

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 11, 2022
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

This meeting will be in-person at 2 Lincoln Street and available remotely. Options to watch or join the meeting remotely:

- **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. Welcome Ashley Snellenberger, Communications & Strategic Initiatives Director
- b. Consider approval of Chittenden Solid Waste District (CSWD) FY23 Budget
- c. Discuss transition to Planning Commission and Development Review Board (DRB) effective July 1, 2022
- d. Discuss 1 Main Street Park
- e. Discuss City Manager Recruitment and Hiring Planning Committee progress
- f. Discuss City Celebration(s)
- g. Consider approval of Declaration of Inclusion
- h. Consider approval of the Ethics Policy
- i. *Discuss real estate purchase or lease options
- j. Discuss Out & About in Essex

6. **CONSENT ITEMS**

- a. Approve check warrants: #17299 (04/22/22); #17300 (04/29/22)
- b. Approve minutes: April 13, 2022; April 27, 2022
- c. Approve Street Closure Application for Memorial Day Parade
- d. Approve Street Banner Application for Memorial Day Parade
- e. Approve Fireworks Display Permit for July 4th Community Celebration
- f. Approve Chittenden County Regional Planning Commission Grant Support Letter
- g. **Approve Local Emergency Management Plan

7. **READING FILE**

- a. Board member comments
- b. Trustee Meeting Schedule
- c. Participation CDC COVID-19 wastewater sampling program

8. **EXECUTIVE SESSION**

- a. *An executive session may be necessary to discuss securing or negotiating real estate purchase or lease options
- b. **An executive session may be necessary to discuss municipal emergency response measures, the disclosure of which could jeopardize public safety

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: _____ 5/6/22 _____ Brad Luck _____

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 11, 2022

Agenda Item: 5a. Welcome Ashley Snellenberger, Communications & Strategic Initiatives Director

Issue

Ashley started on May 2. Tonight is the first board meeting since she began and we wanted to take a moment for the Trustees to meet her and say hello. Below is the press release announcing her hiring.

Discussion

Essex Junction Hires Communications & Strategic Initiatives Director

The Village of Essex Junction has hired Ashley Snellenberger to be the new Communications & Strategic Initiatives Director. Snellenberger is a seasoned communications professional who has spent the last ten years as a communications coordinator for the Russellville School District in Arkansas and as a communications consultant. She is experienced in public relations, graphic design, brand management, and media relations.

“We are thrilled to have Ashley joining our leadership team,” said interim co-manager Brad Luck. “Her experiences in communications with schools is directly transferrable to municipal government. We are confident in Ashley’s abilities to not only manage our communications, but to build relationships with internal and external stakeholders, and lead public engagement opportunities with our residents.”

Snellenberger started with the Village on May 2. She is working remotely from Arkansas and will be moving to Vermont in June with her husband and two children.

Cost

NA.

Recommendation

NA.

Recommended Motion

No motion necessary.

Attachments

None.



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May 3, 2022

Brad Luck
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

Dear Brad:

Attached please find a copy of the Chittenden Solid Waste District Proposed FY 23 Budget. **CSWD is scheduled to meet with Village of Essex Junction Board of Trustees on Wednesday, May 11, 2022 at 6:30 p.m. or later.** Please forward the attached copies to the Trustees for their review.

The Board of Commissioners approved sending the Proposed FY 23 Budget to Member towns for their approval on Wednesday, April 27, 2022. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 11, 2022. Please feel free to contact me should you have any questions. Thank you.

Sincerely,

A handwritten signature in black ink that reads 'Amy Jewell'.

Amy Jewell
Director, Administration

Cc: Alan Nye –Rep, Amber Thibeault, Alt.

NOTE FROM BRAD:

Should the Trustees approve of the FY23 budget, the following is the recommended motion:

"I move that the Trustees approve the CSWD FY23 budget as presented."

April 28, 2022

FISCAL YEAR 2023 BUDGET

Dear Board of Commissioners and Citizens of Chittenden County,

I am pleased to present to you Chittenden Solid Waste District's Fiscal Year 2023 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board's strategic goals over the coming year. It also lays the foundation to continue to advance those goals towards the future. I am happy to tell you that the financial condition of CSWD is sound, therefore **I do not see a need for any municipal assessments or per capita fees**. We continue to be self-sufficient, relying on revenue from facility user fees, material sales, and fees charged to haulers when disposing Chittenden County trash at the landfill to cover the costs of the services we provide.

Adjusting to New Realities

Fiscal Year 2022 began where FY2021 ended, still in the midst of a global pandemic. Major infrastructure projects resumed and we continued our focus on reconfiguring our public-facing facilities to ensure the health and safety of our employees and customers and continue to improve efficiency. As that new work progressed, the identified efficiencies and areas of improvement are being carried forward. Having said this, CSWD is not immune to material delays, steep increases in the cost of materials, and difficulty filling open positions. Early project cost estimates have needed to be revised, sometimes multiple times, and project start/completion dates are now simply a best guess.

Not surprisingly, costs are also increasing for CSWD in several key areas, specifically hauling services, fuel costs, waste disposal fees we pay at the transfer station, and processing fees we pay our MRF operator. We also provided a mid-year 3% cost of living adjustment to District employees in light of the steep rise in inflation in calendar year 2021. We are closely monitoring the US Bureau of Labor Statistics' consumer price index for the Northeast in the event that inflation continues to rise steadily. This budget does propose a 2% COLA for July 1.

MATERIALS RECOVERY FACILITY:

Market Resurgence

FY 2022 saw continued strong pricing in the recycling markets, particularly paper markets. The initial resurgence was a COVID-related effect. Mixed paper was in demand as recycled content in paper towels, toilet paper, and sanitizing wipes, and cardboard was in high demand as more and more consumers shopped online. The demand remains strong heading into FY 2023, putting us in a strong materials sales position as fiber products represent 75-80% of the materials sorted at the MRF. The markets for other "blue bin" materials such as plastic bottles, aluminum cans, and cardboard have also begun rebounding, due in part to increased demand by major brands like Coca-Cola to include

recycled material in their packaging. This budget assumes a conservative average commodity revenue of \$80/ton, but I expect we will surpass that average.

Modern Facility

In April 2022 the Board of Commissioners voted to ask the voters of Chittenden County to approve issuance of municipal bonds by CSWD to fund the construction of a new Materials Recovery Facility on Redmond Road in Williston. The Board approved a not-to-exceed bond amount of \$22,000,000. We are working to reduce this burden through a combination of grants and zero-interest loans. **CSWD will not be assessing our member cities and towns for the debt-service.** We are proposing a state-of-the-art facility, complete with high-tech sorting equipment and an education center. Advanced sorting capability will mean that we'll finally have the space and flexibility to expand what can be recycled in our blue bins/blue carts, allowing more to be diverted from the landfill and directed to processors as raw materials.

ORGANICS DIVERSION FACILITY:

Organics Diversion Facility tip fees are increasing from \$60/ton to \$65/ton starting July 1. The increase reflects the goal of bringing the ODF closer to self-sufficiency. This goal took a significant hit in FY21-22 as Casella began diverting most of their collected food scraps to their new depackaging facility. This reduction represented approximately 30% of the inbound compost feedstock and, while welcomed at the time to help alleviate processing concerns, the reduction places downward pressure on the FY23 tip fee revenue forecast. Food scraps brought to the Drop-Off Centers (DOCs) by smaller, niche haulers continue to grow. We've budgeted anticipated food scraps tons inbound to 4,400 tons. This is approximately 77% of our operational comfort level of between 5,500-6,000 tons of food scraps each year.

In FY23 we will complete the build-out of the facility. The build-out includes a new scale, new residential food scrap drop-off area, new entrance to the ODF, and a new traffic flow through the facility. We will also be able to accept clean wood for drop-off, adding convenience for residential and small business customers. This final phase of construction at the ODF increases site safety, allows us to accept up to 7,000 tons of food scraps annually for composting, and allows us to add real-time contamination checks which will lead to greater quality control and customer education opportunities.

We are not expecting pandemic-level product sales in FY23 and instead have budgeted a normalized (to FY18-19 levels) sales expectation. Having a local to Chittenden County resource able and willing to accept the county's food scraps means that county residents and businesses can feel good about complying with the state's mandate to keep food scraps out of the landfill because the food scraps are becoming compost, and that the cost to manage those food scraps remains affordable.

DROP OFF CENTERS:

The Drop-Off Center (DOC) system review is ongoing and in many ways is the most challenging of the systems reviews we've undertaken. **We are not raising bag prices in FY 2023**, however part of the system review is to obtain a truer understanding of the costs of managing waste materials through

the system, particularly those materials for which we currently do not charge a fee. These no-fee materials are subsidized by the CSWD general fund, and the subsidy required by the DOC system is growing.

Friendly Neighborhood DOC

Even though the DOCs are District facilities, they are very much seen as “local”. This capital budget includes long-awaited improvements to the Milton DOC. The remaining DOCs will receive updates in successive out-years. Our six DOCs serve 25% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 70% of Chittenden County residents use the DOCs to manage waste materials each year. We recognize that we perform a vital function in the community, and the challenge is to do so safely, efficiently, economically, and in an environmentally responsible manner.

SOLID WASTE MANAGEMENT FEE:

I am recommending that the Solid Waste Management Fee remain at \$27.00 per ton of trash disposed. This is the fee charged to haulers when they dispose trash in the landfill in Coventry. The fee has not risen in nine years. Our model estimates the SWMF to be 0.5% higher than FY22 estimates and 2.1% higher than CY21 actuals resulting in revenue slightly higher than FY20 actuals. Trash generation did not fall off as precipitously as feared that it might due to COVID-related shutdowns.

As the economy recovers and grows, as it is forecast to do through 2023, waste reduction education will be even more important. Our team of solid waste professionals is dedicated to ensuring our members’ solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team positioning CSWD to make sure we remain a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,



Sarah Reeves, Executive Director

FY 2023 BUDGET PROPOSAL

**TO VIEW BUDGET DETAIL VISIT
[CSWD Financial Information](#)**



Chittenden Solid Waste District

**1021 REDMOND ROAD
WILLISTON, VT 05495
802-872-8100**

CHITTENDEN SOLID WASTE DISTRICT FY 2023 BUDGET PROPOSAL

TABLE OF CONTENTS

- A. Budget Memo to Board of Commissioners
- B. Who We Are/What We Do/How We're doing
- C. Administrative Descriptions
- D. Operations Descriptions
- E. Self-Funded Descriptions
- F. FY23 Summary Budget
- G. Administrative Programs and Solid Waste Management Fee
- H. Operating Programs
- I. Self-Funded and Allocated Programs
- J. Capital Budget Highlights
- K. Capital Plan
- L. Solid Waste Management Fee Projection
- M. Projected Reserves Narrative
- N. Projected Reserves
- O. Schedule of Program Tipping Fees
- P. Organizational Chart

Individual Program Budgets with Details and Comparisons to previous years are available on line at <https://cswd.net/about-cswd/financial-information/>

A.

To: Board of Commissioners
From: Sarah Reeves, Executive Director
Nola Ricci, Director of Finance
Date: April 21, 2022
RE: Fiscal Year 2023 Budget Proposal

OVERVIEW

In Fiscal Year 2022 (FY22) CSWD transitioned into a more robust financial system that allows us to better support decision making as we consider the future of our operations. Updates to the accounting, payroll and budgeting software now provide managers with better access to system data. The system also improves transparency, enables true comparison with previous years' finances, and provides a clear picture of the financial position of CSWD in an easy-to-read format.

Programs are grouped into three categories:

- **Administrative:** this collection of programs includes departments needed to manage State requirements and are financed by the Solid Waste Management Fee. This category includes Administration, Compliance & Safety, Engineering, Finance, Outreach & Communications, and houses the Solid Waste Management Fee.
- **Operating:** this collection of programs is comprised of what we call our "facilities", or those programs that actively receive, manage, and/or process municipal solid waste. This category includes the Organics Diversion Facility, the Materials Recovery Facility, the Environmental Depot and Rover, and six Drop-Off Centers.
- **Self-Funded:** this collection of program consists of non-active reception or management of municipal solid waste. This category includes the Closed Landfills, Biosolids, and the allocated cost of Maintenance and Roll-Off.

The proposed budget for FY23 remains conservative and acknowledges some of the increases we've experienced, and those we anticipate, as costs rise. The first and second quarters of Fiscal Year 2022 (FY22) are maintaining a similar trend we observed in Fiscal Year 2021 (FY21): by the end of December 2021, revenue reached over 80% of projections. This increase in excess income has encouraged us to rethink how we distribute excess income. Our redistribution procedure is described in more detail under the Reserve Highlights. Capital construction projects at the Organics Diversion Facility will be completed by the end of the second quarter of FY23, while construction of a new Administration building is anticipated to begin as early as Q2.

Materials Recovery Facility Highlight

In April 2022 the Board of Commissioners voted to ask the voters of Chittenden County to approve issuance of municipal bonds by CSWD to fund the construction of a new Materials Recovery Facility on Redmond Road in Williston. The Board approved a not-to-exceed bond amount of \$22,000,000. We are working to reduce this burden through a combination of grants and zero-interest loans. **CSWD will not be assessing our member cities and towns for the debt-service.** If the request is voter approved, permitting for a new MRF would commence in Q3 of FY23 with potential ground-breaking in late Q4. Preliminary engineering and design work for the new MRF is budgeted in FY23 as a capital expense and would be reimbursable through bond proceeds. Due to ongoing global supply chain disruptions and demands, completion of the new MRF may not occur until FY25.

Debt service is unknown as of the date of this memo because the financing package is still being developed, however a revenue sufficiency study performed for the project shows tip fees and commodity sales revenue generated by the facility to be sufficient to pay annual operating costs + debt service of \$1,200,000. The District is gathering data on the likely sources and costs of financing which will be integrated into our cash flow forecasting model for this project. The District's goal is to maintain a 5:4 debt service coverage ratio to assure the financial sustainability of the project and the health of the District as a whole.

CSWD SOURCES OF REVENUE

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), User Fees (tip fees), and Material Sales. The remaining revenue comes from rental income, license fees, bin sales, grants, and Extended Producer Responsibility program reimbursements. **CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.**

- **Solid Waste Management Fees:** \$27/ton charged on each ton destined for disposal. Four material types make up the tons subject to the SWMF—municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF, or \$6.75/ton. **In FY23, SWMF are 26% of the revenue budget.**
- **Tipping/User Fees:** Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recovery Facility (MRF), the Organics Diversion Facility (ODF), and the Environmental Depot. **In FY23, Tip/User Fees are 54% of the revenue budget.**
- **Material Sales:** Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables—or products we purchase on behalf of the public and then resell, like compost bins. **In FY23, Materials Sales are 17% of the revenue budget.**

REVENUE SNAPSHOT

Revenue (in thousands)	FY20 Actual	FY22 Budget	FY23 Budget	Change from FY22 Budget	Change from FY20 Actual	% of Overall Revenue
Tip Fees	6,930	7,045	7,724	8.80%	10.28%	53.6
Material Sales	1,777	2,175	2,541	14.38%	30.06%	16.6
SWMF	3,328	3,372	3,382	.30%	1.60%	25.7
All Other	611	541	386	-61.14%	-58.6%	4.1
TOTAL	12,646	13,132	14,032	6.41%	9.88%	100%
Cost of Goods Sold	329	177	172	-3.01%	-91.04%	
Gross Profit	12,317	12,955	13,860	6.53%	11.13%	

Tip Fees, User Fees, and Material Sales Assumptions:

- MRF tip fees were raised in March 2020 to \$80/ton and **we are not proposing raising the tip fee in FY23**. The fiscal year average commodity revenue (ACR) value from material sales through February 2022 was \$134/ton, up from approximately \$84/ton average through the same period in FY21. Cardboard and mixed paper pricing increased due to high demand from domestic paper mills. This increased demand is expected to continue through at least the 2nd quarter of FY23. Plastics pricing is stable, with high demand for HDPE-Natural (milk jugs) and for PET. We have budgeted MRF materials sales very conservatively at \$80/ACR and will likely exceed budget expectations. The rationale for not budgeting higher sales is because the ACR is highly dependent upon the paper mills to which Casella markets our materials. Fiber products represent 75% of our MRF material stream and paper pricing, while stabilizing, is still variable. We are assuming 47,500 tons of inbound recycling, and marketing 38,000 of those tons.
- The MRF Operating contract with Casella expires on June 30, 2022 and is currently in renegotiation. MRF expenses will rise as a result of the new terms (an increase in the processing fee is anticipated).
- Organics Diversion Facility tip fees are increasing from \$60/ton to \$65/ton starting July 1. Food scraps brought to the Drop-Off Centers (DOCs) by smaller, niche haulers continue to grow. We saw a significant reduction in food scraps from Casella in FY22 as they diverted most of their collected food scraps to their depackaging facility. This reduction represents approximately 30% of the inbound compost feedstock and, while welcomed at the time to help alleviate processing concerns, the reduction places downward pressure on the FY23 revenue forecast. We’ve budgeted anticipated food scraps tons inbound to 4,400 tons. This is approximately 77% of our operational comfort level of between 5,500-6,000 tons of food scraps each year.

We are not expecting pandemic-level product sales in FY23 and instead have budgeted a normalized (to FY18-19 levels) sales expectation. The increase to the Cost of Goods Sold is due largely to a need to purchase sand for incorporation into a product blend.

- Revenue is down at the DOCs in large part due to the loss of the Richmond facility and the continued limited use at the Burlington site. There is not yet an agreement to construct a permanent facility in Burlington, however discussions with the City continue in earnest. The new goal is to have a facility constructed by FY26. Additional DOC revenue pressure is due to the many items managed at the DOCs that do not have adequate (or any) revenue associated with them, meaning we are subsidizing the collection and management of certain materials such as universal waste, some electronics, and leaf and yard debris. Recycling and food scraps are bundled in the pricing of trash when brought together as a unit, and we are currently not recovering the full cost of all three of those material streams. When the tip fees increase at the MRF and ODF, we do not always adjust DOC pricing to accommodate the increases. The DOC pricing structure will be analyzed in FY23 for potential changes in FY24.

Solid Waste Management Fee:

Solid Waste Management Fee revenue is projected to be slightly higher than FY22 budgeted amounts, representing a continued return to “normal”. We used the Solid Waste Disposal and Diversion Trends Model developed for CSWD by SERA, Inc to generate our projections for FY23. The model estimates the SWMF to be 0.5% higher than FY22 estimates and 2.1% higher than CY21 actuals resulting in revenue slightly higher than FY20 actuals levels. Supporting the model’s output, the state’s Joint Fiscal Office is projecting favorable economic conditions in FY23 as new infrastructure spending begins.

EXPENSES SNAPSHOT

Expenses (in thousands)	FY20 Actual	FY22 Budget	FY23 Budget	Change from FY22 Budget	Change from FY20 Actual	% of Overall Expenses
Salary/Wages	2,644	3,286	3,345	1.76%	20.97%	25%
Benefits	1,106	1,411	1,455	2.95%	23.99%	10.7%
Travel/Training	58	96	97	.58%	40.36%	.7%
Administrative	472	173	123	-39.93%	-282.68%	1.3%
Professional Services	312	208	268	22.59%	16.15%	1.6%
Equip/Fleet	370	664	773	14.02%	52.17%	5.1%
Gen. Supplies	67	95	120	20.73%	43.64%	.7%
Mat’l Management	5,575	5,020	6,151	18.38%	9.36%	38.2%
Property Management	417	507	490	-3.38%	14.81%	3.9%
Promotion & Education	93	155	163	5.11%	43.02%	1.2%
Community Support	39	26	106	75.73%	63.41%	.2%
Maintenance	509	681	718	5.11%	29.07%	5.2%
TOTAL*	11,662	12,322	13,809	10.76%	15.55%	

*Expenses shown are before capital contributions and contributions to overhead.

Key Points:

- Expenses in FY23 are reflecting a “return to normal” with a few notable exceptions. Materials management expenses (hauling, MRF processing) are increasing significantly. Just over \$1M of the increase is in the MRF budget, reflecting an increase in the contract cost with the facility operator and an increase in the cost to transport recycled glass to market. Even with a return to normal activities and this one very large increase, our overall expenses have only slightly increased.
- Salaries and wages increased slightly in this budget. Although a 2% COLA is budgeted, the increase was moderated in part due to recent retirements, the elimination of some seasonal positions, and a decrease in on-call staff hours. A Total Compensation Study was completed in FY22, but this budget does not include the recommendations of the study and the subsequent Ad Hoc Committee. The Finance Committee felt additional study on the long-term ramifications of the recommending changes to the CSWD Pay Grade and Step Schedule was warranted. The impact of the Ad Hoc Committee recommendations are presented in an additional memo allowing the full Board to determine if the step changes should be put into practice beginning FY23.

In January 2022, a mid-year COLA of 3% was provided to District employees in response to the staggering increase in inflation over the course of calendar year 2021. CSWD utilizes the US Bureau of Labor Statistics’ index for the Northeast to generate a suggested annual COLA for employees. This year we also referenced the Social Security Administration’s annual COLA when developing the recommended COLA for FY23. We are keeping a close watch on the CPI and will be reporting back to the Board in October regarding the forecasted COLA for calendar year 2023.

- Administrative costs are lower now that the new budgeting, accounting and payroll software systems have been implemented.
- General Supplies are higher, corresponding to a physical return to the office.
- The Community Clean Up Fund (CCUF) is budgeted at the full liability balance as an expense per recommendation of the FY20 Auditors and is a new primary expense account under Community Support. The expense is housed in the Finance Department instead of in Outreach & Communications. Management is recommending changing the District CCUF Policy to eliminate banking and/or carrying over unused funds, and instead fully fund the CCUF each year with five years’ worth of allotment. The goal is to facilitate member communities’ use of the funds each year, instead of waiting 3-5 years to build up enough money to fund meaningful community-wide projects. If a member community doesn’t use their allotment within a fiscal year, the allotment is retained by the CCUF Reserve. The CCUF Reserve would not exceed \$95,000 unless the per-community allotment is adjusted by the Board of Commissioners. The amount budgeted, \$95,000, represents the maximum total of all District member communities’ five-year funds carried over and “banked” as currently allowed by the CCUF Policy.

- Travel and Training assumes a return to attending conferences, workshops, and trainings in person; How much will occur remains to be seen. Where we can continue to attend events remotely, we will do so. We have promoted several employees to new leadership positions and will be providing training to them to support their growth and success.
- Materials Management is up significantly. Materials management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market, and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal. Most of the expenses are at the MRF where we are anticipating increased costs to move processed glass aggregate to markets outside the Northeast and increased operating costs with a new operator contract.

RESERVE FUNDS

In FY22, the District revised the Reserve Fund policy and structure. The new structure establishes a priority funding mechanism, minimum and maximum balances, and proposes to restrict certain funds (Closed Landfill, Facility Closure, and Biosolids). As each priority reserve reaches its maximum, remaining excess revenue flows (“waterfalls”) to the next priority reserve fund in order, as illustrated below:

Reserve Type	Reserve Name	Minimum Carry Value	Maximum Carry Value
Restricted	Biosolids Reserve	Current depreciation of Biosolids Trailers, as contracted	\$650,000 or cost of replacing Biosolids trailers
Restricted	Landfill Post Closure Reserve	Original cost of calculated closure less operating reduction	Original cost of calculated closure
Restricted	Facilities Solid Waste Termination Reserve	Calculated cost of facility solid waste termination	Highest past calculated cost of facility solid waste termination
Assigned	Facilities Decommission Reserve	Calculated cost of facilities decommissions	Highest past calculated cost of facilities decommissions
Assigned	General Fund	3 months of budgeted administrative expenses	6 months of budgeted administrative expenses, or highest past calculated cost
Assigned	Community Clean Up Fund	Current balance due to communities	Maximum carry over allowed to communities
Assigned	Operating Reserve	3 months of budgeted operating expenses	6 months of budgeted operating expenses, or highest past calculated cost
Assigned	Capital Reserve	Current value of fully depreciated assets	Current value of total asset depreciation
Unrestricted	Undesignated Fund	5% of budgeted revenue	10% of budgeted revenue

Assigned FUNDS

Capital Reserve

In FY21 we moved to a single Capital Reserve fund rather than separate capital reserves for each program. This was done to reflect the reality of our accounting and banking system, to improve strategic planning efficiency, and to eliminate proprietary feelings over capital funds. CSWD is one singular fund, and as such all “reserve funds” exist merely on paper – although some long-term reserve dollars are held in interest-bearing accounts, in general funds are not deposited into separate bank accounts. There are no separate pots of money destined for use in particular programs. The District

formerly budgeted individual capital reserve fund contributions and tracked each program’s contribution and total, albeit not precisely. This practice gave the impression that separate funds existed.

The single Capital Reserve remedies the past practice of programs internally subsidizing each other. When a program generates revenue in excess of expenses, it contributed that excess to “their” capital reserve. Occasionally those contributions exceed the program’s need, such as in the case of the MRF in most years. Because we had internally separated the capital reserves of each facility, if the DOCs or ODF had capital needs that exceeded their funds’ balance, they would “borrow” capital funds from the MRF and then would “reimburse” that reserve account. This practice was unnecessarily burdensome, required extensive tracking and caused internal resentment among managers reluctant to let go of “their” capital funds. We no longer silo our operations; We have one District capital plan. We will continue to track each program’s ability to contribute, and the amount, as a check on the program’s economic health. Each program’s capital needs will be analyzed and evaluated in the context of the needs of the entire District. In FY23, the MRF is the primary program contributing to the capital reserve; however we are anticipating that in FY25 the ODF will begin to contribute to capital.

Beginning in FY22 we no longer budgeted for programs to contribute to the capital reserve if the program is being subsidized by the District’s Undesignated Fund. In previous budgets, each program that used capital funds would budget a capital fund contribution. This would occur as an expense. When the revenues, expenses, and allocations were tallied, nearly every operating program would be “in the red” and require subsidized support from the Undesignated Fund, which is funded through solid waste management fees. This practice did not support transparent accounting of the individual operations programs’ relative economic health. Subsidies are now accounted for “below the line” so that the operating health of each program is clear.

Operating Reserve

Related to recognizing one capital reserve for the District, new in this budget is the **addition of an Operating Reserve**. This new reserve is necessary to provide a buffer against unexpected events (such as we experienced with COVID-19) or large unbudgeted but necessary operating expenses, such as if outside vendor contracts that are deemed necessary change without notice. This reserve will allow us to weather the unanticipated and provide time to discuss and implement a new direction without resorting to snap decisions. In FY23, the Operating Reserve is being seeded with excess MRF revenue.

