from 1.5-1.99 = 1.0%
- Evaluation score ranging from 1.0-1.49 = 0.5%
- Evaluation score ranging from 0.00-0.99 = 0.0%

108.2: Employees shall receive a 1.25% pay increase, on July 1, 2021; July 1, 2022; and July 1, 2023 in addition to their merit based pay raises. This benefit is in response to the Village increasing the existing pay scales, and is intended to prevent compression amongst existing staff.

108.3: An employee's change in job classification, or promotion to a new role, that results in a movement to a higher grade will result in a 5.5% increase for each grade change, or pay will be the minimum for the new grade (whichever is higher). An employee's change in job classification, or change in position, will result in a 5.5% decrease for each grade decrease.

108.4: An employee who takes on an interim role, defined as a Full-Time position that the employee is filling on a temporary or limited basis for situations such as maternity leave, temporary position vacancy, long term disability etc. shall be paid an interim stipend in the amount of \$100 per week. The department head shall be responsible for requesting an interim stipend and the stipend is subject to approval by the Unified Manager.

109. TERMINATION OF OFFICE

Every official, volunteer firefighter and employee, upon the expiration of their term or dismissal, shall deliver to their successor all books and records which may be the property of the Village, and shall deliver to the Unified Manager any other municipal property in their possession. If no successor has been appointed within one week after the termination of office, such property shall be delivered to the Unified Manager or Trustees.

110. REFERENCES

The Village of Essex Junction will not provide references beyond confirming dates of employment. All reference requests are to be referred to the HR Director.

111. TRAVELING EXPENSE

Request for travel expense funds for official business, special education or training shall be submitted on an authorized form. Authorization forms are to be signed by the employee's supervisor. Mileage shall be reimbursed in accordance with IRS allowance and shall be computed based on employee's regular work site as base.

No municipal vehicle shall be used regularly for commuting to and from work, nor shall any public official receive mileage reimbursement for commuting to and from work, unless waived by the Unified Manager on a case-by-case basis.

Employees and volunteers attending conferences or other training will be reimbursed for the cost of meals. If a meal is not provided, the municipality shall reimburse public officials and employees up to \$15 for breakfast, \$15 for lunch and \$25 for dinner (including gratuities). In order to receive reimbursement, an Expense Voucher shall be completed and receipts provided. At no time will the municipality reimburse public officials for alcohol or tobacco related products.

112. SMOKING

Smoking will not be allowed inside any building or vehicle owned by the Village of Essex Junction. Smoking will be permitted outdoors (except at the Wastewater Treatment Plant, where no smoking is allowed within the gates).

113. EMPLOYEE ASSISTANCE PROGRAM

The services of Invest EAP, a Vermont-based Employee Assistance Program (EAP), are available for all employees as well as all of their household members. Invest EAP may be accessed 24 hours a day and seven days a week (24/7), free of charge and confidentially, for help identifying and dealing with the stressors and distractions in their life.

114. OPEN DOOR POLICY.

The Village has an open door policy for employees. In order to maintain an open door policy, employees are encouraged to discuss concerns, issues, problems, and/or ideas with Department Heads or the Unified Manager. If employees are unable to resolve issues with their Department Head they may address their concerns or ideas to the Unified Manager with the understanding that all discussion with the Unified Manager may be reviewed with the Department Head. The open door policy is not intended to be a means to override department rules or circumvent proper steps to resolve issues

115. ETHICS POLICY.

The Village has an Ethics Policy. The Ethics Policy will be distributed to all employees; board, commission and committee members; elected and appointed officials; and fire fighters upon appointment and annually thereafter per Section 11 of the Ethics Policy. Each person receiving the Ethics Policy shall sign the Ethics Policy acknowledgement form.

For Elected and Appointed Public Officials

ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Village of Essex Junction Ethics Policy (dated 4/27/21) and Article 1 of the General Rules and Personnel Regulations (dated 10/12/21).

I further understand that the General Rules and Personnel Regulations, as well as the Ethics Policy, are subject to change at any time by a majority vote of the Village Trustees.

Signature: _____

Print Name: _____

Date: _____

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 13, 2022

Agenda Item: 6g) Committee reappointment process

Issue

There are approximately 11 Trustee appointed community members for various committees whose terms are expiring in June. We will be contacting them to see if they would like to be considered for reappointment. If so, the Trustees should identify a plan for their reappointment.

Discussion

The Trustees should discuss the process they would like to use for reappointments. Potential ideas:

- simply letters/emails of confirmed interest
- a written questionnaire for those who are interested in reappointment with a standard set of questions (i.e. what have you enjoyed about your work on the committee throughout your term, why are you seeking reappointment, what are two significant accomplishments your committee has made during your term, what are the two biggest issues your committee is facing, if there is one thing you could change about your committee what would it be, is there anything you think the Trustees should know about your committee that has not already been discussed, etc.)
- in-person interviews
- other?

If the Trustees would like to do in-person interviews, they should discuss if any questions should be sent in advance for the candidates to consider and/or if a standard set of questions will be used for each interview. The Trustees should identify a preferred plan for interviews – stagger them over upcoming meetings, start early and knock them all out at once, commit the majority of one meeting to this, etc.

Similar to the written questionnaire concept above for reappointment, the Trustees should discuss if they would like a written questionnaire for appointee's who choose not to seek reappointment.

Cost

N/A.

Recommendation

It is recommended the Trustees identify a reappointment process.

Recommended Motion

No motion is necessary.

Attachments

None.

FROM: Andrew Brown, Village President

TO: Board of Trustees

DATE: 4/8/2022

RE: City of Essex Junction Celebration

With the bill creating the City of Essex Junction's passing in the House and Senate I believe it is time for the Trustees to begin planning a celebration of this momentous occasion. For tonight's purpose the Trustees should determine how to proceed (during board meetings, formal sub-committee, etc.), who to include and engage in planning, etc.

RECOMMENDATION:

This is for discussion purposes only.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Village of Essex Junction Fiscal Year 2023 Begin 07/01/22 End 06/30/23

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 5.013	\$ 58,326.88
Class 2 2.006	\$ 8,572.35
Class 3 28.010	\$ 44,469.99
Town Tax Funds – 19 V.S.A. Section 307	\$ 1,443,692.78
Special Funds (e.g., bonds or earmarks):	
a. Capital Reserve	\$ 580,000.00
b.	\$
c.	\$
TOTAL	\$ 2,135,062.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 310,556.00
Non-Winter Maintenance	\$ 1,244,506.00
Major Construction Projects	
a. Brickyard Culvert	\$ 580,000.00
b.	\$
c.	\$
TOTAL	\$ 2,135,062.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of **Essex Junction** certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: April 13, 2022

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator



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

MEMORANDUM

TO: Village Trustees; Brad Luck, Co-Interim Manager, Wendy Hysko, Co-Interim Manager
FROM: Jess Morris, Finance Director
DATE: April 2, 2022
SUBJECT: ARPA Standard Allowance Election

Issue

The issue is whether or not the Trustees will elect the standard allowance for ARPA (American Rescue Plan Act) funds.

Discussion

In the ARPA Final Rule issued by Treasury on January 6, 2022, a change was made from the interim rule to allow recipients to select the standard allowance for revenue loss up to \$10 million to be used for government services. The Village has been awarded a total of \$3,244,344.37. This election also provides streamlined and less cumbersome reporting requirements.

This is a one-time, irrevocable election and must be made during the April 30, 2022 reporting period.

While not required, VLCT (VT League of Cities and Towns) recommends that all boards make an official decision of their election during a regular meeting as best practice. The suggested motion below is provided by VLCT.

Cost

There is no cost.

Recommendation

Staff recommends that the Trustees elect the standard allowance for ARPA funds.

Suggested motion: I move that the Village of Essex Junction make the one-time irrevocable decision to elect the "Standard Allowance" approach for our ARPA award in the amount of \$3,244,344.37, to spend on the provision of government services throughout the period of performance of the grant.

