



VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, April 27, 2022
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

This meeting will be in-person and online. Available options to watch or join the meeting virtually:

- **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. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from public on items not on agenda
5. **BUSINESS ITEMS**
 - a. Review plan for upcoming appointments
 - b. Consider adoption of City Manager job description
 - c. Discuss Development Review Board (DRB) and Planning Commission (PC) transition process
6. **CONSENT ITEMS**
 - a. Approve annual appointments of Village Treasurer/Tax Collector, Village Clerk, Village Attorney, Fire Chief, Village Engineering Consultant, Audit Firm
 - b. Approve check warrants: #17297 (4/8/2022); #17298 (4/15/2022)
 - c. Approve minutes: March 28, 2022; April 6, 2022
 - d. Bond Necessity Resolution
7. **READING FILE**
 - a. Board member comments
 - b. Temporary Use Application – CVE Annual Permit
 - c. Trustee Meeting Schedule
 - d. 1 Main Street update
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

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

Certification: 04/22/2022 Brad Luck

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 27, 2022

Agenda Item: 5a) Review plan for upcoming appointments

Issue

There are approximately 11 Trustee appointed community members for various committees whose terms are expiring in June. The Trustees need to solidify a plan for how they want to solicit and evaluate individuals for the appointments.

Discussion

At the April 13 meeting the Trustees outlined the process below. The Trustees should review and confirm this accurately reflects their wishes moving forward.

All appointed committee and board positions that are expiring will be posted and the public will be invited to apply. Interested individuals will be encouraged to submit a letter of interest indicating a little bit about themselves, why they are interested in being appointed, and what they hope to accomplish/items they would like to address. Current appointees will be informed of this process and be invited to apply for reappointment, should they choose. They will be asked to submit a letter of interest indicating what they have enjoyed during their tenure, why they are seeking reappointment, and what they hope to accomplish/items they would like to address. All applicants, new or previously appointed, will be interviewed by the Trustees and afforded the opportunity to speak with the Trustees on the aforementioned questions and others that the Trustees have.

Cost

N/A.

Recommendation

It is recommended that the Trustees discuss the process and make any changes as they see fit so it can be implemented as soon as possible.

Recommended Motion

No motion necessary.

Attachments

None.

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 27, 2022

Agenda Item: 5b) Consider adoption of City Manager job description

Issue

The Village of Essex Junction has an outdated Village Manager job description. A revised City Manager needs to be evaluated and adopted by the Trustees.

Discussion

At the April 13 meeting, the Trustees provided some feedback about the old Village Manager job description and how they wanted it revised for the City Manager position. The edits are included in the attached document.

Cost

N/A.

Recommendation

It is recommended that the Trustees review, edit, and adopt an updated City Manager job description.

Recommended Motion

"I recommend that the Trustees adopt the City Manager job description as edited tonight by the Trustees."

Attachments

- City Manager Job Description

City of Essex Junction
Job Classification Description
CITY MANAGER

GRADE 14

Starting Salary Range: \$105,000-\$130,200
(Salary commensurate with experience)

BASIC FUNCTION

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

CHARACTERISTICS

The Manager shall set the tone for the culture of the City government in terms of how it positively interacts with City residents. The Manager shall foster a warm, welcoming environment that is focused on high quality customer service and interactions, demonstrating the City's commitment to serving the community.

The Manager will advocate for and implement practices, policies, and interactions that promote diversity, equity, and inclusion.

The Manager (or their designee) will directly guide, lead, coach, and supervise all City department heads, and indirectly provide leadership for approximately 50-60 full-time and regular part-time City employees. The Manager will plan and conduct training programs, staff meetings, and provide and promote professional development opportunities for staff. The Manager will confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.

The Manager will serve as a principal City liaison, in conjunction with members of the City Council at times, to community groups, residents, government agencies, other municipalities, local businesses, contractors, consultants, attorneys, media, and others outside City government. The Manager will play an active role in representing the City in regional and state-wide initiatives.

The Manager will demonstrate commitment to the City of Essex Junction's mission and values as determined by residents and the City's various boards and commissions.

The Manager will perform professional municipal management duties of a highly complex and responsible nature, requiring considerable judgment in making administrative decisions, in carrying out municipal policy, and in overseeing municipal activities. The Manager will need to use good judgment and discretion, as they will have access to extensive city-wide confidential information, including personnel records, negotiating positions, and confidential investigations.

RESPONSIBILITIES

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 the City 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.
- o. 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.
- p. 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:
 - 1) An estimate of the financial condition of the City as of the end of the fiscal year.
 - 2) 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.
 - 3) 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.

- 4) A capital budget for no fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
 - 5) Such other information as may be required by the Council.
- q. 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. 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.
 - 5) The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in appropriate discipline, plus 4 to 6 years in municipal administration, or a combination of education and experience from which comparable knowledge and skills are acquired.
- 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, charter and policies, federal and state laws. Substantial management skills to direct the work of professional and non-professional subordinates. Ability to represent the City 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.
- 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 City to, a wide range of individuals and groups outside City government, as well as City officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating and coordinating skills.
- Ability to attend night meetings regularly. 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 City Council's 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 the City Council has the right to assign job duties and may update the job description from time to time.

Signature: _____

Date: _____

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 27, 2022

Agenda Item: 5c) Discuss Development Review Board (DRB) and Planning Commission (PC) transition process

Issue

Now that the charter is confirmed, our current Planning Commission and Zoning Board of Adjustment will become the Planning Commission and Development Review Board, respectively, effective July 1. The Trustees should discuss what steps they would like to see happen to make this a successful transition.

Discussion

Below is the language that is in the city charter regarding the PC and DRB. Attached are the statutes surrounding municipal planning and development.

City Charter Language

Subchapter 1: Transitional Provisions

§ 108 Planning and Development

- a. From the effective date of the Charter, the Village of Essex Junction Planning Commission and the Village of Essex Junction Zoning Board of Adjustment, shall become the Planning Commission and the Development Review Board of the City of Essex Junction, respectively.

Subchapter 8: Boards and Commissions

§ 803 Planning Commission

There shall be a Planning Commission and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time-to-time hereafter, and members will be appointed by the City Council from among the qualified voters of the City. Members of the Commission shall hold no other City office. The City Council shall have the authority pursuant to 24 V.S.A. §4323(a) to set the terms of the Planning Commission members.

§ 804 Development Review Board

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

Cost

N/A.

Recommendation

It is recommended that the Trustees discuss next steps related to the PC and DRB transition.

Recommended Motion

No motion necessary.

Attachments

- 24VSA §4460. Appropriate municipal panels

The Vermont Statutes Online

Title 24 : Municipal And County Government

Chapter 117 : Municipal And Regional Planning And Development

Subchapter 010 : Appropriate Municipal Panels

(Cite as: 24 V.S.A. § 4460)

§ 4460. Appropriate municipal panels

(a) If a municipality establishes a development review board and appoints members to that board, the development review board in that municipality, until its existence is terminated by act of the legislative body, shall exercise all of the functions otherwise exercised under this chapter by the board of adjustment. It also shall exercise the specified development review functions otherwise exercised under this chapter by the planning commission. In municipalities that have created development review boards, the planning commission shall continue to exercise its planning and bylaw development functions and other duties established under this chapter. In situations where this chapter refers to functions that may be performed by a development review board or a planning commission or functions that may be performed by a development review board or a board of adjustment, it is intended that the function in question shall be performed by the development review board if one exists and by the other specified body if a development review board does not exist.

(b) The board of adjustment or the development review board for a rural town or an urban municipality may consist of the members of the planning commission of that town or may include one or more members of the planning commission. The board of adjustment for a rural town or an urban municipality shall consist of not fewer than three nor more than nine persons, as the legislative body of the municipality determines, appointed by the legislative body of the municipality promptly after the first adoption of a bylaw by the municipality. If the legislative body of a municipality creates a development review board to perform all development review functions under this chapter, that board shall consist of not fewer than five nor more than nine persons, as the legislative body of the municipality determines, appointed by the legislative body of the municipality. A municipality may not have a board of adjustment and a development review board at the same time. Upon creation of a development review board, the existence of any board of adjustment shall terminate.

(c) In the case of an urban municipality or of a rural town where the planning commission does not serve as the board of adjustment or the development review board, members of the board of adjustment or the development review board shall be appointed by the legislative body, the number and terms of office of which shall be determined by the

legislative body subject to the provisions of subsection (a) of this section. The municipal legislative body may appoint alternates to a planning commission, a board of adjustment, or a development review board for a term to be determined by the legislative body. Alternates may be assigned by the legislative body to serve on the planning commission, the board of adjustment, or the development review board in situations when one or more members of the board are disqualified or are otherwise unable to serve. Vacancies shall be filled by the legislative body for the unexpired terms and upon the expiration of such terms. Each member of a board of adjustment or a development review board may be removed for cause by the legislative body upon written charges and after public hearing. If a development review board is created, provisions of this subsection regarding removal of members of the board of adjustment shall not apply.

(d) A joint board of adjustment or development review board may be created upon the act of each legislative body of those municipalities having joint planning commissions as provided in section 4327 of this title. The joint board of adjustment or development review board for these participating municipalities shall consist of persons who would have been the members of the board of adjustment or development review board of each of those municipalities. Joint entities created under this subsection may include a board of adjustment and a development review board, if those different entities exist in the participating municipalities.

(e) The following review functions shall be performed by the appropriate municipal panel authorized by a municipality as specified in the municipal bylaws and in accordance with this chapter, whether a zoning board of adjustment, planning commission, or development review board. Unless the matter is an appeal from the decision of the administrative officer, the matter shall come before the panel by referral from the administrative officer. Any such referral decision shall be appealable as a decision of the administrative officer.