Solid Waste Management Fee Rate Stabilization Reserve proposed name change to General Fund

CSWD hasn’t raised the Solid Waste Management Fee (SWMF) in nearly 10 years and continues to contribute excess SWMF revenue to this reserve. The SWMF reserve has functioned as a de facto Operating Reserve, but this will change with the implementation of a true Operating Reserve. The CSWD Charter states that the District may establish a “management fee structure” for the purpose of generating revenues from sources other than assessments to member municipalities. The Charter is less clear on the specific uses of the management fees but the District has in practice used the fees to fund administrative program costs, state mandated education and outreach program costs, and to

subsidize certain operational expenses, such as those associated with the Environmental Depot.

Renaming this reserve “General Fund” brings it in line with standard Municipal naming conventions used to describe an unrestricted and undesignated fund used for routine business activities.

Facilities Closure Reserve proposed to split into Facilities Solid Waste Management Termination Reserve and Facilities Decommission Reserve

Initially established to provide funding in the event the District may need to decommission facilities. In FY23 we have created two distinct funds to account for the State mandated solid waste management termination and the cost of decommissioning a facility. Due to its requirement by the State of Vermont, the Facilities Solid Waste Management Termination Reserve will be considered restricted. The Facilities Decommission Reserve will remain assigned as it is intended primarily for internal costing in event a facility closes.

RESTRICTED FUNDS

The Biosolids, Closed Landfill, and Facilities Closure reserve funds will be considered Restricted Funds, beginning with the FY23 budget. They currently are not formally restricted, but this is not considered a best practice. We manage the Biosolids Reserve as a restricted fund, but it is unrestricted. Restricting these reserves means that the funds attributed to these programs may be used only for the expenses of these programs. Excess funds after their restricted use may be redistributed as deemed appropriate by management.

BOTTOM LINE

Each year, we need to “get to zero”. In FY23, we are projecting \$768,607 in income after capital and allocations needing to be transferred to reserves.

Revenue	\$14,031,725	
Cost of Goods Sold	\$172,197	
Gross Profit		\$13,859,528
Expenses		<i>\$13,808,706</i>
Income from Operations		\$50,822
Capital Contribution	-	
Maintenance Allocations	\$717,785	
Income After Capital & Allocations		\$768,607
Transfer from (to) Closed Landfill Reserve	\$188,919	
Transfer from (to) SWMF Reserve	(\$429,225)	
Transfer from (to) Biosolids Reserve	(\$46,375)	
Transfer from (to) Operating Reserve	(\$30,617)	
Transfer from (to) Capital Reserve	(\$451,309)	
Net		-

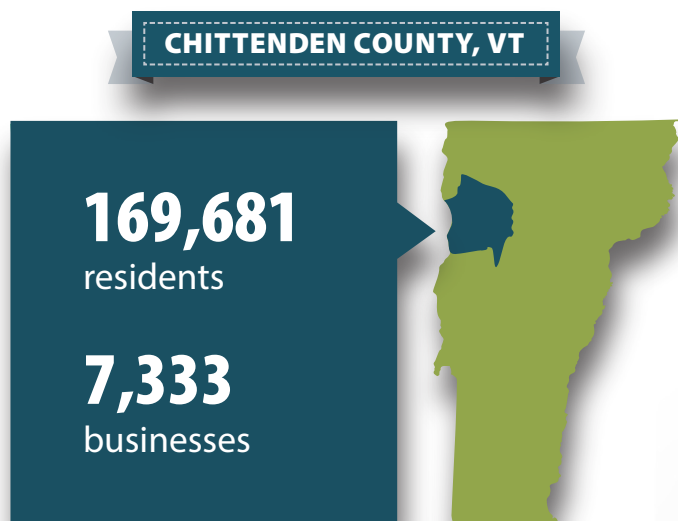
who we are

OUR MISSION

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.



2020 data. Sources: U.S. Census and VT Dept. of Labor

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,681 residents and 7,333 businesses)* with facilities, programs, and expertise developed over our 34-year history.

*2020 data. Sources: U.S Census and VT Dept. Of Labor

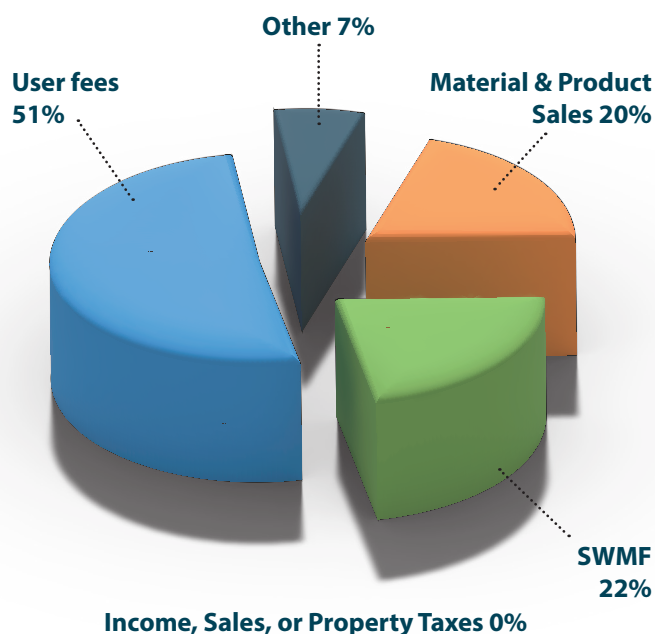
HOW WE'RE FUNDED

Our revenue comes from three primary sources:

- **User fees** on incoming material at our facilities;
- **The Solid Waste Management Fee (SWMF)**, a per-ton fee on material sent to the landfill;
- **Material and product sales** from material we collect and process at our facilities and sell;
- A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management**.

We are not funded by Income, Sales and Property tax dollars.

FY21 REVENUE \$15.1M (unaudited)



what we do

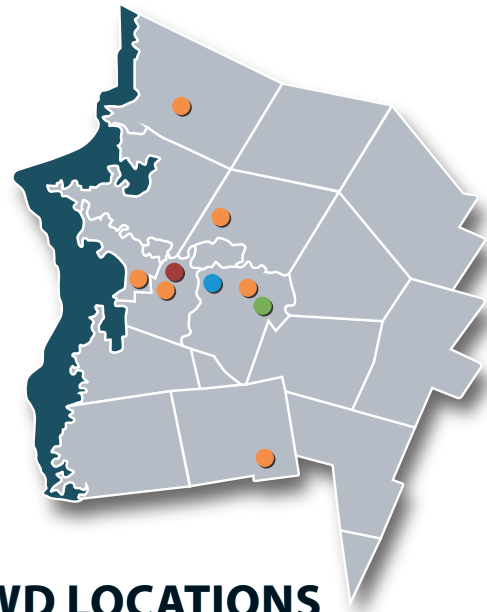
REDUCE WASTE

- › **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- › **Promote community reuse options**
- › **Process leftover paint** from residents and businesses into Local Color Paint
- › **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- › **Help our members** comply with federal and state solid waste laws
- › **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- › **Advocate for state-wide policies** that will reduce waste

MANAGE MATERIALS

Our facilities:

- › **The only municipally owned Materials Recovery Facility** (blue-bin recyclables sorting center) in Vermont
- › **Six regional Drop-Off Centers** for household trash, recycling, organics, and special recycling
- › **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-'round collection facility *and* a seasonal mobile collection unit
- › **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recovery Facility**
- **Organics Diversion Facility** (Green Mountain Compost)

SUPPORT OUR MEMBERS

- › **Technical expertise and support** for waste-related RFPs and studies
- › **Grant funding**
 - › Community Cleanup Fund for all member towns
 - › Waste Reduction Container and Project Grants
- › **Provide waste-reduction containers**
 - › Recycling bins
 - › Containers for food-scrap drop-off at CSWD facilities
- › **Brokering and investigation** of beneficial use options for biosolids
- › **Green Up Vermont donation** on behalf of all member towns;

how we're doing

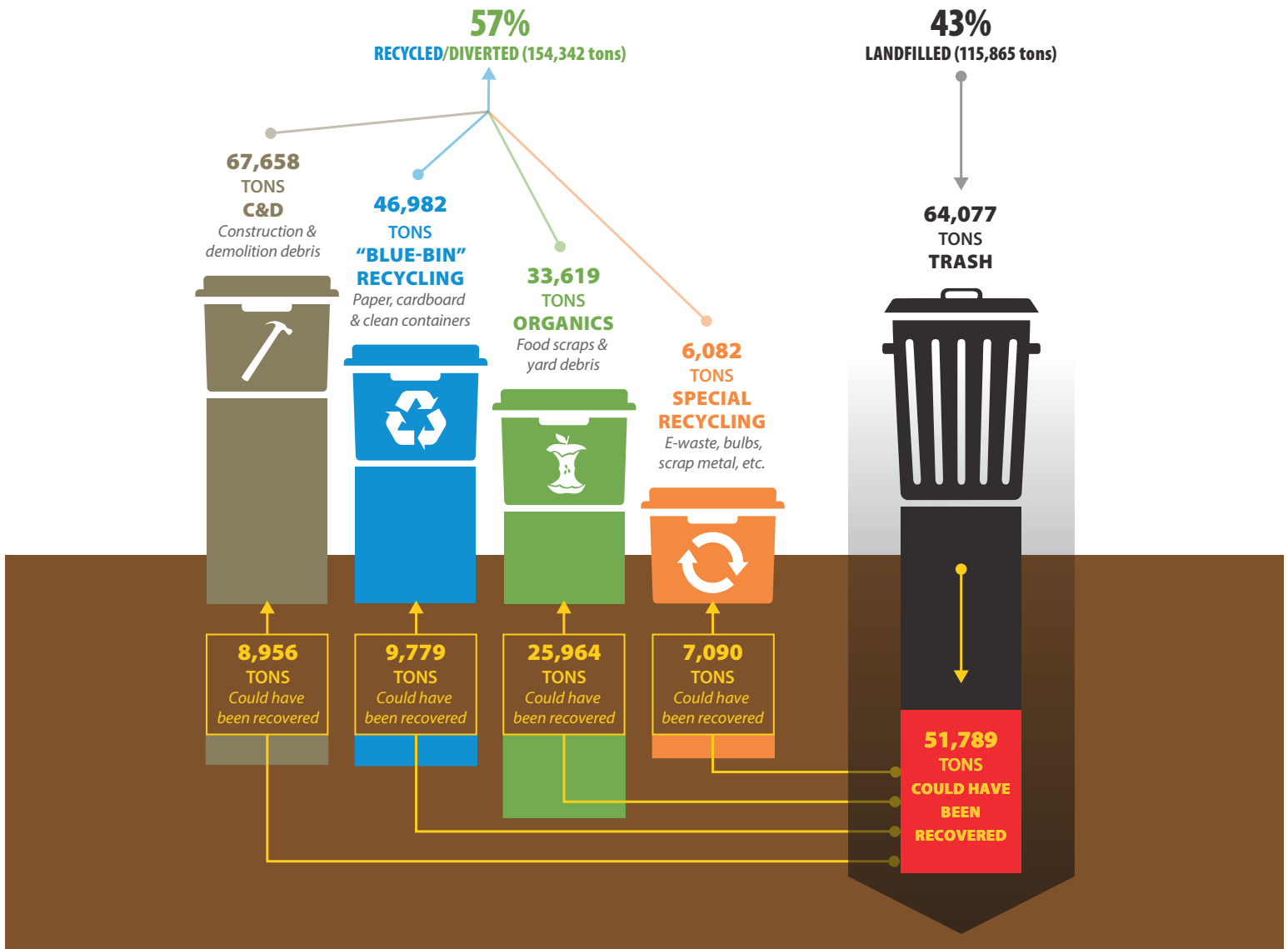
This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in 2020:

1. An estimate of how much "stuff" we all generated and needed to manage as solid waste in 2020.
2. Which stream all that stuff went to -- landfill or recovery via recycling or composting.
3. How much recoverable material our community chose to send to the landfill instead of keeping it out of the trash by using a currently available program or facility.

Full details are available in the 2020 CSWD Diversion Report.

100% MATERIALS GENERATED (270,207 tons)

57% RECYCLED/DIVERTED + 43% LANDFILLED



Chittenden Solid Waste District Administrative Descriptions

Administration Program

The Administrative program encompasses the expenses of human resources, the Executive Director, risk management, information and technology, infrastructure and general support services.

Compliance Program

The Compliance program oversees the Solid Waste Management Ordinance and ensures the regulated community maintains compliance. Additionally, the Compliance program oversees the District Safety program.

Engineering Program

The Engineering program provides resources for compliance, design, project management, and applicable permitting. Additionally, this program oversees capital projects through the lifecycle of feasibility, design, and construction management.

Finance Program

The Finance program provides management, oversight, and control of CSWD financial assets, as well as accurate and timely financial information to facilitate sound management decisions.

Outreach and Communications (O&C)

The Outreach and Communications program manages statutory mandates for raising awareness of CSWD services and educating residents, businesses, and institutions in reducing and properly managing the waste they generate.

Chittenden Solid Waste District Operating Descriptions

Drop Off Centers (DOCs)

CSWD Drop Off Centers provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, compostable yard debris, and certain special recyclables.

Hazardous Waste

The Hazardous Waste program includes both the Environmental Depot and Paint Depot. The Environmental Depot manages the hazardous waste of the residents and small businesses of Chittenden County. The Paint Depot manages discarded paint and produces recycled paint for the CSWD Local Color Program.

Materials Recovery Facility (MRF)

The Materials Recovery Facility manages single stream recycling from Chittenden County and Northern Vermont through sorting and preparing recyclables for domestic commodity sales.

Organics Diversion Facility (ODF)

The Organics Diversion Facility manages the acceptance, processing, and transfer of organics for use in compost and anaerobic digestion.

Property Management

The Property Management department maintains and protects CSWD's investment in residential and business tenant property.

Chittenden Solid Waste District
Self-Funded Descriptions

E.

Biosolids Program

The Biosolids program provides efficient and effective residuals management for participating community members. This program is developed to be self-funding.

Closed Landfill Program

The Closed Landfill program oversees the 30-year post closure period through responsible maintenance, reporting and monitoring according to the safety standards of applicable governing bodies. This program is funded through monies reserved at the launch of the closing project.

Maintenance & Roll-off

The Maintenance department provides material hauling and supports facility operations through ongoing maintenance of CSWD assets.

F.

Chittenden Solid Waste District
Summary
FY23 Budget Proposal

	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget	Change from FY22 Budget \$	%
REVENUE							
Solid Waste Management	\$ 3,327,711	\$ 2,575,125	\$ 3,263,750	\$ 3,371,625	\$ 3,381,750	10,125	0.30%
Tipping Fees	6,929,937	7,706,159	7,772,544	7,044,455	7,723,784	679,329	8.80%
Material Sales	1,777,042	1,419,960	3,039,400	2,175,258	2,540,711	365,453	14.38%
License Fees, Fines & Penalties	14,827	21,055	15,917	16,395	14,910	(1,485)	-9.96%
Rent	87,446	88,200	74,183	71,400	71,400	-	0.00%
Product Stewardship & Reimbursements	231,799	285,516	252,321	273,993	190,700	(83,293)	-43.68%
Interest & Dividends	94,730	30,000	16,856	2,150	2,000	(150)	-7.50%
Grants	108,673	106,470	661,336	106,470	106,470	-	0.00%
Other Income	73,779	-	11,592	70,428	-	(70,428)	
REVENUE TOTAL	12,645,944	12,232,485	15,107,899	13,132,174	14,031,725	899,551	6.41%
COST OF GOODS SOLD	328,959	143,310	156,718	177,380	172,197	(5,183)	-3.01%
GROSS PROFIT	12,316,985	12,089,175	14,951,180	12,954,794	13,859,528	904,734	6.53%
EXPENSES							
Salaries and Wages	2,643,707	2,872,220	3,068,147	3,286,170	3,349,221	63,051	1.88%
Benefits	1,105,630	1,228,156	1,206,229	1,411,654	1,455,106	43,452	2.99%
Travel & Training	57,597	61,221	30,250	96,005	96,568	563	0.58%
Administrative Costs	472,509	117,074	43,424	172,771	123,474	(49,297)	-39.93%
Professional Fees	311,675	180,235	202,391	207,725	318,330	110,605	34.75%
Equipment & Fleet	369,690	556,317	548,092	664,565	772,967	108,402	14.02%
Supplies	67,415	84,012	64,745	94,826	119,623	24,797	20.73%
Materials Management	5,574,870	6,127,858	5,192,050	5,020,145	6,150,788	1,130,643	18.38%
Property Management	417,631	497,531	482,664	506,852	490,262	(16,590)	-3.38%
Promotion & Education	92,903	87,670	50,215	154,713	213,052	58,339	27.38%
Community Support	38,899	24,644	18,704	25,800	106,300	80,500	75.73%
Maintenance & Rolloff	509,156	571,772	522,091	681,099	698,196	17,097	2.45%
EXPENSES TOTAL	11,661,682	12,408,710	11,429,002	12,322,325	13,893,886	1,571,561	11.31%
ALLOCATIONS							
Maintenance	509,156	571,772	522,091	681,099	698,196	17,097	2.45%
Support	(468,295)	(371,800)	(371,800)	-	-	-	
Capital Contribution	(619,968)	(249,172)	(249,172)	(450,000)	(450,000)	-	
Capital Investment Adjustment	-	-	(367,757)	-	-	-	
ALLOCATIONS INCOME TOTAL	(579,107)	(49,200)	(466,638)	231,099	248,196	17,097	6.89%
NET INCOME	76,196	(368,735)	3,055,540	863,568	213,838	(649,730)	-303.84%
TRANSFER FROM RESERVES							
from Landfill Post Closure Reserve	73,340	83,561	60,374	102,599	188,919		
from Operating Reserve	-	-	-	-	70,630		
from Solid Waste Management Fee Reserve	58,363	452,298	-	-	-		
TRANSFERS FROM RESERVES TOTAL	131,703	535,859	60,374	102,599	259,549		
TRANSFER TO RESERVES							
to Solid Waste Management Fee Reserve	-	-	624,655	603,068	425,703		
to Biosolids Restricted Reserve	45,500	45,000	63,651	45,517	46,375		
to Capital Reserves	-	122,124	414,956	-	1,309		
to Operating Reserves	-	-	-	317,582	-		
TRANSFERS TO RESERVES TOTAL	45,500	167,124	1,103,262	966,167	473,387		
Transfer to Undesignated	162,399	-	2,012,652	(0)	(0)		
Net District	-	-	-	-	(0)		

Chittenden Solid Waste District
 Administrative Programs
 FY23 Budget Proposal

	Administration	Compliance	Engineering	Finance	Outreach & Communication	Solid Waste Management Fee	Total Administrative
REVENUE							
Solid Waste Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,381,750	\$ 3,381,750
License Fees, Fines & Penalties	-	14,910	-	-	-	-	14,910
REVENUE TOTAL	-	14,910	-	-	-	3,381,750	3,396,660
COST OF GOODS SOLD	-	-	-	-	-	-	-
GROSS PROFIT	-	14,910	-	-	-	3,381,750	3,396,660
EXPENSES							
Salaries and Wages	435,900	107,895	84,190	297,701	581,731	-	1,507,418
Benefits	140,519	27,324	11,029	141,659	254,977	-	575,507
Travel & Training	34,075	5,460	1,500	15,068	11,900	-	68,003
Administrative Costs	26,950	1,850	70	2,500	21,700	-	53,070
Professional Fees	26,800	8,500	11,500	55,000	31,975	-	133,775
Equipment & Fleet	168,535	5,200	-	81,600	5,253	-	260,588
Supplies	5,700	800	-	9,000	10,650	-	26,150
Materials Management	300	-	-	50	-	-	350
Property Management	44,245	-	1,500	2,027	-	-	47,772
Promotion & Education	-	-	-	-	156,732	-	156,732
Community Support	-	-	-	95,000	4,700	-	99,700
Maintenance & Rolloff	41,892	-	-	-	-	-	41,892
EXPENSES TOTAL	924,916	157,029	109,789	699,605	1,079,618	-	2,970,957
NET INCOME FROM ADMINISTRATIVE	(924,916)	(142,119)	(109,789)	(699,605)	(1,079,618)	3,381,750	425,703
Administrative Subsidy	924,916	142,119	109,789	699,605	1,079,618	(2,956,047)	-
Transfer to Solid Waste Management Fee Reserve						425,703	425,703
Net Program	-	-	-	-	-	-	-

Chittenden Solid Waste District
 Operating Programs
 FY23 Budget Proposal

	Drop Off Centers	Materials Recovery Facility	Organics Diversion Facility	Property Management	Hazardous Waste	Total Operating
REVENUE						
Tipping Fees	\$ 2,289,450	\$ 3,800,000	\$ 286,897	\$ -	\$ 68,000	\$ 6,444,347
Material Sales	172,450	1,534,400	783,061	-	50,800	\$ 2,540,711
Rent	-	-	-	71,400	-	\$ 71,400
Product Stewardship & Reimbursements	41,200	-	-	-	149,500	\$ 190,700
Grants	-	-	-	-	106,470	\$ 106,470
REVENUE TOTAL	2,503,100	5,334,400	1,069,958	71,400	374,770	\$ 9,353,628
COST OF GOODS SOLD	-	-	153,197	-	19,000	\$ 172,197
GROSS PROFIT	2,503,100	5,334,400	916,761	71,400	355,770	\$ 9,181,431
EXPENSES						
Salaries and Wages	681,563	80,869	380,799	4,839	342,755	1,490,825
Benefits	362,254	20,111	192,851	637	145,746	721,599
Travel & Training	2,700	8,100	11,305	-	2,500	24,605
Administrative Costs	30,653	29,543	8,162	-	-	68,358
Professional Fees	180	53,375	2,200	-	2,500	58,255
Equipment & Fleet	19,500	38,680	285,469	-	22,550	366,199
Supplies	26,614	1,350	31,079	-	20,300	79,343
Materials Management	1,135,889	3,302,250	109,413	-	340,700	4,888,252
Property Management	48,828	120,220	83,121	64,266	71,150	387,585
Promotion & Education	-	50,000	6,320	-	-	56,320
Community Support	6,600	-	-	-	-	6,600
Maintenance & Rolloff	610,572	6,982	17,455	349	17,455	652,813
EXPENSES TOTAL	2,925,353	3,711,480	1,128,174	70,091	965,656	8,800,754
NET INCOME FROM OPERATING	(422,253)	1,622,920	(211,413)	1,309	(609,886)	380,677
Operating Subsidy	422,253	(1,243,552)	211,413	-	609,886	-
Transfer to Capital Reserve		450,000		1,309		451,309
Transfer from Operating Reserve		(70,632)				(70,632)
Net Program	-	-	-	-	-	-

Chittenden Solid Waste District
Self Funded and Allocated Programs
FY23 Budget Proposal

F. H.
I.

	Biosolids	Closed Landfill	Maintenance & RollOff
REVENUE			
Tipping fees	\$ 1,279,437	\$ -	\$ -
Interest & Dividends	-	2,000	-
TOTAL REVENUE	1,279,437	2,000	-
COST OF GOODS			
	-	-	-
GROSS PROFIT	1,279,437	2,000	-
EXPENSES			
Salaries and Wages	1,190	12,335	337,455
Benefits	186	1,278	156,536
Travel & Training	2,960	-	1,000
Administrative Costs	1,946	100	-
Professional Fees	2,300	124,000	-
Equipment & Fleet	-	-	146,180
Supplies	80	250	13,800
Materials Management	1,224,401	37,785	-
Property Management	-	11,680	43,224
Maintenance & Rolloff	-	3,491	-
EXPENSES TOTAL	1,233,062	190,919	698,196
NET INCOME FROM SELF FUNDING & ALLOCATIONS	46,375	(188,919)	(698,196)
Transfer to Administrative & Operating Programs			698,196
Transfer from Landfill Post Closure Reserve		188,919	
Transfer to Biosolids Restricted Reserve	46,375		
Net Program	-	-	-

CHITTENDEN SOLID WASTE DISTRICT Fiscal Year 2023 Proposed Budget

HIGHLIGHTS - CAPITAL PROGRAM BUDGET

Staff has developed a capital plan and timeline for the next three fiscal years, and staff is presenting FY23 costs that will be included in the FY23 budget packet. The following assumptions were made to develop the plan:

- The capital reserve is a singular account and shall universally cover all programs
- The capital reserve will not be segmented into specific programs
- The capital reserve will be approximately \$5,451,765 starting FY23
- The Materials Recovery Facility (MRF) will contribute a fixed amount to the Capital Reserve. Staff anticipates the Organics Diversion Facility (ODF) will begin to contribute to the Capital Reserve in FY 2025
- Bonding will be required, in part or in full, for the construction of a new MRF
- General upgrade of the Milton DOC will take place in FY23
- Construction of an Administrative Building in late fall/winter FY23
- Scheduled capital infrastructure replacement of the Environmental Depot

CSWD Capital Plan Fiscal Year 2023	
Materials Recovery Facility	\$302,600
Organics Diversion Facility	\$543,000
Roll-Off and Maintenance	\$320,000
Drop Off Centers	\$380,000
Hazardous Waste and Latex Paint	\$260,000
Administrative infrastructure	\$2,610,000
FY 23 Capital Projects	\$4,465,600
MRF input	\$(450,000)
ODF input	
DOC input	
Total Capital	\$4,015,600

District staff has made significant efforts to generate accurate capital costs in developing the capital budget as well as following through with capital purchases, upgrades and projects as planned. Approval of the budget does not mean work will proceed without a proper bidding process and associated Board approval according to CSWD financial policies. Please note that this is a **Plan** and is inclusive of all potential capital costs for FY23. All major capital projects greater than \$100,000 will require approval from the Board of Commissioners. Staff will also bring updates of facility projects that are under the \$100,000 threshold.

Significant items included in the FY23 capital budget are as follows:

\$100,000	MRF BOND communication and education campaign
\$420,000	Trommel screener, plastics removal. ¹
\$255,000	Purchase new Roll-Off Truck (replacing Truck #31).
\$331,500	Expanding, regrading, repaving, and constructing a special waste building at MDOC.
\$145,000	General facility maintenance at the Environmental Depot. ²
\$115,000	New Rover for the Environmental Depot and Paint Program. ³
\$85,000	Updating and upgrading the District website
\$2,400,000	Constructing a new Administrative Building.

- 1) Directly manage contamination of inbound Source Separated Organics (SSO).
- 2) Replacing the existing waste oil heater and replacing the existing paved parking lot (5-foot drop).
- 3) Replacing existing rover 23 years old.

There are expected to be sufficient cash reserves available to finance the \$4,015,600 cash-funded capital expenditures budgeted for FY 23.

CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS 4 YEAR PLAN

FY23	FY24	FY25	FY26
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MATERIALS RECOVERY FACILITY

Site Work

General	Repave lot		\$225,000		
	Replace Stormwater System (1993)		\$85,000		
	New Roof		\$225,000		
	Building Structure upgrades		\$250,000		
	Full Tip Floor		\$110,000		
	HVAC		\$950,000		
	Replace Septic system (1993)		\$125,000		
	contingency		\$250,000		
	cost to transfer material while down		\$330,000		
Sub Total		\$0	\$2,550,000	\$0	\$0

Building & Building Repair

General	Refurbish Tip Floor				
	Building Roof (1993)				
	Presort Enclosure (2003)				
	Refurbish bathroom	\$60,000			
	Refurbish Tip Floor Steel Side wall				
	Sprinkler System Modifications				
Sub Total		\$60,000	\$0	\$0	\$0

Capital Equipment

Fiber Line MSW compactor Single Stream System	Sorting Conveyor				
	MC 1	\$25,000			
Sub Total		\$25,000	\$0	\$0	\$0

Rolling Stock

general	2 c.y. Compactor & 35 c.y. Roll-Off				
	Forklift #1 (2021)				\$35,000
	Forklift #2 (2021)				\$35,000
	#1 Skid Steer (approved FY22, received FY23)	\$59,000			
	#2 Skid Steer	\$58,600			
	Front End Bucket Loader				
	SCISSORS LIFT		\$35,000		
Sub Total		\$117,600	\$35,000	\$0	\$70,000

New MRF Project

	Site and design plan development (full)				
	Bond Attorney				
	BOND Communication Education Campaign	\$100,000			
Sub Total		\$100,000	\$0	\$0	\$0
Total MRF		\$302,600	\$2,585,000	\$0	\$70,000

ORGANICS DIVERSION FACILITY

Site Work

electrical and water for pressure washer at windrow turner location				
Sub Total	\$0	\$0	\$0	\$0

Building & Building Repair

Widen road ASP to Buzzi \$8500				
Poll Barn	\$45,000			
Concrete patching (wear abatement)	\$78,000			
Concrete Pad Replacement (mixing bay)				
Sub Total	\$123,000	\$0	\$0	\$0

Capital Equipment

Komptech L3 Screener (2012)			\$750,000	
ASP Trommel screener	\$420,000			
ASP BLOWER SYSTEM (AERATED STATIC PILE)				
Sub Total	\$420,000	\$0	\$750,000	\$0

FY23	FY24	FY25	FY26
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Rolling Stock

2003 MACK PUMP TRUCK (4500 GAL TANK)		\$120,000		
Loader #1 (2021)				
Loader #2 (2018)			\$260,000	
Loader #3 (2021) JD 524				
Used Triaxle Dump truck (ADT)				
stacking conveyor 20 years of life purchased in 2021				
Sub Total	\$0	\$120,000	\$260,000	\$0

ODF Expansion

Phase I				
Site Expansion				
Transfer modifications (stop gap)				
State of Vermont Grant - \$500K				
Sub Total	\$0	\$0	\$0	\$0

Phase II				
site work				
ODF Admin/scalehouse				
scale				
water line				
Misc.				
Sub Total	\$0	\$0	\$0	\$0

Phase III				
site work				
Paving				
booth				
solar (?)				
Sub Total	\$0	\$0	\$0	\$0

Total ODF	\$543,000	\$120,000	\$1,010,000	\$0
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Roll-OFF and Maintenance

Building & Building Repair

Overhead door				
Lean-to on Maintenance Building	\$ 65,000			
Sub Total	\$ 65,000	\$ -	\$ -	\$ -

Capital Equipment

new roll-off containers	\$ -	\$ -	\$ 100,000	\$ -
Sub Total	\$ -	\$ -	\$ 100,000	\$ -

Rolling Stock

2004 EQUIPMENT TRAILER				
2005 KENWORTH ROLL OFF TRUCK T800 #1				
2012 KENWORTH ROLL OFF TRUCK T800 #31	\$ 255,000			
2017 KENWORTH ROLL OFF TRUCK T800 #2				
2005 JD 644G Loader EDOC			\$ 30,000	
2011 FORD F350 PICKUP TRUCK - Rack Truck				
2014 JD 644K Loader Maint		\$ 250,000		
2014 JD 544 MRF loader - rehab				
2014 Volvo L30GS mini-loader (maybe tracked skid steer)		\$ 110,000		
2015 enclosed trailer HH/lawnmower				\$ 12,000
Used Oil Trailer			\$ 25,000	
Sub Total	\$ 255,000	\$ 360,000	\$ 55,000	\$ 12,000

Total Roll-Off and Maintenance	\$320,000	\$360,000	\$155,000	\$12,000
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Drop Off Centers

Site Work

BDOC	Flynn Ave site development				
Sub Total		\$ -	\$ -	\$ -	\$ -
EDOC	Design for Expansion		\$ 30,000		
	Concrete pads under containers				
	Overlay lot and road			\$ 60,000	
	COMPACTOR 4-yd Recycling COMPACTOR 2-yd MSW 2008	\$ 18,500			
Sub Total		\$ 18,500	\$ 30,000	\$ 60,000	
MDOC	Design for Expansion	\$ 30,000			
	Special waste building	\$ 60,000			
	regrind/regrade road and lot	\$ 125,000			
	expansion misc. (fence/electric/solar)	\$ 100,000			
	COMPACTOR 2yd MSW 2012	\$ 16,500			
	COMPACTOR 2yd Recycling move RDOC up				
Sub Total		\$ 331,500	\$ -	\$ -	\$ -
SOB	Design for Expansion	\$ 30,000			
	misc.				
	electric				
	Concrete pads under containers				
	COMPACTOR - WASTEQUIP MOD 245HD COMPACTOR - WASTEQUIP MOD 245HD				
Sub Total		\$ 30,000	\$ -	\$ -	\$ -

Capital Equipment

	Oil Tank replacement projects (2 each)				
Sub Total		\$ -	\$ -	\$ -	\$ -

Total Drop Off Centers	\$ 380,000	\$ 30,000	\$ 60,000	\$ -
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HAZARDOUS WASTE AND LATEX PAINT

Building & Building Repair

Roof Replacement (25 yrs. old)				
bring working floor to grade and bring back paint (grant dependent)				
Waste oil heater replacement and HVAC upgrade (\$45K for heater/\$20K for HVAC)	\$ 65,000			
Paving (sloping parking area about a 6' drop)	\$ 80,000			
Solar Project (district discussion)				
Refurbish outdoor haz store bldgs. (2) added to ops budget			\$ 80,000	
Sub Total	\$ 145,000	\$ -	\$ 80,000	\$ -

Rolling Stock

ROVER truck (1999)	\$ 115,000			
Sub Total	\$ 115,000			

Total HAZARDOUS WASTE AND LATEX PAINT	\$ 260,000	\$ -	\$ 80,000	\$ -
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Administration

Site Work

Repave parking Lot	\$ -			
Sub Total	\$ -	\$ -	\$ -	\$ -

Capital Equipment

New Server, routers switches, - every 5 yrs.				
POS upgrade consultant	\$ 45,000			
NetSuite upgrades				
Full District Revenue Sufficiency Analysis	\$ 55,000			
website upgrades	\$ 85,000			
New Phone System - (every 5 years)	\$ 25,000			
Sub Total	\$ 210,000	\$ -	\$ -	\$ -

	FY23	FY24	FY25	FY26
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New Admin Building

site design and permitting				
construction	\$ 2,400,000			
Sub Total	\$ 2,400,000	\$ -	\$ -	\$ -

Total Administration	\$ 2,610,000	\$ -	\$ -	\$ -
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Bulky Waste Facility (old MRF)

Total BWF	\$0	\$0	\$0	\$0
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Contingency		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Cap Cost		\$ 4,465,600	\$ 3,145,000	\$ 1,355,000	\$ 132,000
MRF input		\$ (450,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)
ODF input		\$ -	\$ -	\$ (15,000)	\$ (15,000)
DOC input		\$ -	\$ -	\$ -	\$ -
Cap Reserve Net Cost		\$ 4,015,600	\$ 2,695,000	\$ 890,000	\$ (333,000)



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

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TEL (802) 872-8100

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MEMORANDUM

TO: Sarah Reeves
FROM: Jon Dorwart & Nancy Plunkett
DATE: November 10, 2021
RE: FY 2023 Projected SWMF Revenue

As you know, CSWD's Solid Waste Management Fee (SWMF or Fee) is imposed on all solid waste generated in the District as established in Article VIII of CSWD's Solid Waste Management Ordinance. Certain materials are exempt from the SWMF or are subject to a reduced Fee. Generally, the Fee is assessed at disposal sites, such as transfer stations and the landfill in Coventry. Haulers, including CSWD, which hauls waste from the District's Drop-Off Centers, recover the cost from their customers (the waste generators) through the rates they charge. The SWMF was originally set at \$17.61 in 1993. It was raised to \$22.06 in 2009 and to \$27.00 in 2013.

Estimated SWMF revenue for FY 2023 is \$3,381,750. The estimate is based on projections of waste generation and diversion from the Solid Waste Disposal and Diversion Trends Model prepared for CSWD by Skumatz Economic Research Associates. Variables impacting projections in the Model were updated including the expected economic growth rate for the coming year.

SWMF revenues dropped 2.4% from FY 2020 to FY 2021, when the impact of the COVID-19 pandemic was more fully felt. The CY 2020 receipts are in line with those of CY 2017. Though this is significantly lower than the two previous calendar years, it is significantly better than the anticipated drop staff projected in April 2020 at the beginning of the pandemic. Calendar year disposed tons for 2020 were 126,045, a 6.5% drop from CY 2019. The difference between disposed tons and SWMF tons is that some tons disposed are charged a discounted SWMF rate. For example, certain materials used for road building in the landfill (e.g., fines from C&D processing) or alternative daily landfill cover (ADC) are charged 25% of the full rate under the CSWD ordinance, and some tons are not charged at all (Green Up Day litter collected). To illustrate the difference, 100 disposed tons of ADC equals 25 SWMF tons. Consequently, the total tons disposed is always greater than the total SWMF tons.

Projections in such an unusual time continue to be extremely difficult to prepare. Severe reductions in waste generation in FY21 did not occur. Looking at three quarters of data, tons projected to be disposed in CY21 are expected to exceed FY21 by 2.4%. It is not expected that waste generation will return to pre-pandemic levels in FY23, but economic activity has improved and federal investment in recovery is significant. This latter point is underscored as a key driver in economic recovery for the State in the July 2021 economic review and revenue forecast update by economist Tom Kavet for the state Emergency Board and Legislative Joint Fiscal Office (<https://ljfo.vermont.gov/subjects/revenue-and-tax/state-forecasts/consensus-revenue-forecasts-legislative-economic-outlook>). Regarding the overall state economic outlook, Kavet concluded, “As the pandemic recedes, federal disbursements and spending intensifies in FY22, and likely new infrastructure spending begins in FY23, favorable economic conditions will persist” Regarding the outlook in the construction industry specifically, Kavet stated in his report, “Going forward, residential single family building will continue to be the largest near-term growth area for those in the building trades, with nonbuilding construction benefitting from more recent pandemic and longer-term infrastructure spending.”

Given Kavet’s Vermont economic forecast and using the Skumatz model, the SWMF is projected to be 0.5% higher than the FY 2022 estimate and 2.1% higher than projected for CY 2021 resulting in a baseline of 125,250 tons at \$3,381,750 in revenue for FY 2023.

Disposal data from recent calendar and fiscal years and SWMF projections are shown in the following table:

TONS DISPOSED	MSW	C&D	C&D Road		TOTAL	SWMF TONS
			Build*	ADC*		
CY 2019 actual	98,392	29,276	773	6,318	134,759	129,441
CY 2020 actual	87,357	30,819	707	7,162	126,045	120,143
FY 2021 actual	87,902	31,195	2,643	4,251	125,991	120,821
CY 2021 - actual thru 3Q	65,897	24,551	1,416	6,313	98,176	92,380
CY 2021 - actual + projected 4Q	88,397	32,125	1,626	6,913	129,061	122,657
FY 2022 budget projection	94,300	29,500	700	600	125,100	124,600
FY 2023 budget projection	88,800	36,000	800	1,000	126,600	125,250
25% of SWMF FY 2023			200	250		
SWMF Tons Projection	125,250					
SWMF Revenue Projection	\$3,381,750					

*These are regular C&D fines from the C&D recycling facility plus painted concrete from demolition projects in FY21 & beginning of FY22 used in landfill road building. The SWMF rate for these and ADC is 25% of the full rate.

CHITTENDEN SOLID WASTE DISTRICT

Fiscal Year 2023 Proposed Budget

RESERVE FUNDS BUDGET - ASSUMPTIONS AND HIGHLIGHTS

Excess income is allocated to specified reserve accounts based on their established priority and reserve type.

Reserve Types include:

Restricted Reserves: resources subject to constraints. Due to the nature of their restriction, expenses must be tracked to prove the funds are used as the granting agency authorized. In accordance with the rules of terms of the funder, these reserves shall be accounted for monthly in a cash reconciliation statement prepared for the Board.

Committed Reserves: include encumbrances not otherwise reflected in Restricted Reserves. Limitations on spending imposed by the annual operating budget naturally lapse with the passage of time and thus do not remain binding indefinitely. Committed Reserves allows for the inclusion of encumbrances committed to, but not yet obtained.

Assigned Reserves: may be established by the Board from time to time to meet the future needs of CSWD. These reserves are established and may be changed by resolution of the Board in accordance with the Open Meeting Law requirements.

Undesignated Funds: not considered special revenue fund and include the unrestricted surplus funds not accounted for and reported in another fund

In FY23, CSWD will manage the following Restricted Reserves:

Biosolids Reserve – established by the contract with the wastewater treatment plants for the disposal of sludge. Reserves are often designated to reduce the impact of market conditions on the fees assessed from biosolids or to collect funds for the purchase of capital equipment. Budget projections for FY23 indicate **an increase of \$46,375**.

Landfill Post Closure Reserve – designated to assure funding exists to meet the requirements of the 30-year process of closing the landfill that began in 1996. Members of the operations team perform an annual audit to review the current closing cost and adjust for inflation and alterations, as necessary. Excess funds will remain in this fund until CSWD reaches custodial care through resolution with the state, expected no sooner than Fiscal Year 2025. A portion of the reserve earns interest through interest-bearing accounts. Interest earned is included in the annual budget, as well as, expected expenditures. Budget projections for FY23 indicate **a reduction of \$188,919**.

Facilities Solid Waste Termination Reserve – mandated to safely remove solid waste from closed operating facilities as required by state law. Members of the operations team perform an annual review of the current termination cost adjusting for inflation and alterations, as necessary. Budget projections for FY23 indicate this fund **will incur no changes to the balance**.

In FY23 CSWD will manage the following Assigned Reserves:

Facilities Decommission – established to preserve funding for the closing of a facility no longer in operation by CSWD. Members of the operations team perform an annual review of the current decommissioning cost adjusting for inflation, alterations and potential sale of CSWD own facilities. Budget projections for FY23 indicate this fund **will incur no changes to the balance**.

Solid Waste Management Fee Reserve – formerly designated to preserve the solid waste management fee from substantial changes year over year due to uncertain market conditions. However, in practice it has functioned as a de facto Operating Reserve. With the implementation of the Operating Reserve in FY22 direct operation subsidies will no longer be budgeted. The reserve will continue to provide support to management services as described in the Charter through a management fee structure. Budget projections for FY23 indicate this fund **will increase by \$429,225.**

Operating Reserve – designated to provide funds to operating programs and reduce the reliance on the solid waste management fee to meet the operational finances. It is assumed contributions are made in years when operation allocations balances are in excess; withdraws are made when operational allocations balances are insufficient. In the event operating reserves are depleted, funding will be withdrawn from the Solid Waste Management Fee Rate Stabilization Reserve. Budget projections for FY23 indicate **a decrease of \$70,630.**

Capital Reserves – established to preserve funding for future capital projects, asset upgrades and replacement of depreciated or disposed assets. Budget projections for FY23 **will increase by \$451,309**

Community Clean Up Fund – designated to member communities for local permissible projects. Currently this reserve is funded by an annual expense included in the Outreach and Communication budget. Budget projections for FY23 indicate this fund **will incur no changes to the balance.**

Chittenden Solid Waste District
FY23 Projected Reserve Balances

Biosolid Reserve		
FY22 Projected Reserve Balance		263,254
FY23 Budgeted Transfer		46,375
FY23 Projected Reserve Balance		<u><u>309,628</u></u>
Landfill Post Closure Reserve		
FY22 Projected Reserve Balance		572,814
FY23 Budgeted Transfer		(188,919)
FY23 Projected Reserve Balance		<u><u>383,895</u></u>
Facilities Solid Waste Termination Reserve		
FY22 Projected Reserve Balance		549,365
FY23 Budgeted Transfer		-
FY23 Projected Reserve Balance		<u><u>549,365</u></u>
Facilities Decommission Reserve		
FY22 Projected Reserve Balance		782,844
FY23 Budgeted Transfer		-
FY23 Projected Reserve Balance		<u><u>782,844</u></u>
Solid Waste Management Fee Reserve		
FY22 Projected Reserve Balance		875,000
FY23 Budgeted Transfer		425,703
FY23 Projected Reserve Balance		<u><u>1,300,703</u></u>
Operating Reserve		
FY22 Projected Reserve Balance		1,750,000
FY23 Budgeted Transfer		(70,630)
FY23 Projected Reserve Balance		<u><u>1,679,370</u></u>
Capital Reserve		
FY22 Projected Reserve Balance		4,550,456
FY23 Budgeted Transfer		451,309
FY23 Projected Reserve Balance		<u><u>5,001,765</u></u>
Community Clean Up Reserve		
FY22 Projected Reserve Balance		95,000
FY23 Budgeted Transfer		-
FY23 Projected Reserve Balance		<u><u>95,000</u></u>

CHITTENDEN SOLID WASTE DISTRICT
FY 23 SCHEDULE OF PROGRAM TIPPING FEES

	<u>FY 23</u>	<u>FY 22</u>	<u>FY 21</u>	<u>Change</u> <i>(FY 23 compared to FY 22)</i>
4) MATERIALS RECOVERY FACILITY				
Tipping fees and/or materials purchased price fluctuate with market price.				
Budgeted rates are:				
In District materials, per Ton	\$80.00	\$80.00	\$80.00	\$0.00
Out-of-District materials, per Ton	\$80.00	\$80.00	\$80.00	\$0.00
6) SPECIAL WASTE PROGRAM				
Special Waste Facility (at the Williston Drop-Off Center)				
Non-covered Electronics ~ per pound (by appt. only)	\$0.18	\$0.18	\$0.18	\$0.00
Gypsum wallboard (clean, new scrap):				
Small loads (up to 2 cy), per cubic yard	\$22.50	\$22.50	\$22.50	\$0.00
Large loads, per ton	\$90.00	\$90.00	\$90.00	\$0.00
Tires ~ up to 16"	\$3.00	\$2.25	\$2.25	\$0.75
Tires ~ 16.5" to 19"	\$3.00	\$3.75	\$3.75	(\$0.75)
Tires ~ per ton	\$225.00	\$200.00	\$200.00	\$25.00
Tree limbs, trunks, clean stumps, & brush:				
Up to 3 cubic yards	No charge	No charge	No charge	
Each cubic yard in excess of 3 cy	\$5.00	\$5.00	\$5.00	\$0.00
Pallets & clean lumber:				
Per ton	\$50.00	\$50.00	\$50.00	\$0.00
Propane cylinders over 20 lbs	\$5.00	\$5.00	\$5.00	\$0.00
7) DROP-OFF CENTERS				
Items accepted vary by facility.				
Household Trash				
Small - up to 13 gallons	\$2.00	\$2.75	\$2.75	(\$0.75)
Medium - 14 to 35 gallons	\$6.00	\$5.25	\$5.25	\$0.75
Large - 36 to 45 gallons	\$8.00	\$7.50	\$7.50	\$0.50
per cubic yard	\$42.00	\$41.25	\$41.25	\$0.75
at Burlington Drop-Off Center, per pound	n/a	\$0.21	\$0.21	
Construction & Demolition (*heavy/dense materials)				
up to 13-gallon bag/barrel	\$5.00	\$5.50	\$5.50	(\$0.50)
up to 33-gallon bag/barrel	\$10.00	\$10.50	\$10.50	(\$0.50)
up to 45-gallon bag/barrel	\$15.00	\$15.00	\$15.00	\$0.00
per cubic yard	\$82.00	\$82.50	\$82.50	(\$0.50)
Other Items				
(* indicates that limits apply)				
All-In-One Recyclables ONLY	\$2.00	\$2.00	\$2.00	\$0.00
All-In-One Recyclables, with paid trash items	No charge	No charge	No charge	
Appliances without Refrigerants	\$5	\$5	\$5	\$0.00
Appliances with Refrigerants	\$10-\$15	\$10-\$15	\$10-\$15	
Batteries (household and lead acid)*	No charge	No charge	No charge	
Electronics -non-covered	No charge	\$1-\$15	\$1-\$15	(\$1-\$15)
Electronics - items covered by new State program	No charge	No charge	No charge	
Fluorescent lamps*	No charge	No charge	No charge	
Food Scraps, with paid trash items	No charge	No charge	No charge	
Food Scraps (per 5 gallons), without paid trash items	\$1.00	\$1.50	\$1.50	(\$0.50)
Small Furniture item	\$4-11	\$11	\$11	
Large Furniture item	\$16- 22	\$22	\$22	
Twin BoxSpring	\$20.00	\$18.75	\$18.75	\$1.25
Twin Mattress	\$20.00	\$18.75	\$18.75	\$1.25
Full/ Double/ Queen Mattress	\$25	\$11	\$11	\$14.00
Full/ Double/ Queen BoxSpring	\$25	\$11	\$11	\$14.00
King Mattress	\$30	\$22	\$22	\$8.00
King BoxSpring	\$30	\$22	\$22	\$8.00
Crib Mattress	\$6	\$6	\$6	\$0.00
Hard cover books* (accepted as trash)	\$42 (Cubic Yard)	No charge	No charge	
Mercury-containing products*	No charge	No charge	No charge	
Propane cylinders 20 lbs & under*	No charge	No charge	No charge	

CHITTENDEN SOLID WASTE DISTRICT
FY 23 SCHEDULE OF PROGRAM TIPPING FEES, Continued

7) DROP-OFF CENTERS, Continued

	<u>FY23</u>	<u>FY 22</u>	<u>FY 21</u>	<u>Change</u>
Other Items (Continued)				
Scrap metal	No charge	No charge	No charge	
Textiles*	No charge	No charge	No charge	
Tires	\$3.00	\$2.75	\$2.75	\$0.25
Tires ~ Up to 19"	\$3.00	\$5.25	\$5.25	(\$2.25)
Tires ~ 20" to 24.5"	\$15.00	\$14.00	\$14.00	\$1.00
Tires ~ Lq Equipment Tires	\$56.00	\$56.00	\$56.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:				
Up to 3 cubic yards (Williston)	No charge	No charge	No charge	
Up to 1 Cubic Yard (Milton & Essex)	No charge			
Each cubic yard in excess of 3 cy	\$5.00	\$10.00	\$10.00	(\$5.00)
Pallets & clean lumber:				
Up to 1 Cubic Yard (Milton & Essex)	No charge	No charge	No charge	
Up to 3 cubic yards (Williston)	No charge			
Each cubic yard in excess of 1 cy	\$5.00	\$5.00	\$5.00	\$0.00
Used oil*	No charge	No charge	No charge	
Used oil filters*	No charge	No charge	No charge	
Ashes (accepted as trash)	\$2-8; \$42 (Cubic Yard)			
Yard debris	No Charge			

8) HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER

Environmental Depot

Household hazardous waste	No Charge			
Business hazardous waste ~ Conditionally Exempt Generators	Call For Pricing	Call For Pricing		

Rover

Household hazardous waste	No Charge			
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10) BIOSOLIDS

Sludge per wet ton for disposal (average projected blended rate, opt out)	NA	NA	NA	
Sludge per wet ton for disposal (average projected blended rate)	\$91.30	\$87.40	\$86.72	\$3.90
Sludge per wet ton for land application (average projected blended rate)	NA	NA	NA	
Sludge per wet ton for alkaline treatment (average projected blended rate)	\$99.01	\$92.87	\$92.02	\$6.14

11) COMPOST

Per-ton tip fee for post-consumer food waste	\$ 65.00	\$ 60.00	\$ 60.00	\$5.00
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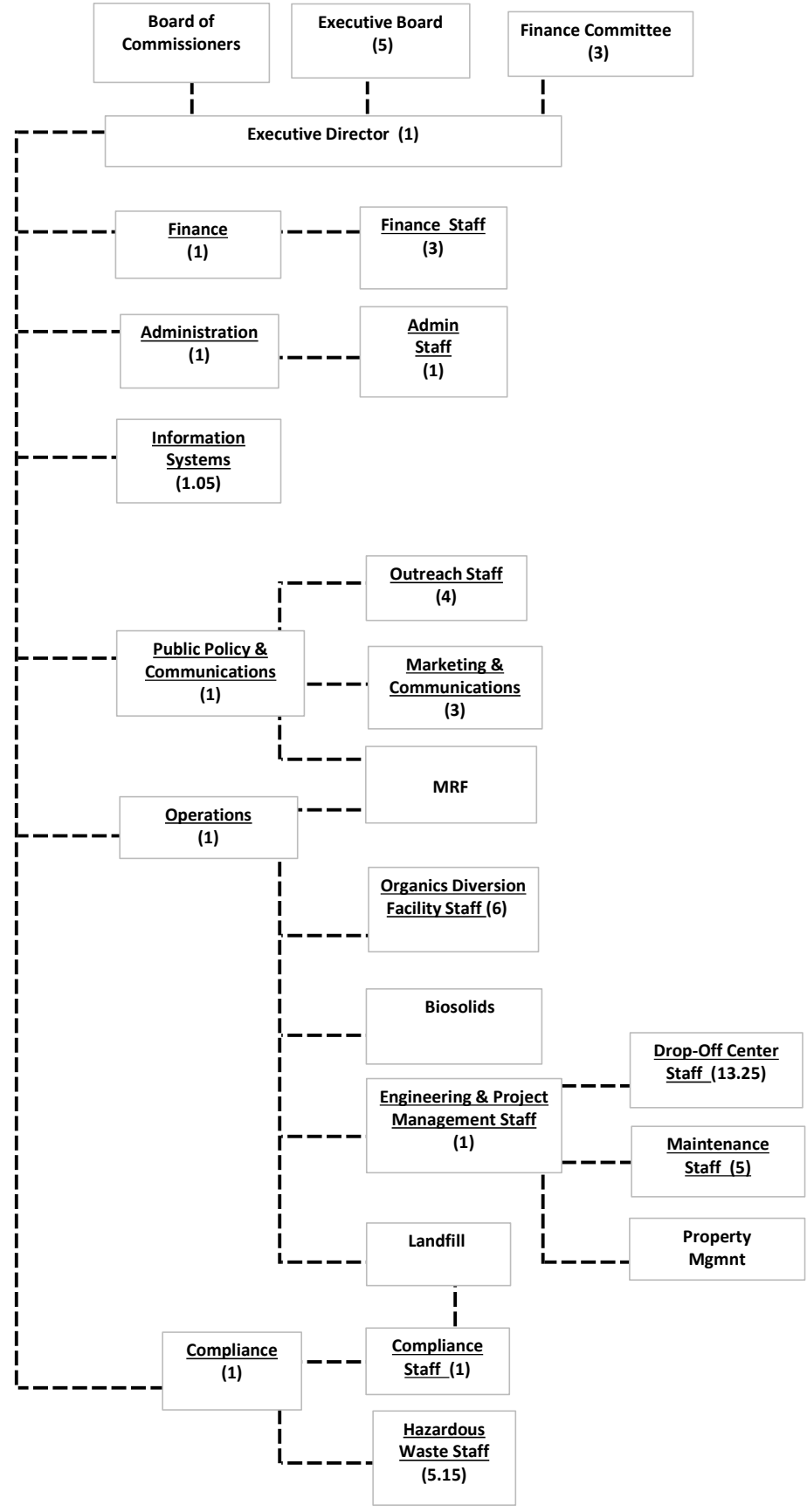
15) FINANCE

Solid Waste Management Fee per ton	\$ 27.00	\$ 27.00	\$ 27.00	\$0.00
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NOTE: Sales prices are established by market conditions and are subject to change.