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	03/10/22	J Coll, J Prog, A Prog, S	0069852 0322	210-5-35-10-640.202 Juvenile Collection	157.75	38730	03/18/22
42665	03/10/22	J Coll, J Prog, A Prog, S	0069852 0322	210-5-35-10-840.202 Childrens Programs	311.25	38730	03/18/22
42665	03/10/22	J Coll, J Prog, A Prog, S	0069852 0322	210-5-35-10-840.201 Adult Programs	30.18	38730	03/18/22
42665	03/10/22	J Coll, J Prog, A Prog, S	0069852 0322	210-5-35-10-610.000 General Supplies	334.17	38730	03/18/22
07155	02/23/22	Salt	0706103	210-5-40-12-600.000 Salt, Sand and Gravel	5218.20	38732	03/18/22
V9976	03/11/22	Service contract 2/1/22-1	13492	210-5-41-21-400.000 Contracted Services	1860.00	38734	03/18/22
00530	02/14/22	Donations: Foundation: FA	B6368267	210-5-90-00-991.000 Library Donation Expense	125.59	38739	03/18/22
00530	02/14/22	Donations: Foundation: FA	B6368267	210-5-35-10-610.000 General Supplies	6.40	38739	03/18/22
03000	02/24/22	salt	2906945943	210-5-40-12-600.000 Salt, Sand and Gravel	2326.51	38742	03/18/22
26395	01/31/22	Land Development Code Upd	20201125	210-5-16-10-330.000 Professional Services	512.50	38746	03/18/22
V04609	03/01/22	Adult Collection	1915476	210-5-35-10-640.201 Adult Collection	95.88	38748	03/18/22
V10617	03/04/22	SPROCKET 11 TEETH tracks	C22429	210-5-40-12-430.000 R&M Vehicles & Equipment	4935.03	38749	03/18/22
V10617	03/04/22	ADJUST.HYD.TRACK for side	C23330	210-5-40-12-430.000 R&M Vehicles & Equipment	1037.74	38749	03/18/22
21120	03/03/22	Physical EJFD	0005092200	210-5-25-10-330.000 Professional Services	655.00	38750	03/18/22
25120	03/03/22	EJRP Timesheets February	367734	210-5-30-10-330.000 Professional Services	602.00	38755	03/18/22
04940	02/23/22	MSP Internet March	0176315 0222	210-5-41-26-530.000 Communications	359.45	38757	03/18/22
04940	02/23/22	Park Street Internet	0210908 0222	210-5-41-23-530.000 Communications	217.57	38758	03/18/22
V9941	03/02/22	Bamboo subscription march	01105237	210-5-10-10-505.000 Tech. Subs, Licenses	574.40	38760	03/18/22
V9941	02/15/22	pump for making brown sal	596754	210-5-40-12-600.000 Salt, Sand and Gravel	319.99	38760	03/18/22
V9941	02/02/22	Supplies Comm Dev/Fire De	Amaz0309 0	210-5-10-10-610.000 General Supplies	13.39	38760	03/18/22
V9941	02/02/22	Supplies Comm Dev/Fire De	Amaz0309 0	210-5-41-22-610.000 General Supplies	20.99	38760	03/18/22
V9941	02/05/22	SUPPLIES	Amaz0309B	210-5-10-10-610.000 General Supplies	164.99	38760	03/18/22
V9941	02/14/22	Office supplies	Amaz0309F	210-5-10-10-610.000 General Supplies	27.88	38760	03/18/22
17025	03/12/22	VB minutes 3/8/22	0083	210-5-10-10-530.000 Communications	127.92	38761	03/18/22
17025	03/15/22	Planning Commission Minut	0084	210-5-10-10-530.000 Communications	213.20	38761	03/18/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
42640 DE LAGE LANDEN	03/10/22	Copier leases 3/15-4/14/2 75732516	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	38762	03/18/22
42640 DE LAGE LANDEN	03/10/22	Copier leases 3/15-4/14/2 75732516	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	38762	03/18/22
42640 DE LAGE LANDEN	03/10/22	Copier leases 3/15-4/14/2 75732516	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	38762	03/18/22
42640 DE LAGE LANDEN	03/10/22	Copier leases 3/15-4/14/2 75732516	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	38762	03/18/22
24305 DEMCO INC	02/21/22	Supplies 7084543	210-5-35-10-610.000 General Supplies	199.26	38763	03/18/22
31275 DON WESTON EXCAVATING INC	03/09/22	Move snow - additional 10538	210-5-40-12-422.000 Snow Removal	1530.00	38766	03/18/22
21150 FINDAWAY LLC	03/02/22	J Collection 381260	210-5-35-10-640.202 Juvenile Collection	1717.12	38773	03/18/22
21150 FINDAWAY LLC	03/04/22	J Collection 381543	210-5-35-10-640.202 Juvenile Collection	41.24	38773	03/18/22
19005 FIRSTLIGHT FIBER	03/01/22	March 2022 Vill 11011650	210-5-41-21-530.000 Communications	502.57	38776	03/18/22
19005 FIRSTLIGHT FIBER	03/01/22	EJRP Internet March 11012057	210-5-41-26-530.000 Communications	360.00	38777	03/18/22
16000 FISHER AUTO PARTS	03/10/22	Hydraulic Hose 293369010	210-5-40-12-430.000 R&M Vehicles & Equipment	62.06	38778	03/18/22
33495 INGRAM LIBRARY SERVICES I	03/01/22	Adult Collection, Supplie 58118997	210-5-35-10-640.201 Adult Collection	12.19	38796	03/18/22
33495 INGRAM LIBRARY SERVICES I	03/01/22	Adult Collection, Supplie 58118997	210-5-35-10-610.000 General Supplies	0.45	38796	03/18/22
V10462 MONAGHAN SAFAR DUCHAM PL	02/28/22	Legal Vill Feb 2022 Feb 2022	210-5-10-10-320.000 Legal Services	417.50	38808	03/18/22
V10462 MONAGHAN SAFAR DUCHAM PL	02/28/22	Legal Vill Feb 2022 Feb 2022	210-5-10-10-320.000 Legal Services	470.00	38808	03/18/22
V10462 MONAGHAN SAFAR DUCHAM PL	02/28/22	Legal Vill Feb 2022 Feb 2022	210-5-10-10-320.000 Legal Services	35.00	38808	03/18/22
V10462 MONAGHAN SAFAR DUCHAM PL	02/28/22	Legal Vill Feb 2022 Feb 2022	210-5-10-10-320.000 Legal Services	500.00	38808	03/18/22
V10462 MONAGHAN SAFAR DUCHAM PL	02/28/22	Legal Vill Feb 2022 Feb 2022	210-5-16-10-320.000 Legal Services	70.00	38808	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-10-10-210.000 Group Insurance	11.07	38811	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-13-10-210.000 Group Insurance	197.99	38811	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-40-12-210.000 Group Insurance	310.66	38811	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-40-13-210.000 Group Insurance	13.71	38811	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-35-10-210.000 Group Insurance	496.26	38811	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-16-10-210.000 Group Insurance	71.96	38811	03/18/22
24960 NORTHEAST DELTA DENTAL	03/15/22	April 2022 Dental 9256197422	210-5-30-10-210.000 Group Insurance	647.20	38811	03/18/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	03/15/22	NORTHEAST DELTA DENTAL April 2022 Dental 9256197422	210-5-30-12-210.000 Group Insurance	104.53	38811	03/18/22
27240	02/23/22	OTIS ELEVATOR COMPANY Buildings RM: elevator se NKV19134001	210-5-41-21-431.000 R&M Buildings & Grounds	450.25	38814	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	210-5-13-10-505.000 Tech. Subs, Licenses	288.46	38821	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	210-1-00-00-120.000 Prepaid Expenses	3173.01	38821	03/18/22
18010	03/08/22	REYNOLDS & SON, INC. Filter for Unicus/ Bauer 3404472	210-5-25-10-431.000 R&M Buildings & Grounds	27.60	38822	03/18/22
18010	03/11/22	REYNOLDS & SON, INC. n95s and gowns Dan M. 3404669	210-5-25-10-613.000 Program Supplies	52.19	38822	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-41-26-622.000 Electricity	1083.47	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-41-23-622.000 Electricity	138.25	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-41-21-622.000 Electricity	336.62	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-41-22-622.000 Electricity	195.46	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-41-20-622.000 Electricity	195.46	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-40-12-622.000 Electricity	390.27	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	210-5-40-12-622.000 Electricity	95.95	38824	03/18/22
42565	03/02/22	SEVEN DAYS Communications Job Ad 218606	210-5-10-10-550.000 Printing and Binding	125.00	38825	03/18/22
23855	03/11/22	SOUTHWORTH-MILTON, INC. service SCINV621038	210-5-40-12-430.000 R&M Vehicles & Equipment	289.38	38827	03/18/22
V2124	03/05/22	STAPLES ADVANTAGE Supplies 3502382505	210-5-35-10-610.000 General Supplies	809.59	38829	03/18/22
36130	02/18/22	VERIZON WIRELESS Verizon Shared 9899806984	210-5-25-10-530.000 Communications	160.04	38831	03/18/22
36130	02/18/22	VERIZON WIRELESS Verizon Shared 9899806984	210-5-16-10-530.000 Communications	40.01	38831	03/18/22
30210	03/07/22	VLCT CFO services Vill budget MAC20220005	210-5-13-10-570.000 Other Purchased Services	468.75	38834	03/18/22
V2380	03/01/22	VLCT PACIF endorsement 1 EJRP traile INT195030122	210-5-13-10-520.000 Insurance	54.00	38835	03/18/22
07565	03/08/22	W B MASON CO INC Supplies 228101598	210-5-35-10-610.000 General Supplies	138.19	38838	03/18/22
V9632	03/14/22	HOYLE, TANNER & ASSOC, IN Brickyard Road over India 0066559	230-5-40-13-895.830 BC2058 Brickyard Culvert	18385.50	38792	03/18/22
V10462	02/28/22	MONAGHAN SAFAR DUCHAM PL Legal Vill Feb 2022 Feb 2022	230-5-16-10-890.824 Cres. Connector	690.00	38808	03/18/22
10110	03/14/22	MCGOVERN MECHANICAL CORP Meter Replacements 1765	254-5-54-70-750.001 Meter Replacement Program	1000.00	38805	03/18/22
03070	03/15/22	MINUTEMAN PRESS Postage Vill UB 03 2022 b 031522D	254-5-54-20-560.000 Postage	491.02	38807	03/18/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	03/15/22	NORTHEAST DELTA DENTAL April 2022 Dental 9256197422	254-5-54-20-210.000 Group Insurance	317.51	38811	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	254-5-54-20-505.000 Tech. Subs, Licenses	68.68	38821	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	254-1-00-00-120.000 Prepaid Expenses	755.52	38821	03/18/22
38760	03/10/22	TI-SALES INC Battery Pack For Neptune INV0140989	254-5-54-70-750.001 Meter Replacement Program	27.90	38830	03/18/22
V10609	03/10/22	2G ENERGY INC. Service - Invoice 415082200198	255-5-55-30-570.000 Other Purchased Services	4280.36	38725	03/18/22
V10609	03/10/22	2G ENERGY INC. Service - Invoice 415082200199	255-5-55-30-570.000 Other Purchased Services	2211.86	38725	03/18/22
05290	03/14/22	ADVANCE AUTO PARTS VAL NON DETERGENT 30 1 () 552207357286	255-5-55-30-610.000 General Supplies	88.20	38728	03/18/22
22140	02/24/22	BSC INDUSTRIES INC Angular contact ball bear 3748978	255-5-55-30-610.000 General Supplies	255.12	38740	03/18/22
22140	03/15/22	BSC INDUSTRIES INC SUPER HC MOLDED NOTCH BEL 3750878	255-5-55-30-610.000 General Supplies	95.72	38740	03/18/22
11375	03/01/22	CASELLA WASTE MANAGEMENT recycle grit 3269200	255-5-55-30-570.000 Other Purchased Services	1097.64	38743	03/18/22
42640	03/10/22	DE LAGE LANDEN Copier leases 3/15-4/14/2 75732516	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	38762	03/18/22
V10734	02/17/22	ENCORE ESSEX JUNCTION SOL February 2022 2202WWTP	255-5-55-30-340.000 Technical Services	2969.11	38768	03/18/22
06870	03/11/22	ENDYNE INC Essex Jct. WWTF TKN Only 402595	255-5-55-30-340.000 Technical Services	35.00	38769	03/18/22
38955	03/09/22	F W WEBB COMPANY supplies pepхло 75301072	255-5-55-70-722.008 Vt Phos Challenge PePhlo	48.51	38771	03/18/22
V1093	03/10/22	HOLLAND CO., INC. SODIUM ALUMINATE 13998	255-5-55-30-619.000 Chemicals	8039.60	38791	03/18/22
V10347	03/01/22	J.C. EHRLICH PEST CONTROL MAINTENANCE 14372050	255-5-55-30-570.000 Other Purchased Services	74.00	38799	03/18/22
V10462	02/28/22	MONAGHAN SAFAR DUCHAM PL Legal Vill Feb 2022 Feb 2022	255-5-55-30-320.000 Legal Services	875.00	38808	03/18/22
V10462	02/28/22	MONAGHAN SAFAR DUCHAM PL Legal Vill Feb 2022 Feb 2022	255-5-55-30-320.000 Legal Services	35.00	38808	03/18/22
24960	03/15/22	NORTHEAST DELTA DENTAL April 2022 Dental 9256197422	255-5-55-30-210.000 Group Insurance	369.37	38811	03/18/22
12775	02/28/22	PRATT & SMITH ELECTRICAL service PS 9648	255-5-55-30-570.000 Other Purchased Services	592.00	38819	03/18/22
12775	02/28/22	PRATT & SMITH ELECTRICAL service on PS 9650	255-5-55-30-570.000 Other Purchased Services	173.75	38819	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	255-5-55-30-505.000 Tech. Subs, Licenses	117.55	38821	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	255-1-00-00-120.000 Prepaid Expenses	1293.00	38821	03/18/22
36130	02/18/22	VERIZON WIRELESS Verizon Shared 9899806984	255-5-55-30-530.000 Communications	55.15	38831	03/18/22
07565	01/28/22	W B MASON CO INC WATER, DISTILLED, POLAND 227106036	255-5-55-30-618.000 Laboratory Supplies	117.25	38838	03/18/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10409	03/11/22	WATER INDUSTRIES INC SUPER T6 SEAL PLATE 138109	255-5-55-30-570.000 Other Purchased Services	656.40	38839	03/18/22
04115	03/16/22	KINSLEY POWER SYSTEMS pump stations SVC000163568	256-5-56-40-431.000 R&M Buildings & Grounds	495.66	38801	03/18/22
10110	03/14/22	MCGOVERN MECHANICAL CORP Meter Replacements 1765	256-5-56-70-750.001 Meter Replacement Program	2000.00	38805	03/18/22
03070	03/15/22	MINUTEMAN PRESS Postage Vill UB 03 2022 b 031522D	256-5-56-40-560.000 Postage	953.15	38807	03/18/22
24960	03/15/22	NORTHEAST DELTA DENTAL April 2022 Dental 9256197422	256-5-56-40-210.000 Group Insurance	176.70	38811	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	256-5-56-40-505.000 Tech. Subs, Licenses	40.43	38821	03/18/22
24350	02/27/22	QUESTICA LTD Questica Software INV110526	256-1-00-00-120.000 Prepaid Expenses	444.71	38821	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	256-5-56-40-434.002 West Street PS Costs	270.18	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	256-5-56-40-434.001 Susie Wilson PS Costs	195.13	38824	03/18/22
17505	03/11/22	SAND HILL SOLAR LLC Village Solar Feb 22 239	256-5-56-40-622.000 Electricity	68.24	38824	03/18/22
38760	03/10/22	TI-SALES INC Battery Pack For Neptune INV0140989	256-5-56-70-750.001 Meter Replacement Program	55.79	38830	03/18/22
19815	02/13/22	AMAZON CAPITAL SERVICES Seasonal dec for Center 1XYGJ7JFML9C	258-5-33-13-830.000 Regular Programs	175.04	38729	03/18/22
19815	02/10/22	AMAZON CAPITAL SERVICES Senior Center items 4665	258-5-33-13-830.000 Regular Programs	132.05	38729	03/18/22
42640	03/10/22	DE LAGE LANDEN Copier leases 3/15-4/14/2 75732516	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	38762	03/18/22
21570	02/24/22	PETTY CASH - NICOLE MONE Petty Cash Reimb SR Ctr 22422D	258-5-33-13-830.000 Regular Programs	70.77	38816	03/18/22
37985	02/23/22	A T & T MOBILITY CELL PHONE SERVICE 869X03012022	259-5-30-14-330.000 Professional Services	43.23	38726	03/18/22
19815	03/06/22	AMAZON CAPITAL SERVICES RK FMS Supplies 1KN6CRTHFLD1	259-5-30-15-610.000 General Supplies	158.50	38729	03/18/22
42640	03/10/22	DE LAGE LANDEN Copier leases 3/15-4/14/2 75732516	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	38762	03/18/22
02800	02/23/22	DISCOUNT SCHOOL SUPPLY IN PS Supplies P41126020101	259-5-30-16-610.000 General Supplies	119.97	38765	03/18/22
20680	03/09/22	EPIC DRIVING LLC Drivers Ed March 179	259-5-30-14-330.000 Professional Services	11160.00	38770	03/18/22
11260	03/04/22	GOLD STAR DOG TRAINING Dog Training Programs 59	259-5-30-14-330.000 Professional Services	2776.00	38782	03/18/22
24960	03/15/22	NORTHEAST DELTA DENTAL April 2022 Dental 9256197422	259-5-30-15-210.000 Group Insurance	323.82	38811	03/18/22
24960	03/15/22	NORTHEAST DELTA DENTAL April 2022 Dental 9256197422	259-5-30-16-210.000 Group Insurance	363.40	38811	03/18/22
41950	03/01/22	OCCUPATIONAL HEALTH CENTE CDL Physical R.Gallo 1207337044	259-5-30-15-330.000 Professional Services	131.00	38812	03/18/22
29425	03/03/22	PERFORMANCE FOOD SERVICE RK MSP Snack 624965	259-5-30-15-610.000 General Supplies	221.34	38815	03/18/22

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	03/03/22	RK MSP Snack 624974	259-5-30-15-610.000 General Supplies	83.65	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/03/22	RK Summit Snack 625319	259-5-30-15-610.000 General Supplies	125.02	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/03/22	RK Hiawatha Snack 625341	259-5-30-15-610.000 General Supplies	18.84	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/07/22	RK Summit Snack 625342	259-5-30-15-610.000 General Supplies	164.77	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/07/22	RK EES Snack 625931	259-5-30-15-610.000 General Supplies	344.87	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/07/22	RK Westford Snack 626882	259-5-30-15-610.000 General Supplies	67.27	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/07/22	RK Hiawatha Snack 627274	259-5-30-15-610.000 General Supplies	137.31	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/08/22	RK MSP Snack CREDIT 627506	259-5-30-15-610.000 General Supplies	-28.29	38815	03/18/22
29425	PERFORMANCE FOOD SERVICE	03/08/22	RK MSP Fleming Snack 627888	259-5-30-15-610.000 General Supplies	229.37	38815	03/18/22
16020	POSTMASTER	03/17/22	EJRP Summer Brochure Post 031722D	259-5-30-10-560.000 Postage	1718.66	38817	03/18/22
Report Total					----- 105708.80 =====		