(1) review of right-of-way or easement for land development without frontage as authorized in subdivision 4412(3) of this title;

(2) review of land development or use within an historic district or with respect to historic landmarks as authorized in subdivision 4414(1)(F) of this title;

(3) review of land development or use within a design control district as authorized in subdivision 4414(1)(E) of this title;

(4) review of proposed conditional uses as authorized in subdivision 4414(3) of this title;

(5) review of planned unit developments as authorized in section 4417 of this title;

(6) review of requests for waivers as authorized in subdivision 4414(9) of this title;

(7) site plan review as authorized in section 4416 of this title;

(8) review of proposed subdivisions as authorized in section 4418 of this title;

(9) review of wireless telecommunications facilities as authorized in subdivision 4414(12) of this title;

(10) appeals from a decision of the administrative officer pursuant to section 4465 of this title;

(11) review of requests for variances pursuant to section 4469 of this title;

(12) any other reviews required by the bylaws. (Added 2003, No. 115 (Adj. Sess.), § 103; amended 2013, No. 162 (Adj. Sess.), § 9.)

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: April 27, 2022

Agenda Item: 6a) Annual Appointments

Issue

Pursuant to the Village Charter, the following appointments need to be made annually by the Trustees: Village Treasurer/Tax Collector, Village Clerk, Village Attorney Fire Chief, Village Engineering Consultant, and Audit Firm.

Discussion

The current administration sees no reason to not reappoint all current appointees to the same positions.

Cost

N/A.

Recommendation

It is recommended that the Trustees reappoint all current appointees to the same positions.

Recommended Motion

“I move that the Trustees appoint the following individuals or firms to fulfill Trustee appointed positions for FY23:

Village Treasurer/Tax Collector - Susan McNamara-Hill

Village Clerk – Susan McNamara-Hill

Village Attorney – Claudine Safar, Monaghan Safar Ducham PLLC

Fire Chief – Chris Gaboriault

Village Engineering Consultant – Jeff Kershner, Donald L Hamlin Consulting Engineers

Audit Firm – Kittell Branagan & Sargent”