FY 23 CSWD ORGANIZATIONAL CHART

FY 23 - 49.45 FTE'S



Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 11, 2022

Agenda Item: 5c. Transition to Planning Commission & Development Review Board (DRB) July 1, 2022

Issue

Now that the charter is confirmed, our current Planning Commission and Zoning Board of Adjustment (ZBA) will become the Planning Commission (PC) and Development Review Board (DRB), respectively, effective July 1. The Trustees should discuss what steps they would like to see happen to make this a successful transition. Members of the Planning Commission and Zoning Board of Adjustment have been invited to participate in the conversation.

Discussion

There are many things to be discussed and determined, some of which include:

- How many members should be on the PC (3-9)?
- How long will the terms be for the PC?
- How many members should be on the DRB (5-9)? Terms are established in the charter as 3-years.
- What other questions need to be answered?
- Should there be further clarification/education on the roles of each?
- Do any policies/by-laws/ordinances/etc. need to be updated to reflect these changes?
- Is there specific language that can be used to advertise for vacancies (i.e. meeting frequency, what the role will be, who would be best in these roles)?
- Do you have specific people you can reach out to who would be good in these roles?

Below is the language that is in the city charter regarding the PC and DRB.

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

NA.

Recommendation

It is recommended that the Trustees

Recommended Motion

No motion necessary.

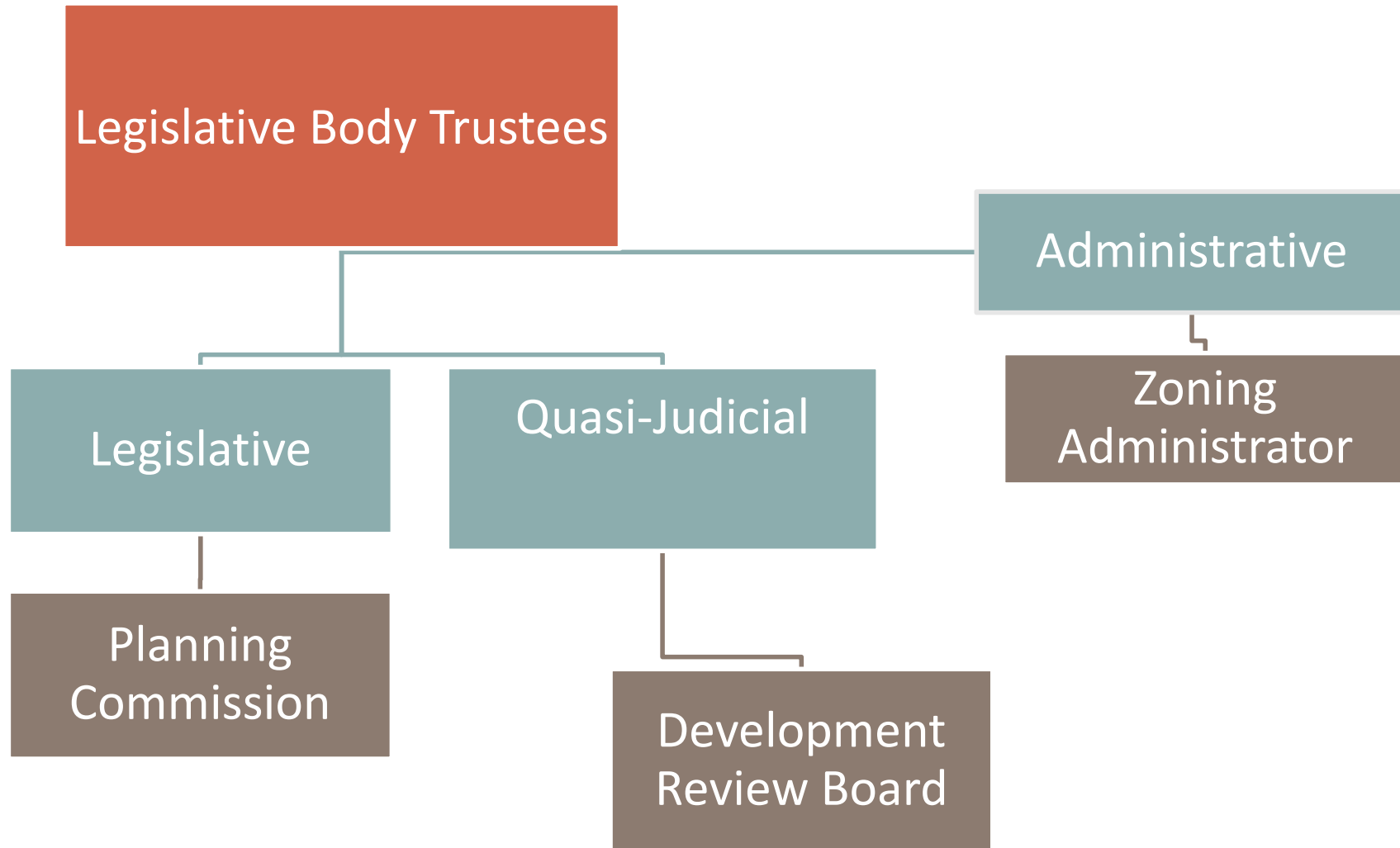
Attachments

- PC & DRB Roles & Responsibilities from Robin Pierce
- PC/DRB Model - E-mail from Robin Pierce
- VT Statutes – Municipal Planning Commissions
- VT Statutes – Appropriate Municipal Panels

ROLES AND RESPONSIBILITIES

City of Essex Junction

Local Roles and Responsibilities



DRB Model

Pros

- Clear separation of legislative and quasi-judicial powers
- Workload distribution
- Easier to explain to parties

Cons

- Disconnect between writing rules and using rules

Recommendations for DRB Model

- Create membership overlap
 - Recommend 5 members on both boards with 2 alternate members
- Have annual joint meeting with PC/DRB/Trustees
- Staff
 - Community Development Director
 - Town Planner – PC
 - Zoning Admin – DRB (except appeals)

PC/DRB Model

Robin Pierce <robin@essexjunction.org>

Thu 4/28/2022 8:34 AM

To: Wendy Hysko <wendyh@brownelllibrary.org>; Brad Luck <bluck@ejrp.org>

Cc: Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>; George Tyler <gtyler@essexjunction.org>; Daniel Kerin <dkerin@essexjunction.org>; Amber Thibeault <ATHibeault@essexjunction.org>; Terry Hass <terry@essexjunction.org>

Greetings. In the PC/DRB Model, the executive function is performed by the zoning administrator, the legislative (rule-making) is undertaken by the planning commission, and the (quasi) judicial function, i.e. making decisions on specific cases and applying the rules is carried out by the DRB. Basically in this model the PC proposes rules, the Trustees approve the rules, and DRB administers the rules.

About one half of Vermont municipalities have moved to a DRB structure with general satisfaction. Most of the municipalities maintaining the PC/ZBA structure were smaller municipalities of less than 2,000 population, in either the Northeast Kingdom or southern Vermont.

The statute on "appropriate municipal panels" is 24 V.S.A. 4460. The statute does not require any public hearings. It just references the legislative body creating a DRB which can be done by resolution. The City Charter already has the DRB model included.

Thank you,

Robin

Robin Pierce

Community Development Director
Village of Essex Junction

Sent from the copier

- ***Subchapter 2: Municipal Planning Commissions***
- **§ 4321. Creation of planning commissions**

(a) A planning commission may be created at any time by the act of the legislative body of a municipality.

(b) In any urban municipality, the legislative body may create a planning department headed by a planning director as a substitute for a planning commission, and, in that event all of the powers and duties of planning commissions set forth herein shall be exercised by such planning director, subject to such regulations as that executive body shall from time to time specify, and sections 4322 and 4323 of this title shall not apply to such director. In such event, that legislative body may further create an advisory planning council, which shall only function in an advisory capacity to the planning director in the exercise of his or her powers and duties, and shall have such other functions as that legislative body shall, by resolution, assign to such council. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968.)

- **§ 4322. Planning commission; membership**

A planning commission shall have not less than three nor more than nine voting members. All members may be compensated and reimbursed by the municipality for necessary and reasonable expenses. At least a majority of the members of a planning commission shall be residents of the municipality. The selectboard of a rural town, or not more than two elected or appointed officials of an urban municipality who are chosen by the legislative body of the urban municipality, shall be nonvoting ex officio members of a planning commission. If a municipality has an energy coordinator under chapter 33, subchapter 12 of this title, the energy coordinator may be a nonvoting ex officio member of the planning commission. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1969, No. 116, § 3; 1973, No. 261 (Adj. Sess.), § 2, eff. July 1, 1974; 1979, No. 174 (Adj. Sess.), § 3.)

- **§ 4323. Appointment, term, and vacancy; rules**

(a) Members of a planning commission shall be appointed and any vacancy filled by the legislative body of a municipality. The length of the term of planning commission members shall be determined by the legislative body of a municipality. Any member may be removed at any

time by unanimous vote of the legislative body. Any appointment to fill a vacancy shall be for the unexpired term.

(b) A planning commission shall elect a chair and a clerk and, at its organization meeting, shall adopt by majority vote of those members present and voting such other rules as it deems necessary and appropriate for the performance of its functions. A planning commission shall keep a record of its resolutions and transactions, which shall be maintained as a public record of the municipality.

(c) As an alternative to appointment under subsection (a) of this section, municipalities may choose to elect planning commissioners for terms of one to four years. The proposal to elect and the length of terms to be filled shall be determined pursuant to a duly warned article at an annual or special meeting of the municipality. If a municipality chooses to elect planning commissioners:

(1) The length and spacing of terms shall be decided by vote of the municipality.

(2) Elections shall occur only as terms are completed, or as vacancies occur, or as new planning commissions are created.

(3) Vacancies may be filled by appointment of the legislative body only until the next meeting of the municipality, at which time the voters shall elect a commissioner to fill the unexpired term.

(4) Elected commissioners may not be removed by action of the legislative body. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; 1989, No. 280 (Adj. Sess.), § 3a; 2003, No. 103 (Adj. Sess.), § 1.)

- **§ 4324. Existing commissions**

The members of any existing planning commission or body having similar powers and functions established under former laws shall continue in office until the end of their term as so established. New members shall be appointed and vacancies filled only under this chapter. Such commissions shall have, on March 23, 1968, all of the powers and duties of a planning commission created under this chapter. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968.)

- **§ 4325. Powers and duties of planning commissions**

Any planning commission created under this chapter may:

(1) Prepare a plan and amendments thereof for consideration by the legislative body and to review any amendments thereof initiated by others as set forth in subchapter 5 of this chapter.

(2) Prepare and present to the legislative body proposed bylaws and make recommendations to the legislative body on proposed amendments to such bylaws as set forth in subchapter 6 of this chapter.

(3) Administer bylaws adopted under this chapter, except to the extent that those functions are performed by a development review board.

(4) Undertake capacity studies and make recommendations on matters of land development, urban renewal, transportation, economic and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy and the development of renewable energy resources, and wetland protection. Data gathered by the planning commission that is relevant to the geographic information system established under 3 V.S.A. § 20 shall be compatible with, useful to, and shared with that system.

(5) Prepare and present to the legislative body recommended building, plumbing, fire, electrical, housing, and related codes and enforcement procedures, and construction specifications for streets and related public improvements.

(6) Prepare and present a recommended capital budget and program for a period of five years, as set forth in section 4440 of this title, for action by the legislative body, as set forth under section 4443 of this title.

(7) Hold public meetings.

(8) Require from other departments and agencies of the municipality such available information as relates to the work of the planning commission.

(9) In the performance of its functions, enter upon land to make examinations and surveys.

(10) Participate in a regional planning program.

(11) Retain staff and consultant assistance in carrying out its duties and powers.

(12) Undertake comprehensive planning, including related preliminary planning and engineering studies.

(13) Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by, and the intent and purposes of, this chapter. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1979, No. 174 (Adj. Sess.), § 4; 1985, No. 188 (Adj. Sess.), § 7; 1987, No. 200 (Adj. Sess.), § 18, eff. July 1, 1989; 1993, No. 232 (Adj. Sess.), § 45, eff. March 15, 1995; 2003, No. 115 (Adj. Sess.), § 85.)

• **§ 4326. Appropriations, reports, and records**

Every municipality may appropriate to and expend funds for its planning commission. The planning commission shall keep a record of its business and shall make an annual report to the municipality. A planning commission may accept and utilize any funds, personal or other assistance made available by this State or federal government or any of their agencies or from private sources. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968.)

• **§ 4327. Joint planning commissions**

(a) Any planning commission of a municipality which is a town having one or more municipalities contained within its area or which is one of such contained municipalities shall, upon the act of the legislative body of each municipality, be the planning commission under this chapter for such town and all such contained municipalities.

(b) A planning commission acting for more than one municipality shall be the planning commission for such town and all such contained municipalities until such joint arrangement is terminated by the act of the legislative body of any participating municipality.

(c) In any town containing one or more villages, any act required under this chapter to be taken by a legislative body or by the vote of a municipality shall be taken by the legislative body of the town or, as the case may be, the voters of the town, including the voters of any contained village.

(d) If a contained village adopts its own plan, capital budget, or program or one or more bylaws, then any act required under this chapter for the adoption shall be taken by the legislative body or voters of the village. Nevertheless, the voters of the village shall remain as

voters in the town for the adoption of town bylaws and capital budget and program, as provided in subsection (c) of this section.

(e) A single planning commission, appointed by the Board of Governors of the unified towns and gores of Essex County, namely Averill, Avery's Gore, Ferdinand, Lewis, Warner's Grant, and Warren's Gore, shall serve as the planning commission for these towns and gores. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1973, No. 188 (Adj. Sess.), § 1, eff. July 1, 1974; 1973, No. 261 (Adj. Sess.), §§ 3, 7 eff. July 1, 1974; 1975, No. 164 (Adj. Sess.), § 3; 2005, No. 30, § 1; 2005, No. 105 (Adj. Sess.), § 1.)

- **§ 4328. Terms of office inconsistent with charter provisions**

When a charter of a municipality exists having terms respecting the appointment and authority of municipal officials, relating to their activities under this chapter, which terms are inconsistent with this chapter, those terms of that charter shall prevail. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1969, No. 116, § 4.)

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;

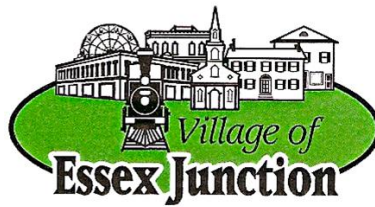
(8) review of proposed subdivisions as authorized in section 4418 of this title;

(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.)



The economic engine of Vermont.

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Essex Junction, VT 05452
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Community Development Department

MEMORANDUM

TO: Bard Luck and Wendy Hysko Interim Managers, Trustees
FROM: Robin Pierce, Community Development Director
DATE: May 11th, 2022
SUBJECT: 1 Main Street Park

Issue

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

Discussion

The Village Engineer has finalized working on the approved Plan for the Park. The Corrective Action Plan (CAP) document which is provided by Waite Heindel Engineers is substantially complete, with the exception of finalizing the Remedial Design Plan:

1. The volume of contaminated soils that need to be removed have been calculated based on the approved design which is attached.
2. The number and location of the trees has been coordinated with Warren Spinner and Nick Meyer from the Tree Advisory Committee
3. The Parcel boundary has been solidified and boundary corners for the parcel that the Village purchased will be set after the construction is completed
4. The attached renderings reflect the comments received from the public and the environmental studies, which include:
 - Screening Hedges and benches
 - Significant trees
 - A platform for gathering, presentations, or music
 - A fabric roof can be placed over the steel structure
 - A water feature (the corrugated panel on the back of the pavilion will have a thin film of water passing over it)
 - Physical demarcation between Firebird and the park that doubles as seating
 - Elements reflecting railroad history
 - An impervious cap over the contaminated soils.

When the Trustees approve the attached schematic, we will move ahead with construction level drawings. The Village Engineers engineering plans (proposed conditions, utilities, etc.) for the park will also be included in the CAP, so that the CAP can be used by a contractor to develop a bid price for the construction.

Recommendation. It is recommended that the Trustees approve the attached Schematic Plan so that we can develop plans that will be used to bid and construct the Park.



PRELIMINARY PLAN
Renderings

MAIN STREET PARK

REVISIONS		
	MM/DD/YY	REMARKS
1	--/--/--	...
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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

REVISIONS		
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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

REVISIONS		
	MM/DD/YY	REMARKS
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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

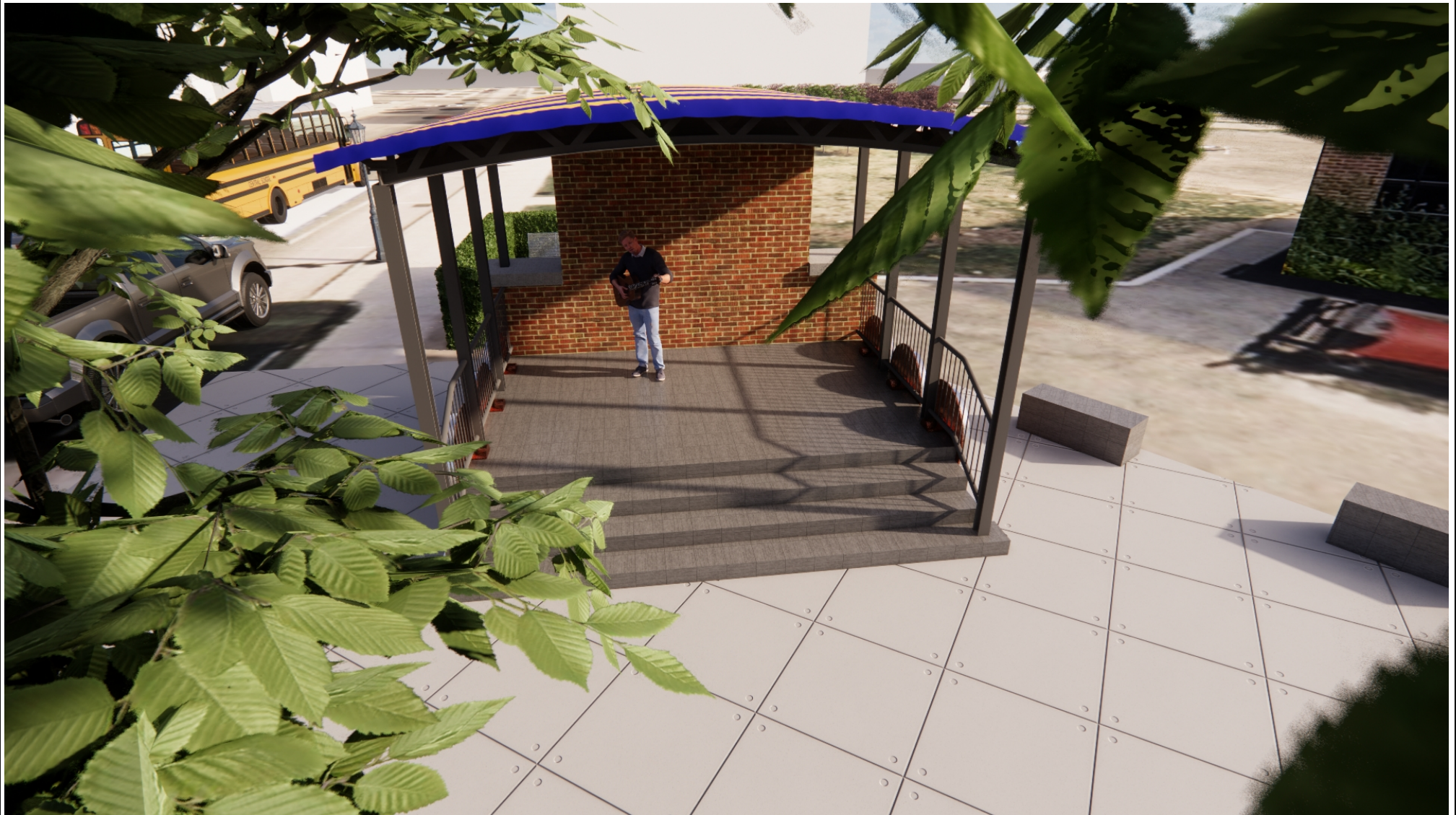
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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

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PRELIMINARY PLAN
Renderings

MAIN STREET PARK

REVISIONS		
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Fw: Main St. Pocket Park

Andrew Brown <abrown@essexjunction.org>

Wed 5/11/2022 3:02 PM

To: Brad Luck <bluck@ejrp.org>; Wendy Hysko <wendyh@brownelllibrary.org>

Another email for the agenda

From: Bridget Downey - Meyer <bridgetdowneymeyer@gmail.com>

Sent: Tuesday, May 10, 2022 1:08 PM

To: Daniel Kerin <dkerin@essexjunction.org>; Andrew Brown <abrown@essexjunction.org>; George Tyler <gtyler@essexjunction.org>; Amber Thibeault <AThibeault@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>

Cc: Brad Luck <bluck@ejrp.org>; Richard Hamlin <rhamlin@dlhce.com>; Robin Pierce <robin@essexjunction.org>

Subject: Main St. Pocket Park

CAUTION: This email originated from OUTSIDE our organization. STOP & CONSIDER before responding, clicking on links, or opening attachments.

Hello Trustees,

I am writing to express my concern about proposed Main St. pocket park as described in attachments to your agenda for Wednesday.

People in the community have said over and over again that what is important in that park is comfortable seating for eating, especially given the number of new restaurants popping up near the Five Corners, SHADE, and some screening from traffic. I won't lie down in traffic to defend these views but, no one has asked for, nor do we need, water features and bandstands. If Design Five Corners has a resurgence, we can plan for an overall rehab of our downtown (yay!) but for now, I'd take the simplest path of providing what folks have suggested.

I want to be clear that our Village/ City Engineer has done good design work on this, it's just not what the community has expressed interest in.

Thank you,

Bridget Meyer

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Sent from the copier

Fw: Thoughts on Business Item 5d on the agenda for 2022-05-11 Trustee Meeting

Andrew Brown <abrown@essexjunction.org>

Wed 5/11/2022 3:01 PM

To: Brad Luck <bluck@ejrp.org>; Wendy Hysko <wendyh@brownelllibrary.org>

Another email for the agenda.

From: Andy Kolovos <akolovos@gmail.com>

Sent: Wednesday, May 11, 2022 1:05 PM

To: Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>; George Tyler <gtyler@essexjunction.org>; Daniel Kerin <dkerin@essexjunction.org>; Amber Thibeault <ATHibeault@essexjunction.org>

Subject: Thoughts on Business Item 5d on the agenda for 2022-05-11 Trustee Meeting

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Dear Trustees,

I am unable to attend tonight's meeting but wanted to share some concerns about the proposed design of the "Pocket Park" at the corner of Maple and Main streets.

To be clear, I would love to see that parcel redeveloped in a way that would create an inviting public space, so I am not opposed to such a use, nor am I opposed to the expenditure needed to create such a space.

Reviewing the renderings of the proposed park I have the following specific concerns:

1. Removal of discrete sidewalks and extension of the park space to the curb:

I can only imagine that this design element is proposed with the idea of conceptually integrating the park space into Five Corners and physically integrating the pedestrian space into it. My concerns are two fold--A) one conceptual and B) one related to safety.

A) From the conceptual side I would argue that in placing a pocket park at Five Corners we are trying to define a space that is simultaneously part of Five Corners but distinct from it--a "respite" from Five Corners at Five Corners, so to speak. As such, I see a greater strength in defining the pocket park as a separate space--moved back from the curb, framed by sidewalks on the street-side edges and demarcated with a symbolic barrier between the sidewalk and park--tall grass plantings, a low fence, a low wall. In this way it will work more as a space unto itself and, I argue, be more welcoming to use.

B) As for safety, I think back to when my kids were small and prone to run away/get away in an instant. I would never bring my kids to the space as designed because, without even symbolic separation between the park and the street, I would not feel safe. As currently designed the park ends at traffic--no verge, no sidewalk just the curb and the street. One could argue that such small additions wouldn't matter, but they serve to note distinctions in use: the area demarcated is the park, the sidewalk is for people walking past, the street is for cars. Could a kid still barrel through it? Sure. But designing to define space does make a difference in how people use space.

2. Pavilion

While I'm open to the idea of a bandstand/pavilion in the downtown core, do we really need a bandstand/pavilion specifically at Five Corners? Music will be competing with traffic--and Five Corners is freaking loud. In its current orientation I can only imagine that the structure will do more to reflect back traffic noise on any audience seated in front of it rather than projecting sound out from it. A friend of mine has suggested that, rather than a pavilion, we incorporate other structural elements--small stone/cement/brick sculptures that children could climb on as well as more seating and plantings.

While I like the idea of a water feature, I can't imagine it would even be audible above the traffic.

I appreciate the nod to community history with the train wheels, but aesthetically they don't work--for me at least. I do greatly appreciate the brick construction--it is an important reference to our historical brick industry. Fundamentally I suggest we forgo the bandstand/pavilion at Five Corners and reserve the idea for some other space in our downtown core--one where the sound of music would compete less with traffic--and create a space at Five Corners more for casual use and respite from what is going on around it.

3. Crescent Connector

Might it not be better to wait until the Crescent Connector is complete and we develop an actual understanding of the impact of the Crescent Connector on traffic patterns and pedestrian activity at Five Corners that might help better inform how the space identified for the park might be best used? Just a thought.