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	03/10/22	SPECIALIST GEL LUBE 10 O 552206937568	210-5-40-12-610.000 General Supplies	36.66	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/14/22	GORILLA BLACK TAPE 1 EA 1 552207357250	210-5-40-12-610.000 General Supplies	14.70	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/14/22	FREEZE PLUG-RBR 1 EA MT 5 552207357293	210-5-40-12-610.000 General Supplies	8.90	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/14/22	15W40 55 GAL 80010222 552207362227	210-5-40-12-610.000 General Supplies	1180.00	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/15/22	FLUID FILM 11.75 OZ FLDF 552207437692	210-5-40-12-610.000 General Supplies	33.09	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/15/22	Headlight, Halogen 1 EA 1 552207457326	210-5-40-12-610.000 General Supplies	6.15	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/15/22	QUICK SPLICE 7 PC CNDUCT 1 552207457327	210-5-40-12-610.000 General Supplies	2.09	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/15/22	HYDRAULIC FITTING 1 EA G 552207457333	210-5-40-12-610.000 General Supplies	109.24	38845	03/25/22
05290	ADVANCE AUTO PARTS	03/16/22	REUSE WIRE TIE B/W12 20 1 552207557374	210-5-40-12-610.000 General Supplies	5.10	38845	03/25/22
07155	AMERICAN ROCK SALT CO LLC	03/15/22	Salt 0709557	210-5-40-12-600.000 Salt, Sand and Gravel	8407.62	38849	03/25/22
24780	AUTO ELECTRIC INC	03/15/22	Cable 29346	210-5-25-10-613.000 Program Supplies	76.50	38850	03/25/22
29345	BOYERS RICHARD E	03/22/22	TAC February Stipend TAC 03012022	210-5-10-10-190.000 Board member Payments	50.00	38857	03/25/22
29345	BOYERS RICHARD E	03/22/22	Tree Advisory Committee J TAC 03222022	210-5-10-10-190.000 Board member Payments	50.00	38857	03/25/22
00530	BRODART CO	03/03/22	Donation Exp: Foundation B6379671	210-5-90-00-991.000 Library Donation Expense	31.86	38858	03/25/22
00530	BRODART CO	03/03/22	Donation Exp: Foundation B6379671	210-5-35-10-610.000 General Supplies	1.60	38858	03/25/22
00530	BRODART CO	03/04/22	Adult Collection, Supplie B6380440	210-5-35-10-640.201 Adult Collection	281.49	38858	03/25/22
00530	BRODART CO	03/04/22	Adult Collection, Supplie B6380440	210-5-35-10-610.000 General Supplies	14.40	38858	03/25/22
00530	BRODART CO	03/04/22	Adult Collection, Supplie B6380444	210-5-35-10-640.201 Adult Collection	15.11	38858	03/25/22
00530	BRODART CO	03/04/22	Adult Collection, Supplie B6380444	210-5-35-10-610.000 General Supplies	0.80	38858	03/25/22
00530	BRODART CO	03/07/22	J Collection, Supplies B6381131	210-5-35-10-640.202 Juvenile Collection	47.99	38858	03/25/22
00530	BRODART CO	03/07/22	J Collection, Supplies B6381131	210-5-35-10-610.000 General Supplies	4.00	38858	03/25/22
00530	BRODART CO	03/07/22	J Collection, Supplies B6381132	210-5-35-10-640.202 Juvenile Collection	20.43	38858	03/25/22
00530	BRODART CO	03/07/22	J Collection, Supplies B6381132	210-5-35-10-610.000 General Supplies	0.80	38858	03/25/22
00530	BRODART CO	03/07/22	J Collection, Supplies B6381133	210-5-35-10-640.202 Juvenile Collection	29.32	38858	03/25/22
00530	BRODART CO	03/07/22	J Collection, Supplies B6381133	210-5-35-10-610.000 General Supplies	1.60	38858	03/25/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	03/07/22	BRODART CO Adult Collection, Supplie B6381135	210-5-35-10-640.201 Adult Collection	165.56	38858	03/25/22
00530	03/07/22	BRODART CO Adult Collection, Supplie B6381135	210-5-35-10-610.000 General Supplies	8.00	38858	03/25/22
00530	03/07/22	BRODART CO J Collection, Supplies B6381161	210-5-35-10-640.202 Juvenile Collection	32.04	38858	03/25/22
00530	03/07/22	BRODART CO J Collection, Supplies B6381161	210-5-35-10-610.000 General Supplies	2.40	38858	03/25/22
00530	03/07/22	BRODART CO J Collection, Supplies B6381164	210-5-35-10-640.202 Juvenile Collection	9.71	38858	03/25/22
00530	03/07/22	BRODART CO J Collection, Supplies B6381164	210-5-35-10-610.000 General Supplies	0.80	38858	03/25/22
03000	03/04/22	CARGILL SALT EASTERN INC salt 2906971618	210-5-40-12-600.000 Salt, Sand and Gravel	3982.88	38859	03/25/22
03000	03/07/22	CARGILL SALT EASTERN INC salt 2906976666	210-5-40-12-600.000 Salt, Sand and Gravel	2319.94	38859	03/25/22
03000	03/08/22	CARGILL SALT EASTERN INC salt 2906980824	210-5-40-12-600.000 Salt, Sand and Gravel	2325.78	38859	03/25/22
03000	03/10/22	CARGILL SALT EASTERN INC SALT 2906988397	210-5-40-12-600.000 Salt, Sand and Gravel	1637.39	38859	03/25/22
03000	03/11/22	CARGILL SALT EASTERN INC salt 2906992643	210-5-40-12-600.000 Salt, Sand and Gravel	1518.40	38859	03/25/22
03000	03/14/22	CARGILL SALT EASTERN INC salt 2906997796	210-5-40-12-600.000 Salt, Sand and Gravel	1519.13	38859	03/25/22
03000	03/16/22	CARGILL SALT EASTERN INC salt 2907005404	210-5-40-12-600.000 Salt, Sand and Gravel	2341.11	38859	03/25/22
45120	03/18/22	CHAMPLAIN VALLEY EQUIPMEN CUT EDGE for pickups CS21596	210-5-40-12-610.000 General Supplies	985.60	38861	03/25/22
25530	03/14/22	CHARLEBOIS TRUCK PARTS truck parts IT36564	210-5-40-12-430.000 R&M Vehicles & Equipment	10.95	38862	03/25/22
21210	03/17/22	CINTAS LOC # 68M 71 M SM SHOP TWL-RED- 4113677756	210-5-40-12-610.000 General Supplies	90.36	38863	03/25/22
17895	03/01/22	CLEAN NEST MSP Cleaning February 12078	210-5-41-26-400.000 Contracted Services	2725.00	38864	03/25/22
04940	03/13/22	COMCAST TV Internet 0091811 0322	210-5-40-12-600.000 Salt, Sand and Gravel	62.90	38865	03/25/22
04940	03/13/22	COMCAST TV Internet 0091811 0322	210-5-40-12-610.000 General Supplies	181.41	38865	03/25/22
31275	03/22/22	DON WESTON EXCAVATING INC Cleared the block at 5 co 10543	210-5-40-12-422.000 Snow Removal	1380.00	38867	03/25/22
31875	03/14/22	ESSEX TOWN WATER DEPT MSP Maint Bldg Water/Sewer 321843871	210-5-41-26-410.000 Water and Sewer Charges	51.01	38871	03/25/22
25390	03/21/22	FIRST NATIONAL BANK OMAHA EJRP CC March 4955 0322	210-5-17-10-850.000 Community Events and Cele	4.99	38875	03/25/22
25390	03/21/22	FIRST NATIONAL BANK OMAHA EJRP CC March 4955 0322	210-5-30-10-505.000 Tech. Subs, Licenses	15.89	38875	03/25/22
25390	03/21/22	FIRST NATIONAL BANK OMAHA EJRP CC March 4955 0322	210-5-30-10-505.000 Tech. Subs, Licenses	49.00	38875	03/25/22
25390	03/21/22	FIRST NATIONAL BANK OMAHA EJRP CC March 4955 0322	210-5-30-10-505.000 Tech. Subs, Licenses	149.90	38875	03/25/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
25390	FIRST NATIONAL BANK OMAHA	03/21/22	EJRP CC March 4955 0322	210-5-30-10-505.000 Tech. Subs, Licenses	258.00	38875	03/25/22
25390	FIRST NATIONAL BANK OMAHA	03/21/22	EJRP CC March 4955 0322	210-5-30-10-505.000 Tech. Subs, Licenses	160.00	38875	03/25/22
16000	FISHER AUTO PARTS	03/16/22	Gloss Black 293369685	210-5-40-12-610.000 General Supplies	11.98	38878	03/25/22
04035	GOT THAT RENTAL & SALES I	03/21/22	3200P GLOVE ,DRIVER PIGSK 96454	210-5-40-12-610.000 General Supplies	12.97	38883	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	MSP Power February 032275Maple	210-5-41-26-622.000 Electricity	637.22	38885	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	MSP Power February 032275Maple2	210-5-41-26-622.000 Electricity	127.76	38886	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/11/22	non-solar accts 2/10 to 3 0322NS	210-5-40-12-622.200 Streetlight Electricity	9996.57	38888	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/11/22	non-solar accts 2/10 to 3 0322NS	210-5-40-12-622.200 Streetlight Electricity	704.69	38888	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	Solar Accounts 2/7 to 3/8 0322S	210-5-41-20-622.000 Electricity	391.86	38889	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	Solar Accounts 2/7 to 3/8 0322S	210-5-41-22-622.000 Electricity	391.86	38889	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	Solar Accounts 2/7 to 3/8 0322S	210-5-40-12-622.000 Electricity	194.02	38889	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	Solar Accounts 2/7 to 3/8 0322S	210-5-41-21-622.000 Electricity	756.57	38889	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	Solar Accounts 2/7 to 3/8 0322S	210-5-40-12-622.000 Electricity	379.44	38889	03/25/22
07010	GREEN MOUNTAIN POWER CORP	03/09/22	Solar Accounts 2/7 to 3/8 0322S	210-5-41-23-622.000 Electricity	144.21	38889	03/25/22
23595	HAMMOND ELECTRIC INC	03/17/22	repair of light fire stat H0003JH	210-5-41-22-431.000 R&M Buildings & Grounds	191.25	38891	03/25/22
24560	JET SERVICE ENVELOPE CO	03/22/22	Election prep costs to be 77294	210-1-00-00-130.000 Exchange - General	8839.73	38895	03/25/22
24560	JET SERVICE ENVELOPE CO	03/22/22	Election prep - Village 77296	210-5-10-10-820.000 Elections	7670.52	38895	03/25/22
28135	JOURNYX, INC	03/01/22	Clock View February 1093	210-5-30-10-330.000 Professional Services	600.00	38896	03/25/22
29585	KLINE CHRISTOPHER	03/16/22	8/23/2021 09/27/2021 11/2 BWAC 0316202	210-5-10-10-190.000 Board member Payments	150.00	38899	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	210-5-10-10-210.000 Group Insurance	73.20	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	210-5-13-10-210.000 Group Insurance	73.20	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	210-5-40-12-210.000 Group Insurance	86.31	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	210-5-40-13-210.000 Group Insurance	7.32	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	210-5-35-10-210.000 Group Insurance	219.60	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	210-5-16-10-210.000 Group Insurance	73.20	38903	03/25/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfc 1489457	210-5-30-10-210.000 Group Insurance	183.00	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfc 1489457	210-5-30-12-210.000 Group Insurance	72.86	38903	03/25/22
13000	MARSHALL TIRE GROUP INC	03/04/22	road service 65601	210-5-40-12-430.000 R&M Vehicles & Equipment	516.00	38905	03/25/22
13000	MARSHALL TIRE GROUP INC	03/22/22	POLAR MOLD SNOW RETREAD 1 65765	210-5-40-12-430.000 R&M Vehicles & Equipment	9573.28	38907	03/25/22
V9970	MIDWEST TAPE	03/07/22	Adult Collection 501789036	210-5-35-10-640.201 Adult Collection	22.49	38909	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-10-10-210.000 Group Insurance	2705.64	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-40-12-210.000 Group Insurance	4561.68	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-40-13-210.000 Group Insurance	270.57	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-35-10-210.000 Group Insurance	6588.23	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-16-10-210.000 Group Insurance	1352.80	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-30-10-210.000 Group Insurance	7602.80	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	210-5-30-12-210.000 Group Insurance	2029.24	38914	03/25/22
06675	NATIONAL BUSINESS TECHNOL	03/18/22	Copier usage + fuel chrg IN474128	210-5-35-10-442.000 Rental Vehicles/Equip	1.67	38917	03/25/22
06675	NATIONAL BUSINESS TECHNOL	03/18/22	Copier usage + fuel chrg IN474128	210-5-35-10-442.000 Rental Vehicles/Equip	76.39	38917	03/25/22
06675	NATIONAL BUSINESS TECHNOL	03/18/22	Copier usage + fuel chrg IN474128	210-5-40-12-442.000 Rental Vehicles/Equip	0.99	38917	03/25/22
06675	NATIONAL BUSINESS TECHNOL	03/18/22	Copier usage + fuel chrg IN474128	210-5-10-10-442.000 Rental Vehicles/Equip	20.12	38917	03/25/22
V10729	OVERDRIVE INC	03/04/22	J Collection 22077337	210-5-35-10-640.202 Juvenile Collection	536.41	38922	03/25/22
V10554	PHOENIX BOOKS BURLINGTON	03/18/22	Adult Collection 415588	210-5-35-10-640.201 Adult Collection	26.99	38927	03/25/22
37430	R R CHARLEBOIS INC	03/14/22	truck supplies IE144631	210-5-40-12-626.000 Gasoline	223.95	38930	03/25/22