Attachments

None.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	03/23/22	mud flaps 552208257588	210-5-40-12-610.000 General Supplies	33.82	39070	04/08/22
05290	ADVANCE AUTO PARTS	03/28/22	HYDRAULIC HOSE -BULK 552208757728	210-5-40-12-610.000 General Supplies	132.67	39070	04/08/22
19815	AMAZON CAPITAL SERVICES	03/29/22	Office Supplies 1RRNLHQVFCDR	210-5-30-10-610.000 General Supplies	32.94	39073	04/08/22
07465	BIBENS ACE HARDWARE INC	03/31/22	BATTERY ALKLN AAA 16PK 44021	210-5-40-12-610.000 General Supplies	17.99	39076	04/08/22
00530	BRODART CO	03/11/22	J Collection B6385123	210-5-35-10-640.202 Juvenile Collection	6.22	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6387914	210-5-35-10-640.202 Juvenile Collection	19.42	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6387914	210-5-35-10-610.000 General Supplies	1.60	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6387918	210-5-35-10-640.202 Juvenile Collection	15.98	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6387918	210-5-35-10-610.000 General Supplies	0.80	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6387979	210-5-35-10-640.202 Juvenile Collection	41.90	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6387979	210-5-35-10-610.000 General Supplies	3.20	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388019	210-5-35-10-640.202 Juvenile Collection	93.38	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388019	210-5-35-10-610.000 General Supplies	8.00	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388173	210-5-35-10-640.202 Juvenile Collection	96.39	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388173	210-5-35-10-610.000 General Supplies	5.60	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388319	210-5-35-10-640.202 Juvenile Collection	164.52	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388319	210-5-35-10-610.000 General Supplies	11.20	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388322	210-5-35-10-640.202 Juvenile Collection	94.39	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388322	210-5-35-10-610.000 General Supplies	4.00	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388335	210-5-35-10-640.202 Juvenile Collection	71.14	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388335	210-5-35-10-610.000 General Supplies	4.80	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388338	210-5-35-10-640.202 Juvenile Collection	9.17	39078	04/08/22
00530	BRODART CO	03/17/22	J Collection; Supplies B6388338	210-5-35-10-610.000 General Supplies	0.80	39078	04/08/22
00530	BRODART CO	03/18/22	Donations: Foundation: Fa B6389429	210-5-90-00-991.000 Library Donation Expense	86.80	39078	04/08/22
00530	BRODART CO	03/18/22	Donations: Foundation: Fa B6389429	210-5-35-10-610.000 General Supplies	4.80	39078	04/08/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	03/22/22	BRODART CO Adult Collection, Supplie B6391189	210-5-35-10-640.201 Adult Collection	401.62	39078	04/08/22
00530	03/22/22	BRODART CO Adult Collection, Supplie B6391189	210-5-35-10-610.000 General Supplies	17.60	39078	04/08/22
00530	03/22/22	BRODART CO Adult Collection, Supplie B6391214	210-5-35-10-640.201 Adult Collection	526.48	39078	04/08/22
00530	03/22/22	BRODART CO Adult Collection, Supplie B6391214	210-5-35-10-610.000 General Supplies	26.40	39078	04/08/22
00530	03/23/22	BRODART CO Adult Collection B6392429	210-5-35-10-640.201 Adult Collection	78.12	39078	04/08/22
03000	03/17/22	CARGILL SALT EASTERN INC salt 2907010107	210-5-40-12-600.000 Salt, Sand and Gravel	3220.76	39081	04/08/22
03000	03/18/22	CARGILL SALT EASTERN INC Salt 2907013710	210-5-40-12-600.000 Salt, Sand and Gravel	1665.86	39081	04/08/22
21120	04/02/22	CHAMPLAIN MEDICAL URGENT Physical 0005146000	210-5-25-10-330.000 Professional Services	380.00	39085	04/08/22
17895	04/01/22	CLEAN NEST MSP Cleaning March 12175	210-5-41-26-400.000 Contracted Services	2795.00	39091	04/08/22
04940	02/03/22	COMCAST Cable TV 0207722 0222	210-5-41-22-530.000 Communications	-17.50	39092	04/08/22
04940	03/03/22	COMCAST Cable TV 0207722 0322	210-5-41-22-530.000 Communications	19.82	39092	04/08/22
38280	03/29/22	CRYSTAL ROCK BOTTLED WATE Lincoln St water Mar 2022 17722277 03B	210-5-41-20-610.000 General Supplies	16.92	39094	04/08/22
33075	02/23/22	DELL MARKETING LP Village HR Director Lapto 10563464835	210-5-10-10-735.000 Tech: Equip/Hardware	1076.61	39095	04/08/22
33075	03/21/22	DELL MARKETING LP Village Finance Manager L 10570122588	210-5-13-10-735.000 Tech: Equip/Hardware	2051.95	39095	04/08/22
35260	03/30/22	EAST COAST PRINTERS INC T-Shirts 03182231	210-5-25-10-612.000 Uniforms	1175.00	39101	04/08/22
V10576	03/28/22	ECOPIXEL LLC Village Website Design/De 032822D	210-5-10-10-330.000 Professional Services	9456.00	39102	04/08/22
05020	03/15/22	ESSEX JCT VILLAGE OF PW Multi water/Sewer acc 031522DA	210-5-40-12-410.000 Water and Sewer Charges	767.56	39105	04/08/22
05020	03/15/22	ESSEX JCT VILLAGE OF PW Multi water/Sewer acc 031522DA	210-5-40-12-571.000 Streetscape Maintenance	422.00	39105	04/08/22
05020	03/15/22	ESSEX JCT VILLAGE OF Park Street Water/Sewer 202469591	210-5-41-23-410.000 Water and Sewer Charges	234.11	39105	04/08/22
05020	03/15/22	ESSEX JCT VILLAGE OF Village W/W 102900900006 202472421	210-5-41-21-410.000 Water and Sewer Charges	139.97	39105	04/08/22
19005	04/01/22	FIRSTLIGHT FIBER Lincoln Mar 2022 11198650	210-5-41-20-530.000 Communications	503.77	39111	04/08/22
19005	04/01/22	FIRSTLIGHT FIBER MSP Internet April 11199160	210-5-41-26-530.000 Communications	360.00	39112	04/08/22
34895	04/01/22	GAUTHIER TRUCKING, INC. 2 Lincoln Mar 2022 1627547	210-5-41-20-400.000 Contracted Services	278.31	39114	04/08/22
34895	04/01/22	GAUTHIER TRUCKING, INC. MSP Trash Removal March 1628332	210-5-41-26-400.000 Contracted Services	392.33	39114	04/08/22
20470	03/31/22	GLOBAL MONTELLO GROUP Global Fuel March activit 284833	210-5-41-22-626.000 Gasoline	121.40	39116	04/08/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
20470	03/31/22	GLOBAL MONTELLO GROUP Global Fuel March activit 284833	210-5-40-12-626.000 Gasoline	4548.32	39116	04/08/22
20470	03/31/22	GLOBAL MONTELLO GROUP Global Fuel March activit 284833	210-5-41-26-626.000 Gasoline	70.47	39116	04/08/22
45410	04/01/22	J B SIMONS INC Uniforms 120866	210-5-25-10-612.000 Uniforms	1867.80	39125	04/08/22
28135	04/01/22	JOURNYX, INC ClockView March 1181	210-5-30-10-330.000 Professional Services	600.00	39127	04/08/22
28135	03/22/22	JOURNYX, INC Software Programming 2nd 554	210-5-30-10-330.000 Professional Services	1125.00	39127	04/08/22
V10545	03/21/22	KD ASSOCIATES, INC Brownell Library Roofing AC21920	210-5-41-21-431.000 R&M Buildings & Grounds	660.00	39128	04/08/22
38460	03/23/22	L D OLIVER SEED CO INC Catamount Mix 50Ib grass 25438	210-5-40-12-605.000 Summer Construction Suppl	478.58	39130	04/08/22
22885	03/24/22	MAPLE LEAF CARPET & TILE Carpet cleaning 21266	210-5-41-21-400.000 Contracted Services	1265.00	39135	04/08/22
26630	03/25/22	MINUTEMAN / ALLEGIANCE TR Light X20105371001	210-5-25-10-430.000 R&M Vehicles & Equipment	29.99	39141	04/08/22
06675	02/14/22	NATIONAL BUSINESS TECHNOL Copier Staples IN468879	210-5-30-10-610.000 General Supplies	77.00	39142	04/08/22
02050	03/31/22	RON BUSHEY'S SUNOCO 4 new tires truck 4 4225 0322	210-5-40-12-430.000 R&M Vehicles & Equipment	878.79	39158	04/08/22
03180	03/03/22	SAFETY SYSTEMS OF VT LLC Fire Alarm System Annual 21532	210-5-41-21-431.000 R&M Buildings & Grounds	855.16	39162	04/08/22
03180	03/04/22	SAFETY SYSTEMS OF VT LLC 2 Lincoln Fire Alarm Syst 21536	210-5-41-20-400.000 Contracted Services	546.90	39162	04/08/22
42565	03/23/22	SEVEN DAYS Village Sewer Bid 219216	210-5-10-10-320.000 Legal Services	23.40	39165	04/08/22
36130	03/19/22	VERIZON WIRELESS cell phone 03/20 to 04-19 9902183894	210-5-40-12-530.000 Communications	192.66	39176	04/08/22
25315	04/01/22	VESPA'S PIZZA PASTA & DEL Village Pizza in the Lobb 040122	210-5-30-10-610.000 General Supplies	81.00	39177	04/08/22
07565	03/29/22	W B MASON CO INC Office Supplies 228646215	210-5-30-10-610.000 General Supplies	28.42	39185	04/08/22
39425	03/16/22	SCOTT & PARTNERS INC Lincoln Hall Renovations 3732	232-5-41-20-890.832 2 Lincoln Street Renovati	210.00	39163	04/08/22
23435	02/28/22	CHAMPLAIN WATER DISTRICT Village water Feb 2022 022822D V	254-5-54-20-411.000 CWD Water Purchase	847.15	39087	04/08/22
23435	02/28/22	CHAMPLAIN WATER DISTRICT Village water Feb 2022 022822D V	254-5-54-70-411.400 CWD Water Purchase - Glob	4534.80	39087	04/08/22
23435	02/28/22	CHAMPLAIN WATER DISTRICT Village water Feb 2022 022822D V	254-5-54-20-411.000 CWD Water Purchase	40527.66	39087	04/08/22
23435	02/28/22	CHAMPLAIN WATER DISTRICT Village water Feb 2022 022822D V	254-5-54-70-411.400 CWD Water Purchase - Glob	216944.83	39087	04/08/22
05020	03/15/22	ESSEX JCT VILLAGE OF PW Multi water/Sewer acc 031522DA	254-5-54-20-410.000 Water and Sewer Charges	40.74	39105	04/08/22
20470	03/31/22	GLOBAL MONTELLO GROUP Global Fuel March activit 284833	254-5-54-20-626.000 Gasoline	160.89	39116	04/08/22
10110	03/29/22	MCGOVERN MECHANICAL CORP Residential Water Meter R 1773	254-5-54-70-750.001 Meter Replacement Program	375.00	39136	04/08/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
43435	POWER PLAN	03/24/22	Diagnose loader starts an 9336047	254-5-54-20-430.000 R&M Vehicles & Equipment	4947.18	39153	04/08/22
36130	VERIZON WIRELESS	03/19/22	cell phone 03/20 to 04-19 9902183894	254-5-54-20-530.000 Communications	176.98	39176	04/08/22
14685	ALLIANCE MECHANICAL INC	02/28/22	Headworks Bldg - 35 Casca 055526	255-5-55-30-570.000 Other Purchased Services	507.50	39072	04/08/22
06870	ENDYNE INC	04/06/22	SHT NY Bi-Monthly 3/11/20 405127	255-5-55-30-340.000 Technical Services	316.00	39104	04/08/22
38955	F W WEBB COMPANY	03/22/22	HOS CLMP MH MINI WMGR SS 75463419	255-5-55-70-722.012 Phlo Final Phase	11.80	39106	04/08/22
04640	FASTENAL INDUSTRIAL & CON	03/14/22	AHA-2-8-8 GantryCrn VTBUR306480	255-5-55-30-610.000 General Supplies	3388.12	39107	04/08/22
04640	FASTENAL INDUSTRIAL & CON	03/23/22	MODCON 75 Touch / Pa VTBUR306858	255-5-55-30-570.000 Other Purchased Services	7506.67	39107	04/08/22
19005	FIRSTLIGHT FIBER	04/01/22	communications/Telephone 11198649	255-5-55-30-530.000 Communications	605.34	39110	04/08/22
20470	GLOBAL MONTELLO GROUP	03/31/22	Global Fuel March activit 284833	255-5-55-30-626.000 Gasoline	173.71	39116	04/08/22
07010	GREEN MOUNTAIN POWER CORP	03/18/22	39 Cascade 2/17 to 03/18/ 0322 Cascade	255-5-55-30-622.000 Electricity	6564.26	39118	04/08/22
27415	KUBOTA MEMBRANE USA CORP	04/04/22	Membrane Cartridge 510-7- 162	255-5-55-70-722.012 Phlo Final Phase	1740.00	39129	04/08/22
V1661	NORTH CENTRAL LABORATORIE	03/22/22	Lab Supplies 468108	255-5-55-30-618.000 Laboratory Supplies	2415.05	39143	04/08/22
20040	RAB CONSULTING & SERVICES	04/01/22	ANR settlement agreement 137	255-5-55-30-570.000 Other Purchased Services	315.00	39156	04/08/22
21050	TEMPERATURE CONTROLS OF V	03/28/22	EJWWTF WebCTRL v8.0 22482	255-5-55-30-570.000 Other Purchased Services	6920.00	39169	04/08/22
01020	UNIVERSITY OF VT	03/14/22	Pilot-Scale PePhlo System GCAS117353	255-5-55-70-722.012 Phlo Final Phase	5879.58	39174	04/08/22
02970	USA BLUE BOOK INC	03/11/22	TotalChIorine Reagent Set 908186	255-5-55-30-618.000 Laboratory Supplies	596.04	39175	04/08/22
02970	USA BLUE BOOK INC	03/17/22	TotalChlorine Reagent Set 914385	255-5-55-30-618.000 Laboratory Supplies	505.66	39175	04/08/22
23395	VILLAGE HARDWARE - WILLIS	03/29/22	propane camp cylinder 514493	255-5-55-30-610.000 General Supplies	31.96	39178	04/08/22
26290	CHAMPLIN ASSOC. INC.	03/28/22	HS Pump Controls issue 2809	256-5-56-40-431.000 R&M Buildings & Grounds	128.00	39088	04/08/22
20470	GLOBAL MONTELLO GROUP	03/31/22	Global Fuel March activit 284833	256-5-56-40-626.000 Gasoline	575.01	39116	04/08/22
10110	MCGOVERN MECHANICAL CORP	03/29/22	Residential Water Meter R 1773	256-5-56-70-750.001 Meter Replacement Program	750.00	39136	04/08/22
12160	PEOPLES UNITED BANK N A	04/01/22	PS Upgrade 040122RF1157	256-2-00-00-250.002 RF1-157	51885.56	39149	04/08/22
12160	PEOPLES UNITED BANK N A	04/01/22	PS Upgrade 040122RF1157	256-5-56-70-955.002 RF1-157 PS upgrade	15233.94	39149	04/08/22
29070	SADOWSKY STACEY JEAN	03/28/22	March Chair Yoga Yoga322	258-5-33-13-830.000 Regular Programs	80.00	39160	04/08/22
25445	802 REPTILES	04/22/21	Camp Reach EES 7/22 PRE P 000338A	259-1-00-00-120.000 Prepaid Expenses	450.00	39067	04/08/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
27590	03/28/22	CATAMOUNT COLOR (OFFSET H 24779	259-5-30-10-550.000 Printing and Binding	3505.00	39083	04/08/22
19430	03/25/22	ELEGANT FLOORS LLC Office Floors CG200133	259-5-30-15-330.000 Professional Services	2796.80	39103	04/08/22
25590	03/18/22	FUN EXPRESS LLC Egg Hunt Supplies 71564762701	259-5-30-14-610.000 General Supplies	588.81	39113	04/08/22
20470	03/31/22	GLOBAL MONTELLO GROUP Global Fuel March activit 284833	259-5-30-15-626.000 Gasoline	155.52	39116	04/08/22
19470	04/07/22	HAMPTON INN DULLES CASCAD DC Trip 4/18-22 Hotel 041822D	259-5-30-14-330.000 Professional Services	13928.52	39121	04/08/22
27970	03/29/22	MINI GOLF ON THE GO LLC July 4th Event Mini Golf 00000112	259-1-00-00-120.000 Prepaid Expenses	425.00	39140	04/08/22
45250	03/24/22	NORTHSTAR FIREWORK DISPLA July 4th Celebration PRE 032422D	259-1-00-00-120.000 Prepaid Expenses	14500.00	39144	04/08/22
24855	04/07/22	PETTY CASH - CAITLIN FAY DC Trip Petty Cash Reques 040722D	259-5-30-14-330.000 Professional Services	8954.00	39151	04/08/22
10435	03/23/22	SCREENMYLOGO.COM Barcomb League Shirts 19213	259-5-30-14-610.000 General Supplies	600.00	39164	04/08/22
14695	03/20/22	THE BIG BLUE TRUNK July 4th Celebration - PR 2276	259-1-00-00-120.000 Prepaid Expenses	1700.00	39170	04/08/22
38200	04/04/22	VT RECREATION & PARKS ASS Aquatic Risk - H. Smith 02087	259-5-30-12-500.000 Training, Conf, Dues	125.00	39184	04/08/22
38200	04/04/22	VT RECREATION & PARKS ASS Aquatic Risk - M.Smith 02088	259-5-30-12-500.000 Training, Conf, Dues	125.00	39184	04/08/22
Report Total				463148.19		