As I noted at the start of this letter, I am not opposed to the park or the expenditure associated with it--I just feel that the design presented does not create an inviting, safe space that people in Essex Junction will use in any meaningful way. Through my suggestions I offer my perspective on what I feel will make it more inviting and used--greater demarcation of the park space from the pedestrian right-of-way and from the street, more plantings--tall grasses, trees, and rethinking the very idea of placing a bandstand/pavilion at this particular site.

Thank you for considering my thoughts. As always, I appreciate everything you do for our community.

Andy Kolovos

Pleasant Street, Essex Junction

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Fw: Pocket park

Andrew Brown <abrown@essexjunction.org>

Wed 5/11/2022 3:01 PM

To: Brad Luck <bluck@ejrp.org>; Wendy Hysko <wendyh@brownelllibrary.org>

Another email to be added to the agenda.

From: Susan Swogger <sswogger@gmail.com>

Sent: Wednesday, May 11, 2022 1:18 PM

To: Daniel Kerin <dkerin@essexjunction.org>; George Tyler <gt Tyler@essexjunction.org>; Amber Thibeault <ATHibeault@essexjunction.org>; Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>

Subject: Pocket park

CAUTION: This email originated from OUTSIDE our organization. STOP & CONSIDER before responding, clicking on links, or opening attachments.
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Hello, all

I am not impressed by the current plans for the pocket park, but am unable to attend the meeting.

In my opinion, it looks more like a traffic divider as currently drafted - it needs some sort of visible barrier between the street and the park area.

I think the proportions and spacing seem like having an actual bandstand in there might be too much. There just isn't room for an audience. Maybe a smaller gazebo type structure would be better.

My biggest concern is that there aren't enough plants - it's not a green space at all, despite the trees. I understand that there's some serious soil contamination, but maybe you could use large stone or brick raised bed planters as both barriers and a way to add plants safely secured from the contamination. I think it would be easy to design those to indicate a tie to the railway past ; it is also pretty straightforward to design those to have one side as seating, too.

Regards,

--

Susan E. Swogger *[she/her]*
22 East St.

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Fw: The new park

Andrew Brown <abrown@essexjunction.org>

Wed 5/11/2022 3:00 PM

To: Brad Luck <bluck@ejrp.org>; Wendy Hysko <wendyh@brownelllibrary.org>

I'll make the motion during the agenda additions/changes but could this and the other emails sent to us, which I will forward to you both, be added to the agenda under the pocket park discussion?

From: Annie Cooper <nuttywithakick@gmail.com>

Sent: Tuesday, May 10, 2022 1:15 PM

To: Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>; George Tyler <gtyler@essexjunction.org>; Daniel Kerin <dkerin@essexjunction.org>; Amber Thibeault <AThibeault@essexjunction.org>

Subject: The new park

CAUTION: This email originated from OUTSIDE our organization. STOP & CONSIDER before responding, clicking on links, or opening attachments.
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Hello, All,

While I of course have deeply valued all of the work done on the idea for the new park at Five Corners, I request that all forward work and motion be completely halted, for the moment, while we revisit who we will become, as our new City.

With a new manager, new staff and a new vision, I believe we may want to do this park differently than the work that has been done on it, thus far.

Please do not take this forward, at this time. Let's wait until we have a clearer sense of the larger picture of how we want to physically be, as a City.

Thank you,

Annie Cooper

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Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 11, 2022

Agenda Item: 5e. City Manager Recruitment and Hiring Planning Committee progress

Issue

In March the Trustees appointed 11 residents and 2 Trustees to two committees – City Manager Recruitment Planning and City Manager Hiring. They began meeting at the end of March. Below is an updated on their progress to date.

Discussion

The Recruitment Committee has met every week for the last seven weeks. They surveyed residents, staff, and the Trustees. They also interviewed all department heads and Trustees. In the attachments are the summaries of those engagements. The Committee developed a community profile, ideal candidate profile, job ad, and advertising and outreach plan. The current drafts of the community profile, ideal candidate profile, and advertising and outreach plan are attached. The committee is meeting again on May 9, between the drafting of this communication and the May 11 meeting. Changes may have been made to these documents and a job ad is in the works. If all has gone to plan, the position is now posted (effective May 10) and we are accepting applications.

The Hiring Committee has been meeting every other week since the end of March, as their work is slightly less pressing. They are working on finalizing two short essay questions to be completed as a part of the application process. Applications will begin the review process on June 13. Staff will evaluate to get to a top 10, which will be scored by a committee of staff and two Trustees. The top 5 candidates will be interviewed by department heads. The top 3 candidates will be interviewed by residents and staff. All of the evaluations – application scoring and feedback from Department Heads, staff, and residents, will be sent to the Trustees, who will then interview the top 3 candidates and make a selection. An exact timeline will be in the next reading file.

Cost

We won't know the exact advertising costs until all ads have been placed, but it is estimated to be \$5,000 to \$7,500.

Recommendation

NA.

Recommended Motion

No motion necessary.

Attachments

- City Manager Engagement Opportunities summary
- DRAFT Community Profile
- DRAFT Ideal Candidate Profile
- DRAFT City Manager Advertising & Outreach

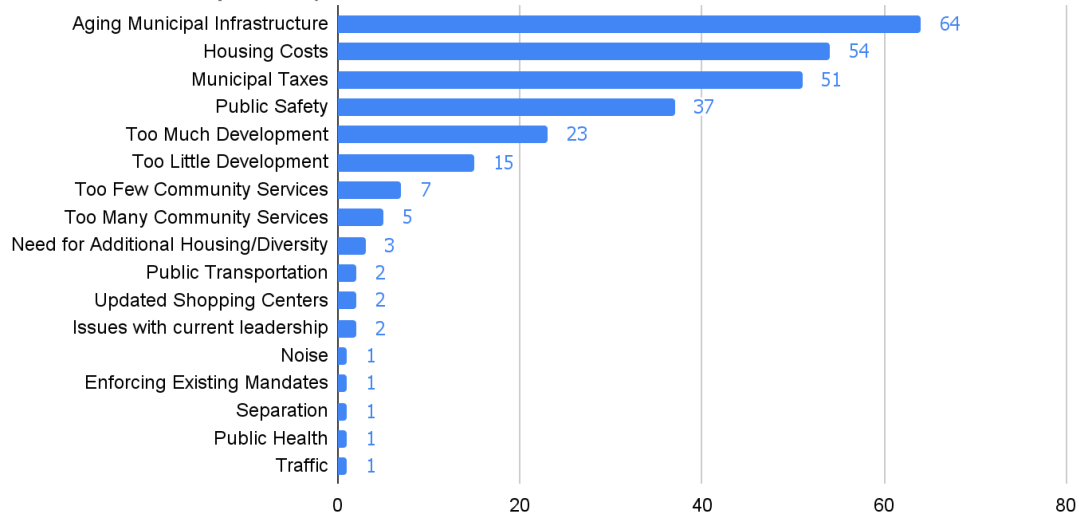
City Manager Engagement Opportunities
Surveys: Residents, Staff, Trustees
Interviews: Department Heads, Trustees

City Manager Search Responses: Residents

80 Total Responses

Question 1: Residents

What are the most important challenges facing the City of Essex Junction? (Please indicate the 4 most important)

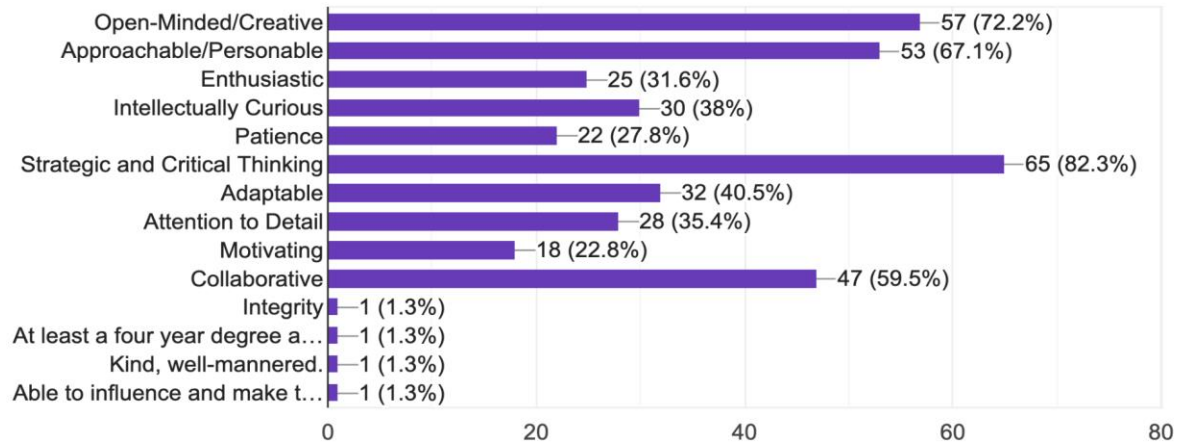


- 79 responses(not all selected 4 challenges)
- 20 individuals wrote in their own answers, when possible these were grouped together or added with others. Left off if not relevant.
- Top 3 Answers:
 1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
 2. Housing Costs
 3. Municipal Taxes

Question 2: Residents

What management and leadership attributes should the next City Manager have? (Please indicate the 5 most important to you)

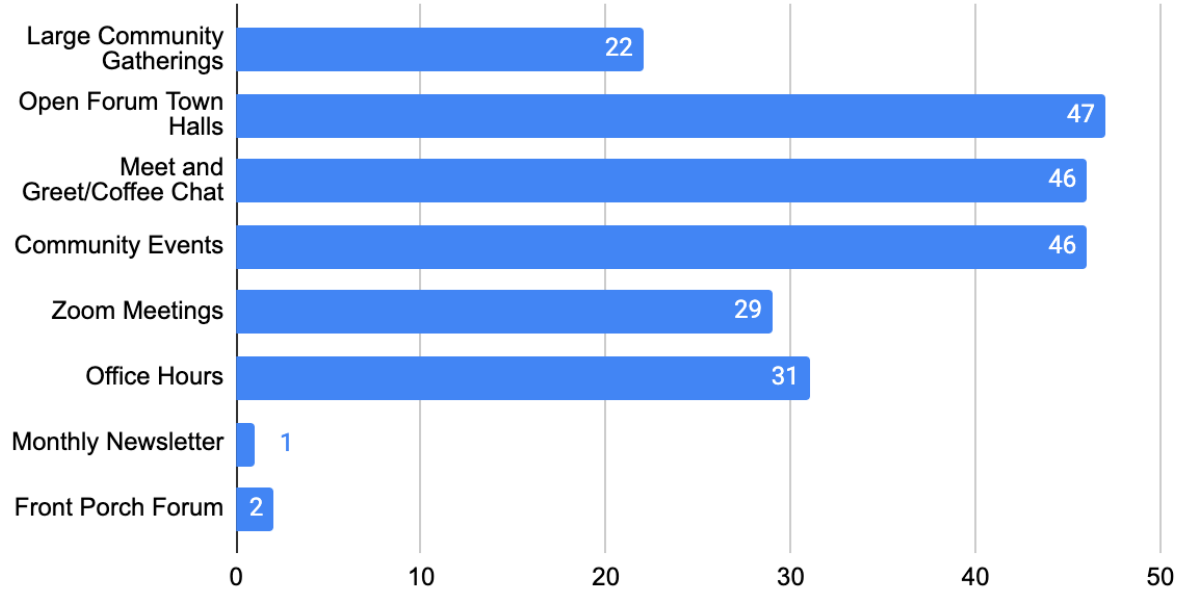
79 responses



- 80 responses
- Responses cut off by graphic:
 - At least a four year degree and 5 years experience
 - Kind, well-mannered
 - Able to influence and make things happen
- 4 Most Important:
 1. Strategic and Critical Thinking
 2. Open-Minded/Creative
 3. Approachable/Personable
 4. Collaborative

Question 3: Residents

How would you like the new City Manager to interact with the community? (Please indicate the 3 most important to you)



- 79 Responses
- 3 Most Important:
 1. Open Forum Town Halls
 2. Meet and Greet/Coffee Chats
 3. Community Events

Question 4: Residents

In a few words, what else should the Trustees consider when selecting the new City Manager?

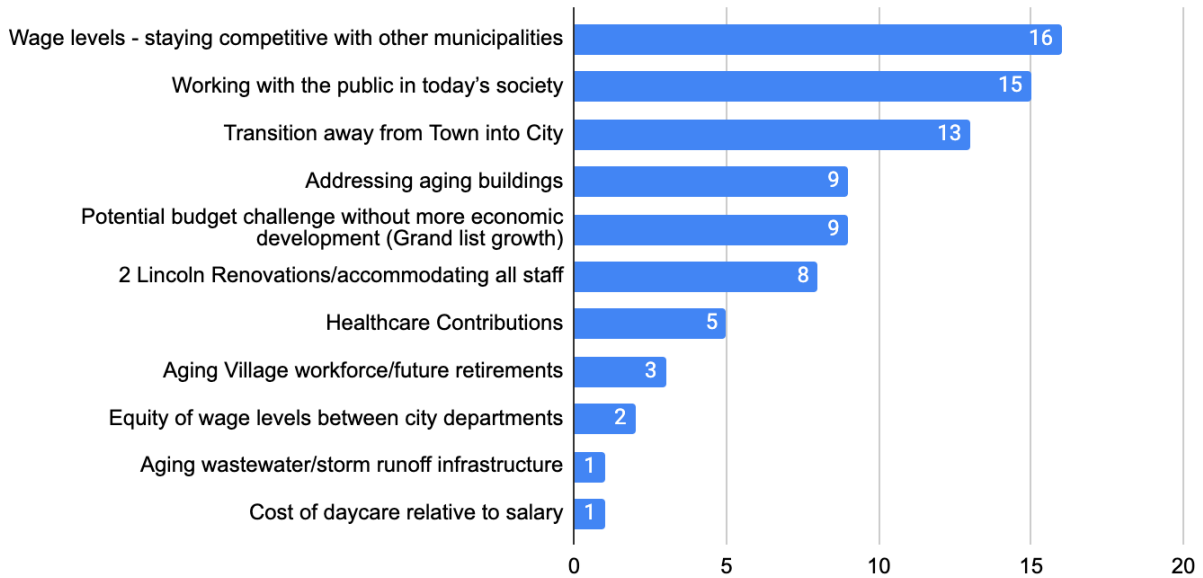


- 47 Responses
- Community appeared 14 times, next most common word appeared twice

City Manager Search Response - Staff 21 Responses

Question 1: Staff

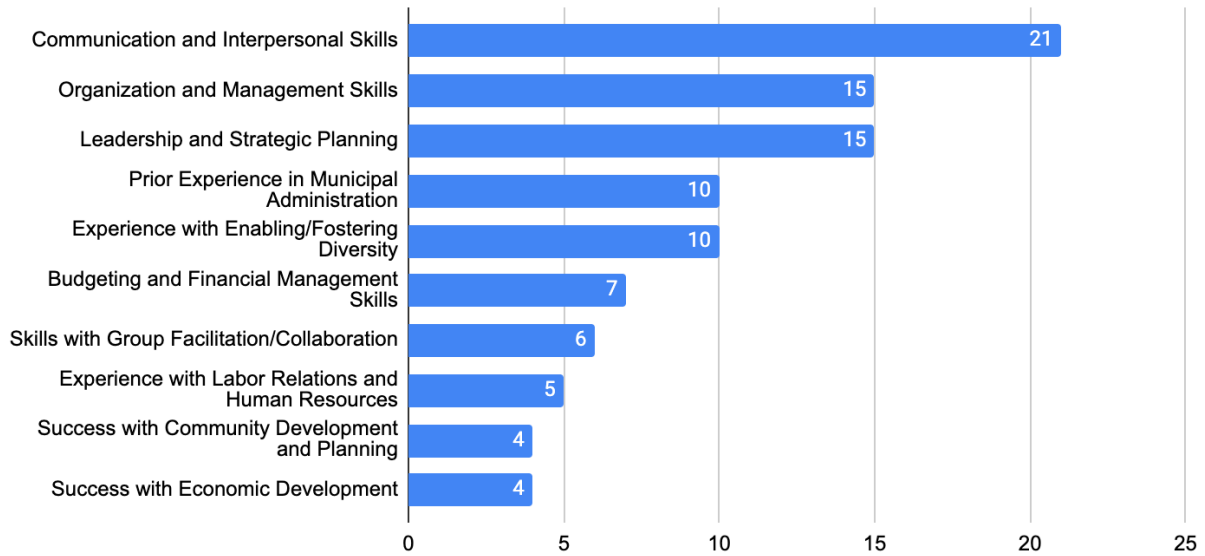
What are the most important challenges facing the City of Essex Junction staff? (Please indicate the 4 most important to you)



- 21 Responses
- Top 3:
 1. Wage Levels
 2. Working with the public in today's society
 3. Transitioning away from Town into City

Question 2: Staff

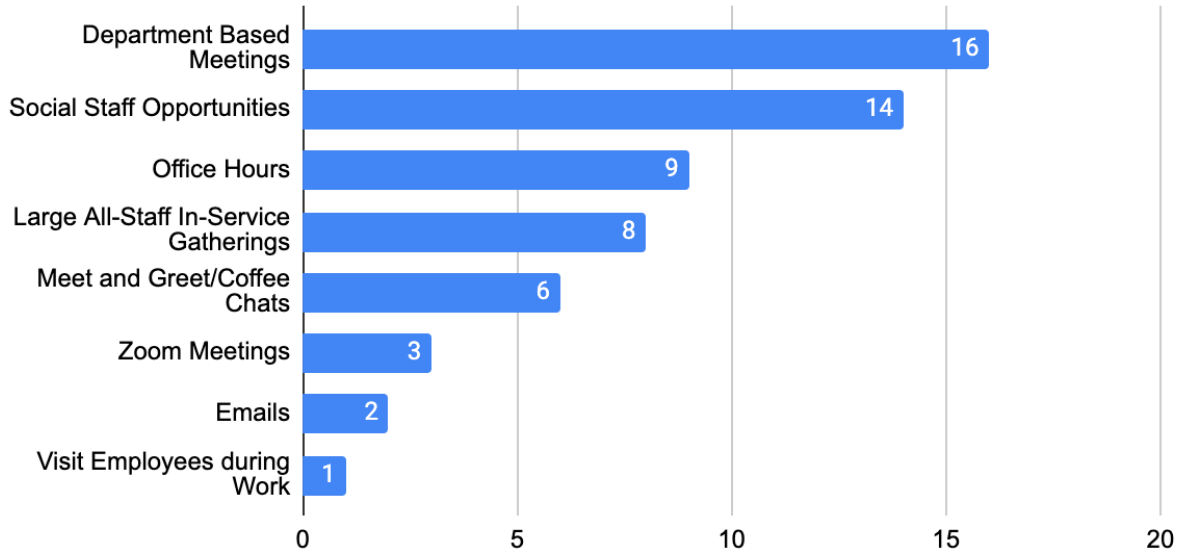
What skills and experiences are most important for the new City Manager to succeed in Essex Junction? (Please indicate the 5 most important to you)



- 21 Responses
- Top 3:
 1. Communication and Interpersonal Skills
 2. Organization and Management Skills
 3. Leadership and Strategic Planning

Question 3: Staff

How would you like the new City Manager to interact with staff?
(Please indicate the 3 most important to you)



- 21 Responses
- Top 2:
 1. Department Based Meetings
 2. Social Staff Opportunities

Question 4: Staff

In a few words, what else should the Trustees consider when selecting a manager?

- Someone looking for innovation when running a municipality
- Live and be a part of the community
- Meet staff
- Strong communicator, approachable
- Emotionally intelligent individual that is flexible, open minded, and unpretentious
- Aware of the area and cost of living. Willing to get to know the department
- Won't get in the way of moving forward and cares about staff
- Interest/familiarity with Essex Junction
- Compassionate and wants to make a difference
- Listens and cares for employees and the community
- Adaptable to the needs of the city
- Personality that fits with the established team. Not afraid of change
- Experience and previous success
- Lives in the city or takes part in city service and activity. Uses childcare, library, businesses, park
- Someone with a family so they understand the value of work life balance

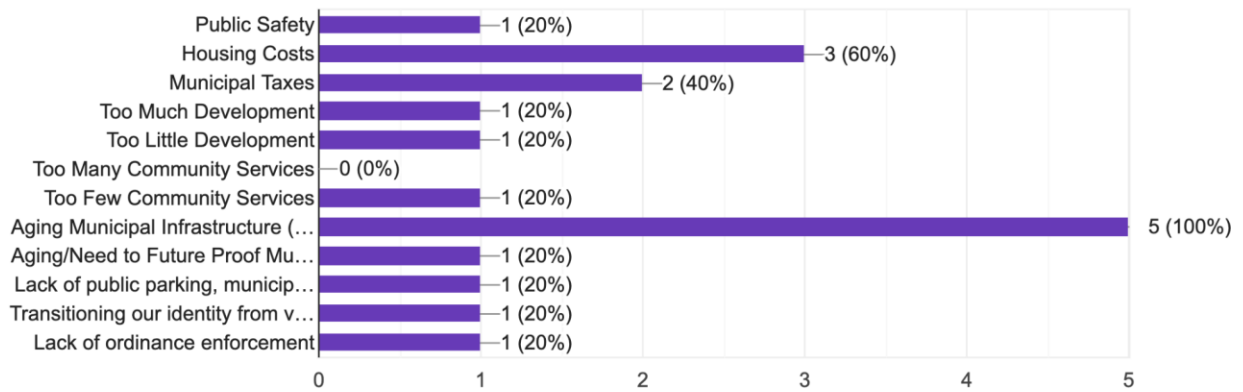
City Manager Search Responses: Trustees

There were 5 total responses to this survey. Each respondent answered every question.

Question 1: Trustees

What are the most important challenges facing the City of Essex Junction? (Please indicate the 4 most important to you)

5 responses

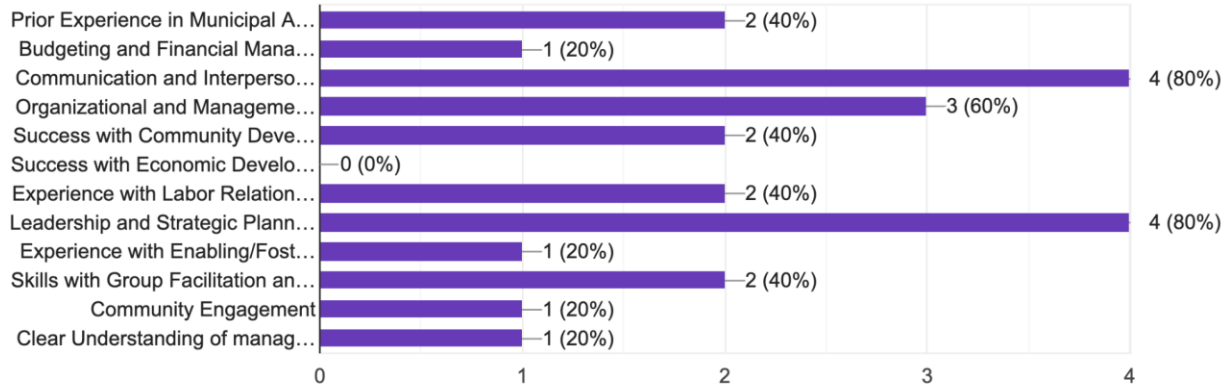


- Top 3:
 1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
 2. Housing Costs
 3. Municipal Taxes

Question 2: Trustees

What skills and experiences are most important for the new City Manager to succeed in Essex Junction? (Please indicate the 5 most important to you)

5 responses

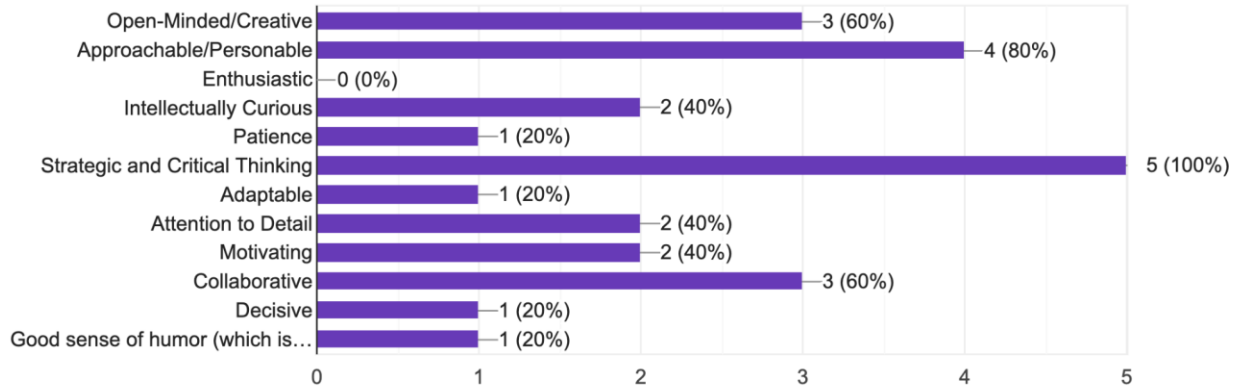


- Top 3:
 1. Communication and Interpersonal Skills
Leadership and Strategic Planning
 2. Organization and Management Skills

Question 3: Trustees

What management and leadership attributes should the next City Manager have? (Please indicate the 5 most important to you)

5 responses



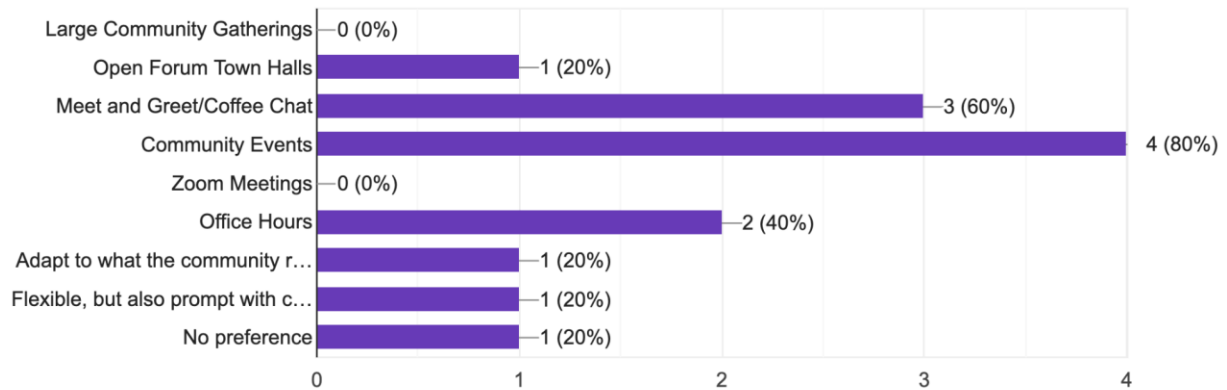
4 Most Important:

1. Strategic and Critical Thinking
2. Approachable/Personable
3. Open-Minded/Creative
Collaborative

Question 4: Trustees

How would you like the new City Manager to interact with the community? (Please indicate the 3 most important to you)

5 responses



- 3 Most Important:
 1. Community Events
 2. Meet and Greet/Coffee Chats
 3. Office Hours

Question 5: Trustees

In a few words, what else should the Trustees consider when selecting the new City Manager?