37430	R R CHARLEBOIS INC	03/21/22	vehicle parts sweeper IE14865	210-5-40-12-430.000 R&M Vehicles & Equipment	378.53	38930	03/25/22
18010	REYNOLDS & SON, INC.	03/17/22	light wands 3404918	210-5-25-10-610.000 General Supplies	151.38	38932	03/25/22
18010	REYNOLDS & SON, INC.	03/17/22	Gloves-2/16/2022 14: 28:3 3404919	210-5-25-10-612.000 Uniforms	82.37	38932	03/25/22
43275	RYCANDON MECHANICAL, INC.	03/04/22	Piping Repair 14089	210-5-41-23-431.000 R&M Buildings & Grounds	1080.00	38934	03/25/22
25480	SAC FASTENER COMPANY	03/17/22	1/4x3-1/4 Grade 8 Hexhead 55126	210-5-40-12-610.000 General Supplies	12.00	38935	03/25/22
29835	SHERWIN-WILLIAMS	03/14/22	Office Paint 77818	210-5-30-12-431.000 R&M Buildings & Grounds	88.77	38937	03/25/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V2124	01/29/22	STAPLES ADVANTAGE Supplies BL 3498518758	210-5-35-10-610.000 General Supplies	34.40	38938	03/25/22
14800	03/10/22	TECH GROUP INC Computers (6) - received 96949	210-5-35-10-735.000 Tech: Equip/Hardware	7216.00	38939	03/25/22
28455	03/22/22	UNITED CONSTRUCTION & FOR FILTER ELE 9333223	210-5-40-12-430.000 R&M Vehicles & Equipment	128.61	38943	03/25/22
11935	03/14/22	VIKING-CIVES USA QUICK DISC ST GATES 4514968	210-5-40-12-430.000 R&M Vehicles & Equipment	399.28	38947	03/25/22
23395	03/17/22	VILLAGE HARDWARE - WILLIS 15PK 55GAL BLK Liner 514437	210-5-40-12-610.000 General Supplies	19.94	38948	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-10-10-210.000 Group Insurance	18.76	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-13-10-210.000 Group Insurance	38.01	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-40-12-210.000 Group Insurance	58.56	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-40-13-210.000 Group Insurance	2.72	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-35-10-210.000 Group Insurance	90.55	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-16-10-210.000 Group Insurance	18.76	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-30-10-210.000 Group Insurance	111.21	38949	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	210-5-30-12-210.000 Group Insurance	22.99	38949	03/25/22
27100	02/18/22	VLCT PACIF CLAIMS Deductible Amount: \$1,000 20211260A01	210-5-40-12-521.000 Insurance Deductibles	1000.00	38951	03/25/22
07565	03/15/22	W B MASON CO INC Maint Supplies 228287420	210-5-30-12-610.000 General Supplies	580.37	38954	03/25/22
07010	03/11/22	GREEN MOUNTAIN POWER CORP non-solar accts 2/10 to 3 0322NS	254-5-54-20-622.000 Electricity	90.98	38888	03/25/22
27840	03/15/22	MADISON NATIONAL LIFE INS Apr 2022 LIfe 1489457	254-5-54-20-210.000 Group Insurance	91.50	38903	03/25/22
03070	03/16/22	MINUTEMAN PRESS Vill Water envelopes 54485	254-5-54-20-550.000 Printing and Binding	145.79	38911	03/25/22
03070	03/21/22	MINUTEMAN PRESS Vill UB bills March 54504	254-5-54-20-560.000 Postage	363.14	38911	03/25/22
03070	03/21/22	MINUTEMAN PRESS Vill UB bills March 54504	254-5-54-20-560.000 Postage	221.15	38911	03/25/22
23080	03/09/22	MVP HEALTH CARE INC 43118 MVP Apr 2022 16465606	254-5-54-20-210.000 Group Insurance	4696.96	38914	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	254-5-54-20-210.000 Group Insurance	59.92	38949	03/25/22
14265	03/22/22	EARTH WATER SPECIALISTS I Electrical Safety for Non EWS32222	255-5-55-30-500.000 Training, Conf, Dues	200.00	38869	03/25/22
29280	03/21/22	FIRST NATIONAL BANK OMAH 2/17 to 3/14/22 WW Visa c 04810322	255-5-55-30-610.000 General Supplies	185.54	38874	03/25/22
29280	03/21/22	FIRST NATIONAL BANK OMAH 2/17 to 3/14/22 WW Visa c 04810322	255-5-55-70-722.012 Phlo Final Phase	443.67	38874	03/25/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29280	03/21/22	FIRST NATIONAL BANK OMAH 2/17 to 3/14/22 WW Visa c 04810322	255-5-55-30-500.000 Training, Conf, Dues	210.00	38874	03/25/22
23980	03/18/22	INTERSTATE BATTERY OF VT 12V 8AH SLA 187 FASTON 903201015943	255-5-55-30-610.000 General Supplies	63.00	38894	03/25/22
27840	03/15/22	MADISON NATIONAL LIFE INS Apr 2022 LIfe 1489457	255-5-55-30-210.000 Group Insurance	164.70	38903	03/25/22
34995	03/16/22	MCMASTER CARR SUPPLY CO Black Plug for 3/8" Tube 74768944	255-5-55-70-722.012 Phlo Final Phase	36.44	38908	03/25/22
23080	03/09/22	MVP HEALTH CARE INC 43118 MVP Apr 2022 16465606	255-5-55-30-210.000 Group Insurance	6588.29	38914	03/25/22
06675	03/18/22	NATIONAL BUSINESS TECHNOL Copier usage + fuel chrg IN474128	255-5-55-30-442.000 Rental Vehicles/Equip	24.16	38917	03/25/22
28005	03/07/22	RUSSELL SUPPLY RETAINING RING PLIER W/AD 179411	255-5-55-30-610.000 General Supplies	29.24	38933	03/25/22
V2124	01/29/22	STAPLES ADVANTAGE supplies WW 3498518754	255-5-55-30-610.000 General Supplies	94.05	38938	03/25/22
V2124	03/19/22	STAPLES ADVANTAGE office supplies 3502872463	255-5-55-30-610.000 General Supplies	89.79	38938	03/25/22
02970	03/11/22	USA BLUE BOOK INC Hach BOD Nutrient Buffer 907832	255-5-55-30-618.000 Laboratory Supplies	82.63	38944	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	255-5-55-30-210.000 Group Insurance	82.83	38949	03/25/22
29280	03/21/22	FIRST NATIONAL BANK OMAH 2/17 to 3/14/22 WW Visa c 04810322	256-5-56-40-431.000 R&M Buildings & Grounds	113.95	38874	03/25/22
07010	03/11/22	GREEN MOUNTAIN POWER CORP non-solar accts 2/10 to 3 0322NS	256-5-56-40-622.000 Electricity	421.62	38888	03/25/22
07010	03/09/22	GREEN MOUNTAIN POWER CORP Solar Accounts 2/7 to 3/8 0322S	256-5-56-40-622.000 Electricity	650.18	38889	03/25/22
07010	03/09/22	GREEN MOUNTAIN POWER CORP Solar Accounts 2/7 to 3/8 0322S	256-5-56-40-434.001 Susie Wilson PS Costs	393.82	38889	03/25/22
07010	03/09/22	GREEN MOUNTAIN POWER CORP Solar Accounts 2/7 to 3/8 0322S	256-5-56-40-434.002 West Street PS Costs	441.90	38889	03/25/22
04115	03/18/22	KINSLEY POWER SYSTEMS pump stations service 163615	256-5-56-40-431.000 R&M Buildings & Grounds	760.00	38898	03/25/22
27840	03/15/22	MADISON NATIONAL LIFE INS Apr 2022 LIfe 1489457	256-5-56-40-210.000 Group Insurance	86.48	38903	03/25/22
03070	03/21/22	MINUTEMAN PRESS Vill UB bills March 54504	256-5-56-40-560.000 Postage	726.29	38911	03/25/22
23080	03/09/22	MVP HEALTH CARE INC 43118 MVP Apr 2022 16465606	256-5-56-40-210.000 Group Insurance	3356.39	38914	03/25/22
21230	03/19/22	VISION SERVICE PLAN (CT) Apr 22 Vill 814692187	256-5-56-40-210.000 Group Insurance	34.82	38949	03/25/22
13620	03/21/22	WATER ENVIRONMENT FEDERAT Professional Operator mem 00611427	256-5-56-40-500.000 Training, Conf, Dues	410.00	38955	03/25/22
06675	03/18/22	NATIONAL BUSINESS TECHNOL Copier usage + fuel chrg IN474128	258-5-33-13-442.000 Rental Vehicles/Equip	108.59	38917	03/25/22
37985	02/23/22	A T & T MOBILITY EJRP Cell Phones February 03012022	259-5-30-15-530.000 Communications	263.10	38841	03/25/22
37985	02/27/22	A T & T MOBILITY RK Cell Phones February 3052022	259-5-30-15-530.000 Communications	381.62	38842	03/25/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	03/16/22	RK Bus Wiper Blades 552207557376	259-5-30-15-610.000 General Supplies	99.92	38845	03/25/22
19815	AMAZON CAPITAL SERVICES	03/12/22	RK Hiawatha 13MLDT9331FN	259-5-30-15-610.000 General Supplies	148.00	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/13/22	RK Summit 13TWYDXLNVPD	259-5-30-15-610.000 General Supplies	8.89	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/19/22	RK Bus Supplies 1D9RVXHFV3L	259-5-30-15-610.000 General Supplies	169.37	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/13/22	RK EES Supplies 1HFFD6GCRJW4	259-5-30-15-610.000 General Supplies	161.66	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/19/22	Egg Hunt Supplies 1KJJR7PLHWT7	259-5-30-14-610.000 General Supplies	184.64	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/20/22	RK Fleming Supplies 1L9KXF6XR4C3	259-5-30-15-610.000 General Supplies	264.36	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/14/22	RK FMS Supplies 1PHFNLXQ17YN	259-5-30-15-610.000 General Supplies	104.24	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/20/22	RK Summit Supplies 1PRWDWHRNY6G	259-5-30-15-610.000 General Supplies	67.07	38847	03/25/22
19815	AMAZON CAPITAL SERVICES	03/12/22	RK EES Snack 1Y94J4KRLN9M	259-5-30-15-610.000 General Supplies	168.93	38847	03/25/22
42665	AMAZON/SYNCB	02/10/22	EJRP Amazon Jan/Feb 0432266 0222	259-5-30-16-610.000 General Supplies	135.56	38848	03/25/22
42665	AMAZON/SYNCB	02/10/22	EJRP Amazon Jan/Feb 0432266 0222	259-5-30-14-610.000 General Supplies	940.46	38848	03/25/22
27590	CATAMOUNT COLOR (OFFSET H	02/28/22	Childcare Summer Camp Bro 24439	259-5-30-10-550.000 Printing and Binding	1800.00	38860	03/25/22
25590	FUN EXPRESS LLC	03/15/22	Egg Hunt Supplies 71559685201	259-5-30-14-610.000 General Supplies	610.11	38881	03/25/22
19385	KENNEDY CENTER GROUP SALE	12/10/21	DC Trip Shear Madness 4/1 27976779	259-5-30-14-610.000 General Supplies	3014.64	38897	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	259-5-30-15-210.000 Group Insurance	326.51	38903	03/25/22
27840	MADISON NATIONAL LIFE INS	03/15/22	Apr 2022 LIfe 1489457	259-5-30-16-210.000 Group Insurance	143.85	38903	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	259-5-30-15-210.000 Group Insurance	5269.02	38914	03/25/22
23080	MVP HEALTH CARE INC 43118	03/09/22	MVP Apr 2022 16465606	259-5-30-16-210.000 Group Insurance	5837.44	38914	03/25/22
06675	NATIONAL BUSINESS TECHNOL	03/18/22	Copier usage + fuel chrg IN474128	259-5-30-10-442.000 Rental Vehicles/Equip	84.95	38917	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/14/22	RK Summit Snack 629967	259-5-30-15-610.000 General Supplies	140.26	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/14/22	RK EES Snack 630699	259-5-30-15-610.000 General Supplies	232.44	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/14/22	RK Fleming Snack 630757	259-5-30-15-610.000 General Supplies	84.94	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/14/22	RK FMS Snack 630829	259-5-30-15-610.000 General Supplies	182.25	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/14/22	RK Hiawatha Snack 631029	259-5-30-15-610.000 General Supplies	135.95	38923	03/25/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	03/15/22	RK MSP Snack 631469	259-5-30-15-610.000 General Supplies	93.46	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/17/22	K-3 VC Camp Snack 632192	259-5-30-15-610.000 General Supplies	61.63	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/17/22	4-6 VC Snack 632193	259-5-30-15-610.000 General Supplies	42.79	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/17/22	K-6 VC Snack 632195	259-5-30-15-610.000 General Supplies	61.63	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/21/22	RK Westford Snack 633760	259-5-30-15-610.000 General Supplies	143.03	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/21/22	RK FMS Snack 634242	259-5-30-15-610.000 General Supplies	175.61	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/21/22	RK Fleming Snack 634308	259-5-30-15-610.000 General Supplies	123.52	38923	03/25/22
29425	PERFORMANCE FOOD SERVICE	03/21/22	RK MSP Snack 634472	259-5-30-15-610.000 General Supplies	128.06	38923	03/25/22
29070	SADOWSKY STACEY JEAN	04/21/22	Yoga Class 2/14-3/16 042122D	259-5-30-14-330.000 Professional Services	280.00	38936	03/25/22
25315	VESPA'S PIZZA PASTA & DEL	03/10/22	RK Training 031022D	259-5-30-15-610.000 General Supplies	100.00	38945	03/25/22
21230	VISION SERVICE PLAN (CT)	03/19/22	Apr 22 Vill 814692187	259-5-30-15-210.000 Group Insurance	84.42	38949	03/25/22
21230	VISION SERVICE PLAN (CT)	03/19/22	Apr 22 Vill 814692187	259-5-30-16-210.000 Group Insurance	71.79	38949	03/25/22
Report Total					----- 155843.34 =====		