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	04/11/22	ADVANCE AUTO PARTS Fluid Film 5 GALLON 5 GL 552210138820	210-5-40-12-610.000 General Supplies	220.76	39190	04/15/22
29310	02/17/22	ALLEGIANCE TRUCK TRIAGE ENGINE/ AFT SYS/ D R122000534	210-5-40-12-430.000 R&M Vehicles & Equipment	722.50	39191	04/15/22
19815	04/08/22	AMAZON CAPITAL SERVICES Padlock 16FR16M3MT9P	210-5-30-12-610.000 General Supplies	191.90	39193	04/15/22
V9976	02/16/22	AVONDA AIR SYSTEMS, INC Seal kit for pump 13337	210-5-41-21-400.000 Contracted Services	1380.00	39195	04/15/22
V9976	03/12/22	AVONDA AIR SYSTEMS, INC Pump replacement 13495	210-5-41-21-400.000 Contracted Services	1695.33	39195	04/15/22
29380	03/03/22	BALLARD KATIE L HC Stipend March HC3222	210-5-10-10-190.000 Board member Payments	25.00	39197	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY Brownell Trustee Stipend BL STIPEND 0	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY Brownell Trustee Stipend BL STIPEND 1	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY Brownell Trustee Stipend STIPEND 0322	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY BL Trustee Stipend DB STIPEND02162	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY BL Trustee Stipend DB STIPEND09212	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY BL Trustee Stipend DB STIPEND11162	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY BL Trustee Stipend DB STIPEND11822	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
29410	03/29/22	BERGENDAHL DOROTHY BL Trustee Stipend DB STIPEND12212	210-5-10-10-190.000 Board member Payments	50.00	39200	04/15/22
00530	03/30/22	BRODART CO Donation: Foundation B6397023	210-5-90-00-991.000 Library Donation Expense	43.91	39203	04/15/22
00530	04/06/22	BRODART CO Adult Replacement B6402652	210-5-90-00-640.201 Adult Collection replacem	33.02	39203	04/15/22
20840	04/05/22	BULLDOG FIRE APPARATUS OF Ground Light P00733	210-5-25-10-430.000 R&M Vehicles & Equipment	46.00	39204	04/15/22
20840	04/06/22	BULLDOG FIRE APPARATUS OF Shipping Charge P00735	210-5-25-10-430.000 R&M Vehicles & Equipment	20.00	39204	04/15/22
V04609	04/01/22	CENTER POINT LARGE PRINT Adult Collection 1921909	210-5-35-10-640.201 Adult Collection	95.88	39206	04/15/22
23455	04/11/22	CHITTENDEN SOLID WASTE DI road kill 3376776	210-5-40-12-425.000 Trash Removal	2.00	39207	04/15/22
25120	04/06/22	CLICKTIME.COM Online Timesheets March 370124	210-5-30-10-330.000 Professional Services	609.00	39208	04/15/22
04940	03/27/22	COMCAST Internet 4/4-5/3/22 0179210 0322	210-5-41-22-530.000 Communications	172.90	39212	04/15/22
09325	04/13/22	DJ'S TREE SERVICE & LOGGI 18 yards of hemlock bark 16991	210-5-40-12-571.000 Streetscape Maintenance	774.00	39213	04/15/22
09325	04/07/22	DJ'S TREE SERVICE & LOGGI removal of a dead maple t 23346	210-5-40-12-571.000 Streetscape Maintenance	1950.00	39213	04/15/22
25290	03/23/22	EBSCO SUBSCRIPTION SERVIC Adult Collection; Youth C 7954102	210-5-35-10-640.201 Adult Collection	7219.50	39218	04/15/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
25290	EBSCO SUBSCRIPTION SERVIC	03/23/22	Adult Collection; Youth C 7954102	210-5-35-10-640.202 Juvenile Collection	705.28	39218	04/15/22
V10576	ECOPIXEL LLC	04/01/22	Apr web hosting 3076	210-5-10-10-530.000 Communications	129.00	39219	04/15/22
V10634	ENVISIONWARE INC	04/01/22	Computer subscription INVUS58808	210-5-35-10-505.000 Tech. Subs, Licenses	255.00	39221	04/15/22
19005	FIRSTLIGHT FIBER	04/01/22	Communications BL 11198656	210-5-41-21-530.000 Communications	385.15	39230	04/15/22
19005	FIRSTLIGHT FIBER	04/01/22	communications 11198682	210-5-41-21-530.000 Communications	119.82	39231	04/15/22
34895	GAUTHIER TRUCKING, INC.	04/01/22	11 JACKSON ST 1627546	210-5-40-12-425.000 Trash Removal	112.68	39233	04/15/22
34895	GAUTHIER TRUCKING, INC.	04/01/22	RAILROAD AVE 1627548	210-5-40-12-425.000 Trash Removal	507.21	39233	04/15/22
34895	GAUTHIER TRUCKING, INC.	04/01/22	BARREL ON BIKE PATH 1627681	210-5-40-12-425.000 Trash Removal	69.74	39233	04/15/22
04035	GOT THAT RENTAL & SALES I	04/01/22	POST HOLE DIGGER FIBERGLA 96838	210-5-40-12-610.000 General Supplies	67.99	39236	04/15/22
33495	INGRAM LIBRARY SERVICES I	04/06/22	Adult Collection; Supplie 58824353	210-5-35-10-640.201 Adult Collection	12.19	39244	04/15/22
33495	INGRAM LIBRARY SERVICES I	04/06/22	Adult Collection; Supplie 58824353	210-5-35-10-610.000 General Supplies	0.45	39244	04/15/22
23980	INTERSTATE BATTERY OF VT	04/08/22	Scoreboard Battery 903201016012	210-5-30-12-610.000 General Supplies	45.90	39246	04/15/22
11710	INVEST EAP	04/01/22	EAP 040122D	210-5-25-10-290.000 Other Employee Benefits	216.00	39247	04/15/22
V9454	LENNY'S SHOE & APP	04/09/22	uniforms RB 3434360	210-5-40-12-612.000 Uniforms	284.98	39251	04/15/22
V9454	LENNY'S SHOE & APP	04/12/22	uniforms 3434638	210-5-40-12-612.000 Uniforms	100.00	39251	04/15/22
33195	LIMOGES & SONS GARAGE DOOR	03/29/22	BROKEN SPRING service cal 76046TE	210-5-40-12-431.000 R&M Buildings & Grounds	1139.36	39252	04/15/22
25625	LOWE'S - 1080	03/02/22	EJRP Lowes March 4191080 0322	210-5-30-12-610.000 General Supplies	10.44	39253	04/15/22
V10130	LOWE'S BUSINESS ACCOUNT	03/03/22	Hardware 01321	210-5-25-10-431.000 R&M Buildings & Grounds	72.36	39254	04/15/22
V10130	LOWE'S BUSINESS ACCOUNT	03/17/22	748146 OW TO 35 -PC SCREW 02227	210-5-40-12-610.000 General Supplies	29.42	39254	04/15/22
V10130	LOWE'S BUSINESS ACCOUNT	03/29/22	soft soap 02554	210-5-40-12-610.000 General Supplies	10.95	39254	04/15/22
V10130	LOWE'S BUSINESS ACCOUNT	03/08/22	Reversal of Lowes late fe 041222D	210-1-00-00-130.000 Exchange - General	-29.00	39254	04/15/22
14590	MAGIC SALT OF VT LLC	03/17/22	Magic -0 Liquid 1749	210-5-40-12-600.000 Salt, Sand and Gravel	9797.55	39255	04/15/22
26630	MINUTEMAN / ALLEGIANCE TR	04/02/22	X Lay Cover X20105453401	210-5-25-10-430.000 R&M Vehicles & Equipment	180.81	39262	04/15/22
06675	NATIONAL BUSINESS TECHNOL	04/09/22	Copier leases 4/15-5/14/2 75994184	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	39263	04/15/22
06675	NATIONAL BUSINESS TECHNOL	04/09/22	Copier leases 4/15-5/14/2 75994184	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	39263	04/15/22