- Experience is important, but you can train aptitude not attitude.
- Past work record, what motivated them to apply and move to the area? Salary, quality of life, other?
- Demonstrated capacity to grasp the technical issues related to stormwater, wastewater, municipal infrastructure, and redevelopment
- Manager with experience leading a group of leaders and building a team. Someone that lets the department heads be the experts and plan for their inevitable retirements. Not someone that lets department heads walk all over them but that gets out of the way when not needed.
- Fresh ideas and be willing to rethink, redesign, and reimagine how our community engages with residents and staff. Experience and interest in incorporating diversity, equity, and inclusion principles into all areas of our municipal services.

Summary: Residents / Staff / Trustees

Most important challenges facing the City:

Residents

1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
2. Housing Costs
3. Municipal Taxes

Trustees

1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
2. Housing Costs
3. Municipal Taxes

Management and leadership attributes City Manager should have:

Residents

1. Strategic and Critical Thinking
2. Open-Minded/Creative
3. Approachable/Personable
4. Collaborative

Trustees

1. Strategic and Critical Thinking
2. Approachable/Personable
3. Open-Minded/Creative
Collaborative

How the City Manager should interact with the community:

Residents

1. Open Forum Town Halls
2. Meet and Greet/Coffee Chats
3. Community Events

Trustees

1. Community Events
2. Meet and Greet/Coffee Chats
3. Office Hours

Skills and experiences are most important for the City Manager:

Staff

1. Communication and Interpersonal Skills
2. Organization and Management Skills
3. Leadership and Strategic Planning

Trustees

1. Communication and Interpersonal Skills
Leadership and Strategic Planning
2. Organization and Management Skills

Interview Responses:

Trustees Summary:

The Trustees wanted someone that will pay attention to how things currently operate. The new city manager should be engaged and listen; they need to focus on communication and collaboration. There is a theme of a horizontal management style in Essex Junction, not top down, this needs to be respected and fostered.

Question 1: Please describe the management style that you believe is optimal for the City.

- Careful listener and modest talker. Manages through collaboration and insight, not authority and protocol. Measures their success through the success of others.
- Champion for employees and able to balance the community and board expectations. Willing to make change where needed. Management style needs to involve more engagement between manager and department heads. Current style was more triage, not active management.
- Supports council/management form of government for new city.
- Allow Department heads to run their own departments without assistance - not the manager running them. Not autocratic, not hierarchical, on the younger side - energy, drive, curiosity, and passion.
- Be collaborative, work with professionals, have conversations, work with trustees in a timely manner. Not looking for a mayor type manager. Need to work with the public without being a public figure. Start initiatives and get them completed in a timely manner. Professionally supportive, address deficits in management. Do not need to be on regional boards - time should be spent managing. Manager works for the city and allows the trustees to govern. The right candidate must work in complete conjunction with the elected officials.

Question 2: What is unique about how the Village operates in regards to the manager/ department head relationship and what type of manager will be successful in continuing this.

- Management style of Essex Junction has traditionally been more horizontal and vertical. The manager is in a more supportive, collaborative role rather than a top-down role. Need to be willing to take the time to learn how it fits together, gradually take the reins while maintaining a sense of teamwork, and do no harm.
- Consistency in expectations, supervision and outcomes. Needs to be able to navigate a climate of "We've always done it this way" and be able to successfully articulate change, if required.
- Believes current form works well and would like to see it continue: an elected board that oversees the manager for checks and balances.
- Small active community, new manager needs to be involved in this. Good communicator. Tech and social media savvy. Staff and department heads need to leave interactions feeling positive.
- True negotiator, strong communicator, collaborative, NOT micromanager, not office drive - get out and see the departments, tech savvy, independent, informative with regular communication with the trustees, ensure contract negotiations add value to the city, let department heads be experts in their capacity and do not overstep them, does not need to come in with plans to initiate changes in the city.

Department Heads Summary:

The department head responses were similar - they know their jobs and they do them well. They don't want someone to come in and micromanage them. They want someone to get to know their departments, build relationships, see how they work and to work with them to improve. A strong communicator that can add value to their decision processes and not slow them down.

There was a theme of not having been visited by city managers in the past and only getting attention when something was 'broken'. Now that the merger will not be a focus of the city manager, they'd like to see more involvement.

Question 1: Please describe the new City Manager's management style that would bring out your best efforts and make your department function best.

- Strong Communication, allow for independence but available for check in. Get to know the departments and what they do on a basic level.
- Good at looking at the big picture. Good listener with management experience. Understand the New England style of municipal government
- Visionary, curious, and a team player. Hard working but blends well with the current staff.
- Relationship driven, positive communicator, return to customer satisfaction with public works, policy driven, not a micromanager, active interest in getting to know departments, value employee retention and recruitment, focus on the new city's needs.
- Recognizes the assets of the department, including the people, does not micromanage.
- Department heads work in a collaborative manner that is collegial. Need a confident city manager that will give department heads "enough rope to hang themselves". Support staff, not control them.
- Engaged and excited. Need to want to interact with each department and meet staff.
- Democratic style or Laissez faire style. Values emotional intelligence in the new city manager. Social skills and awareness.
- Specific Skill Set desired:
 - Understanding of technical issues relating to storm water and wastewater
 - Experience with growing fire department/managing change from on call to full time (possibly)

Question 2: What is unique about how the Village operates in regards to the manager/department head relationship and what type of manager will be successful in continuing this?

- Work and act like a team. Strong sense of community and pride. Need to be brought in to feel like part of a team
- Allow department heads to run their departments
- Mutual trust and respect exists between department heads and managers. People work towards a common goal and do not micromanage. Collaborative environment. Continue to work towards a strong diverse community.
- People person, be accessible but don't overschedule meetings, manage collaboratively and be positive, get to know department heads and how things work.
- Village departments generally have strong leaders with deep experience. Good communication is important. Keep department heads up to date on goings on with boards. Open door policy where people feel they can drop in for quick feedback, or schedule a meeting. Recognize and trust the experts of their field, not micromanage.
- Elected officials are an integral part of what occurs in Essex Junction. Need to maintain strong relationships. Manager needs to leave their ego behind. Be proactive with the state of Vermont with items such as rail travel. Be an ambassador, meet with congressional delegation, Vermont legislators, Chittenden County, and local elected officials along with department heads.
- Doesn't feel there was a relationship with the last manager. Felt like an outcast department. Wants attention from the new city manager.
- Being accountable to the community (shareholders?) but also accountable to the employees. Multilayered decisions/problems will need to be addressed.
- Specific Skill Set desired:
 - Team oriented, strong communicator/listener, collaboration, not a micromanager, motivating

Where to Advertise (all survey responses combined):

Do you have any recommendations on where we should advertise for this position:

- High Level Recruiter
- Seek from other small towns
- VT Professionals of color network on facebook
- Listservs
- VPR
- VLCT
- Indeed
- LinkedIn
- New England
- ICMA Bulletins
- Local newspaper and radio/tv ads
- NY Times, Boston Globe, UVM Business school for other publications
- National Search
- Front Porch Forum
- Seven Days
- VT Digger
- Idealist
- Speak with realtors to find out where high interest in moving to the area exists
- 7 Days
- VLCT
- Essex Junction website
- VT Biz
- Facebook
- Internationally

Profile: City of Essex Junction, Vermont

Essex Junction is a progressive, growing, high-quality-of-life small city in the Greater Burlington metropolitan area within a short distance of the University of Vermont and UVM Medical Center, Champlain College, St. Michael's College, Burlington International Airport, and Lake Champlain. Albany, Boston, Montreal, and New York City are readily accessible by car, commuter flights, bus service, and Amtrak.

Of the 10,590 Essex Junction residents counted in the 2020 census, 27% are under 18; 58% are 19-65; and 15% are over 65. Approximately 82% identify as White; 1% as Black; 10% as Asian; 2% as Hispanic; and 5% as two or more races or Other. The median household income is \$80,019 and 48% of residents have a bachelor's degree or higher. Essex Junction is a founding member of the Essex-Westford School District, consistently ranked among the best in the state for college acceptance, special services, and test scores.

Global Foundries, a multinational microchip manufacturer, has a fabrication plant in Essex Junction which is the state's largest private employer. Other nearby large employers include the University of Vermont, UVM Medical Center, USCIS Department of Homeland Security, and the Vermont Air National Guard and Army National Guard.

With 4,500 households in 4.6 square miles interlaced with sidewalks and mostly residential streets, the City has a neighborly, tree-lined, family-friendly feel. The community prioritizes investment in education, health-wellness, and recreation. Besides a full slate of year-round recreation programs and community activities, the Essex Junction Parks and Recreation Department offers licensed pre-school and childcare programs. The Brownell Library is the state's second largest municipal library and is located next to the Essex Area Senior Center, which is operated jointly by Essex Junction and Essex Town.

In 2014 the City began intensive collaborations with private developers and state agencies to revitalize its small historic downtown with the aim of creating a lively and sustainable high-density residential-commercial core. This effort grew from an earlier citizen-based initiative, funded by the Orton Family Foundation, that incorporated shared community values into a plan for thoughtful growth in the 21st century. Among other improvements, four multi-story commercial-residential buildings were constructed between 2015-2022, providing over 200 new housing units, including 42 units of senior housing. In the same period the City received over \$8 million in state and federal funds for major infrastructure projects in the downtown core and is on track to receive an additional \$3.5 million in federal funds to renovate the Essex Junction Amtrak Station, the state's busiest.

As Vermont's newest city, with ready access to the diverse educational and employment opportunities of Chittenden County/Greater Burlington and the year-round recreational resources of the Green Mountains and Lake Champlain, Essex Junction is one of northern New England's most desirable communities for those seeking to create their own, meaningful work-life balance.

A NEW MANAGER FOR THE NEW CITY OF ESSEX JUNCTION: *IDEAL CANDIDATE PROFILE*

The City of Essex Junction, formerly the Village of Essex Junction, will become Vermont's newest and fourth largest city on July 1, 2022, and we're searching for a manager to keep us strong and guide us through this transformative chapter in our community's 130-year history.

OUR NEW CITY MANAGER SHARES OUR COMMITMENT TO:

- Creating a forward-thinking municipal culture that embraces equity and inclusion as essential elements of good governance.
- Maintaining and rebuilding our infrastructure to meet the challenges of climate change and protecting the magnificent ecosystems of Northern Vermont and Lake Champlain
- Re-envisioning our 19th century downtown as a well-designed, thriving, family-friendly, walkable urban center.
- Enriching our quality of life by investing in education, public-engagement, and recreation, and providing community resources that enable healthy, active living.
- Caring for each other as neighbors with a shared stake in our collective wellbeing.

WHO ARE WE LOOKING FOR?

Our ideal candidate knows that successful managers achieve their goals by prioritizing collaboration, teamwork, and two-way communication. The manager provides the foundation of fairness, responsibility, and trust upon which the staff relies, and which sets the tone for intelligent governance. Being approachable, open-minded, and intellectually curious are not just desirable personal qualities but necessary tools for getting the job done.

Although our city charter is new, our municipal departments have decades of history and are led by experienced professionals whose dedication and high standards helped establish Essex Junction as one of Vermont's premier communities. Our new manager knows that becoming the leader of this team means learning how to support their efforts and provide the strategic vision and positive energy to help them succeed.

The new city manager thrives on public engagement, whether in large, town-hall settings or one-to-one encounters, and enthusiastically embraces the role of being the face and voice of our community. The manager works closely with city councilors to establish bonds of trust and help them develop financially prudent and legally sound policies.

Our ideal candidate comes to us with a demonstrated commitment to fiscal responsibility and a solid grasp of the basics of municipal budgeting. Our successful candidate is comfortable operating within the policy and statutory framework of local and state government and can enthusiastically pivot from working with the city attorney on a complex environmental issue to helping the public works director develop a funding request for the city council to participating in a citizen-led planning effort for a community event.

SOME IMMEDIATE CHALLENGES:

- The new manager must work closely with the city finance director to develop our first city budget as we complete the process of disengaging our finances and shared municipal operations from Essex Town and transition away from being an incorporated village within the Town to becoming a fully independent city.
- The new manager must help oversee multiple infrastructure projects coming our way, including a \$2 million transformation of our *circa* 1820 village office into a 21st century city hall; a \$3 million rebuild of a major water line; a \$9 million traffic improvement initiative; and a \$3.2 million renovation of the Essex Junction Amtrak station.
- The new manager must take leadership working with the city council and human resources director to revise and advocate for city policies and procedures that codify our commitment to equity, inclusion, and transparency.
- The new manager must productively engage with the city development director, the Essex Junction-Essex Town Housing Commission, local developers, relevant county and state agencies, and other stakeholders to formulate strategies for addressing the acute housing shortage and consequent high cost of housing.

Essex Junction is Vermont's fastest growing community (*2020 US Census*). Our successful strategy embodies our commitment to quality schools, family-friendly culture, public safety, responsible financing, and thoughtful planning. We're seeking a dynamic, innovative leader who shares our progressive values and who is genuinely excited by the prospect of being the first manager of our new city government.

City Manager Advertising and Outreach

Paid Ads (Considered)
ICMA (International City Managers Association)
NLC (National League of Cities)
VLCT (Vermont League of Cities and Towns)
NHMA (New Hampshire Municipal Association)
MMA (Maine Municipal assoc)
MMA (Massachusetts Municipal assoc)
CCM-CT (Connecticut Conference of Municipalities)
NYCOM (New York State Conf. of Mayors and Municipal Officials)
NY towns (Association of Towns)
Zip Recruiter
Indeed
Idealist.org
Times Argus
Seven Days
LinkedIn
Facebook
Vermont Professionals of Color Network
VPR website?
Explore other NE major newspapers - Albany, Boston Globe, etc.

Spreading the Word
National Forum for Black Public Administrators
Vermont League of Cities and Towns
International Network of Asian Public Administrators
Local Government Hispanic Network
Bright Leadership Institute
VLCT Equity Council
Women Leading Government (VT and National)
RISPNET
State Racial Equity Council
Vermont Center for Independent Living (VCIL)
Pride Center
Peace and Justice Center
VT Partnership for Fairness and Diversity
Vermont Works for Women
Champlain/Rutland/Windham Area NAACP
Howard University Graduate School
Harvard Kennedy School
Essex Westford School District
Vermont Commission on Women
Emerge Vermont
Vermont businesses for Social Responsibility
UVM MPA
Municipal recruitment firms - MRI, GovHR, etc.

TO: Village Trustees, Brad Luck
FROM: OVOV Steering Team Members (Elaine Haney, Bridget Meyer, Alise Certa)
DATE: 5/6/2022
RE: Essex Junction Independence Day Commemorations

Thank you very much for the invitation to propose ideas for celebrating the creation of the City of Essex Junction. Below is our recommendation for a series of events taking place over the course of the next year. Rather than a single event (that would coincide with similar July 4th celebrations), we recommend a smaller, commemorative event on July 1st followed by a year's worth of programming designed to connect residents with the City and set the tone for the future of the City.

Commemorative Event Honoring the Creation of Vermont's 10th City

Friday, July 1, 2022, 2-3 PM

Location: Seman Field, Maple Street Park

- Presentation of plaques of appreciation to officials
- Invite dignitaries including Governor, Congressional delegation
- Honoring Village of Essex Junction residents present in 1958
- Sealing of a time capsule (from the Library of Congress: [Making a Time Capsule](#))
- Under a tent to account for weather

2022-2023: A Year of Celebration Acknowledging Our Past and Embracing Our Future

We recommend that the bulk of the \$40,000 budgeted for this overall effort be allocated to longer term programming. Some of that programming can include one-time events but others can be ongoing. These efforts can involve multiple City departments, especially EJRP and the Brownell Library. They should be informative, fun, and have an emphasis on civic participation.

Some possibilities include:

One-time events

- City Committee Summit & Volunteer Fair
- Bike & walking tours
- History tours
- Gather at the Table community dinners
- StoryCorps-like story collection event
- Moth-like storytelling event

Sustained efforts

- New neighbor welcome packet
- Trustees-sponsored planning events (like Design Five Corners 2.0)
- Formation of a Downtown Alliance (examples: Montpelier, Barre, Vergennes, Middlebury)
- Appointed permanent committee of up to 7 for planning, oversight
- City of Essex Junction Boosters
- Branding for the year's effort (as opposed to permanent branding of the City like signs, logo, etc)
- Design & print a map of the City for distribution

We look forward to discussing these possibilities with you at your meeting on May 11th.



MEMORANDUM

TO: Village Trustees
FROM: Wendy Hysko, Interim Village Co-Manager
DATE: May 11th , 2022
SUBJECT: Declaration of Inclusion

Issue

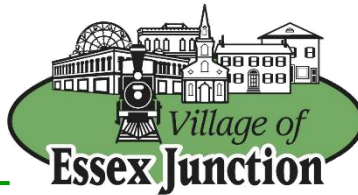
Do the Trustees want to adopt a Declaration of Inclusion for the Village and/or City of Essex Junction?

Discussion

The information about the Declaration of Inclusion was originally brought to the Village Trustees as a discussion item at the February 8, 2022 meeting. Inclusion Week in Vermont was declared by Governor Phil Scott in May 2021 to be the second week of May, while not essential in timing, this week would be ideal to adopt the Declaration in honor of Inclusion Week. The suggested general wording for the Declaration that has been adopted by over 40 towns across Vermont, has been adjusted for our own municipality.

Recommendation

The Village Trustees adopt the Declaration of Inclusion. There is no cost associated with adoption of the Declaration.



Declaration Of Inclusion

The Village of Essex Junction and/or City of Essex Junction condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, or disability, and wants everyone to feel safe and welcome in our community.

As a Village and/or City, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

The Village of Essex Junction and/or City of Essex Junction has and will continue to be a place where individuals can live freely and express their opinions.

Adopted by the Village Trustees on May 11, 2022.

Andrew Brown, President

Raj Chawla, Vice President

Dan Kerin

Amber Thibeault

George Tyler

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 11, 2022

Agenda Item: 5h. Ethics Policy

Issue

At the April 13 meeting, the board took an initial look at the Ethics Policy and determined it was in need of some edits. Amber has re-written the policy and worked with Colleen to get the draft ready for your review.

Discussion

The board should review the policy and edit as you see fit.

Cost

NA.

Recommendation

It is recommended that the Trustees consider editing the document tonight and determine if the board is ready to adopt the Ethics Policy tonight or would like further revisions and consideration at the next meeting.

Recommended Motion

Should the Trustees decide to move forward with the policy, the following is the recommended motion:

“I move that we adopt the Conflict of Interest and Ethics Policy as edited tonight by the Trustees.”

Attachments

- DRAFT Essex Junction Conflict of Interest and Ethics Policy

**CITY OF ESSEX JUNCTION CONFLICT OF INTEREST
AND ETHICS POLICY**

Article I. Application

This policy applies to all elected and appointed officials in addition to employees (including Essex Junction Fire Department) of the City of Essex Junction (hereinafter referred to collectively or individually as “Public Officer and Employee”).

Article II. Purpose

The purpose of this policy is to maintain the public trust that is critical to the continued operation of the municipality.

There are five principles to which public officers and employees shall adhere to:

- (a) A public officer or employee should represent and work towards the public interest rather than private/personal interests.
- (b) A public officer or employee should accept and maintain the public trust.
- (c) A public officer or employee should exercise leadership, particularly in the form of consistently demonstrating behavior that reflects the public trust.
- (d) A public officer or employee should recognize the proper role of all government bodies and the relationships between the various government bodies.
- (e) A public officer or employee should always demonstrate respect for others and for other positions.

Article III. Definitions

For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

- 1. A real or seeming incompatibility between a public officer’s or employee’s private interests and their public or fiduciary interests to the municipality they serve. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer/employee or a person or group closely tied with the public officer/employee, including their household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of an official act or action, or any other matter pending before the public officer/employee or before the public body in which the public officer holds office. A conflict of interest may take any of the four following forms:
 - a. A direct financial conflict of interest arises when a public officer/employee acts on a matter that has a direct financial impact on that public officer/employee, including but limited to the following:
 - i. Financial interest in the sale to the City of any property when such financial interest was received with prior knowledge that the City intended to purchase the property.
 - ii. Contractual arrangements with the City in which the public officer or employee has a financial interest.
 - b. An indirect financial conflict of interest arises when a public officer/employee acts on a financial matter that impacts a person or group closely tied to the public officer/employee.

- c. A direct personal conflict of interest arises when a public officer/employee acts on a matter that has a direct impact on the public officer/employee in a non-financial way but is of significant importance to the public officer/employee.
 - d. An indirect personal conflict of interest arises when a public officer/employee acts on a matter in which the public officer's/employee's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's individual political views or general opinion on a given issue.
 3. A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the public body to which that public officer belongs.

A "conflict of interest" does not arise in the case of an official act or action in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate that is no greater than that of other persons generally affected by the decision.

- B. **Emergency** means an imminent threat or peril to the public health, safety, or welfare.
- C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel, or any person interested in the outcome of a quasi-judicial proceeding that occurs outside the proceeding and concerns the substance or merits of the proceeding.
- D. **Official act or action** means any legislative, administrative, or quasi-judicial act performed by any public officer while acting on behalf of the municipality. This term does not apply to ministerial acts or actions wherein no discretionary judgment is exercised.
- E. **Public body** means any board, council, commission, or committee of the municipality.
- F. **Public interest** means an interest of the municipality, generally conferred upon all municipality residents.
- G. **Public officer** means a person elected or statutorily appointed to perform the municipality's executive, administrative, legislative, or quasi-judicial functions. This term does not include municipal employees.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties and which results in a written decision, the result of which is appealable by a party to a higher authority

Article IV. Prohibited Conduct

- A. A public officer/employee shall not participate in any official act or action or conduct if they have a conflict of interest, whether real or perceived, in the matter under consideration, including the following:

- i. Appointment of an immediate family member or business associate.
 - ii. Supervision of an immediate family member.
 - iii. Dating shall be prohibited between co-workers in power-differentiated relationships where one of the parties has decision-making authority over the other party's terms or conditions of employment terms, including performance appraisals.
 - iv. A public official/employee shall not, without authorization, disclose or use confidential information acquired in the course of official duties or use such information to further a personal interest.
 - v. The following positions may not be held simultaneously by any City public officer or employee:
 - a. City Manager may not hold the office of City Clerk or City Treasurer.
 - b. City Councilor shall not serve as a member of the Development Review Board or Planning Commission.
 - c. A member of the Planning Commission shall not serve as a member of the Development Review Board.
 - d. A City Councilor, Planning Commission, or Development Review Board member shall not be an employee of the City of Essex Junction.
- B. A public officer shall not personally – or through any member of their household, business associate, employer, or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- C. A public officer/employee shall not accept gifts or other offerings for personal gain by virtue of their public office/employee that is not available to the public in general. The following are permissible under this policy:
- i. Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business, or where official attendance by the public officer or employees as a City representative is appropriate;
 - ii. An award publicly presented in recognition of public service; or
 - iii. Occasional, non-pecuniary gifts of nominal value.
- D. A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- E. A public officer/employee shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- F. A public officer who is a member of a public body shall not give the impression that they have the authority to make decisions or take actions on behalf of that body.

Article V. Disclosure

A public officer who, while serving on a public body, may have a conflict of interest, whether real or perceived, in a matter under consideration by that public body shall, prior to taking an official act or action or participating in any official act or action on the matter, publicly disclose at a public meeting or public hearing that they have an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse themselves from a matter due to a conflict of interest, whether real or perceived.

Article VI. Consideration of Recusal

Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Article VII. Recusal

- A. After taking the actions listed in Articles V and VI, a public officer, whether appointed or elected, shall declare whether they will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that they are able to act fairly, objectively, and in the public interest, in spite of the conflict, they shall state why they believe that they are able to act in the matter fairly, objectively, and in the public interest. Otherwise, the public officer shall recuse him or herself from the matter under consideration. A public officer that recuses him or herself may, but not must, explain the basis for that decision.
- B. The failure of an appointed public officer to recuse himself in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.

Article VIII. Post Recusal Procedure

- A. A public officer who has recused himself from participating in an official act or action by a public body shall not sit with the public body, deliberate with the public body, or participate in the discussions about that official act or action in any manner in their capacity as a public officer. However, such members may still participate as members of the public or private party, if applicable.
- B. The public body may adjourn the proceedings to a time, date, and place certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

Article X. Effective Date

This policy is effective July 1, 2022.

Article XI. Distribution

This policy shall be distributed to all employees and public officers upon hiring, appointment, or election. Each individual receiving the policy shall execute the acknowledgment form attached here as Appendix A. The City's Human Resources Director shall maintain the form for the term of employment,

appointment/election; it may be destroyed after the individual is no longer employed or acting in an official capacity for the City, in accordance with the City's document retention policy.

Article XII. Complaints

Any complaints regarding alleged violations of this policy by an appointed public officer or employee shall be directed in writing to the City Manager. Any complaint shall include the name of the person alleged to have committed the violation and the specific act(s) which constitute the violation. The City Manager shall forward the complaint to the appropriate public official and the Human Resources Director for matters involving an employee.

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

APPENDIX A

ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the City of Essex Junction Conflict of Interest and Ethics Policy (dated July 1, 2022).

I further understand the Conflict of Interest and Ethics Policy are subject to change at any time by a majority vote of the City Council.

Signature: _____

Print Name: _____

Date: _____

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 11, 2022

Agenda Item: 5i. Real Estate Purchase or Lease Options

Issue

With impending renovations to 2 Lincoln Street, the municipality will need explore options for how to best provide space (temporarily and permanently) for future city operations.

Discussion

This discussion should take place in executive session.

Cost

NA.

Recommendation

It is recommended that this conversation take place in executive session.

Recommended Motion

Should the Trustees decide to move forward with the recommendation, the following is the recommended motion:

“I move that we go into executive session to discuss negotiating or securing real estate purchase or lease options under the provisions of Title 1, Section 313(a)(2) of the Vermont Statutes, and include the interim co-managers.”