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25715	03/18/22	DONALD L. HAMLIN CONSULT Provide assistance relate	210-5-40-12-330.000	759.00	28985	04/01/22
		22801 031822	Professional Services			
25715	02/25/22	DONALD L. HAMLIN CONSULT Town/Village boundary inf	210-5-10-10-330.000	48.18	28985	04/01/22
		22803 022522	Professional Services			
05020	03/15/22	ESSEX JCT VILLAGE OF MSP Main Bldg Water	210-5-41-26-410.000	564.09	28989	04/01/22
		202466401422	Water and Sewer Charges			
05020	03/15/22	ESSEX JCT VILLAGE OF MSP Pool Water	210-5-41-26-410.000	607.03	28989	04/01/22
		202466411422	Water and Sewer Charges			
05020	03/15/22	ESSEX JCT VILLAGE OF MSP Maint Bldg Water	210-5-41-26-410.000	51.04	28989	04/01/22
		202466421422	Water and Sewer Charges			
05020	03/15/22	ESSEX JCT VILLAGE OF 2 Lincoln 110321-021522	210-5-41-20-410.000	136.23	28989	04/01/22
		202472391	Water and Sewer Charges			
05020	03/15/22	ESSEX JCT VILLAGE OF 2 Lincoln sprinkler 11032	210-5-41-20-410.000	73.33	28989	04/01/22
		202472401	Water and Sewer Charges			
05020	03/15/22	ESSEX JCT VILLAGE OF Cascade Water	210-5-41-26-410.000	40.74	28989	04/01/22
		202485861422	Water and Sewer Charges			
33585	03/24/22	LHS ASSOCIATES, INC. Memory cards for election	210-5-10-10-820.000	352.00	29009	04/01/22
		72576	Elections			
33585	03/24/22	LHS ASSOCIATES, INC. Memory cards for election	210-1-00-00-130.000	352.00	29009	04/01/22
		72576	Exchange - General			
22070	03/23/22	VILLAGE COPY & PRINT INC. Village annual reports FY	210-5-10-10-530.000	1260.00	29054	04/01/22
		8714	Communications			
07565	03/15/22	W B MASON CO INC Office Paper	210-5-30-10-610.000	119.96	29064	04/01/22
		228279250	General Supplies			
14400	03/18/22	ABOVE AND BEYOND cleaning Lincoln/Brownell	210-5-41-20-400.000	600.00	38958	04/01/22
		6877	Contracted Services			
14400	03/18/22	ABOVE AND BEYOND cleaning Lincoln/Brownell	210-5-41-21-400.000	2212.75	38958	04/01/22
		6877	Contracted Services			
29380	02/09/22	BALLARD KATIE L HC Stipend Feb	210-5-10-10-190.000	25.00	38964	04/01/22
		HC2222	Board member Payments			
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc	210-5-30-10-505.000	168.00	38970	04/01/22
		6508 0322	Tech. Subs, Licenses			
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc	210-5-30-10-610.000	180.81	38970	04/01/22
		6508 0322	General Supplies			
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc	210-5-30-10-505.000	14.99	38970	04/01/22
		6508 0322	Tech. Subs, Licenses			
04940	03/19/22	COMCAST Internet 2 Lincoln 3/26-	210-4-41-20-090.000	-163.39	38976	04/01/22
		0136343 0322	Transfer Town/Village			
04940	03/19/22	COMCAST Internet 2 Lincoln 3/26-	210-5-41-20-530.000	163.39	38976	04/01/22
		0136343 0322	Communications			
04940	03/23/22	COMCAST MSP Phone Internet April	210-5-41-26-530.000	359.45	38977	04/01/22
		0176315 0322	Communications			
04940	03/23/22	COMCAST Park St Internet Phone Ap	210-5-41-23-530.000	217.57	38978	04/01/22
		0210908 0322	Communications			
19615	03/25/22	DERO streetscape maintenance	210-5-40-12-571.000	2477.50	38983	04/01/22
		00055089	Streetscape Maintenance			
23580	03/23/22	ED EATON FIRE TRUCK REPAI 8E5 Primer Work	210-5-25-10-430.000	3768.59	38987	04/01/22
		12022	R&M Vehicles & Equipment			
03280	03/22/22	ENGINEERS CONSTRUCTION IN 7 YARDS OF TOPSOIL	210-5-40-12-605.000	280.00	38988	04/01/22
		4631	Summer Construction Suppl			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	03/21/22	Tech; A.Repl; JProg; Foun	0017 0322	210-5-35-10-505.000 Tech. Subs, Licenses	395.26	38996	04/01/22
21845	03/21/22	Tech; A.Repl; JProg; Foun	0017 0322	210-5-90-00-640.201 Adult Collection replacem	20.50	38996	04/01/22
21845	03/21/22	Tech; A.Repl; JProg; Foun	0017 0322	210-5-35-10-840.202 Childrens Programs	72.53	38996	04/01/22
21845	03/21/22	Tech; A.Repl; JProg; Foun	0017 0322	210-5-90-00-991.000 Library Donation Expense	195.00	38996	04/01/22
21845	03/21/22	Tech; A.Repl; JProg; Foun	0017 0322	210-5-35-10-500.000 Training, Conf, Dues	114.00	38996	04/01/22
07160	12/05/21	Dues, Prepaid Exp, Tech S	G223203	210-5-35-10-500.000 Training, Conf, Dues	100.00	39000	04/01/22
07160	12/05/21	Dues, Prepaid Exp, Tech S	G223203	210-1-00-00-120.000 Prepaid Expenses	1233.50	39000	04/01/22
07160	12/05/21	Dues, Prepaid Exp, Tech S	G223203	210-5-35-10-505.000 Tech. Subs, Licenses	1233.49	39000	04/01/22
V10347	03/07/22	rodent control Lincoln Ma	14371938	210-5-41-20-431.000 R&M Buildings & Grounds	109.00	39005	04/01/22
33585	03/24/22	Memory cards for election	72575	210-1-00-00-130.000 Exchange - General	575.00	39009	04/01/22
22725	03/24/22	Spare Roofing Shingle Dis	1752	210-5-41-21-431.000 R&M Buildings & Grounds	350.00	39014	04/01/22
V9970	03/14/22	Adult Collection	501819326	210-5-35-10-640.201 Adult Collection	22.49	39020	04/01/22
37430	03/22/22	Truck #34 Transmission co	RC77581	210-5-40-12-430.000 R&M Vehicles & Equipment	997.57	39032	04/01/22
02320	03/03/22	HC Stipend Feb	HC2222	210-5-10-10-190.000 Board member Payments	50.00	39034	04/01/22
03180	03/04/22	Fire Alarm System Annual	21534	210-5-40-12-431.000 R&M Buildings & Grounds	509.02	39039	04/01/22
09105	03/22/22	Shred Service March	388825	210-5-30-10-330.000 Professional Services	22.00	39042	04/01/22
29455	03/03/22	HC Stipend Feb	HC2222	210-5-10-10-190.000 Board member Payments	50.00	39046	04/01/22
12890	03/15/22	2014-3 and 2010-5 interes	VMBBESS79522	210-5-95-00-955.903 Capital Imp Interest	31233.28	39047	04/01/22
36130	03/18/22	CELL PHONE SERVICE	9902093566	210-5-40-12-530.000 Communications	35.01	39049	04/01/22
36130	03/18/22	Verizon Shared bill	9902096607	210-5-25-10-530.000 Communications	160.04	39050	04/01/22
36130	03/18/22	Verizon Shared bill	9902096607	210-5-16-10-530.000 Communications	40.01	39050	04/01/22
25315	03/07/22	Office Meeting Pizza	030722D	210-5-30-10-610.000 General Supplies	42.00	39051	04/01/22
22070	03/22/22	Village newsletter	8710	210-5-10-10-530.000 Communications	3198.82	39054	04/01/22
29825	03/21/22	MSP VT Gas March	1578756 0322	210-5-41-26-621.000 Natrual Gas/Heating	361.90	39058	04/01/22
29825	03/21/22	service 2/15 to 3/17/22	22076	210-5-40-12-621.000 Natural Gas/Heating	716.41	39060	04/01/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	03/21/22	service 2/15 to 3/17/22	22076	210-5-41-21-621.000 Natrual Gas/Heating	1069.75	39060	04/01/22
29825	03/21/22	service 2/15 to 3/17/22	22076	210-5-41-20-621.000 Natrual Gas/Heating	881.52	39060	04/01/22
29825	03/21/22	service 2/15 to 3/17/22	22076	210-5-41-22-621.000 Natrual Gas/Heating	814.26	39060	04/01/22
29825	03/21/22	service 2/15 to 3/17/22	22076	210-5-41-23-621.000 Natrual Gas/Heating	525.66	39060	04/01/22
29825	03/21/22	MSP VT Gas March	810044 0320	210-5-41-26-621.000 Natrual Gas/Heating	436.90	39062	04/01/22
29395	03/03/22	HC Stipend Feb	HC2222	210-5-10-10-190.000 Board member Payments	50.00	39065	04/01/22
25715	03/18/22	VEJ-Brickyard Culvert Wat	22802 031822	230-5-40-13-895.830 BC2058 Brickyard Culvert	1859.18	28985	04/01/22
25715	03/18/22	VEJ-Densmore Culvert 2	21804 031822	230-5-40-13-722.801 Densmore Dr non-FEMA	364.61	38985	04/01/22
36240	02/28/22	Crescent Connector Invoic	222323	230-5-16-10-890.824 Cres. Connector	2401.45	38986	04/01/22
25715	03/18/22	replacement waterline Ma	21806 031822	254-5-54-70-723.004 Main St Water Line	14180.25	28985	04/01/22
10110	03/27/22	Water Meter Maintenance B	1770	254-5-54-70-750.001 Meter Replacement Program	57.31	39017	04/01/22
12890	03/15/22	2014-3 and 2010-5 interes	VMBESS79522	254-5-54-70-955.000 Bond Interest Expense	6856.08	39047	04/01/22
29825	03/21/22	service 2/15 to 3/17/22	22076	254-5-54-20-621.000 Natural Gas/Heating	510.75	39060	04/01/22
23455	03/23/22	Tons of biosolids for	12699	255-5-55-30-568.000 Biosolids Subcontractor	5469.81	38972	04/01/22
04940	03/23/22	internet only 3/30-4/29/2	0316028 0322	255-5-55-30-610.000 General Supplies	243.34	38979	04/01/22
05020	03/15/22	WW multi water/sewer acct	031522D	255-5-55-30-410.000 Water and Sewer Charges	977.48	38989	04/01/22
V1093	03/28/22	SODIUM ALUMINATE	14306	255-5-55-30-619.000 Chemicals	8010.94	39003	04/01/22
12775	03/28/22	Service Cogen control	9703	255-5-55-30-570.000 Other Purchased Services	575.00	39029	04/01/22
12890	03/15/22	2014-3 and 2010-5 interes	VMBESS79522	255-5-55-70-955.002 RZEDB Interest	19147.75	39047	04/01/22
36130	03/18/22	CELL PHONE SERVICE	9902093566	255-5-55-30-530.000 Communications	430.71	39049	04/01/22
36130	03/18/22	CELL PHONE SERVICE	9902093566	255-5-55-30-570.000 Other Purchased Services	40.01	39049	04/01/22
36130	03/18/22	Verizon Shared bill	9902096607	255-5-55-30-530.000 Communications	55.15	39050	04/01/22
29825	03/21/22	service 2/15 to 3/17/22	22076	255-5-55-30-621.000 Natural Gas/Heating	2243.27	39060	04/01/22
05020	03/15/22	WW multi water/sewer acct	031522D	256-5-56-40-410.000 Water and Sewer Charges	113.79	38989	04/01/22
10110	03/27/22	Water Meter Maintenance B	1770	256-5-56-70-750.001 Meter Replacement Program	114.63	39017	04/01/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	03/21/22	VT GAS SYSTEMS service 2/15 to 3/17/22 22076	256-5-56-40-434.001 Susie Wilson PS Costs	41.00	39060	04/01/22
29825	03/21/22	VT GAS SYSTEMS service 2/15 to 3/17/22 22076	256-5-56-40-434.002 West Street PS Costs	42.78	39060	04/01/22
29825	03/21/22	VT GAS SYSTEMS service 2/15 to 3/17/22 22076	256-5-56-40-621.000 Natural Gas/Heating	150.79	39060	04/01/22
V10434	03/21/22	WESTON & SAMPSON ENG, INC PHASE B-VALUATION REPORT 3220602	256-5-56-40-330.000 Professional Services	300.00	39066	04/01/22
19815	03/26/22	AMAZON CAPITAL SERVICES RK Bus Supplies 1DQWPTH4JTHR	259-5-30-15-610.000 General Supplies	173.72	28959	04/01/22
19815	03/28/22	AMAZON CAPITAL SERVICES RK FMS Supplies 1DVV7NMFQV9	259-5-30-15-610.000 General Supplies	125.61	28959	04/01/22
19815	03/22/22	AMAZON CAPITAL SERVICES Childcare Office Trash Ca 1FC4GD4WY39M	259-5-30-15-610.000 General Supplies	43.87	28959	04/01/22
05020	03/15/22	ESSEX JCT VILLAGE OF Community Gardens Water 202477371422	259-5-30-14-610.000 General Supplies	321.85	28989	04/01/22
04640	02/21/22	FASTENAL INDUSTRIAL & CON MSP First Aid Kit VTBUR305695	259-5-30-15-610.000 General Supplies	7.89	28992	04/01/22
04640	02/21/22	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR305696	259-5-30-15-610.000 General Supplies	0.31	28992	04/01/22
04640	03/01/22	FASTENAL INDUSTRIAL & CON PS First Aid Supplies VTBUR306021	259-5-30-16-610.000 General Supplies	0.37	28992	04/01/22
19480	09/20/21	INTERNATIONAL SPY MUSEUM DC Trip Admission 4/22 120921d	259-5-30-14-330.000 Professional Services	507.50	29004	04/01/22
29425	03/22/22	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 635005	259-5-30-15-610.000 General Supplies	94.58	29028	04/01/22
29425	03/22/22	PERFORMANCE FOOD SERVICE RK EES Snack 635162	259-5-30-15-610.000 General Supplies	133.82	29028	04/01/22
29425	03/28/22	PERFORMANCE FOOD SERVICE RK Summit Snack 637216	259-5-30-15-610.000 General Supplies	153.83	29028	04/01/22
29425	03/28/22	PERFORMANCE FOOD SERVICE RK Westford Snack 638024	259-5-30-15-610.000 General Supplies	121.31	29028	04/01/22
29425	03/28/22	PERFORMANCE FOOD SERVICE MSP EES Snack 638027	259-5-30-15-610.000 General Supplies	253.22	29028	04/01/22
25445	03/24/22	802 REPTILES Camp Reach 6/21 000414	259-5-30-17-330.000 Professional Services	450.00	38957	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-10-560.000 Postage	58.00	38970	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-610.000 General Supplies	37.25	38970	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-500.000 Training, Conf, Dues	1190.00	38970	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-500.000 Training, Conf, Dues	287.99	38970	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-500.000 Training, Conf, Dues	86.00	38970	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-500.000 Training, Conf, Dues	889.20	38970	04/01/22
22670	03/16/22	CAPITAL ONE CREDIT CARD - EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-610.000 General Supplies	47.13	38970	04/01/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-17-610.000 General Supplies	38.76	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-14-330.000 Professional Services	-55.00	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-500.000 Training, Conf, Dues	65.00	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-15-610.000 General Supplies	303.50	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-17-610.000 General Supplies	43.94	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-17-610.000 General Supplies	17.66	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-17-610.000 General Supplies	138.45	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-14-610.000 General Supplies	16.98	38970	04/01/22
22670	CAPITAL ONE CREDIT CARD -	03/16/22	EJRP Credit Card Feb/Marc 6508 0322	259-5-30-14-330.000 Professional Services	55.00	38970	04/01/22
29190	ESSEX STING BASKETBALL CL	03/16/22	Sting Tournament Fees 031622D	259-5-30-14-330.000 Professional Services	1920.00	38990	04/01/22
04640	FASTENAL INDUSTRIAL & CON	02/22/22	PS First Aid Kit VTBUR305694	259-5-30-16-610.000 General Supplies	5.97	38992	04/01/22
22735	FEDERAL CITY PRIVATE TOUR	03/30/22	DC Trip Tour 4/19 220419AB	259-5-30-14-330.000 Professional Services	628.00	38994	04/01/22
19300	HARD ROCK CAFE	02/14/22	DC Trip Meal 4/18 Final P HRC0044511A	259-5-30-14-330.000 Professional Services	1177.60	39002	04/01/22
19480	INTERNATIONAL SPY MUSEUM	09/20/21	DC Trip Admission 4/22 120921D	259-5-30-14-330.000 Professional Services	522.00	39004	04/01/22
28895	KINDERMUSIK WITH RACHEL L	03/16/22	Kindermusik Prog Feb/Marc 031622D	259-5-30-14-330.000 Professional Services	132.00	39007	04/01/22
07070	LIGUORI JENNIFER	03/17/22	Fusion Club Program 031722D	259-5-30-14-330.000 Professional Services	9452.00	39010	04/01/22
25035	LIQUID STUDIO	03/13/22	Summer Camp Swim Brochur 22123	259-5-30-10-330.000 Professional Services	1250.00	39011	04/01/22
29605	MCCURLEY CHRISTOPHER LEE	03/15/22	Basketball Programs 031522D	259-5-30-14-330.000 Professional Services	3185.00	39016	04/01/22
41950	OCCUPATIONAL HEALTH CENTE	03/04/22	CDL Physical S.Haselman 1207340178	259-5-30-15-330.000 Professional Services	118.00	39023	04/01/22
19460	OFFICE CATERING	04/24/22	DC Trip Meal 4/24 153790	259-5-30-14-330.000 Professional Services	1022.50	39024	04/01/22
19155	OLD TOWN TROLLEY TOURS OF	01/10/22	DC Trip Trolley 4/18 Fina 11754 A	259-5-30-14-330.000 Professional Services	1650.00	39025	04/01/22
29425	PERFORMANCE FOOD SERVICE	03/22/22	RK Summit Snack 632980	259-5-30-15-610.000 General Supplies	173.43	39028	04/01/22
14230	PREMIER COACH CO INC	03/30/22	DC Trip Bus Final Pymt 63391B	259-5-30-14-330.000 Professional Services	19692.00	39030	04/01/22
20410	PRESKA CHARLES	03/16/22	EHS Ice Hockey Program 031622D	259-5-30-14-330.000 Professional Services	768.00	39031	04/01/22
22730	RESTAURANT ASSOCIATES	03/30/22	DC Trip Meal 4/19 033022D	259-5-30-14-330.000 Professional Services	2127.31	39035	04/01/22