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06675	NATIONAL BUSINESS TECHNOL	04/09/22	Copier leases 4/15-5/14/2 75994184	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	39263	04/15/22
06675	NATIONAL BUSINESS TECHNOL	04/09/22	Copier leases 4/15-5/14/2 75994184	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	39263	04/15/22
45220	NEMCI&I	03/17/22	Deposit 2203017	210-5-10-10-500.000 Training, Conf, Dues	75.00	39265	04/15/22
V6590	NORTHEAST AIR SOLUTIONS	02/24/22	Park St Furnace Filters 100172544001	210-5-41-23-431.000 R&M Buildings & Grounds	67.44	39268	04/15/22
V10729	OVERDRIVE INC	04/08/22	Adult Collection 22118269	210-5-35-10-640.201 Adult Collection	1654.27	39271	04/15/22
23420	P & P SEPTIC SERVICE INC.	04/11/22	Cascade Portolet April T573911	210-5-30-12-330.000 Professional Services	120.00	39273	04/15/22
22320	PAPADOPULOS CHRISTINA	03/28/22	City manager recruitment/ EJStipend322	210-5-10-10-190.000 Board member Payments	50.00	39274	04/15/22
24100	PERMA-LINE CORP OF NEW EN	03/31/22	FINISHED TRAFFIC SIGNS -P 191752	210-5-40-12-605.000 Summer Construction Suppl	142.15	39276	04/15/22
V10554	PHOENIX BOOKS BURLINGTON	04/08/22	Adult Collection 431691	210-5-35-10-640.201 Adult Collection	157.59	39277	04/15/22
24410	PRIORITY EXPRESS INC	03/31/22	Interlibrary Loan Courier 80272214	210-5-90-00-890.000 Federal Grant Expenditure	185.92	39281	04/15/22
05380	PURCHASE POWER	04/05/22	Village March 22 postage 0405224061	210-5-10-10-560.000 Postage	201.00	39282	04/15/22
37430	R R CHARLEBOIS INC	03/16/22	FILTER,DSL EXHAUST IE14602	210-5-40-12-430.000 R&M Vehicles & Equipment	106.80	39283	04/15/22
37430	R R CHARLEBOIS INC	02/22/22	TRK#34 air leak RC77390	210-5-40-12-430.000 R&M Vehicles & Equipment	1306.62	39283	04/15/22
02320	REDMOND MARK	03/03/22	HC Stipend March HC3222	210-5-10-10-190.000 Board member Payments	25.00	39285	04/15/22
V10216	RIVARD STEPHEN	03/09/22	reimbursement tree commit 030922D	210-5-40-12-810.112 Tree Advisory Committee	323.67	39286	04/15/22
V10199	SAMMEL SIGN COMPANY	04/05/22	Sign repair 7850	210-5-41-20-431.000 R&M Buildings & Grounds	450.00	39289	04/15/22
29835	SHERWIN-WILLIAMS	04/12/22	1 INCH 997741200 BRUSH 2" 81109	210-5-40-12-610.000 General Supplies	37.29	39291	04/15/22
V10695	SUNSET TREE CARE	03/25/22	Cut trim dead trees 032522D	210-5-40-12-571.000 Streetscape Maintenance	1900.00	39296	04/15/22
29455	TEEGARDEN MICHELLE	03/03/22	HC stipend March HC3222	210-5-10-10-190.000 Board member Payments	25.00	39298	04/15/22
45245	TWIN STATE MUTUAL AID FIR	04/07/22	fire school Apr 2022 Apr 2022	210-5-25-10-500.000 Training, Conf, Dues	200.00	39302	04/15/22
02970	USA BLUE BOOK INC	03/31/22	Cuff 12 mil Gloves XLarge 930159	210-5-40-12-610.000 General Supplies	282.77	39303	04/15/22
19720	VERIZON CONNECT NWF, INC.	04/01/22	AVL MONTHLY SERVICE 2727809	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	39304	04/15/22
07565	W B MASON CO INC	03/29/22	Office Supplies 228646215	210-5-30-10-610.000 General Supplies	28.42	39311	04/15/22
07565	W B MASON CO INC	04/05/22	Office Supplies 228835720	210-5-30-10-610.000 General Supplies	16.24	39311	04/15/22
07565	W B MASON CO INC	04/05/22	Maint Supplies 228839116	210-5-30-12-610.000 General Supplies	245.26	39311	04/15/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29375	03/29/22	Brownell Trustee Stipend STIPEN101921	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEN111621	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEN122121	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEND11822	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEND21622	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEND31622	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEND81721	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29375	03/29/22	BL Trustee Stipend AW STIPEND92121	210-5-10-10-190.000 Board member Payments	50.00	39313	04/15/22
29395	03/03/22	HC Stipend March HC3222	210-5-10-10-190.000 Board member Payments	25.00	39315	04/15/22
29185	04/12/22	Annual account Zoom CD	210-5-10-10-505.000 Tech. Subs, Licenses	149.90	39318	04/15/22
40025	03/30/22	W HYD BREAK REPAIR KIT DI 5997172	254-5-54-20-430.000 R&M Vehicles & Equipment	450.42	39216	04/15/22
38760	04/11/22	Ti-SALES Test Bench Water 1NV0142120	254-5-54-70-750.001 Meter Replacement Program	55.74	39301	04/15/22
06870	04/07/22	PePhlo 3/25/2022 chemical 405259	255-5-55-70-722.012 Phlo Final Phase	1320.00	39220	04/15/22
V10616	03/31/22	BIOXIDE 905309981	255-5-55-30-619.000 Chemicals	9593.00	39224	04/15/22
38955	03/29/22	ELL 45DEG 1 PVC S80 SOCxS 75566949	255-5-55-30-610.000 General Supplies	34.83	39226	04/15/22
06675	04/09/22	Copier leases 4/15-5/14/2 75994184	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	39263	04/15/22
29475	03/28/22	P-MISC- Roller Recover ME105160	255-5-55-30-610.000 General Supplies	4952.62	39264	04/15/22
03160	04/05/22	POLYMER FOR DEWATERING 20343	255-5-55-30-619.000 Chemicals	9108.00	39272	04/15/22
V2124	04/09/22	TOWEL, BOUNTYBSC30/1CT, WH 3504884279	255-5-55-30-610.000 General Supplies	163.12	39294	04/15/22
V2159	04/05/22	Sodium Hydroxide Membrane 366535	255-5-55-30-619.000 Chemicals	13496.60	39297	04/15/22
V2159	04/06/22	Sodium Hypochlorite 15% T 366555	255-5-55-30-619.000 Chemicals	4470.06	39297	04/15/22
17765	04/06/22	Groundwater Investigation 4897	255-5-55-30-567.000 Biosolids Land Applicatio	1297.75	39314	04/15/22
38760	04/11/22	Ti-SALES Test Bench Water 1NV0142120	256-5-56-70-750.001 Meter Replacement Program	111.48	39301	04/15/22
36130	03/23/22	Pump Station Communicatio 9902605420	256-5-56-40-434.001 Susie Wilson PS Costs	37.76	39305	04/15/22
36130	03/23/22	Pump Station Communicatio 9902605420	256-5-56-40-434.002 West Street PS Costs	37.77	39305	04/15/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS	03/23/22	Pump Station Communicatio 9902605420	256-5-56-40-431.000 R&M Buildings & Grounds	146.61	39305	04/15/22
06675	NATIONAL BUSINESS TECHNOL	04/09/22	Copier leases 4/15-5/14/2 75994184	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	39263	04/15/22
37985	A T & T MOBILITY	03/27/22	EJRP Cell Phones March 28730181252D	259-5-30-15-530.000 Communications	381.62	39187	04/15/22
37985	A T & T MOBILITY	03/23/22	EJRP Cell Phones March 8727992 0322	259-5-30-15-530.000 Communications	263.35	39188	04/15/22
19815	AMAZON CAPITAL SERVICES	04/02/22	RK MSP Supplies 1196F6F9PMLQ	259-5-30-15-610.000 General Supplies	59.09	39193	04/15/22
19815	AMAZON CAPITAL SERVICES	03/28/22	RK Hiawatha Supplies 1KRQYRRM1CTL	259-5-30-15-610.000 General Supplies	83.57	39193	04/15/22
19815	AMAZON CAPITAL SERVICES	04/05/22	RK Fleming Supplies 1QPMX39GDWNW	259-5-30-15-610.000 General Supplies	65.35	39193	04/15/22
19815	AMAZON CAPITAL SERVICES	03/31/22	RK Summit Supplies 1T9VNVQ9JCRDC	259-5-30-15-610.000 General Supplies	15.95	39193	04/15/22
19815	AMAZON CAPITAL SERVICES	04/02/22	RK MSP Supplies 1W6MJVPVN3QL	259-5-30-15-610.000 General Supplies	34.64	39193	04/15/22
19815	AMAZON CAPITAL SERVICES	04/07/22	Preschool Supplies 1YGPVFMNYXLR	259-5-30-16-610.000 General Supplies	217.54	39193	04/15/22
42665	AMAZON/SYNCB	03/10/22	EJRP Amazon March 0432266 0322	259-5-30-14-610.000 General Supplies	13.50	39194	04/15/22
42665	AMAZON/SYNCB	03/10/22	EJRP Amazon March 0432266 0322	259-5-30-15-610.000 General Supplies	29.88	39194	04/15/22
42665	AMAZON/SYNCB	03/10/22	EJRP Amazon March 0432266 0322	259-5-30-16-610.000 General Supplies	16.99	39194	04/15/22
06675	NATIONAL BUSINESS TECHNOL	04/09/22	Copier leases 4/15-5/14/2 75994184	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	39263	04/15/22
29425	PERFORMANCE FOOD SERVICE	03/29/22	RK Hiawatha Snack 638665	259-5-30-15-610.000 General Supplies	126.11	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	03/29/22	Metrorock Program Snack 638784	259-5-30-14-610.000 General Supplies	40.47	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	03/29/22	RK MSP Snack 638788	259-5-30-15-610.000 General Supplies	116.38	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/04/22	RK Summit Snack 640423	259-5-30-15-610.000 General Supplies	194.53	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/04/22	RK MSP Snack 641468	259-5-30-15-610.000 General Supplies	144.87	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/04/22	RK FMS Snack 641473	259-5-30-15-610.000 General Supplies	185.28	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/04/22	RK Hiawatha Snack 642176	259-5-30-15-610.000 General Supplies	110.62	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/04/22	RK Fleming Snack 642193	259-5-30-15-610.000 General Supplies	157.28	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/06/22	RK EES Snack 642991	259-5-30-15-610.000 General Supplies	60.02	39275	04/15/22
29425	PERFORMANCE FOOD SERVICE	04/07/22	RK FMS Snack CREDIT 643747	259-5-30-15-610.000 General Supplies	-10.24	39275	04/15/22
20620	RASCO LAURA	04/11/22	PS Playgroup March 041122D	259-5-30-16-330.000 Professional Services	240.00	39284	04/15/22

Vendor	Invoice	Invoice Description	Amount	Check	Check
	Date	Invoice Number	Paid	Number	Date
19295	SOLO	04/12/22 WFA Program 4/30-5/1 Depo 0412223	259-5-30-14-330.000 Professional Services	800.00	39293 04/15/22
25315	VESPA'S PIZZA PASTA & DEL	03/30/22 RK Hiawatha Meeting Pizza 033022	259-5-30-15-610.000 General Supplies	55.00	39306 04/15/22
07565	W B MASON CO INC	03/25/22 RK EES Supplies 228573040	259-5-30-15-610.000 General Supplies	63.95	39311 04/15/22
07565	W B MASON CO INC	04/06/22 Preschool Supplies 228872389	259-5-30-16-610.000 General Supplies	56.90	39311 04/15/22
Report Total			87654.05		

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**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
TUESDAY, MARCH 28, 2022**

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

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

ADMINISTRATION and STAFF: Greg Duggan, Town Manager; Wendy Hysko, Interim Village Co-Manager; Marguerite Ladd, Deputy Town Manager; Brad Luck, Interim Village Co-Manager

OTHERS PRESENT: Katie Ballard, Gina Halpin Barrett, Casey Carmolli, Kevin Collins, Annie Cooper, Tim Dall, Patty Davis, Erin Dickinson, Christopher Kline, Ethan Lawrence, Bruce Post, Betty Poulin, Angel Segarra, Gillian Smith, Harlan Smith, Margaret Smith, Mike Sullivan, Irene Wrenner, Lorraine Zaloom, Sharon Zukowski, Bob, Christopher, Ken

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. Brown requested the inclusion of materials that were e-mailed to the Boards over the weekend. The Selectboard was amenable since these materials were for Business Item A, and thus did not need to be formally approved as agenda additions.

3. APPROVE AGENDA

None.

4. PUBLIC TO BE HEARD

Ms. Wrenner thanked Ms. Cook for her service on the Selectboard, as tonight is her last meeting.

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. Watts said that the packet includes the changes that were made at the last Selectboard meeting last meeting, as well as the Trustee responses. Regarding the Clerk/Treasurer Agreement, both Boards agreed on all changes. Regarding the Shared Financial Services Agreement, Mr. Watts said that the Selectboard wished to note that any plan to end the agreement must include a plan to have Village staff vacate 81 Main Street. The Trustees indicated their willingness to include this.