Attachments

None.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	04/10/22	J Coll; A Coll; J Prog; S 9852 041022	210-5-35-10-640.202 Juvenile Collection	35.94	39325	04/22/22
42665	AMAZON/SYNCB	04/10/22	J Coll; A Coll; J Prog; S 9852 041022	210-5-35-10-640.201 Adult Collection	88.79	39325	04/22/22
42665	AMAZON/SYNCB	04/10/22	J Coll; A Coll; J Prog; S 9852 041022	210-5-35-10-840.202 Childrens Programs	359.39	39325	04/22/22
42665	AMAZON/SYNCB	04/10/22	J Coll; A Coll; J Prog; S 9852 041022	210-5-35-10-610.000 General Supplies	355.18	39325	04/22/22
02420	AUTOZONE	02/15/22	7" LED Combo Light Bar 3236072080	210-5-40-12-430.000 R&M Vehicles & Equipment	48.43	39326	04/22/22
10575	BLAISE JEANINE	04/07/22	ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	126.75	39330	04/22/22
29075	BRADFORD SYSTEMS CORP / A	03/30/22	ARPA grant: Lockers 378231	210-5-35-10-890.832 Fed Grant Expenditure: AR	6713.00	39331	04/22/22
00530	BRODART CO	04/01/22	J Collection (not Adult); B6399706	210-5-35-10-640.202 Juvenile Collection	29.99	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403477	210-5-35-10-640.202 Juvenile Collection	84.70	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403477	210-5-35-10-610.000 General Supplies	6.40	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403527	210-5-35-10-640.202 Juvenile Collection	10.25	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403527	210-5-35-10-610.000 General Supplies	0.80	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403528	210-5-35-10-640.202 Juvenile Collection	5.99	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403528	210-5-35-10-610.000 General Supplies	0.80	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403583	210-5-35-10-640.202 Juvenile Collection	9.74	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403583	210-5-35-10-610.000 General Supplies	0.80	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403584	210-5-35-10-640.202 Juvenile Collection	143.32	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403584	210-5-35-10-610.000 General Supplies	8.00	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403615	210-5-35-10-640.202 Juvenile Collection	37.23	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403615	210-5-35-10-610.000 General Supplies	2.40	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403730	210-5-35-10-640.202 Juvenile Collection	9.71	39332	04/22/22
00530	BRODART CO	04/07/22	J Collection; Supplies B6403730	210-5-35-10-610.000 General Supplies	0.80	39332	04/22/22
03000	CARGILL SALT EASTERN INC	04/04/22	Salt 2907063008	210-5-40-12-600.000 Salt, Sand and Gravel	1595.78	39333	04/22/22
03000	CARGILL SALT EASTERN INC	04/05/22	Salt 2907066812	210-5-40-12-600.000 Salt, Sand and Gravel	3910.61	39333	04/22/22
26395	CCRPC	02/28/22	Land Development Code upd 2022424	210-5-16-10-330.000 Professional Services	937.50	39337	04/22/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21120	CHAMPLAIN MEDICAL URGENT	04/02/22	DOT Physical and Drug Scr 0005151000	210-5-25-10-330.000 Professional Services	150.00	39339	04/22/22
23455	CHITTENDEN SOLID WASTE DI	04/15/22	Flammable liquids 11002770	210-5-40-12-425.000 Trash Removal	14.28	39342	04/22/22
21210	CINTAS LOC # 68M 71 M	04/14/22	SM SHOP TWL-RED- 4116426098	210-5-40-12-610.000 General Supplies	90.36	39343	04/22/22
21210	CINTAS LOC # 68M 71 M	04/01/22	WATERBREAK COOLER LEASE 9171399522	210-5-40-12-610.000 General Supplies	50.00	39343	04/22/22
06955	CLEMENS DIANE	04/12/22	PRESIDING OFFICER 20220412	210-5-10-10-820.000 Elections	405.00	39344	04/22/22
14420	COGLEY ROBERT M	04/12/22	ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	172.25	39345	04/22/22
14415	COGLEY SUSAN M	04/12/22	ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	172.25	39346	04/22/22
04940	COMCAST	04/12/22	Cable TV Internet 11 Jac 0091811 0422	210-5-40-12-600.000 Salt, Sand and Gravel	62.90	39347	04/22/22
04940	COMCAST	04/12/22	Cable TV Internet 11 Jac 0091811 0422	210-5-40-12-610.000 General Supplies	181.41	39347	04/22/22
04940	COMCAST	04/03/22	Cable TV 0207722 0422	210-5-25-10-530.000 Communications	19.82	39349	04/22/22
V9941	COMMERCIAL CARD SVCS	04/02/22	Village HRIS Apr 2022 01133324	210-5-10-10-505.000 Tech. Subs, Licenses	381.60	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/25/22	Adobe Pro for Darby 2136005588	210-5-10-10-505.000 Tech. Subs, Licenses	15.89	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/29/22	Reverse sales tax 2136005588 R	210-5-10-10-505.000 Tech. Subs, Licenses	-0.90	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/16/22	NIC Background Check DPW 53631570	210-5-40-12-330.000 Professional Services	30.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/25/22	NIC Background checks DPW 53735492	210-5-40-12-330.000 Professional Services	30.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	04/06/22	nic background check admi 53893118	210-5-10-10-330.000 Professional Services	30.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	04/07/22	nic background check DPW 53909820	210-5-10-10-330.000 Professional Services	30.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/30/22	DPW Job Ad 7464734575	210-5-40-12-330.000 Professional Services	25.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	04/01/22	dpw job ad 7465612835	210-5-40-12-330.000 Professional Services	25.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	04/01/22	PW job ad 7465612835A	210-5-40-12-330.000 Professional Services	-25.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	04/07/22	Monitor Stand 892829168	210-5-25-10-610.000 General Supplies	345.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/30/22	ADOBE FOR HR ADOBE 330202	210-5-10-10-505.000 Tech. Subs, Licenses	15.89	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/23/22	Village of Essex Jct rene GFOA VEJ 322	210-5-13-10-500.000 Training, Conf, Dues	160.00	39350	04/22/22
V9941	COMMERCIAL CARD SVCS	03/17/22	VT HR memebership VTHR DWYER 2	210-5-10-10-500.000 Training, Conf, Dues	75.00	39350	04/22/22
31545	COSTCO #314	04/14/22	Computer Monitor 01142022	210-5-25-10-610.000 General Supplies	505.85	39352	04/22/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29510	04/12/22	ELECTION WORKER 20220412	210-5-10-10-820.000 Elections	52.00	39354	04/22/22
31540	04/12/22	HILL-FLEURY DAWN ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	396.50	39366	04/22/22
27110	04/12/22	LAVIGNE GEORGIA ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	97.50	39371	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-10-10-210.000 Group Insurance	73.20	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-13-10-210.000 Group Insurance	73.20	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-40-12-210.000 Group Insurance	86.31	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-40-13-210.000 Group Insurance	7.32	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-35-10-210.000 Group Insurance	219.60	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-16-10-210.000 Group Insurance	73.20	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-30-10-210.000 Group Insurance	183.00	39373	04/22/22
27840	04/20/22	MADISON NATIONAL LIFE INS May 2022 Vill Life 1494839	210-5-30-12-210.000 Group Insurance	72.86	39373	04/22/22
26920	04/01/22	MAYVILLE DARBY Joint minutes 3/28 39A	210-5-10-10-530.000 Communications	16.17	39375	04/22/22
29675	04/12/22	MURRAY PATRICK ELECTION WORKER 20220412	210-5-10-10-820.000 Elections	91.00	39381	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Health May'22 16587160 050122D	210-5-40-12-210.000 Group Insurance	0.01	39382	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-10-10-210.000 Group Insurance	3929.94	39383	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-40-12-210.000 Group Insurance	4561.68	39383	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-40-13-210.000 Group Insurance	270.57	39383	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-35-10-210.000 Group Insurance	6588.23	39383	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-16-10-210.000 Group Insurance	1352.80	39383	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-30-10-210.000 Group Insurance	3763.00	39383	04/22/22
23080	04/09/22	MVP HEALTH CARE INC 43118 Vill health May 2022 16587655	210-5-30-12-210.000 Group Insurance	2029.24	39383	04/22/22
28475	04/13/22	NEWSBANK INC Adult Collection RN1035649	210-5-35-10-640.201 Adult Collection	1946.00	39386	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-10-10-210.000 Group Insurance	104.53	39388	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-13-10-210.000 Group Insurance	197.99	39388	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-40-12-210.000 Group Insurance	310.66	39388	04/22/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-40-13-210.000 Group Insurance	13.71	39388	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-35-10-210.000 Group Insurance	496.26	39388	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-16-10-210.000 Group Insurance	71.96	39388	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-30-10-210.000 Group Insurance	388.32	39388	04/22/22
24960	04/15/22	NORTHEAST DELTA DENTAL May 2022 Vill Dental 050122	210-5-30-12-210.000 Group Insurance	104.53	39388	04/22/22
V10729	04/12/22	OVERDRIVE INC A Collection; J Collectio 22122197	210-5-35-10-640.201 Adult Collection	2618.41	39390	04/22/22
V10729	04/12/22	OVERDRIVE INC A Collection; J Collectio 22122197	210-5-35-10-640.202 Juvenile Collection	575.59	39390	04/22/22
08110	04/12/22	POULIN ELIZABETH ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	81.25	39394	04/22/22
02050	04/05/22	RON BUSHEY'S SUNOCO tires skid streets 4179 0422	210-5-40-12-430.000 R&M Vehicles & Equipment	910.52	39396	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-41-26-622.000 Electricity	1942.22	39397	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-41-23-622.000 Electricity	247.79	39397	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-41-21-622.000 Electricity	603.18	39397	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-41-22-622.000 Electricity	350.28	39397	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-41-20-622.000 Electricity	350.28	39397	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-40-12-622.000 Electricity	699.54	39397	04/22/22
17505	04/11/22	SAND HILL SOLAR LLC Village Solar Apr 22 240	210-5-40-12-622.000 Electricity	172.10	39397	04/22/22
22315	04/15/22	STEVENSON GABRIELLE recruitment committee RECRUITCOMGS	210-5-10-10-190.000 Board member Payments	50.00	39399	04/22/22
21000	04/13/22	UNIFIRST CORPORATION Rugs and mats service 1080076898	210-5-41-21-400.000 Contracted Services	26.40	39403	04/22/22
11935	04/12/22	VIKING-CIVES USA JOHNSTON BRUSH 2 Pc part 4515605	210-5-40-12-610.000 General Supplies	685.86	39405	04/22/22
23395	04/14/22	VILLAGE HARDWARE - WILLIS SEED -GREEN MOUNTAIN TURF 514594	210-5-40-12-605.000 Summer Construction Suppl	589.86	39407	04/22/22
23395	04/14/22	VILLAGE HARDWARE - WILLIS #12 Poly Grain Scoop 514596	210-5-40-12-610.000 General Supplies	66.48	39407	04/22/22
23395	04/12/22	VILLAGE HARDWARE - WILLIS NUTS -BOLTS -SCREWS 5514573	210-5-40-12-610.000 General Supplies	3.49	39407	04/22/22
07565	04/07/22	W B MASON CO INC Tissues 228906131	210-5-30-12-610.000 General Supplies	58.96	39412	04/22/22
22220	04/07/22	WATTS ANDY ELECTION WORKER 20220412	210-1-00-00-130.000 Exchange - General	52.00	39413	04/22/22
23435	03/31/22	CHAMPLAIN WATER DISTRICT Village water Mar 2022 Village Marc	254-5-54-20-411.000 CWD Water Purchase	855.85	39341	04/22/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	03/31/22	Village water Mar 2022	Village Marc	254-5-54-70-411.400 CWD Water Purchase - Glob	4608.50	39341	04/22/22
23435	03/31/22	Village water Mar 2022	Village Marc	254-5-54-20-411.000 CWD Water Purchase	40943.86	39341	04/22/22
23435	03/31/22	Village water Mar 2022	Village Marc	254-5-54-70-411.400 CWD Water Purchase - Glob	220470.64	39341	04/22/22
27840	04/20/22	May 2022 Vill Life	1494839	254-5-54-20-210.000 Group Insurance	91.50	39373	04/22/22
10110	04/12/22	Residential Water Meter R	1777	254-5-54-70-750.001 Meter Replacement Program	550.00	39377	04/22/22
23080	04/09/22	Vill health May 2022	16587655	254-5-54-20-210.000 Group Insurance	4696.96	39383	04/22/22
24960	04/15/22	May 2022 Vill Dental	050122	254-5-54-20-210.000 Group Insurance	317.51	39388	04/22/22
42625	04/04/22	Gravity Bypass Project 20	80514	255-5-55-70-730.001 Energy Conservation	181.54	39320	04/22/22
14685	02/28/22	Admin Building - heating	055781	255-5-55-30-570.000 Other Purchased Services	2235.00	39322	04/22/22
11375	04/01/22	2YD FL SERVICE MSW wwtp	3280136	255-5-55-30-570.000 Other Purchased Services	1097.64	39334	04/22/22
14265	04/16/22	April saftey training	41622	255-5-55-30-500.000 Training, Conf, Dues	200.00	39353	04/22/22
V10347	04/07/22	PEST CONTROL MAINTENANCE	15243793	255-5-55-30-570.000 Other Purchased Services	74.00	39370	04/22/22
27840	04/20/22	May 2022 Vill Life	1494839	255-5-55-30-210.000 Group Insurance	164.70	39373	04/22/22
23080	04/09/22	Vill health May 2022	16587655	255-5-55-30-210.000 Group Insurance	6588.29	39383	04/22/22
V1661	04/05/22	Lab Supplies	468884	255-5-55-30-618.000 Laboratory Supplies	607.19	39387	04/22/22
24960	04/15/22	May 2022 Vill Dental	050122	255-5-55-30-210.000 Group Insurance	405.35	39388	04/22/22
27840	04/20/22	May 2022 Vill Life	1494839	256-5-56-40-210.000 Group Insurance	86.48	39373	04/22/22
10110	04/12/22	Residential Water Meter R	1777	256-5-56-70-750.001 Meter Replacement Program	1100.00	39377	04/22/22
23080	04/09/22	Vill health May 2022	16587655	256-5-56-40-210.000 Group Insurance	3356.39	39383	04/22/22
24960	04/15/22	May 2022 Vill Dental	050122	256-5-56-40-210.000 Group Insurance	176.70	39388	04/22/22
17505	04/11/22	Village Solar Apr 22	240	256-5-56-40-434.002 West Street PS Costs	484.39	39397	04/22/22
17505	04/11/22	Village Solar Apr 22	240	256-5-56-40-434.001 Susie Wilson PS Costs	349.72	39397	04/22/22
17505	04/11/22	Village Solar Apr 22	240	256-5-56-40-622.000 Electricity	122.19	39397	04/22/22
19815	04/12/22	RK MSP Supplies	1GFT3C6QG7TF	259-5-30-15-610.000 General Supplies	16.57	39323	04/22/22
19815	04/09/22	RK Summit Supplies	1MTJG31763RL	259-5-30-15-610.000 General Supplies	16.99	39323	04/22/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	04/08/22	RK MSP/Summit Supplies 1XDQ9JKHWYKP	259-5-30-15-610.000 General Supplies	16.98	39323	04/22/22
19815	AMAZON CAPITAL SERVICES	04/05/22	Vac Camp April 1YKGR74R791J	259-5-30-15-610.000 General Supplies	121.32	39323	04/22/22
19815	AMAZON CAPITAL SERVICES	04/12/22	RK EES Supplies 1YV3M4JN9M1J	259-5-30-15-610.000 General Supplies	106.32	39323	04/22/22
19815	AMAZON CAPITAL SERVICES	04/11/22	RK Hiawatha Supplies 1YV3M4JNKC41	259-5-30-15-610.000 General Supplies	51.27	39323	04/22/22
27840	MADISON NATIONAL LIFE INS	04/20/22	May 2022 Vill Life 1494839	259-5-30-15-210.000 Group Insurance	326.51	39373	04/22/22
27840	MADISON NATIONAL LIFE INS	04/20/22	May 2022 Vill Life 1494839	259-5-30-16-210.000 Group Insurance	143.85	39373	04/22/22
23080	MVP HEALTH CARE INC 43118	04/09/22	Vill health May 2022 16587655	259-5-30-15-210.000 Group Insurance	5269.02	39383	04/22/22
23080	MVP HEALTH CARE INC 43118	04/09/22	Vill health May 2022 16587655	259-5-30-16-210.000 Group Insurance	5837.44	39383	04/22/22
24960	NORTHEAST DELTA DENTAL	04/15/22	May 2022 Vill Dental 050122	259-5-30-15-210.000 Group Insurance	323.82	39388	04/22/22
24960	NORTHEAST DELTA DENTAL	04/15/22	May 2022 Vill Dental 050122	259-5-30-16-210.000 Group Insurance	363.40	39388	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/11/22	RK Summit Snack 642490	259-5-30-15-610.000 General Supplies	119.75	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/07/22	RK MSP Snack 643772	259-5-30-15-610.000 General Supplies	74.60	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/11/22	RK Snack 645231	259-5-30-15-610.000 General Supplies	118.32	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/11/22	RK FMS Snack 645472	259-5-30-15-610.000 General Supplies	156.83	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/11/22	RK FMS Snack 645473	259-5-30-15-610.000 General Supplies	29.37	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/11/22	RK Hiawatha Snack 645636	259-5-30-15-610.000 General Supplies	51.92	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/12/22	RK Westford Snack 646109	259-5-30-15-610.000 General Supplies	81.70	39392	04/22/22
29425	PERFORMANCE FOOD SERVICE	04/12/22	RK Fleming Snack 646261	259-5-30-15-610.000 General Supplies	58.48	39392	04/22/22

04/22/22

Town of Essex / Village of EJ Accounts Payable

02:27 pm

Check Warrant Report # 17299 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 04/22/22 To 04/22/22 & Fund 2

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

358188.26

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29380	04/22/22	BALLARD KATIE L HC Stipend April HC4622	210-5-10-10-190.000 Board member Payments	50.00	39420	04/29/22
09345	04/16/22	BASIC Monthly Fee for COBRA Adm 1N2364311	210-5-10-10-210.000 Group Insurance	42.50	39422	04/29/22
23600	04/21/22	BILLINGS FARM & MUSEUM Donations: Foundation: At Billings0422	210-5-90-00-991.000 Library Donation Expense	200.00	39425	04/29/22
00530	04/12/22	BRODART CO Donations: Foundation: FA B6406185	210-5-90-00-991.000 Library Donation Expense	30.21	39429	04/29/22
00530	04/12/22	BRODART CO Donations: Foundation: FA B6406185	210-5-35-10-610.000 General Supplies	1.60	39429	04/29/22
00530	04/14/22	BRODART CO J Collection; Supplies B6408143	210-5-35-10-640.202 Juvenile Collection	715.88	39429	04/29/22
00530	04/14/22	BRODART CO J Collection; Supplies B6408143	210-5-35-10-610.000 General Supplies	51.20	39429	04/29/22
16030	04/18/22	BROWN ELECTRIC Provide labor and materia 36729	210-5-40-12-610.000 General Supplies	373.34	39430	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	83.40	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	49.00	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	15.89	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	258.00	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	160.00	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	14.99	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-505.000 Tech. Subs, Licenses	135.00	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-610.000 General Supplies	47.78	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-610.000 General Supplies	227.20	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-12-500.000 Training, Conf, Dues	47.00	39431	04/29/22
22670	04/15/22	CAPITAL ONE CREDIT CARD - EJRP CC March/April 6508 0422	210-5-30-10-610.000 General Supplies	40.95	39431	04/29/22
23455	04/25/22	CHITTENDEN SOLID WASTE DI small bag (road kill) 3380162	210-5-40-12-425.000 Trash Removal	2.00	39434	04/29/22
38280	04/26/22	CRYSTAL ROCK BOTTLED WATE water 2 Lincoln Apr 22 17 042622	210-5-41-20-610.000 General Supplies	12.46	39439	04/29/22
25715	04/20/22	DONALD L. HAMLIN CONSULT Plan review of 41 Maple S 21802 0422	210-5-40-12-330.000 Professional Services	570.00	39441	04/29/22
25715	04/20/22	DONALD L. HAMLIN CONSULT replacement of the existi 21806 0422	210-5-40-12-330.000 Professional Services	4369.75	39441	04/29/22
25715	04/20/22	DONALD L. HAMLIN CONSULT related to paving project 22801 0422	210-5-40-12-451.000 Summer Construction Servi	4055.25	39441	04/29/22
25715	04/20/22	DONALD L. HAMLIN CONSULT 18 River Road Curbcut Rev 22805 0422	210-1-00-00-130.002 Exchange - Billable	247.50	39441	04/29/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25715	04/20/22	DONALD L. HAMLIN CONSULT Engineering assistance as 22810 0422	210-5-40-12-330.000 Professional Services	168.75	39441	04/29/22
05020	03/15/22	ESSEX JCT VILLAGE OF Water Sewer 202472381	210-5-41-26-410.000 Water and Sewer Charges	188.59	39449	04/29/22
25390	04/19/22	FIRST NATIONAL BANK OMAHA EJRP CC March/April 4955 0422	210-5-17-10-850.000 Community Events and Cele	4.99	39453	04/29/22
45400	04/19/22	FIRST NATIONAL BANK OMAHA Trn.Conf.Dues; A.Col; J.P 00170422	210-5-35-10-500.000 Training, Conf, Dues	25.00	39456	04/29/22
45400	04/19/22	FIRST NATIONAL BANK OMAHA Trn.Conf.Dues; A.Col; J.P 00170422	210-5-35-10-640.201 Adult Collection	60.49	39456	04/29/22
45400	04/19/22	FIRST NATIONAL BANK OMAHA Trn.Conf.Dues; A.Col; J.P 00170422	210-5-35-10-840.202 Childrens Programs	11.98	39456	04/29/22
45400	04/19/22	FIRST NATIONAL BANK OMAHA Trn.Conf.Dues; A.Col; J.P 00170422	210-5-35-10-505.000 Tech. Subs, Licenses	112.66	39456	04/29/22
45400	04/19/22	FIRST NATIONAL BANK OMAHA Trn.Conf.Dues; A.Col; J.P 00170422	210-5-35-10-560.000 Postage	78.56	39456	04/29/22
00820	04/19/22	GLOBAL EQUIPMENT COMPANY Dog Waste Bags 119012896	210-5-30-12-610.000 General Supplies	298.17	39462	04/29/22
07010	04/12/22	GREEN MOUNTAIN POWER CORP non-solar accts 3/11 to 4 0422NS	210-5-40-12-622.200 Streetlight Electricity	11000.97	39465	04/29/22
07010	04/12/22	GREEN MOUNTAIN POWER CORP non-solar accts 3/11 to 4 0422NS	210-5-40-12-622.200 Streetlight Electricity	738.74	39465	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP Solar Accts 3/8 to 4/7/22 422 SOLAR	210-5-41-20-622.000 Electricity	183.71	39467	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP Solar Accts 3/8 to 4/7/22 422 SOLAR	210-5-41-22-622.000 Electricity	183.71	39467	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP Solar Accts 3/8 to 4/7/22 422 SOLAR	210-5-40-12-622.000 Electricity	76.59	39467	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP Solar Accts 3/8 to 4/7/22 422 SOLAR	210-5-41-21-622.000 Electricity	538.43	39467	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP Solar Accts 3/8 to 4/7/22 422 SOLAR	210-5-40-12-622.000 Electricity	247.04	39467	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP Solar Accts 3/8 to 4/7/22 422 SOLAR	210-5-41-23-622.000 Electricity	80.23	39467	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP MSP Power March 42275MAPLE	210-5-41-26-622.000 Electricity	247.76	39468	04/29/22
07010	04/08/22	GREEN MOUNTAIN POWER CORP MSP Power March 42275MAPLE2	210-5-41-26-622.000 Electricity	50.14	39469	04/29/22
22340	04/01/22	JAQUITH PUBLIC LIBRARY Adult Collection 04012022	210-5-35-10-640.201 Adult Collection	12.00	39474	04/29/22
V9454	04/25/22	LENNY'S SHOE & APP uniform 3436293	210-5-40-12-612.000 Uniforms	483.95	39476	04/29/22
V10462	03/31/22	MONAGHAN SAFAR DUCHAM PL Vill legal Mar 2022 March 2022	210-5-10-10-320.000 Legal Services	785.00	39481	04/29/22
V10462	03/31/22	MONAGHAN SAFAR DUCHAM PL Vill legal Mar 2022 March 2022	210-5-10-10-320.000 Legal Services	105.00	39481	04/29/22
V10462	03/31/22	MONAGHAN SAFAR DUCHAM PL Vill legal Mar 2022 March 2022	210-5-10-10-320.000 Legal Services	17.50	39481	04/29/22
V10462	03/31/22	MONAGHAN SAFAR DUCHAM PL Vill legal Mar 2022 March 2022	210-5-10-10-320.000 Legal Services	87.50	39481	04/29/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	03/31/22	Vill legal Mar 2022 March 2022		210-5-16-10-320.000 Legal Services	17.50	39481	04/29/22
06675	04/25/22	Copier usages 3/18-4/17/2 481040		210-5-35-10-442.000 Rental Vehicles/Equip	1.81	39486	04/29/22
06675	04/25/22	Copier usages 3/18-4/17/2 481040		210-5-35-10-442.000 Rental Vehicles/Equip	56.11	39486	04/29/22
06675	04/25/22	Copier usages 3/18-4/17/2 481040		210-5-40-12-442.000 Rental Vehicles/Equip	1.42	39486	04/29/22
06675	04/25/22	Copier usages 3/18-4/17/2 481040		210-5-10-10-442.000 Rental Vehicles/Equip	15.27	39486	04/29/22
27240	04/18/22	Elevator Service, May Ju 100400760788		210-5-41-21-431.000 R&M Buildings & Grounds	329.18	39490	04/29/22
22320	04/11/22	Hiring Planning Committee 41122CMCP		210-5-10-10-190.000 Board member Payments	50.00	39492	04/29/22
05380	04/05/22	Vill postage Apr 22 0405224061A		210-5-10-10-560.000 Postage	201.00	39496	04/29/22
37430	04/13/22	Dump truck repairs RC77621		210-5-40-12-430.000 R&M Vehicles & Equipment	4365.89	39497	04/29/22
02320	04/22/22	HC Stipend April HC4622MR		210-5-10-10-190.000 Board member Payments	50.00	39499	04/29/22
02050	04/22/22	Tire Plug Repaired truck 4371 0422		210-5-40-12-430.000 R&M Vehicles & Equipment	20.00	39500	04/29/22
00275	04/25/22	MSP USA Flag 26184		210-5-30-12-610.000 General Supplies	107.73	39503	04/29/22
14160	04/21/22	Donations: Foundation: At 225		210-5-90-00-991.000 Library Donation Expense	200.00	39504	04/29/22
29090	04/21/22	2 HATHARD W/ RATCHET BLUE 125088614001		210-5-40-12-610.000 General Supplies	42.04	39510	04/29/22
29455	04/22/22	HC Stipend April HC4622MT		210-5-10-10-190.000 Board member Payments	50.00	39511	04/29/22
36825	04/19/22	Mower Balde 093497		210-5-30-12-431.000 R&M Buildings & Grounds	174.96	39515	04/29/22
00710	04/11/22	return cust 13566 041122D		210-5-40-12-610.000 General Supplies	24.45	39518	04/29/22
36130	04/18/22	CELL PHONE SERIVCE 9904416344		210-5-40-12-530.000 Communications	35.01	39520	04/29/22
29690	04/25/22	Score board repair suppli 22033		210-5-30-12-431.000 R&M Buildings & Grounds	210.00	39521	04/29/22
23395	04/20/22	STRAW 514626		210-5-40-12-605.000 Summer Construction Suppl	139.90	39522	04/29/22
23395	04/21/22	STRAW 514634		210-5-40-12-605.000 Summer Construction Suppl	109.68	39522	04/29/22
23395	04/21/22	SINGLE CUT KEY 514635		210-5-40-12-610.000 General Supplies	7.94	39522	04/29/22
23395	04/22/22	N UTS-BOLTS-SCREWS 514651		210-5-40-12-605.000 Summer Construction Suppl	66.37	39522	04/29/22
23395	04/25/22	EJRP Maint Supplies 514666		210-5-30-12-610.000 General Supplies	224.53	39522	04/29/22
23395	04/26/22	EJRP Maint Supplies 514682		210-5-30-12-610.000 General Supplies	38.95	39522	04/29/22