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04205	UNO PIZZERIA & GRILL	04/20/22	DC Trip Meal 4/20 042022D	259-5-30-14-330.000 Professional Services	1680.00	39048	04/01/22
36130	VERIZON WIRELESS	03/18/22	CELL PHONE SERVICE 9902093566	259-5-30-16-610.000 General Supplies	40.36	39049	04/01/22
07565	W B MASON CO INC	03/14/22	Preschool Markers 228243486	259-5-30-16-610.000 General Supplies	38.66	39064	04/01/22
Report Total					----- 175659.83 =====		

...

**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
MONDAY, DECEMBER 13, 2021**

SELECTBOARD: Andy Watts, Chair; Sue Cook; Tracey Delphia; Dawn Hill-Fleury; Patrick Murray

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Courtney Bushey, Interim Finance Director; Charlie Cole, Fire Chief; Greg Duggan, Deputy Manager; Bill Ellis, Town Attorney; Ron Hoague, Police Chief; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation & Parks Director; Robin Pierce, Essex Junction Community Development Director; Tom Richards, Assistant Fire Chief; Alex Caron, Dispatcher

OTHERS PRESENT: Bob Burrows, Kevin Collins, Annie Cooper, Erin Dickinson, Essex ReTorter, Maureen Gillard, Deb McAdoo, Ken Signorello, Brian Shelden, Harlan Smith, Margaret Smith, Irene Wrenner, R M

1. CALL TO ORDER

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

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

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan requested to remove item 5g, "Discussion about Tree Farm Business Plan and New Agreements."

3. APPROVE AGENDA

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, to amend the agenda to remove item 5g, "Discussion about Tree Farm Business Plan and New Agreements." The motion passed 5-0.

DAN KERIN made a motion, seconded by RAJ CHAWLA, to approve the agenda as amended. The motion passed 4-0.

4. PUBLIC TO BE HEARD

Mr. Smith encouraged voting to be able to be done via electronic means for service members, as the current method makes it difficult to have their votes counted.

5. BUSINESS ITEMS

a. Discussion and potential action on tentative agreements about shared services between Town of Essex and independent City of Essex Junction

Mr. Brown said he hopes to approve specific agreements as they are discussed. Regarding the Memorandum of Understanding (MOU), Mr. Brown said the Shared Financial Services agreement has changed to a Clerk/Treasurer's Agreement due to recent staff changes. Mr.

50 Luck clarified that there is a need to create a Financial Services Agreement right now, and that it
51 is no longer relevant to the MOU. The boards discussed the timing of separating the
52 Clerk/Treasurer's office, and when the City would formally establish its own Clerk/Treasurer
53 services. Public input was requested, and none was given.

54
55 **SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard approve**
56 **the tentative agreement for the Memorandum of Understanding. A friendly amendment**
57 **was offered by TRACEY DELPHIA, and accepted by SUE COOK, that this approval**
58 **includes the changes that were included in tonight's packet. Motion passed 5-0.**

59
60 **RAJ CHAWLA made a motion, seconded by DAN KERIN, to approve the tentative**
61 **Memorandum of Understanding, including the changes listed in tonight's packet. Motion**
62 **passed 4-0.**

63
64 Regarding the Delinquent Tax Agreement, Mr. Watts clarified that the Town would hold
65 delinquencies for all taxes they collect, and the Village would do the same for the taxes that they
66 collect. This agreement no longer details on-time tax collection. Mr. Watts asked for public
67 input, none was given.

68
69 **SUE COOK made a motion, seconded by PATRICK MURRAY, that the Selectboard**
70 **approve the Delinquent Tax Agreement as currently amended. Motion passed 5-0.**

71
72 **RAJ CHAWLA made a motion, seconded by DAN KERIN, to approve the Delinquent Tax**
73 **Agreement as currently amended. Motion passed 4-0.**

74
75 Regarding the IT Agreement, Ms. Delphia requested that language regarding the City IT
76 consultants, as well as City employees, not violating state or federal law be added into the
77 document. Mr. Chawla said that this would be addressed in the City's agreement with their
78 consultant, Ms. Cook countered that this agreement has not been developed yet. Mr. Watts
79 requested public comment, and Mr. Smith said that he believes that liability for a City contractor
80 would fall on the City.

81
82 **TRACEY DELPHIA made a motion, seconded by DAWN HILL FLEURY, that the**
83 **Selectboard approve the Information Technology Agreement as presented in the packet,**
84 **with the change to the sentence, "In the process of migration, the City shall not violate**
85 **any state or federal regulations regarding protected data," to "In the process of**
86 **migration, the City or it's contractor shall not violate any state or federal regulations**
87 **regarding protected data. Motion passed 5-0.**

88
89 **RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees approve the**
90 **Information Technology Agreement as presented in the packet, with the change to the**
91 **sentence, "In the process of migration, the City shall not violate any state or federal**
92 **regulations regarding protected data," to "In the process of migration, the City or it's**
93 **contractor shall not violate any state or federal regulations regarding protected data.**
94 **Motion passed 4-0.**

95
96 Regarding the Police Services Agreement, neither board, nor the public had any comment.

97

98 **DAWN HILL-FLEURY made a motion, seconded by SUE COOK, that the Selectboard**
99 **approve the police services agreement as presented in the packet. Motion passed 5-0.**
100

101 **DAN KERIN made a motion, seconded by RAJ CHAWLA, that the Trustees approve the**
102 **Police Services Agreement as presented in the packet. Motion passed 4-0.**
103

104 Regarding the Reappraisal and Assessor Services agreement, the boards discussed allocation
105 of justices of the peace, addressed inconsistencies and clarified language throughout the
106 document, and clarified the timing in the agreement in relation to potential appeals. Public input
107 was requested, none was given.
108

109 **SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard approve**
110 **the reappraisal and assessor services agreement with the amendments as represented in**
111 **the document, and additional amendments to include, in Section 9, “upcoming**
112 **reappraisal is completed, as defined when the change of real estate values are sent to**
113 **property owners” and also in Section 9 “to replace this agreement with shared assessor**
114 **services.” SUE COOK amended the motion to include renumbering the agreement.**
115 **Motion passed 5-0.**
116

117 **RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees approve the**
118 **Reappraisal and Assessor Services Agreement with the amendments as represented in**
119 **the document, and additional amendments to include, in Section 9, “upcoming**
120 **reappraisal is completed, as defined when the change of real estate values are sent to**
121 **property owners” and also in Section 9 “to replace this agreement with shared assessor**
122 **services,” and renumber the agreement. Motion passed 4-0.**
123

124 Regarding the Right of First Refusal, neither the boards nor the public had any comment.
125

126 **DAWN HILL-FLEURY made a motion, seconded by SUE COOK, that the Selectboard**
127 **accept the Right of First Refusal Agreement as presented in this evening’s document.**
128 **Motion passed 5-0.**
129

130 **RAJ CHALWA made a motion, seconded by DAN KERIN, that the Trustees accept the**
131 **Right of First Refusal Agreement as presented in this evening’s document. Motion**
132 **passed 4-0.**
133

134 Regarding the Stormwater Agreement, Mr. Watts said that existing projects will be completed
135 jointly, and beyond that projects will be done separately. Ms. Delphia suggested that these
136 projects be listed out, the majority of the Selectboard agreed. Mr. Brown requested that this
137 document be approved with the caveat that a list of projects be included, and Mr. Ellis confirmed
138 that this is a reasonable request. The Selectboard discussed whether or not to approve the
139 agreement without seeing the list of projects. In public comment, Ms. McAdoo said the
140 Selectboard is dragging their heels, and not doing what is best for the people that they
141 represent. Ms. Cooper encouraged the Selectboard to move forward in this process. Mr. Brown
142 encouraged the Selectboard to move forward, and reminded them that these are tentative
143 agreements.
144

145 **DAWN HILL-FLEURY** made a motion to table this discussion until the next Selectboard
146 meeting. No second, motion failed.

147
148 **TRACEY DELPHIA** made a motion, seconded by **DAWN HILL-FLEURY**, that the
149 Selectboard approve the Stormwater Agreement as presented, with the following change:
150 Add in #5, which states, “This agreement may be amended or modified by mutual written
151 agreement of the parties,” and add in the following items: “and subject to receipt and
152 approval of the currently approved project list.” Motion passed 5-0.

153
154 **DAN KERIN** made a motion, seconded by **RAJ CHAWLA**, that the Trustees approve the
155 Stormwater Agreement as presented, with the following change: Add in #5, which states,
156 “This agreement may be amended or modified by mutual written agreement of the
157 parties,” and add in the following items: “And subject to receipt and approval of the
158 currently approved project list.” Motion passed 4-0.

159
160 **DAWN HILL-FLEURY** made a motion, seconded by **SUE COOK**, to amend the agenda to
161 postpone the review of Brad Luck’s letter and move on to the presentation of the public
162 safety radio system. Motion passed 5-0.

163
164 **RAJ CHAWLA** made a motion, seconded by **DAN KERIN**, to amend the agenda to
165 postpone the review of Brad Luck’s letter and move on to the presentation of the public
166 safety radio system. Motion passed 4-0.

167
168 **b. Discussion about purchasing radio infrastructure for public safety**

169 Town Police and Fire staff members gave an overview of the radio infrastructure that the Town
170 and Village use, which is a receiver and microwave system that utilizes portable radios. This is a
171 life safety tool and essential for public safety. Funding for replacement costs, including capital
172 funding and grants, were discussed. The use of radio infrastructure by Public Works was
173 discussed, as well as the dispatch services the Essex Police Department provides to other
174 communities and if they should be compensated for doing so in the future.

175
176 **a. Discussion and potential action on tentative agreements about shared services
177 between Town of Essex and independent City of Essex Junction**

178 Mr. Luck discussed a memo regarding current operations of Clerk/Treasurer and Finance, the
179 possibility of continuing shared boards and commissions, and shared access to recreational
180 services. The boards indicated approval with sharing indirect costs, as well as having both
181 Finance Departments housed at 81 Main Street for a period. The boards indicated an interest in
182 exploring the possibility of sharing the Essex BEST Committee, Committee on Equity for Essex,
183 the Economic Development Commission, and the Housing Commission. This idea will be
184 brought back to the boards and commissions for further review. The boards discussed
185 collaboration in recreation services, including childcare, Indian Brook, and the pools. Mr. Luck
186 clarified that Essex Junction Recreation and Parks will continue to provide afterschool and break
187 childcare for students in the Essex Westford School District independent from this agreement.
188 The boards expressed support for continuing to share the cost of senior services until at least
189 2025. In public comment, Ms. Wrenner said the Essex Energy Committee is meeting in two
190 days and asked if members should discuss if they should collaborate with the Village in the
191 future. Mr. Watts answered affirmatively. She also said that some Village residents may want to

192 have access to Town recreation programs and asked why the Village was going to have access
193 to Indian Brook without financial remuneration.

194
195 **c. Presentation and potential action on Out & About in Essex**

196 Ms. Cooper said the second annual Out & About event was held the first weekend in October.
197 Thirty-one businesses participated, 30 performers performed, several municipal departments
198 and boards/committees volunteered, and over \$11,000 in vouchers were paid out. The boards
199 thanked Ms. Cooper and the committee for their hard work.

200
201 **d. Discussion about retail cannabis and update on first public forum**

202 Mr. Pierce said additional public forums will be held on the issue, and that a requirement to keep
203 cannabis sales a certain distance from schools are being considered. A vote will need to occur
204 for municipalities to opt-in to cannabis sales, and additional public engagement will occur prior to
205 this.

206
207 **e. Discussion of Essex Rescue funding request for fiscal year 2023**

208 Mr. Duggan said Essex Rescue has requested a large increase for the next fiscal, from a per
209 capita rate of \$3.87 to \$10.91. This was done via a request to the Selectboard, however it will
210 affect the Village via their taxes paid to the Town.

211
212 **f. Discussion and possible action on Town of Essex payment to Village of Essex Junction
213 for hire of Finance Director**

214 Mr. Duggan said that the Finance Department is splitting into two departments, one for the Town
215 and one for the Village. The Village is advertising for a Finance Director, and Courtney Bushey,
216 former Assistant Finance Director, is the Interim Finance Director for the Town. The Village
217 Trustees have requested \$60,000 to represent approximately six months salary for the Finance
218 Director. Mr. Brown clarified that this is a request for funding back, as the Village has paid for
219 services that they did not receive. The Boards debated this point, and staff will check the
220 numbers and discuss this further at a future meeting.

221
222 ~~**g. Discussion about Tree Farm Business Plan and New Agreements**~~

223
224 **h. Discussion and possible action about contracts**

225 This was discussed during executive session.

226
227 **6. CONSENT AGENDA**

228 **AMBER THIBEAULT made a motion, seconded by ANDREW BROWN, to approve the**
229 **Consent Agenda. The motion passed 4-0.**

230
231 **a. Approve minutes: November 22, 2021 – (Trustees only)**

232
233 **7. READING FILE**

234 **a. Board member comments:** Mr. Watts requested that staff schedule future joint meetings into
235 2022.

236 **b. Questions & Answers about Town of Essex Rule Requiring Face Coverings Indoors in**
237 **Public Spaces**

238 **c. Upcoming meeting schedule**

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8. EXECUTIVE SESSION

- ~~a. An executive session may be needed to discuss negotiation of contracts and agreements between the Town of Essex and Village/City of Essex Junction~~
- ~~b. An executive session may be needed to discuss security or emergency response measures, the disclosure of which could jeopardize public safety~~
- c. An executive session is anticipated to discuss contracts

SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard make the specific finding that general public knowledge of contract negotiations with an employee would place the Town at a substantial disadvantage. The motion passed 5-0.

SUE COOK made a motion, seconded by TRACEY DELPHIA, that the Selectboard enter into executive session to discuss contract negotiations with an employee, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the Trustees. The motion passed 5-0.

ANDREW BROWN made a motion, seconded by AMBER THIBEAULT, that the Trustees make the specific finding that general public knowledge of contract negotiations with an employee would place the Village at a substantial disadvantage. The motion passed 4-0.