Regarding the Recreation/Indian Brook/Senior Center/Senior Bus Agreement, Mr. Brown said that the Trustees are committed to providing senior services, however the renovations to Lincoln Hall make an agreement difficult as the Center may need to close for a period. As a result, he does not feel like the Trustees can guarantee a space for all senior activities during this time period. Mr. Murray said that he does not see a problem with this. Ms. Cook suggested that something about a temporary closure due to

50 construction be included in the document. Mr. Chawla said that construction could be unpredictable, and
51 that he was cautious of overcommitting. Mr. Brown said that the Trustees intend to have all of these
52 documents addressed tonight. Mr. Watts said that some changes were made to this document that were
53 very confusing and had not been previously discussed. He said that this may need to be discussed at the
54 next Selectboard meeting. Ms. Cook suggested that the Trustees have an opportunity to discuss their
55 changes, take public comment, and then have the Selectboard discuss further in Executive Session.

56
57 Mr. Brown explained that the next change detailed the fact that residents of the City would no longer have
58 equal access to Town facilities after separation, and vice-versa. Mr. Chawla said that this was developed
59 to counter challenges about a mid-year separation. The Boards discussed adding verbiage to state that, in
60 the case of Sandhill Pool access and rentals, that the change will go through on July 1st of the calendar
61 year of separation, all agreed that clarifying language was necessary. Mr. Brown requested to remove the
62 Clerk/Treasurer Agreement, Finance Agreement, and the Shared Boards/Committees Agreement from the
63 Memorandum of Understanding. This is because he would like to see these agreements not tied to the
64 passage of separation by the legislature. Mr. Watts said that the Selectboard agreed about the Shared
65 Boards Agreement. Mr. Brown said that it is important to have these agreements regardless of legislative
66 approval and are a result of the discontinuance of shared management. The Selectboard indicated
67 agreement, as these agreements were essentially codifying current practices.

68
69 Mr. Watts requested Public Comment. Ms. Smith said that there was nothing in the agreement stating that
70 the seniors would get the space at 2 Lincoln Street back after renovation and suggested that it be included.
71 Ms. Davis encouraged the Boards to include more documentation ensuring that the Seniors would have all
72 programs available to them during renovation and also said that it is difficult to gain access to meetings.
73 Mr. Duggan said that he would follow up with Ms. Davis to resolve access problems. Ms. Zaloom asked
74 if these agreements would have legal review and asked when their end dates would be and asked if
75 documents would be signed prior to separation approval. Mr. Watts said that the documents removed
76 from the MOU need to be addressed regardless of the result of separation, and the Clerk/Treasurer's
77 Agreement is tied to the FY 2023 budget year. Mr. Lawrence said that it was previously stated that if the
78 changes to the agreement were not accepted tonight, they would be off the table, and said that he found
79 this to be threatening. Mr. Brown expressed his continuing appreciation for the Selectboard for their work
80 during this process.

81
82 The Boards continued their discussion, and decided that the City will discontinue equal access to Sandhill
83 public pool and all Town facility rentals as of July 1, 2023 and access to Indian Brook through the end of
84 2023. Mr. Watts said that the Selectboard plans not to sign any agreements until after the legislature
85 approve the new City Charter, but that they would be willing to approve the agreements at this time. Mr.
86 Brown requested the Selectboard to make a motion stating that they would sign the documents following
87 the approval of separation, Mr. Watts said that the Board cannot tie a future Board to a decision. The
88 Boards discussed how the Justices of the Peace would be separated between the communities, and the
89 length of their terms. Mr. Chawla said that the Board of Civil Authority was not listed in the original
90 Boards & Committees document, and that if the communities are sharing a Clerk this sharing would be
91 expected to continue. Ms. Delphia said that the Board of Civil Authority are defined by the charter, and
92 thus not subject to a decision or either Board. The Selectboard decided to allow all other joint committees
93 to continue until 2023. Mr. Murray said that he is eager to approve these documents tonight and stated
94 that most of the changes were relatively minor. Ms. Delphia encouraged the Board to allow the attorney
95 to approve the changes prior to approval, and suggested that all be approved pending legal council
96 approval, Ms. Cook concurred.

97

98 **TRACEY DELPHIA** made a motion, seconded by **PATRICK MURRAY** that the Selectboard
99 approve the tentative agreements for Clerk/Treasurer; Finance; Recreation, Indian Brook, Senior
100 Center and Senior Bus and the amended MOU agreement, pending legal review. Motion passed 5-
101 0.

102
103 **RAJ CHAWLA** made a motion, seconded by **DAN KERIN** that the Trustees approve the tentative
104 agreements for Clerk/Treasurer; Finance; Recreation, Indian Brook, Senior Center and Senior Bus
105 and the amended MOU agreement. Motion passed 5-0.

106
107 **6. CONSENT AGENDA**
108 **RAJ CHAWLA** made a motion, seconded by **DAN KERIN** to approve the Consent Agenda. Motion
109 passed 5-0.
110 **a. Approve minutes: February 15, 2022 (Trustees only)**

111
112 **7. READING FILE**
113 **a. Board member comments:** Mr. Brown said that tonight is Mr. Murray and Ms. Cook's last meeting
114 and thanked them for their service. Ms. Delphia said that dog licenses are due on Friday. Ms. Hill-Fleury
115 said that the BCA needs assistance with ballots. Mr. Murray and Ms. Cook both said that it was an honor
116 to serve on the Selectboard. Mr. Watts also thanked Ms. Cook and Mr. Murray for their service and said
117 that the next meeting will be the Board's organizational meeting.

118 **b. Vacancy on Housing Commission**

119 **c. Upcoming meeting schedule**

120
121 **8. ADJOURN**
122 **DAWN HILL-FLEURY** made a motion, seconded by **SUE COOK** for the Selectboard to adjourn.
123 Motion passed 4-1 at X:XX PM, with **PATRICK MURRAY** dissenting.

124
125 **DAN KERIN** made a motion, seconded by **RAJ CHAWLA** for the Trustees to adjourn. Motion
126 passed 5-0 at X:XX PM.

127
128 Respectfully Submitted,
129 Darby Mayville
130 Recording Secretary

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**VILLAGE OF ESSEX JUNCTION
INFORMATIONAL HEARING MINUTES
WEDNESDAY APRIL 6, 2022**

VILLAGE TRUSTEES: Andrew Brown, Village President; George Tyler, Vice President; Rajan Chawla; Dan Kerin; Amber Thibeault

ADMINISTRATION and STAFF: Brad Luck, Interim Village Manager/Recreation Director; Wendy Hysko; Interim Village Manager/Library Director; Collen Dwyer, Human Resources Director; Chris Gaboriault, Fire Chief; Rick Jones, Public Works Superintendent; Chelsea Mandigo, Water Quality Superintendent; Susan McNamara-Hill, Clerk; Jess Morris, Finance Director

OTHERS PRESENT: Jonathan Breen, Casey Carmolli, Matt Carmolli, Heidi Clark, Diane Clemens, Kevin Collins, Annie Cooper, Erna D., Bill Flick, Kathy Flick, Mariah Flynn Sanderson, Richard Hamlin, Elaine Haney, Rep. Lori Houghton, Dave Johnson, Christopher Kline, Patrick Murray, Deb McAdoo, Resa Mehren, Nate O., Ken Signorello, Harlan Smith, Andy Suntup, Linda Suntup, Irene Wrenner, DB

MODERATOR: Steve Eustis

1. CALL TO ORDER

Mr. Eustis introduced himself and called the meeting to order at 7:01 PM.

2. WELCOME, INTRODUCTIONS, AND PROCEDURES OVERVIEW

Mr. Brown introduced all staff in attendance, members of the Board of Trustees and distinguished guests. He thanked people for attending what may be the last Informational meeting of the Village, because beginning in 2023 they may convene instead, as the City of Essex Junction. Mr. Eustis explained how the 2022 Village Annual Meeting would run and provided an overview of meeting procedures.

3. PRESENTATION AND DISCUSSION ABOUT ARTICLE 1:

Mr. Eustis read Article I: Shall the voters approve an annual General Fund Budget in the amount of \$6,310,015 for fiscal year July 1, 2022, to June 30, 2023, \$3,890,397 of which is to be levied in taxes against the Village Grand List?

Mr. Brown provided a slide overview of the general fund, capital funds, enterprise funds, and estimated utility rate changes. General Fund highlights and contributing factors included newly created staff positions; a planned increase in capital transfer; legal services; paving/ traffic control; elections and grant matching funds. The estimated tax increase to a \$280,000 Village property is \$32.20. He noted that ARPA funds are being used to offset a higher tax increase in FY23. Mr. Brown showed a slide about spending from the Village's six capital funds for: road work, playground equipment; public works equipment, roofing, landscaping, vehicles, debt, waterline, wastewater pump station, and utility access hole rehab. He showed impacts and strategies regarding the Village's enterprise funds.

Mr. Eustis opened public discussion of Article 1.