ANDREW BROWN made a motion, seconded by DAN KERIN, that the Trustees enter into executive session to discuss contract negotiations with an employee, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the Selectboard. The motion passed 4-0.

DAWN HILL-FLEURY made a motion, seconded by SUE COOK, for the Selectboard to exit executive session. Motion passed 5-0 at 10:57 PM.

ANDREW BROWN made a motion, seconded by DAN KERIN, for the Trustees to exit executive session. Motion passed 4-0 at 11 PM.

9. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by SUE COOK, for the Selectboard to adjourn. Motion passed 5-0 at 11:03 PM.

ANDREW BROWN made a motion, seconded by DAN KERIN, for the Trustees to adjourn. Motion passed 4-0 at 11:05 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

VILLAGE OF ESSEX JUNCTION
TRUSTEES MEETING MINUTES
March 22, 2022

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

ADMINISTRATION and STAFF: Wendy Hysko, Interim Village Co-Manager; Brad Luck, Interim Village Co-Manager; Chelsea Mandigo, Water Quality Superintendent; Harlan Smith, EJRP Grounds & Facilities Director

OTHERS PRESENT: Kevin Collins; Annie Cooper; Stefan Fetterhoff; Ken Signorello; Irene Wrenner; Bob

1. **CALL TO ORDER**

Mr. Brown called the meeting to order at 6:33 PM.

2. **AGENDA ADDITIONS/ CHANGES**

Mr. Brown added an executive session to discuss a personnel matter as agenda item #8c.

3. **APPROVE AGENDA**

RAJ CHAWLA made a motion, seconded by DAN KERIN, to amend the agenda. The motion passed 5-0.

4. **PUBLIC TO BE HEARD**

a. **Comments from public on items not on the agenda.**

Ms. Wrenner invited individuals running for a Trustee position to an interview with the Essex ReTorter. Mr. Brown requested that the Trustee meetings not be places for media solicitation.

5. **BUSINESS ITEMS**

a. ***Interview and potential appointment: Stefan Fetterhoff, Bike/Walk Advisory Committee**

Mr. Fetterhoff requested the interview take place in executive session.

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the Trustees enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313 (a)(3) and to include the interim co-managers and candidate Stefan Fetterhoff. The motion passed 5-0 at 6:36 PM.

GEORGE TYLER made a motion, seconded by RAJ CHAWLA, to exit executive session. The motion passed 5-0 at 6:47 PM.

RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to appoint Stefan Fetterhoff to the Bike/Walk Advisory Committee and the vacant seat with the term ending June 30,2024. The motion passed 5-0.

b. **Consider appointment of City Manager Recruitment & Hiring Planning Committees**

Mr. Chawla said he and Ms. Thibeault interviewed all eleven candidates interested in volunteering to recruit and hire a City Manager then decided to split up the process into two Committees because all of the candidates were qualified. They requested that the Trustees approve their lists of committee appointments to the Recruitment Committee and the Hiring Committee. Ms. Thibeault and Mr. Chawla offered to also sit on the committees. Mr. Luck said the meetings would most likely alternate Mondays in the evening, Mr. Tyler offered to take Mr. Chawla's seat if he finds, after looking into his schedule, that he is unavailable for the set meeting time. Mr. Brown assigned Mr. Chawla to the Recruitment Committee and Ms. Thibeault to the Hiring Committee.

57 **GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, to appoint the City**
58 **Manager Recruitment Planning Committee and City Manager Hiring Planning Committee with**
59 **the membership as outlined below, with Trustees Chawla and Thibeault to work with the two**
60 **components of the planning committees and Trustee Tyler as an alternate if Trustee Chawla**
61 **will not be able to fulfill the duty. The motion passed 5-0.**
62

63 c. ****Discuss contracts with the Town of Essex**

64 Mr. Luck presented the Selectboard members' contract suggestions, from their meeting the night
65 before. The Trustees discussed the suggestions and prepared or their next Joint Meeting with the
66 Selectboard.
67

68 Regarding the Finance document: The Trustees did not have strong opinions on the Selectboard's
69 suggestions to replace the words "will" or "shall" with "may" in several places. Or whether to
70 remove or leave the wording "[transition] of the Village finance department out of 81 Main Street
71 question on #6 of the documents, regarding Termination."
72

73 Regarding the Clerk/Treasurer document: The Trustees confirmed that the termination date
74 referenced is accurate, June 30, 2023. They also discussed and had no disagreements with the
75 proposed language regarding district courts, noting that if something is required to be in federal
76 court, they would be told and they would do so. Mr. Chawla said the Selectboard seemed not to be
77 open to the Clerk/Treasurer document becoming stand-alone but are willing to talk about it.
78

79 Regarding the Recreation, Indian Brook, Senior Center, Senior Bus document: Mr. Luck said that
80 the Selectboard suggested defining the Senior Center relocation space with wording such as
81 "adequate alternative" or "available space". Mr. Brown suggested the Trustees not bind the
82 agreement to the 2 Lincoln St. location. Mr. Chawla pointed out that the documents cover FY23
83 and only half of FY24, even though the Village Taxpayers would still be paying for services for the
84 full year of FY24. He wondered why they would discuss only a 6 month agreement and suggested
85 that the Village should be able to access Sandhill road pool for a full year. Mr. Brown said the
86 Recreation Department would have challenges with issuing only half year passes to access Indian
87 Brook Park. Mr. Chawla suggested the document be for the full-year with a clause about Indian
88 Brook Park. The Trustees agreed that the timing was confusing/ not ideal. Mr. Tyler said other than
89 the timing nothing seemed disagreeable. Mr. Brown suggested that they clarify the timeline with
90 the Selectboard, addressing the Sandhill Pool concern.
91

92 The Trustees discussed the timing of signing the documents. Mr. Tyler expressed concern that the
93 Selectboard may want to wait until the Governor signs the separation legislation. He said not
94 signing them when they are complete could potentially result in having to revisit them next year,
95 after had already worked on drafting them for a year. Ms. Thibeault said the rationale for the
96 language of the MOU was that it would be signed before the separation completes through the
97 legislature. Mr. Brown said he did not hear an agreement from the Selectboard that they should
98 remove the Housing Commission from the MOU. Mr. Chawla suggested the Housing Commission
99 attend the joint meeting to share how they have discussed the issue of separation. Mr. Brown said
100 that if the Selectboard does not want to remove the boards and commissions from the MOU, they
101 could end up not sharing committees. Mr. Kerin talked about how the committees function and
102 didn't see how a shared Housing Commission would work after separation.
103

104 Further discussion on this item took place in executive session as 8b.
105

106 d. **Consider approval of the Declaration of Official Intent for Main Street water line**

107 Mr. Luck introduced the Declaration of Official Intent for a Main Street waterline which would allow
108 the Village to begin work on the project prior to receiving bond money, should the voters approve

109 the ballot item, and then be reimbursed using bond money for the work done in advance. The
110 Trustees had no questions about this.
111

112 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the Trustees adopt the**
113 **Declaration of Official Intent to reimburse certain expenditures from proceeds of indebtedness**
114 **related to the Main Street water line replacement bond, should the bond be approved by the**
115 **voters on April 12. The motion passed 5-0.**
116

117 e. ****Discuss Confidential Disclosure Agreement**

118 The Trustees entered executive session, during agenda item #8, to discuss a contract related to a
119 confidential disclosure agreement concerning information obtained by the Village and its staff that
120 is related to research and technology development of wastewater contaminants.
121

122 6. **CONSENT ITEMS**
123

124 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to approve the consent agenda:**

125 a. **Approve minutes: March 8, 2022**

126 b. **Approve Check Warrants: #17292—03/04/2022; #17293—03/14/2022**

127 **The motion passed 4-0.**
128

129 7. **READING FILE**

130 a. **Board member comments**

- 131 • Mr. Tyler suggested that Ms. Getchell be provided a token of appreciation for the work she
- 132 donated on her own time to complete the Annual Report. Mr. Luck said he would do this.
- 133 • Mr. Brown offered ways the public could become informed about the ballot items. He also
- 134 suggested that the Trustees discuss, in the next meeting, whether to go hybrid with their
- 135 meetings. He requested a memo from Mr. Luck about how this would impact staff.

136 b. **Upcoming meeting schedule**

137 c. **Village/City Organizational Chart**

138 d. **Annual Report Newsletter**

139 e. **Annual Report**

140 f. **Recording of the budget and ballot presentation:**

141 <https://www.youtube.com/watch?v=PH1hNgd4pa8>
142

143 8. **EXECUTIVE SESSION**

144 a. ***An executive session may be requested to discuss the appointment of a public official.**

145 This executive session took place earlier in the meeting as item 5a.
146

147 b. ****An executive session may be necessary to discuss potential contracts**

148 See motion below..
149

150 c. **An executive session to discuss a personnel matter.**

151 See motion below.
152

153 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, that the Trustees find that**
154 **premature general public knowledge regarding the Village's contracts with the Town of Essex**
155 **would clearly place the Village at a substantial disadvantage, because the Trustees risk**
156 **disclosing its negotiation strategy if it discusses the proposed contract terms in public;**

157 **and further made a motion, seconded by RAJ CHAWLA, to go into executive session to**
158 **discuss potential contracts with the Town of Essex under the provisions of Title 1, Section**
159 **313(a)(1) of the Vermont Statutes, and include the Interim Co-Managers;**

160 **and further made a motion, seconded by RAJ CHAWLA, to find that premature general public**
161 **knowledge regarding the Village's contracts regarding a confidential disclosure agreement**

162 concerning information obtained by the Village and its staff that is related to research and
163 technology development of wastewater contaminants would clearly place the Village at a
164 substantial disadvantage, because the Trustees risk disclosing its negotiation strategy if it
165 discusses the proposed contract terms in public;

166 and further made a motion, seconded by RAJ CHAWLA, to go into executive session to
167 discuss a confidential disclosure agreement concerning information obtained by the Village
168 and its staff that is related to research and technology development of wastewater
169 contaminants under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes, and
170 include the Interim Co-Managers and Water Quality Superintendent;

171 and further made a motion, seconded by RAJ CHAWLA, to go into executive session to
172 discuss the evaluation of an employee under provisions of Title 1, Section 313(a)(3) of the
173 Vermont Statutes and to include the Trustees.

174 The motions passed 5-0.

175
176 RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, to exit Executive Session.
177 The motion passed 5-0 at 8:40 PM.

178
179 Mr. Brown made a motion, seconded by RAJ CHAWLA that the Trustees enter into the
180 confidential disclosure agreement concerning information obtained by the Village and its staff
181 that is related to research and technology development of wastewater contaminants and
182 authorize management to sign all documents related to this matter. The motion passed 5-0.
183

184 d. ****An executive session may be necessary to discuss the appointment of a public official**
185 This executive session took place earlier in the meeting as item 6e.
186

187 9. **ADJOURN**

188
189 DAN KERIN made a motion, seconded by RAJ CHAWLA to adjourn the meeting. The motion
190 passed 5-0 at 8:41 PM.

191
192
193 Respectfully Submitted,
194 Cathy Ainsworth

VILLAGE OF ESSEX JUNCTION
STREET VENDING PERMIT

APPLICATION

Name of Business MR. DAIG-A-LAYE ICE CREAM
Name of Owner(s) GARY HATHAWAY
Address 153 CHURCH RD.
City/State/Zip COLCHESTER VT. 05446
Telephone 802-373-4632
Nature and Type of Activity NEIGHBORHOOD ICE CREAM SALES
License Plate Number of Vehicle(s) NEW YORK / 47261ML
Date 4/6/2022 Signature [Signature]
Date _____ Signature _____

APPROVAL

Required Certificate of Insurance received.

Conditions:

- 1) Keep required \$1 million of general liability insurance in place.
- 2) Vending is restricted to class 3 residential roads.
- 3) No parking except to serve customers.
- 4) No street vending is allowed between the hours of 9 PM and 7 AM.
- 5) The Village of Essex Junction, through its Municipal Manager, reserves the right to revoke the street vending permit at any time.
- 6) Permit is good for one year from date of issue.

Municipal Manager

Date

ATTN:

Darby Mayville.

RE: - MR. Ding-A-Ling Ice Cream.
Certificate of Insurance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Paula Traina State Farm 736 Upper Glen St Suite 200 A Queensbury, NY 12804	CONTACT NAME: Paula Traina & Alex Greene PHONE (A/C, No, Ext): 518-741-0485 E-MAIL ADDRESS: Paula@PaulaTraina.com & Alex@PaulaTraina.com	FAX (A/C, No): 518-375-3664
	INSURER(S) AFFORDING COVERAGE	
INSURED MR DING A LING INC CREAM INC 324 OLD NISKAYUNA RD LATHAM, NY 121103514	INSURER A: State Farm Fire and Casualty Company NAIC # 25143	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	98-CS-Q055-1	04/01/2022	04/01/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	X	319 9811-D01-52	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Ice cream distribution & vending

CERTIFICATE HOLDER

Village of Essex Junction
2 Lincoln St
Essex Junction, VT 05452

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

February 2022 Staff and Director Report

Report from the Director

Building and Grounds

Wendy continues to navigate our HVAC and roof projects. The month started out working with the Town Buildings Manager, and the HVAC discussion went in circles with little forward progress. Also in the mix was planning for our roof replacement.

After getting 2 possible plans for around the main door to address water coming off the roof and onto the sidewalk where it has been icing all winter, and seeing no budging on design ideas, Wendy connected with Brad at EJRP about the lack of quotes for the HVAC project and being forced to choose between door designs that don't address some concerns. Brad encouraged Wendy to connect with Harlan, the Buildings and Grounds Director for EJRP. Harlan responded within hours, bringing his HVAC person to consult on our project and develop a plan to get air flowing into our building. Wendy and Harlan will meet with the Village architect in early March to talk about the roof and associated door design. Harlan will be the point person for any future large Brownell building projects. He has been thoughtful, responsive and understands public buildings—we should be in great hands!

We continue to coordinate the building work to get our self serve pickup lockers installed. A data port was installed by our network vendor, who also addressed the phone system during the visit to allow our phone system vendor to remote in to make adjustments and upgrades to the brain of the phone. Our new electrician installed an outlet and also replaced all the old can lights on the Midlevel with more energy efficient LED lights. It's been hard getting our vendors scheduled and we are getting them to multitask for us!

Meetings and Training

Wendy has had numerous meetings for the Village Manager transition. It has been interesting to connect with different committee chairs and learn about different projects in process in the Village. There has also been significant action in hiring with our new Finance Director Jess Morris starting on Feb 3, and new Human Resources Director Colleen Dwyer starting on February 28. They will both be bringing a wealth of experience to their new roles.

On Feb. 8 Wendy attended a webinar “We Are Not Ok: Library Worker Trauma” that addressed ongoing stress for library workers, the added stress of working in a public library during Covid, and also discrimination against library workers across the range of libraries. It was great to hear of so many libraries taking initiatives to protect library workers, increase pay and change policies to reduce the tolerance with harassment.

Wendy attended the Essex Cannabis Forum on Feb 16 to learn more about the community conversation around cannabis in the Town and Village. Having shops sell cannabis near Brownell is a significant concern with the more wayward youth that center their adventures in 5 Corners.

On Feb 16 Wendy met with a concerned non-resident patron who has done his own research on trying to address our HVAC system. He proposed the Library purchase a \$30k air purifier that would help keep our building more safe, but also needed to be run in off hours.

Other

Staff has been working on improving policies and procedures regarding loaning items from our "Library of Things". We are developing a liability waiver for tools we plan to add to limit our liability if they are used incorrectly. And because of the waiver, certain "things" may only be available to patrons 18 years or older. When drafts are ironed out and reviewed by the Village attorney, anything that impacts policy will be brought to the Library Trustees.

Brownell will be in the first cohort to roll out the new digital book app Palace that is being offered by the Vermont Department of Libraries (VTLib) and will include our LUV Overdrive collection. This app won't allow people who prefer reading digital books on e-readers to read with those separate devices, so it won't serve all well, but will be a great resource to seamlessly merge different collections.

Wendy has worked with the Green Mountain Library Consortium (GMLC) Board and VTLib to receive grant funding for several GMLC projects, including \$200k to fund digital titles to reduce the number of holds in the LUV Overdrive collection. This grant will benefit digital library users statewide reducing the wait times for titles that have growing holds lists, due to pandemic reading.

Wendy contacted Town IT to get access to Village files with Brownell not being part of the Town network. After being told access would be only allowed for her co-interim Village manager Brad, Wendy pushed back with other solutions that will now allow her to access Villages files from the Village Office, which is much better than not at all.

February numbers from Adult Circulation:

- New Adult Patrons: 23
 - Virtual Adult Cards Created: 6
- New Overdrive Users: 14
 - February 2021: 10
 - February 2020: 17
 - February 2019: 15

- Presence at 10 Adult Programs: 94
- Adult Program Support: 23 hours

- 3 visits, 30 page views to Consumer’s Report online.
- Vermont Astronomical Society had three mini-talks which drew in 33 people.
- The Must Read Monday group had 11 to discuss *The line becomes a river* by Francisco Cantú.
- 1st Wednesdays: *Vermont Hairwork: Connecting Past & Present* had 32 viewers.
- The Current Events Discussion Group drew in 15 people spread over 4 sessions.
- Clif had 3 sessions to help with technology which took up 11 hours of his time.
- Viki made up 14 Adult Craft Kits for people to make a lollipop rose bouquet.

February Interlibrary Loan Service Update

Interlibrary Loan Statistics			
FEB	FY 21	FY 22	
ILL Sent	133	120	-10%
ILL Requested	70	46	-34%
Holds	847	312	-63%
Avg days to receive	12.8	10.7	-16%
Courier Statistics			
FEB	FY 21	FY 22	
Courier Sent	152	136	-11%
Courier Rec'd	164	136	-17%
USPS Sent	20	7	-65%
USPS Rec'd	27	15	-44%
Est. Savings	\$ 299.04	\$ 466.48	56%

Youth Department

Updates

- The youth department had a summer reading brainstorm at the Staff Development in February, and then spent the rest of the month narrowing down our ideas and assigning responsibility for developing the ideas. Erna and Casey are already making progress on some summer collaborations. Erna will work with Fish and Wildlife to provide a fishing program at a local water source, and Casey will be working with 4 Winds to offer a Sense of Wonder, Sense of Self program, which provides adults who work with/parent young children ideas for developing a child's love of nature. The first two gatherings for this program will be virtual, and the last gathering will be a chance to try out the strategies discussed outside with the kids and other participants. We also received our summer reading t-shirts and swag. Shirts will sell for \$6 each.
- Sarah has been working with Christina Corodimas, the new CHIPS Director to offer some in-person teen and kid programs in the teen center. Sarah has really enjoyed the collaboration, which seems to benefit both Brownell and the Teen Center as teens and kids who participate are either introduced to a new space to have fun or a library offering depending on which service they are familiar with. Right now, Sarah is offering TAB and Comics Club through the Teen Center.
- Megan and Erna started promoting the *Fighting Words* Book Discussion that is scheduled for May 12th. This book covers some tough topics in a very accessible way: like parental incarceration, childhood sexual abuse, and foster care. It won several awards, and a recruitment and retention specialist for DCF will participate in the discussion and share information and resources regarding foster care in Vermont. Books are available at the youth desk. Please help us promote the book discussion! Adults are definitely welcome, as are youth in grades 5 and up.
- We have had several requests to bring back D&D and are currently looking for a Dungeon Master. If you know any avid D&D fans who are looking to step into a DM role, we are willing to pay a little for the program help!
- Megan applied for and received funding from the Vermont Department of Libraries to attend two Library Journal & School Library Journal online workshops: How to Build an Antiracist Library Culture and How to Build Diverse Collections. The first workshop started in February and it covers everything from an overview of antiracism and what it means to incorporate antiracist values into library work, as well as specific considerations for collections, programming, hiring and retention. A ton of information has been shared so far and it has been exciting to see what Brownell is already doing as well as areas in which we can continue to grow.
- Erna will be joining the Sustainable Libraries Working Group, a learning community composed of Vermont librarians that will be working towards a Sustainable Libraries Certification through the Sustainable Libraries Initiative (SLI). Certification involves multiple steps including some policy work and collection development, as well as some things we've already done or are doing, like LED bulbs, working on racial justice, and earth-honoring practices.
- We added a Tarot Kit to the Library of Things.

Programs

- Erna set up *I Am The Storm* by Jane Yolen and her daughter Heidi Stemple for the story walk in February. This book tackles four weather emergencies (a tornado, a blizzard, a forest fire, and a hurricane) with family stories about finding joy in preparedness and resilience, and it leaves readers with the message: nature is powerful, but you are powerful too. It's a great story! Unfortunately we had very strange weather in February, and the signs kept falling down! Erna ended up moving the story inside for people to enjoy around the library.
- Storytimes this month focused on historical stories, love, and things that go.
 - Preschool visits were canceled due to COVID case rates.
 - 30 kids and 21 adults attended Wednesday Morning Story Times with Erna.
 - 3 kids and 2 adults attended PJ Story Times with Megan.
- 4 LEEPers helped Sarah put googly eyes on their favorite books and came up with a few sentences to describe the book/what they liked about the book. Sarah will turn this into a scavenger hunt that encourages library skills in March.
- 10 kids and 8 adults attended Lego Fun.
- For Art Lab, Megan encouraged kids to explore watercolor resists while making valentines. Over 60 valentines were made!
- Kits
 - Erna had kids ages 6-12 creating a circuit and making a wiggly art robot. 40 kits were distributed.
 - For Preschool Kits, Megan asked preschool age children (with the help of their parents) to practice fine motor skills by shaping garden wire and threading beads; the final sculpture could double as a DIY bead maze. 23 kits were distributed.
 - Sarah handed out supplies to sweeten up winter with hot chocolate bombs for the Teen Maker Kit. These kits disappeared within an hour and a half! 15 kits were distributed.
- 6 kids attended Comics Club with Sarah and Hannah. The group talked about friendship in their favorite graphic novels and made their own comics! There were a lot of "oh my god, I love that book, too!" moments.
- TAB members altered romance novel covers for an Anti-Valentines display in the YA room. 2 teens attended.
- Book Clubs
 - 7 kids attended Virtual Red Clover with Erna. They read *All the Way to the Top*, *How One Girl's Fight for Americans with Disabilities Changed Everything* by Annette Bay Pimentel and *Above the Rim, How Elgin Baylor Changed Basketball* by Jen Bryant, then the students made a basketball hoop game. One boy thought *All the Way to the Top* was his favorite book of this year's nominees. Some students asked when the stories happened, which of course doesn't seem so long ago to us, but to them is ancient history! 12 kits were distributed for this program.
 - 4 kids and 2 teens attended Virtual Golden Dome with Megan. The group

discussed *Snapdragon*, a graphic novel by Kat Leyh, and talked about artistic inspiration and how a story is communicated differently in the comics form. The group had a lot of fun talking about specific pictures!

- 2 teens attended Virtual GMBA with Sarah. The group discussed *Sanctuary*, by Abby Sher and Paola Mendoza, a dystopian story of immigrants surviving a horrific journey to safety. One teen had not finished the book and the other strongly disliked it, but the group had interesting discussions about trauma, resilience, and family.
- 16 kids and 11 adults attended Kids in the Kitchen with Erna, Bonnie from Dorothy Alling Memorial Library, and Hannaford Dietician, Joanne Heidkamp. Participants had fun making samosas in their own kitchens. One adult patron said that her daughter "enjoyed chopping so much, she said she would like to help me every day when I make dinner." This program works really well virtually, and cooking together offers an opportunity to reinforce the importance of reading and to introduce healthy habits.
- 9 children and 5 adults attended the February Break Story Time Beach Party. Families pretended to visit somewhere warm, listened to beach stories, enjoyed rhymes and playing with the parachute, and learned a hula dance. Some families even brought a beach towel!
- 1 teen and 1 adult attended Teens Can Cook, with Sarah, Bonnie from Dorothy Alling Memorial Library, and Hannaford Dietician, Joanne Heidkamp. They made gluten-free enchiladas and talked about their love of cooking and baking. This was also an opportunity to promote cooking books in our collection.
- Erna kicked off her March Madness program in February by asking youth patrons to fill out a "Sweet 16" bracket with the 8 most popular fiction and 8 most popular non-fiction titles. Patrons will vote on the match ups each week in March to reveal the winner.

Numbers

- 3 New Youth Patrons
- 14 Kids Programs with 145 kids, 2 teens, and 47 adults attending, 75 kits distributed
- 5 Teen Programs with 9 teens and 1 adult attending, 15 kits distributed

News From Tech Services

Not too many new things are happening in tech services. We are cataloging new books and donations like usual.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, February: 141
- Youth materials added, February: 38
- Magazine issues added, February: 57
- Total catalogued collection size February: 71003

Wi-Fi Statistics

February

- Daily Average visits time -
- 6+ hrs 48
- 1-6 hrs 28
- 20-60 mins 30
- 5-20 mins 78

Daily Average return rate-

- Occasional 18
- Weekly 59
- Daily 90
- First time 17

Total Unique Clients (users connected devices) for the month —713

Twitter

- Number of Twitter followers —62

Instagram

- Number of Instagram followers
—429

Facebook Monthly Reach and Engagement

February 2022

- Number of engagements with our posts (likes, shares etc.)—153
- Total number of post views — 4415
- Number of Page Likes —1273

January 2022

- Number of engagements with our posts (likes, shares etc.) —156
- Total number of post views —6879
Number of Page Likes—1270

December 2021

- Number of engagements with our posts (likes, shares etc.) –150
- Total number of post views – 4335
Number of Page Likes – 1261

November 2021

- Number of engagements with our posts (likes, shares etc.) – 197
- Total number of post views – 5537
Number of Page Likes – 1263

October 2021

- Number of engagements with our posts (likes, shares etc.) —157
- Total number of post views— 3536
Number of Page Likes—1262

September 2021

- Number of engagements with our posts (likes, shares etc.)—71
- Total number of post views — 2652
Number of Page Likes— 1266

August 2021

- Number of engagements with our posts (likes, shares etc.)—175
- Total number of post views— 3722
Number of Page Likes—1262

July 2021

- Number of engagements with our posts (likes, shares etc.)—308
- Total number of post views— 6608
Number of Page Likes—1263

June 2021

- Number of engagements with our posts (likes, shares etc.)—383
- Total number of post views—9220
Number of Page Likes—1259

May 2021

- Number of engagements with our posts (likes, shares etc.)—152
- Total number of post views—3207
Number of Page Likes—1252

April 2021

- Number of engagements with our posts (likes, shares etc.)—370
- Total number of post views—8125
- Number of Page Likes—1253

March 2021

- Number of engagements with our posts (likes, shares etc.)—356
- Total number of post views—4404
- Number of Page Likes—1246

February 2021

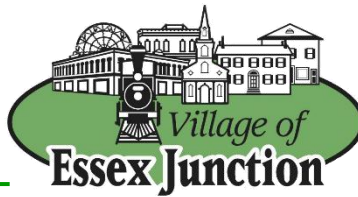
- Number of engagements with our posts (likes, shares etc.)—207
- Total number of post views —4806
- Number of Page Likes—1243

January 2021

- Number of engagements with our posts (likes, shares etc.)—192
- Total number of post views —8737
- Number of Page Likes—1263

Brownell Library Website monthly visitors:

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- Feb-2021 Visits 2205 Page Views 6526
- March-2021 Visits 2205 Page Views 6526
- Apr-2021 Visits 3062 Page Views 7906
- May-2021 Visits 2154 Page Views 6094
- June-2021 Visits 2995 Page Views 9117
- July-2021 Visits 3656 Page Views 9213
- August-2021 Visits 2262 Page Views 7183
- September-2021 Visits 2345 Page Views 5594
- October-2021 Visits 2500 Page Views 6179
- November-2021 Visits 2325 Page Views 6107
- December-2021 Visits 2218 Page Views 6396
- Jan-2022 Visits 2252 Page Views 6242
- Feb-2022 Visits 2066 Page Views 5698



April 8, 2022

JIDDU/SITTU Trust
c/o Gabriel Handy
124 College Parkway
Colchester, VT 05446

Dear Gabriel Handy:

Please consider this a written warning for obstructing the public right-of-way for construction without having obtained approval of the Public Works Superintendent or his/her designee; a violation of Village Ordinance Section 205.

Your construction project at 197 Pearl Street has, on several occasions, been observed by staff and Village Trustees to have obstructed the ability for pedestrians to safely walk on the sidewalk past your property. Temporary fencing has blocked the walkway and forced pedestrians to walk in the roadway. This is unsafe and unacceptable.

While we appreciate your investment in the infrastructure of the Village, and in particular housing, it cannot come at the expense of the safety of our residents.

If there is another obstruction of the sidewalk, we will take any and all appropriate actions to penalize these actions and prevent them from happening in the future. Please inform all of your employees and contractors of this requirement and ensure that it is adhered to.

Thank you for your attention to this matter. Please let me know if you have any questions.

Sincerely,

Brad Luck
Interim Co-Manager

CC:
Essex Junction Trustees
Rick Jones, Public Works Superintendent
Robin Pierce, Community Development Director
Ron Hoague, Chief of Police