48 Mr. Flick asked what will happen to the Town taxes paid by Essex Junction residents, if the
49 Governor approves separation. Mr. Brown said there would be no change during the transition, but
50 on July 1, 2023, the residents of the City of Essex Junction (formerly Village) will no longer have
51 Town taxes on their bill, which may result in up to a 7-8% tax decrease.
52

53 **4. PRESENTATION AND DISCUSSION ABOUT ARTICLE 2**

54 Mr. Eustis read Article 2: Shall the voters authorize the Village of Essex Junction to maintain and
55 administer an unrestricted fund balance of up to fifteen percent (15%) of the current year General
56 Fund Operating budget, and require any amount over fifteen percent (15%) be used to stabilize
57 subsequent tax rates?
58

59 Mr. Brown presented a slide regarding the article. He described the fund as the municipal's "rainy
60 day fund" to tap into if there is an unforeseen circumstance or emergency. The request is to raise the
61 ceiling from the current 10% of fund balance to 15% is to align with best practices in municipal
62 government. He said anything over this 15% would be used to offset the tax rate.
63

64 Mr. Eustis opened public discussion of Article 2. There were no questions or comments from the
65 public on this article.
66

67 **5. PRESENTATION AND DISCUSSION ABOUT ARTICLE 3**

68 Mr. Eustis read Article 3: Shall the voters approve the Village of Essex Junction assessing a one
69 percent sales tax, a one percent meals and alcoholic beverages tax, and a one percent rooms tax
70 pursuant to 24 V.S.A. § 138(b)?
71

72 Mr. Brown provided a slide overview of the Local Option Tax, which would be a 1% tax assessed on
73 meals, alcoholic beverages, admission charges, personal property purchases, lodging, etc. He said
74 the estimated annual revenue, \$675,000, would be used for Village capital expenses and would
75 replenish the Capital Reserve fund. Alternately, the Capital Reserve Fund is predicted to run out in
76 FY25 if there are no further increases in the General Fund for this purpose. He explained why
77 property tax increases or the Capital Reserve Fund would generate less revenue and have a greater
78 burden on taxpayers than a Local Options Tax. He said that with the tax being placed on purchasing
79 taxable goods, visitors to Essex Junction who use the roads and facilities would help pay for this
80 infrastructure.
81

82 Mr. Eustis opened public discussion of Article 3.

83 Mr. Flick asked if this was a percent tax on personal property. Mr. Brown explained that the tax
84 would not be applied to the sale of a home or vehicle and is more of a shopping tax.
85

86 **6. PRESENTATION AND DISCUSSION ABOUT ARTICLE 4**

87 Mr. Eustis read Article 4: Village of Essex Junction authorize cannabis retailers and retail portions of
88 integrated licensee establishments in the Village pursuant to 7 V.S.A. § 863?
89

90 Mr. Brown provided an overview of the cannabis retail article. He talked about state regulations of
91 cannabis retail that are still being determined, including facility inspections, local rules and controls,
92 and the size of the "no cannabis sales" buffers around schools. Mr. Chawla added that many
93 cannabis regulation rules are not yet finalized and retail sales would not open until October. He
94 acknowledged that this article was not fully discussed as a community but the vote gives the Village
95 control of cannabis sale so it is not being decided for them by the Town.
96

97 Mr. Eustis opened public discussion of Article 4.
98 Ms. Cooper asked if a yes vote on this ballot item would give more control to the Village than if they
99 vote no. Mr. Chawla said that if the Village votes no, there will be no retail in the Village, despite
100 the Town's vote of yes earlier in the year. A Village votes of yes, would allow the Village Trustees
101 to regulate the sale of cannabis in the Village, instead of the Town being the regulating group. He
102 also explained there could be revote options, if desired.
103

104 **7. PRESENTATION AND DISCUSSION ABOUT ARTICLE 5**

105 Mr. Eustis read Article 5: Shall general obligation bonds or notes of the Village of Essex Junction in
106 an amount not to exceed Three Million Seventy Thousand Dollars (\$3,070,000), subject to available
107 grants-in-aid, be issued to finance the cost of replacing the Main Street water line?
108

109 Mr. Brown provided a slide overview of the water line article. He said the project to replace the
110 waterline on Main St. would be less expensive than the cost that would be incurred by not fixing this
111 aging infrastructure. He explained that the line would be from the bridge next to the Town Offices at
112 81 Main St. to the water tank off of Upper Main St. He said current capital contributions are
113 sufficient to cover debt payments.
114

115 Mr. Eustis opened public discussion of Article 5. There were no questions or comments from the
116 public on this article.
117

118 **8. PRESENTATION AND DISCUSSION ABOUT ARTICLE 6**

119 Mr. Eustis read Article 6: Shall the voters approve holding the 2023 Annual Meeting on Wednesday,
120 April 5, 2023 to act upon any articles not involving voting by Australian ballot and to reconvene on
121 Tuesday, April 11, 2023, to vote for the Village officers and transact any business involving voting
122 by Australian ballot?
123

124 Mr. Eustis explained that this is a standard article each year
125

126 **9. ANNOUNCEMENT ABOUT ARTICLE 7**

127 Mr. Eustis read Article 7 at 7:54 PM: To elect Village officers required by law including: Moderator
128 (one year term); one Village Trustee (three year term); one Library Trustee (five year term)?
129

130 **10. UPDATE ON INDEPENDENCE AND CITY CHARTER STATUS**

131 Mr. Brown said that the City charter passed unanimously from the House and the Senate floors and
132 was on its way to the Governor for approval.
133

134 Rep. Houghton expressed thanks to the Trustees and Selectboard for finding a path forward with a
135 new charter. She described it as a comprehensive piece of legislation that found support from the
136 State's governing bodies.
137

138 **11. PUBLIC TO BE HEARD**

139 Mr. Murray spoke briefly about the upcoming vote for school board members. He encouraged the
140 public to research the candidates and pay full attention when determining their votes.
141

142 **12. READING FILE**

- 143 a. Annual Report Newsletter
 - 144 b. Annual Report
- 145

146 **13. ADJOURN**
147 Mr. Brown and Mr. Eustis adjourned the meeting at 7:40 PM.
148
149
150 Respectfully Submitted,
151 Cathy Ainsworth
152 Recording Secretary
153
154

DRAFT

RESOLUTION OF NECESSITY
FOR MAIN STREET WATER LINE PROJECT

WHEREAS, at a meeting of the Trustees of the Village of Essex Junction, Vermont (“Village”) held on September 28, 2021, the Trustees determined that the public interest and necessity require that certain capital improvements and repairs be made to the Village’s Main Street water line, specifically, the construction of a water line and related appurtenances, together with related work (the “Project”);

WHEREAS, the Trustees unanimously voted to approve the Project and move forward with a bond vote at the September 28, 2021 meeting, but inadvertently did not sign a resolution to that effect and now desire to sign such a resolution; and

WHEREAS, the estimated total cost of the Project is Three Million, Seventy Thousand Dollars (\$3,070,000.00); and

WHEREAS, the cost of the Project, after the application of available grants-in-aid, if any, was determined to be too great to be paid out of the annual revenue and available resources of the Village; and

WHEREAS, revenue bonds or notes of the Village in an amount not to exceed Three Million, Seventy Thousand Dollars (\$3,070,000.00), should be issued for the purpose of financing the project;

WHEREAS, the Trustees put forward a vote asking for authorization to borrow an amount not to exceed Three Million, Seventy Thousand Dollars (\$3,070,000.00), subject to reduction through the application of available grants-in-aid, to this Project;

NOW THEREFORE, BE IT RESOLVED, that a proposal for the issuance of revenue bonds or notes of the Village in the aggregate amount not to exceed Three Million, Seventy Thousand Dollars (\$3,070,000.00), to pay for the costs of the Project, was submitted to the legal voters of the Village at the annual meeting thereof duly called, warned and held on April 12, 2022; and

BE IT FURTHER RESOLVED, that all acts relating to the proposition of incurring bonded indebtedness and the issuance of revenue bonds of the Village for the purpose of constructing said improvements within the corporate limits of the Village be in accordance with the provisions of Chapter 53 of Title 24, Vermont Statutes Annotated; and

BE IT FURTHER RESOLVED, that the proposition of incurring bonded debt for this purpose was submitted to the qualified voters of the Village as follows:

ARTICLE 5. Shall general obligation bonds or notes of the Village of Essex Junction in an amount not to exceed Three Million Seventy Thousand Dollars (\$3,070,000), subject to available grants-in-aid, be issued to finance the cost of replacing the Main Street water line?

BE IT FURTHER RESOLVED, that a vote on said proposition was conducted by Australian Ballot at the annual Village Meeting to held on April 12, 2022 at which meeting the polls were open at 7 A.M. and closed at 7 P.M; and

BE IT FURTHER RESOLVED, that by this Resolution of Necessity for Main Street Water Line Project, the Trustees hereby ratify and confirm the necessity of the Project and confirm the cost of the Project is too great to be paid out of the Village's ordinary annual income and revenue.

Dated: April 27, 2022

VILLAGE OF ESSEX JUNCTION TRUSTEES

By: _____
Andrew P. Brown, Village President

By: _____
Raj Chawla, Vice President

By: _____
Daniel S. Kerin

By: _____
George A. Tyler

By: _____
Amber Thibeault

TEMPORARY USE APPLICATION

Permit #

Property description (address) for application Champlain Valley Exposition

General Information

Applicant Jeffrey Baitley Day Phone # 802-878-5545

Address 105 Pearl Street, Essex Vt 05452

Owner of record (attach affidavit if not applicant)

Name _____ Day Phone# _____

Address _____

Property information

Zoning District PE Current land use Expo Tax Map Page# 35 Lot# 54

Purpose of application: (Please include information about proposed use, duration, parking, and other relevant material.) 2022 event permit for the Champlain Valley Exposition

Proposed time schedule: from 1/1/2022 to 12/31/2022 (see attach (s))

Plot plan attached (parking layout, location of use, etc. showing setbacks of use and signs)

Size and number of signs _____

Describe any impacts on public services (including fire & Police)

Fire, Police and Rescue will be contacted directly @ needed. GNCS will be used for parking and security

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the land development code. I further agree to abide by any conditions placed upon approval of this application.

[Signature]
Applicant

12-7-2021
Date

Land Owner (if different) _____

_____ Date

RECEIVED

Staff Action

APR 11 2022

Date received Village of Essex Junction

Approved _____ Denied _____

Other approvals _____

Conditions if any _____

**Fee based on current Fee Schedule

Staff Signature _____

Date _____

Fee Amount:
**
Annual Permit
\$765 -

PAID
Fee V...
APR 11 2022
Village of Essex Junction

Champlain Valley Exposition

2022 Events

Updated: April 6, 2022

Event	Start Date	End Date	Status
Mt. Sinani Bingo	Sunday, January 2, 2022	Sunday, January 2, 2022	Occurred
4H Winter Horse Camp	Friday, January 7, 2022	Sunday, January 9, 2022	Occurred
Yankee Sportman's Classic	Friday, January 14, 2022	Sunday, January 16, 2022	Cancelled
Vermont Farm Show	Tuesday, February 1, 2022	Thursday, February 3, 2022	Cancelled
Vermont Winter Renaissance Fair	Saturday, February 5, 2022	Sunday, February 6, 2022	Occurred
Mt. Sinani Bingo	Sunday, February 13, 2022	Sunday, February 13, 2022	Occurred
WOKO Gigantic Indoor Flea Market	Sunday, February 20, 2022	Sunday, February 20, 2022	Occurred
Vermont Winter RV MEGA Show	Friday, February 25, 2022	Sunday, March 6, 2022	Occurred
Vermont Winter Boat and Marine Show	Friday, March 4, 2022	Sunday, March 6, 2022	Cancelled
Vermont Jr. Iron Chef	Saturday, March 12, 2022	Saturday, March 12, 2022	Postponed
WOKO Gigantic Indoor Flea Market	Sunday, March 13, 2022	Sunday, March 13, 2022	Occurred
Lamoille County Fish and Game Club Show	Friday, March 18, 2022	Sunday, March 20, 2022	Confirmed
Roaring 20's Bash	Saturday, March 19, 2022	Saturday, March 19, 2022	Tentative
Mt. Sinani Bingo	Sunday, March 20, 2022	Sunday, March 20, 2022	Cancelled
4H Tack Sale	Friday, March 25, 2022	Saturday, March 26, 2022	Confirmed
Vermont Jr. Iron Chef	Saturday, April, 2022	Saturday, April, 2022	Occurred
WOKO Gigantic Indoor Flea Market	Sunday, April 10, 2022	Sunday, April 10, 2022	Confirmed
4H Tack Sale	Friday, April 15, 2022	Saturday, April 16, 2022	Confirmed
Lil Vermont's Spring Consignment Sale	Thursday, April 21, 2022	Saturday, April 23, 2022	Confirmed
Sci-Fi & Fantasy Expo	Saturday, April 23, 2022	Sunday, April 24, 2022	Confirmed
Superbowl of Job Fairs	Tuesday, April 26, 2022	Tuesday, April 26, 2022	Confirmed
Northeastern Forest Products and Loggin Show	Friday, May 6, 2022	Saturday, May 7, 2022	Confirmed
Champlain College Commencement	Saturday, May 14, 2022	Saturday, May 14, 2022	Confirmed
Good Sam Road Runners	Thursday, May 12, 2022	Sunday, May 15, 2022	Confirmed
Dino & Dragon Stroll	Saturday, May 21, 2022	Sunday, May 22, 2022	Confirmed
4H Horse Show	Sunday, May 15, 2022	Sunday, May 15, 2022	Confirmed
Performance Food Service Show	Tuesday, May 17, 2022	Tuesday, May 17, 2022	Rescheduled
Green Mountain Barrel Racing	Friday, May 20, 2022	Saturday, May 21, 2022	Confirmed
FMCA Rally	Wednesday, May 25, 2022	Monday, May 30, 2022	Confirmed
Essex Memorial Day Parade	Saturday, May 28, 2022	Saturday, May 28, 2022	Confirmed
Higher Ground Concert: The Avett Brothers	Sunday, May 29, 2022	Sunday, May 29, 2022	Confirmed
Girls on the Run	Saturday, June 4, 2022	Saturday, June 4, 2022	Confirmed
Mt. Sinani Bingo	Sunday, June 5, 2022	Sunday, June 5, 2022	Confirmed
Higher Ground Concert: Goos	Monday, June 6, 2022	Monday, June 6, 2022	Confirmed
Higher Ground Concert: Bon Iver	Wednesday, June 8, 2022	Wednesday, June 8, 2022	Confirmed
Higher Ground Concert: Guster	Saturday, June 11, 2022	Saturday, June 11, 2022	Confirmed
Higher Ground Concert: Disco Biscuits	Sunday, June 12, 2022	Sunday, June 12, 2022	Confirmed
Vermont Cannabis and Hemp Convention	Saturday, June 11, 2022	Sunday, June 12, 2022	Confirmed
Relay for Life	Friday, June 24, 2022	Friday, June 24, 2022	Confirmed
4H Horse Show	Saturday, June 25, 2022	Sunday, June 26, 2022	Confirmed
Cub Scout Day Camp	Monday, June 27, 2022	Friday, July 1, 2022	Confirmed
Red Cross Blood Drive	Thursday, June 30, 2022	Thursday, June 30, 2022	Confirmed
Green Mountain Barrel Racing	Friday, July 1, 2022	Saturday, July 2, 2022	Confirmed
Essex Junction Parks and Rec 4th of July	Monday, July 4, 2022	Monday, July 4, 2022	Confirmed
Circus Smirkus	Wednesday, July 6, 2022	Sunday, July 10, 2022	Confirmed
Higher Ground Concert: Tedeschi Trucks	Saturday, July 9, 2022	Saturday, July 9, 2022	Confirmed
Mt. Sinani Bingo	Sunday, July 10, 2022	Sunday, July 10, 2022	Confirmed
Red Cross Blood Drive	Thursday, July 14, 2022	Thursday, July 14, 2022	Confirmed
Vermont Preparedness Expo	Saturday, July 23, 2022	Sunday, July 24, 2022	Confirmed
Burlington Gem & Mineral Club Show	Saturday, July 30, 2022	Sunday, July 31, 2022	Confirmed
Wolfsgart	Thursday, August 4, 2022	Sunday, August 7, 2022	Confirmed
Red Cross Blood Drive	Thursday, August 11, 2022	Thursday, August 11, 2022	Confirmed
Green Mountain Barrel Racing	Friday, August 12, 2022	Saturday, August 13, 2022	Confirmed
Mt. Sinani Bingo	Sunday, August 14, 2022	Sunday, August 14, 2022	Confirmed
Champlain Valley Fair	Friday, August 26, 2022	Sunday, Spetember 4, 2022	Confirmed
Green Mountain Barrel Racing	Friday, September 9, 2022	Saturday, September 10, 2022	Confirmed
Fall RV Show	Friday, September 9, 2022	Sunday, September 11, 2022	Confirmed
Living History Expo	Saturday, September 17, 2022	Sunday, September 18, 2022	Confirmed
National Street Rods Association	Friday, September 23, 2022	Sunday, September 25, 2022	Confirmed
Red Cross Blood Drive	Thursday, September 29, 2022	Thursday, September 29, 2022	Confirmed
Green Mountain Barrel Racing	Friday, September 30, 2022	Saturday, October 1, 2022	Tentative
Wag it Forward: A Festival for Pets	Sunday, October 2, 2022	Sunday, October 2, 2022	Confirmed
Made in Vermont	Saturday, October 1, 2022	Sunday, October 2, 2022	Confirmed
FMCA Rally	Wednesday, October 6, 2022	Sunday, October 9, 2022	Confirmed
Green Mountain Barrel Racing	Friday, October 7, 2022	Sunday, October 9, 2022	Confirmed
Mt. Sinani Bingo	Sunday, October 9, 2022	Sunday, October 9, 2022	Confirmed
NEFCU Company Event	Monday, October 10, 2022	Monday, October 10, 2022	Tentative
Red Cross Blood Drive	Thursday, October 13, 2022	Thursday, October 13, 2022	Confirmed
WOKO Gigantic Indoor Flea Market	Sunday, October 16, 2022	Sunday, October 16, 2022	Tentative
Champlain Valley Craft Show and Vermont Antique Expo	Friday, October 21, 2022	Sunday, October 23, 2022	Confirmed
WOKO Gigantic Indoor Flea Market	Sunday, November 6, 2022	Sunday, November 6, 2022	Tentative
Vermont Steampunk Festival	Saturday, November 12, 2022	Sunday, November 13, 2022	Tentative
Mt. Sinani Bingo	Sunday, November 20, 2022	Sunday, November 20, 2022	Confirmed
Vermont Holiday Market	Saturday, December 3, 2022	Saturday, December 3, 2022	Tentative
Christmas Senior Lunch	Wednesday, December 7, 2022	Wednesday, December 7, 2022	Confirmed
WOKO Gigantic Indoor Flea Market	Sunday, December 11, 2022	Sunday, December 11, 2022	Tentative
Mt. Sinani Bingo	Sunday, December 18, 2022	Sunday, December 18, 2022	Confirmed

Weekly Events

Green Mountain Roller Derby Practice
Ronald McDonald Bingo

Most Tuesdays and Thursdays beginning January 4th
Most Tuesdays beginning January 4th

MEETING SCHEDULES

04/15/2022

Meeting Date/Time	Meeting Type	Anticipated Business
April 27, 2022—6:30 pm	VB Regular	
May 11, 2022—6:30 pm	VB Regular	Ethics policy review, City celebration, Declaration of Inclusion,
May 25, 2022—6:30 pm	VB Regular	
June 8, 2022—6:30 pm	VB Regular	Committee appointments
June 22, 2022—6:30 pm	VB Regular	Committee appointments, set water/sewer/sanitation rates, assign fund balance FY22 allocations
July 13, 2022—6:30 pm	VB Regular	
July 27, 2022—6:30 pm	VB Regular	Short-term rentals, set tax rate
August 10, 2022—6:30 pm	VB Regular	
August 24, 2022—6:30 pm	VB Regular	
September 14, 2022—6:30 pm	VB Regular	
September 21, 2022—6:30 pm	VB Regular	
October 12, 2022—6:30 pm	VB Regular	
October 26, 2022—6:30 pm	VB Regular	
November 9, 2022—6:30 pm	VB Regular	
November 23, 2022—6:30 pm	VB Regular	Cancel? Night before Thanksgiving
December 14, 2022—6:30 pm	VB Regular	
December 28, 2022—6:30 pm	VB Regular	Cancel? Two days after Christmas



Community Development Department

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

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

MEMORANDUM

TO: Bard Luck and Wendy Hysko Interim Managers, Trustees
FROM: Robin Pierce, Community Development Director
DATE: April 27, 2022
SUBJECT: 1 Main Street Park

Issue

The Trustees wish to be updated on the progress of the construction drawings for 1 Main Street Park.

Discussion

The Village Engineer is finalizing the working drawings for the Park. Some minor changes have been made to the design based on input from the Village Tree Advisory Committee, and pragmatic details of the design itself.

The goal is to have the calculations for soil removal and fill to Miles Waite from the environmental company to get feedback on the most efficient way forward from this point on next week. I met with the Village engineer earlier this week to discuss progress and he is confident that the finished drawing will be ready to go to bid once the CCRPC, the VTDEC and the environmental company give their approval.

Recommendation

This memo is for informational purposes only.