11:34 am

Check Warrant Report # 17300 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 04/29/22 To 04/29/22 & Fund 2

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-10-10-210.000	43.16	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-13-10-210.000	38.01	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-40-12-210.000	58.56	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-40-13-210.000	2.72	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-35-10-210.000	90.55	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-16-10-210.000	18.76	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-30-10-210.000	83.99	39523	04/29/22
			814957063	Group Insurance			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	210-5-30-12-210.000	22.99	39523	04/29/22
			814957063	Group Insurance			
29825	04/21/22	VT GAS SYSTEMS	MSP Gas April	210-5-41-26-621.000	205.40	39524	04/29/22
			1578756 0422	Natrual Gas/Heating			
29825	04/21/22	VT GAS SYSTEMS	MSP Gas April	210-5-41-26-621.000	270.17	39526	04/29/22
			810044 0422	Natrual Gas/Heating			
07565	04/19/22	W B MASON CO INC	Trash Bags	210-5-30-12-610.000	28.48	39530	04/29/22
			229177810	General Supplies			
29395	04/22/22	WATSON MIA	HC Stipend April	210-5-10-10-190.000	50.00	39531	04/29/22
			HC4622MW	Board member Payments			
25715	04/14/22	DONALD L. HAMLIN CONSULT	Crescent Connector Feb -	230-5-16-10-890.824	1631.25	39441	04/29/22
			12833 0422	Cres. Connector			
25715	04/14/22	DONALD L. HAMLIN CONSULT	Crescent Connector Phase	230-5-16-10-890.824	3018.00	39441	04/29/22
			18814 0421	Cres. Connector			
25715	04/20/22	DONALD L. HAMLIN CONSULT	Densmore Drive Upstream C	230-5-40-13-722.801	911.43	39441	04/29/22
			21804 0422	Densmore Dr non-FEMA			
25715	04/20/22	DONALD L. HAMLIN CONSULT	Brickyard Culvert Replace	230-5-40-13-895.830	2186.25	39441	04/29/22
			22802 0422	BC2058 Brickyard Culvert			
V10462	03/31/22	MONAGHAN SAFAR DUCHAM PL	Vill legal Mar 2022	230-5-16-10-890.824	522.50	39481	04/29/22
			March 2022	Cres. Connector			
07010	04/12/22	GREEN MOUNTAIN POWER CORP	non-solar accts 3/11 to 4	254-5-54-20-622.000	73.11	39465	04/29/22
			0422NS	Electricity			
V2227	04/25/22	TI-SALES, INC.	5/8" X 3/4" Neptune T-10	254-5-54-70-750.001	2024.00	39516	04/29/22
			1NV0142631	Meter Replacement Program			
21230	04/19/22	VISION SERVICE PLAN (CT)	May 2022 Vill Vision	254-5-54-20-210.000	59.92	39523	04/29/22
			814957063	Group Insurance			
35260	04/18/22	EAST COAST PRINTERS INC	uniforms	255-5-55-30-612.000	543.00	39445	04/29/22
			04142215	Uniforms			
06870	04/25/22	ENDYNE INC	Sludge Holding Tank	255-5-55-30-340.000	528.00	39447	04/29/22
			406589	Technical Services			
V0902	04/15/22	GEOCORP, INC	flow charts	255-5-55-30-610.000	364.30	39461	04/29/22
			316954	General Supplies			
23980	04/22/22	INTERSTATE BATTERY OF VT	LAWN AND GARDEN BATTERY	255-5-55-30-610.000	82.40	39472	04/29/22
			903201016074	General Supplies			
23980	04/25/22	INTERSTATE BATTERY OF VT	service truck battery	255-5-55-30-610.000	4.65	39472	04/29/22
			903201016082	General Supplies			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	03/31/22	Vill legal Mar 2022		255-5-55-30-320.000	822.50	39481	04/29/22
		March 2022		Legal Services			
V10462	03/31/22	Vill legal Mar 2022		255-5-55-30-320.000	557.50	39481	04/29/22
		March 2022		Legal Services			
06675	04/25/22	Copier usages 3/18-4/17/2	481040	255-5-55-30-442.000	14.09	39486	04/29/22
				Rental Vehicles/Equip			
03180	03/15/22	FA Service Fire Alarm Ser	21573	255-5-55-30-330.000	130.00	39502	04/29/22
				Professional Services			
29090	04/22/22	6 GLOVETRUEFIT REFLECTIV	125126447	255-5-55-30-610.000	126.00	39510	04/29/22
				General Supplies			
02970	04/07/22	Repl.Salt Bridge PEEK pHD	938618	255-5-55-30-618.000	460.71	39519	04/29/22
				Laboratory Supplies			
36130	04/18/22	CELL PHONE SERIVCE	9904416344	255-5-55-30-530.000	80.70	39520	04/29/22
				Communications			
36130	04/18/22	CELL PHONE SERIVCE	9904416344	255-5-55-30-570.000	40.01	39520	04/29/22
				Other Purchased Services			
21230	04/19/22	May 2022 Vill Vision	814957063	255-5-55-30-210.000	82.83	39523	04/29/22
				Group Insurance			
19630	04/26/22	Pumping services sewer li	12296	256-5-56-40-433.000	320.00	39428	04/29/22
				R&M Infrastructure			
07010	04/12/22	non-solar accts 3/11 to 4	0422NS	256-5-56-40-622.000	464.86	39465	04/29/22
				Electricity			
07010	04/08/22	Solar Accts 3/8 to 4/7/22	422 SOLAR	256-5-56-40-622.000	339.52	39467	04/29/22
				Electricity			
07010	04/08/22	Solar Accts 3/8 to 4/7/22	422 SOLAR	256-5-56-40-434.001	134.12	39467	04/29/22
				Susie Wilson PS Costs			
07010	04/08/22	Solar Accts 3/8 to 4/7/22	422 SOLAR	256-5-56-40-434.002	137.16	39467	04/29/22
				West Street PS Costs			
V2227	04/25/22	5/8" X 3/4" Neptune T-10	1NV0142631	256-5-56-70-750.001	4048.00	39516	04/29/22
				Meter Replacement Program			
21230	04/19/22	May 2022 Vill Vision	814957063	256-5-56-40-210.000	34.82	39523	04/29/22
				Group Insurance			
14400	04/08/22	SR Center cleaning	6948	258-5-33-13-330.000	450.00	39416	04/29/22
				Professional Services			
01930	04/13/22	CTE Soup	432831	258-5-33-13-830.000	55.00	39432	04/29/22
				Regular Programs			
27295	12/15/21	FlowerGram	87670	258-5-33-13-830.000	81.98	39478	04/29/22
				Regular Programs			
06675	04/25/22	Copier usages 3/18-4/17/2	481040	258-5-33-13-442.000	127.03	39486	04/29/22
				Rental Vehicles/Equip			
19815	04/23/22	RK FMS Supplies	11FXTWGGFL7C	259-5-30-15-610.000	135.44	39417	04/29/22
				General Supplies			
19815	04/20/22	RK Hiawatha Supplies	141W7WXP79KQ	259-5-30-15-610.000	19.99	39417	04/29/22
				General Supplies			
19815	04/15/22	Vac Camp Supplies	19RHGCDWW6WP	259-5-30-15-610.000	8.41	39417	04/29/22
				General Supplies			
19815	04/19/22	RK Hiawatha Supplies	1D4K4M6YRRHY	259-5-30-15-610.000	5.40	39417	04/29/22
				General Supplies			
19815	04/16/22	RK Hiawatha Supplies	1KV9N6HD9QMQ	259-5-30-15-610.000	81.51	39417	04/29/22
				General Supplies			

For Check Acct 01 (GENERAL FUND) All check #s 04/29/22 To 04/29/22 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	04/23/22	RK Staff Appreciation 1KVRMNJY6C7K	259-5-30-15-610.000 General Supplies	99.58	39417	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-500.000 Training, Conf, Dues	978.00	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-500.000 Training, Conf, Dues	-44.87	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-500.000 Training, Conf, Dues	100.00	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-500.000 Training, Conf, Dues	-25.00	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-14-330.000 Professional Services	2378.04	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-610.000 General Supplies	70.00	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-610.000 General Supplies	104.16	39431	04/29/22
22670	CAPITAL ONE CREDIT CARD -	04/15/22	EJRP CC March/April 6508 0422	259-5-30-15-610.000 General Supplies	41.72	39431	04/29/22
31545	COSTCO #314	04/15/22	DC Trip Supplies 041522D	259-5-30-14-610.000 General Supplies	402.81	39438	04/29/22
25390	FIRST NATIONAL BANK OMAHA	04/19/22	EJRP CC March/April 4955 0422	259-5-30-16-610.000 General Supplies	64.47	39453	04/29/22
06675	NATIONAL BUSINESS TECHNOL	04/25/22	Copier usages 3/18-4/17/2 481040	259-5-30-10-442.000 Rental Vehicles/Equip	100.81	39486	04/29/22
36130	VERIZON WIRELESS	04/18/22	CELL PHONE SERVICE 9904416344	259-5-30-16-610.000 General Supplies	40.35	39520	04/29/22
21230	VISION SERVICE PLAN (CT)	04/19/22	May 2022 Vill Vision 814957063	259-5-30-15-210.000 Group Insurance	84.42	39523	04/29/22
21230	VISION SERVICE PLAN (CT)	04/19/22	May 2022 Vill Vision 814957063	259-5-30-16-210.000 Group Insurance	71.79	39523	04/29/22
Report Total					----- 60213.56 =====		

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VILLAGE OF ESSEX JUNCTION
TRUSTEES MEETING MINUTES
APRIL 13, 2022

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

ADMINISTRATION and STAFF: Brad Luck, Interim Village Co-Manager; Jess Morris, Finance Director

OTHERS PRESENT: Annie Cooper, Roseanne Prestipino, Ken Signorello, Gabrielle Smith, Harlan Smith, James Waite

1) CALL TO ORDER

In lieu of a chair, Mr. Luck called the meeting to order at 6:30 PM.

2) REORGANIZATION

DAN KERIN made a motion, seconded by GEORGE TYLER to nominate ANDREW BROWN as President. Motion passed 5-0.

ANDREW BROWN made a motion, seconded by GEORGE TYLER to nominate RAJ CHAWLA as Vice-President. Motion passed 5-0.

3) AGENDA ADDITONS/CHANGES

None.

4) APPROVE AGENDA

Not required, no changes.

5) PUBLIC TO BE HEARD

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

None.

6) BUSINESS ITEMS

a. Consider and adopt meeting schedule for the year and discuss remote only vs. hybrid meetings

Mr. Luck said that the Board would be having a full discussion on the day of the week, start time, and hybrid/remote status for their meetings. Mr. Brown asked the Board how they felt about the idea of meeting once a month, rather than twice. Mr. Tyler expressed concern that this would delay the decision making process for major initiatives. He also said that the Board could always cancel meetings if need be. Mr. Chawla suggested meeting once every three weeks, or making the meeting schedule dependent on the workload of the Board. Ms. Thibeault said that she would prefer having two shorter meetings, rather than one longer one, Mr. Kerin concurred. Mr. Brown said that he would work with the Interim Co-Managers to see if there are any opportunities to cancel meetings or combine them. He also suggested having a printed schedule to show what major topics will be discussed at each meeting. Mr. Chawla suggested holding meetings on the second and fourth Wednesday of the month, all agreed that would be acceptable. Mr. Luck said that he encouraged the Board to regroup regarding meeting frequency in the fall, and said that the twice monthly meetings can dissuade members of the committee from running for the Board. He said that a reduced meeting schedule will allow the new manager to be more engaged in the community. In regard to meeting status, Mr. Kerin indicated a desire to hold hybrid meetings. Mr. Chawla requested that the Board hold off on in-person meetings, or require that attendees wear masks. Mr. Brown said that he will discuss this with Mr. Luck and Ms. Hysko. Public comment was requested, none was received.

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DAN KERIN made a motion, seconded by AMBER THIBEAULT that the Trustees adopt a meeting schedule for 2022-2023 with meetings occurring on the second and fourth Wednesdays of the month starting at 6:30 PM and that the meetings are hybrid. Motion passed 5-0.

b. Discuss City Manager job description & starting salary range

Mr. Luck provided information about surrounding communities starting salary ranges. Mr. Brown discussed a desire to be upfront with the salary range in the advertisement, and suggested a range of \$105,000-\$130,000 annually, the Board agreed. Mr. Chawla spoke of a desire to hire an innovative manager with new ideas, and asked that more goals related to equity be included in the job description. Mr. Brown said that the charter outlined many of the manager's responsibilities. He also requested that the requirement that applicants have a Master's degree be removed. Ms. Thibeault requested that something be included stating that attendance at night meetings is a requirement. The Trustees requested that HR Director Ms. Dwyer edit the job description and bring it back to the Board. Mr. Brown requested public input, none was given.

c. Discuss Annual Meeting outcomes

Mr. Brown expressed his appreciation to everyone who voted, and for the approval of the budget and local options tax. He also thanked the Clerk's office and election staff. Mr. Tyler said that the community generally overwhelmingly approves large infrastructure improvement projects. Mr. Brown said that, due to the passage of retail cannabis, the Board of Trustees will become the de facto Cannabis Control Board for the Village. They will need to communicate with the community regarding where in the community they would like to see cannabis, and what any potential regulations would be. Mr. Brown said that the tax department will begin collecting the Local Option Tax at the beginning of the fiscal year, and will notify all local businesses of this.

d. Discuss mask purchase initiative

Mr. Luck said that the Board had passed an initiative to purchase kn95 masks in January, however the COVID landscape has changed since then. He wanted to confirm that this was something that the Board was still interested in doing, and if so, how they would like to implement it. Mr. Chawla suggested a smaller purchase, and said that surgical masks were available from the Police Department but suggested that both options be available to the public. In public comment, Ms. Cooper said that COVID cases are increasing, and suggested that now is a good time for this initiative.

e. *Discuss Tree Farm contracts

The bulk of this discussion will be held in Executive Session, however Mr. Brown requested public input. None was given. Mr. Luck said that the Boards will be reviewing three contracts during Executive Session, as they were set to expire this year.

f. Annual review of Ethics Policy

Mr. Luck said that this policy is reviewed annually. He brought language in Section 11 regarding its review to the Board's attention, as he does not believe that each committee, volunteer firefighter, and employee reviews this yearly. Ms. Thibeault suggested that Ms. Dwyer work with her to review and edit the policy, as it seems cumbersome. She suggested that the new policy go in effect on July 1, to align with the new City of Essex Junction. All were in agreement.

g. Discuss committee reappointment process

Mr. Luck said that there are eleven people who are up for reappointment this year, and asked the Board what they would like that process to look like. Mr. Brown said that he likes to meet candidates, and learn more about their personal values. He suggested preparing scripted questions to be handed out to all candidates. The Board discussed if this should be mandatory or optional, especially for long-serving members. Mr. Chawla asked the Board to consider not doing automatic re-appointments, and opening up all appointments to the public. He said that he would be in favor of the expedited process if there were no other candidates who have applied, however. Mr. Kerin said that doing this would lengthen the process and add to the current meeting load. Mr. Brown said that some of the Boards require a certain technical knowledge that would make a long-serving member advantageous, however this is not the case for all. Mr. Tyler suggested that the Trustees go to the various committee meetings and talk to members. Mr. Brown suggested that all potential reappointees answer a few questions to the Board, followed up by and further interview if necessary. In Public Comment, Ms. Cooper expressed support for requesting reappointees to interview or answer questions. She also suggested that joint meetings between committees would be a good way to find synergies. Mr. Smith also expressed support, and said that he considered it to be a review process to see if candidates are still enthusiastic and said that it would be helpful for the general public to get an overview of each committee during Trustee meetings. Ms. Prestipino said that there should be no automatic reappointments, and there should be a process for all. After Public Comment, Mr. Kerin said that he would like to see the creation of a process to ensure that everyone is treated fairly. Mr. Chawla said that this could be tied into the process of creating the new Boards that will be required for the City to operate, and said that this needs to be done by July. Mr. Tyler encouraged the Board to make this process as low-key as possible. Mr. Brown said that it would be helpful to provide the questions in advance to the appointees so that they can prepare. The Trustees decided that all eleven expiring positions will be advertised to the general public, and current appointees can attend the Trustee meeting to discuss their appointment. He also encouraged applicants to apply for more than one seat. Appointees are also able to pre-submit answers before the meeting if they wish.

h. Discuss City celebration(s)

Mr. Brown said that the creation of the City of Essex Junction is a once in a lifetime opportunity, and should be celebrated. Members of Our Village Our Voices (OVOV) have indicated interest in helping to plan the event. Mr. Tyler suggested having a Trustee and staff celebration in addition to the community celebration. Mr. Luck said that he plans to have a staff celebration on the Friday of the week that the governor signs the charter. Mr. Chawla suggested that OVOV come up with a few ideas and bring it back to the Board in a month with a budget. The Board indicated a willingness to spend up to \$40,000 on the event, and suggested the possibility of spending some of the ARRPA funds for this purpose. Mr. Brown requested public input, none was given.

7) CONSENT ITEMS

AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA, to approve the consent agenda:

- 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**

The motion passed 5-0.

150 **8) READING FILE**

- 151 a. **Board member comments:** Mr. Brown said that the governor has not yet signed the bill making Essex
152 Junction a City, however it is moving through the process. Mr. Tyler that information on the
153 construction of the pocket park at the Five Corners be on the next meeting agenda. Mr. Luck said that
154 the new Communications & Strategic Initiatives Director will begin in early May.
- 155 b. **February staff and directors report to Brownell Library Trustees**
- 156 c. **Letter to Gabriel Handy re: 197 Pearl construction and sidewalk obstruction**
- 157

158 **9) EXECUTIVE SESSION**

- 159 a. **An executive session may be necessary to discuss contracts**
- 160

161 **DAN KERIN made a motion, seconded by GEORGE TYLER to find that premature general public**
162 **knowledge regarding the Village's contracts for the Tree Farm facility with the Town of Essex and**
163 **Tree Farm Management Group would clearly place the Village at a substantial disadvantage, because**
164 **the Trustees risk disclosing its negotiation strategy if it discusses the contract terms in public. Motion**
165 **passed 5-0.**

166

167 **DAN KERIN made motion, seconded by GEORGE TYLER that the Trustees go into executive**
168 **session to discuss contracts for the Tree Farm facility with the Town of Essex and Tree Farm**
169 **Management Group under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes, and**
170 **include the Interim Co-Managers and EJRP Grounds & Facilities Director. Motion passed 5-0.**

171

172 **RAJ CHAWLA made a motion, seconded by DAN KERIN, to exit Executive Session. The motion**
173 **passed 5-0 at 9:52 PM.**

174

175 **10) ADJOURN**

176

177 **DAN KERIN made a motion, seconded by RAJ CHAWLA to adjourn the meeting. The motion**
178 **passed 5-0 at 9:52 PM.**

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181 Respectfully Submitted,
182 Darby Mayville

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**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
DRAFT MINUTES OF MEETING
April 27, 2022**

TRUSTEES PRESENT: Raj Chawla, Vice President; Dan Kerin; Amber Thibeault; George Tyler.
ADMINISTRATION: Wendy Hysko, Library Director/Interim Co-Manager; Brad Luck, Essex Junction Recreation & Parks Director/Interim Co-Manager; Robin Pierce, Community Development Director.
OTHERS PRESENT: Jeff Bartley, Annie Cooper, Roseanne Prestipino, Harlan Smith, Bob.

1. **CALL TO ORDER**

Raj Chawla called the meeting to order at 6:30 pm.

2. **AGENDA ADDITIONS/CHANGES**

None at this time.

3. **APPROVE AGENDA**

No approval needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

5. **BUSINESS ITEMS**

a. Review plan for upcoming appointments

Mr. Luck said that there are currently 11 appointed positions that will expire, and that all of them will be posted and the Junction will accept applications from potential candidates and incumbents. He said that they would like potential new appointees to submit a letter of interest regarding the position, and they would like current appointees to submit a letter explaining why they are seeking reappointment. He said that the Trustees will hold interviews for positions once applications have been submitted.

Mr. Luck also said that the Junction will also need to address whether they will be accepting applications from non-residents. He noted that there has been conversation in the past about non-residents on some commissions, such as the Housing Commission and the Economic Development Commission. He also noted that the current appointee on CSWD is a non-resident. He asked whether these openings are specifically for residents or for both residents and non-residents. Mr. Chawla replied that they purposely allowed non-residents on the Housing Commission. He said that the CSWD position should probably be a Junction position. Mr. Tyler said he is not sure if CSWD is Junction-specific. He said that the Bike Walk and Tree Advisory Committees should be Junction residents only, but there are a few regional commissions where it may be appropriate to have regional appointees. Mr. Kerin said that he doesn't see an issue with retaining the current CSWD appointee, but suggested that when it comes up for renewal, they should look to fill the position with a Junction resident. Ms. Thibeault agreed with others. She said that in the past, those roles and representations had been non-financial, but because now there is a financial impact from those roles, it would be good to consider Junction residents when positions come up for new terms. Mr. Tyler agreed.

The Junction will advertise the positions with a requirement for Junction residency.

b. Consider adoption of City Manager job description

Mr. Luck said that this is an opportunity for the Trustees to revisit the job description and salary range for the City Manager position, which will be posted. He said that edits from the previous discussion were incorporated into this version.

54
55 Ms. Thibeault asked whether they should consider adding a qualifier to the knowledge/skills/abilities
56 section of the job description around substantial knowledge of municipal operations. She said that she
57 wouldn't disqualify someone who hadn't worked in the municipal sector before, though that experience
58 is valuable and desirable. Mr. Chawla suggested adding "or similar entity."

59
60 Mr. Tyler said that substantial knowledge of municipal operations is desirable. He said he would like a
61 candidate with understanding of a City Manager's role within those operations. He expressed concern
62 about candidates that don't have a good idea of what a municipal manager does and is unfamiliar with
63 the regulatory environment or public transparency components of the job.

64
65 Mr. Kerin said that experience working with municipal governments would be important to state in the
66 job description as well.

67
68 Mr. Chawla suggested striking the phrase "substantial knowledge of municipal operations," but
69 keeping the remainder of that paragraph intact. All agreed.

70
71 Mr. Tyler said that it should be clearer that though the Manager recommends hiring the City Attorney,
72 the Attorney represents the City Council, not the Manager. Ms. Thibeault recommended that the
73 language remain as written, since it comes from the City Charter, but that it should be further clarified
74 in a policy.

75
76 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees adopt the City**
77 **Manager job description as edited tonight by the Trustees. The motion passed 4-0.**

78
79 c. Discuss Development Review Board (DRB) and Planning Commission (PC) transition process
80 Mr. Luck spoke about the language in the Charter about transitional provisions to move from a Zoning
81 Board of Adjustment (ZBA) and a Planning Commission (PC) to a Development Review Board (DRB)
82 and a Planning Commission. He said that this would be a preliminary discussion about how the
83 Trustees would like to see this process unfold. He noted that this needs to occur by July 1.

84
85 Ms. Thibeault said she would like to know how the current ZBA and PC members feel about this
86 transition. She asked whether the current ZBA members would have to become the new DRB and
87 whether the current PC members would have to be the new PC, or whether members could be given
88 the option of changing committees. Mr. Luck replied that there are only 4 PC members currently and 2
89 ZBA members currently. He said that the statute language means that the members would
90 automatically become members of those respective boards, but that they have the option to resign
91 from one and apply to be on the other if they like.

92
93 Mr. Chawla said that one issue is how to fill those seats that are currently vacant. He also suggested
94 meeting with the current members of the PC and ZBA to get their thoughts on the future of the boards.
95 Mr. Pierce noted that many municipalities have moved to a DRB structure with good success. He said
96 that after this transition, the Planning Commission would be the legislative body that develops
97 regulations, and the DRB would adjudicate development applications based on those regulations.

98
99 Ms. Thibeault said that it would be helpful to understand more of the distinctions between having a
100 ZBA/PC and a DRB/PC. Mr. Pierce said that he could put together some of that information prior to a
101 discussion with the Trustees and current ZBA/PC members.
102

103 Harlan Smith asked if City employees who are also City residents could also serve on the Planning
104 Commission. Mr. Chawla replied that elected officials cannot serve on the Planning Commission or be
105 employees of the City. Mr. Tyler noted that Rick Hamlin was on the Bike Walk Committee for a number
106 of years and that there weren't issues. Ms. Thibeault said that as long as there isn't a conflict of
107 interest, that shouldn't be an issue. Mr. Chawla said that they should get a firmer answer on this so
108 that there is clarity.

109
110 Annie Cooper said that the Junction should not prohibit residents who are also employees to
111 participate and serve the City (if possible). She however acknowledged that conflicts of interest are a
112 murky subject and need to be taken into account.

113
114 **6. CONSENT ITEMS**

- 115 a. Approve annual appointments of Village Treasurer/Tax Collector, Village Clerk, Village Attorney,
116 Fire Chief, Village Engineering Consultant, Audit Firm
117 b. Approve check warrants: #17297—4/8/2022; #17298—4/15/22
118 c. Approve minutes: March 28, 2022; April 6, 2022
119 d. Bond Necessity Resolution

120
121 **AMBER THIBEAULT made a motion, seconded by DAN KERIN to approve the consent agenda**
122 **as amended. The motion passed 4-0.**

123
124 **The following amendment was made:**

- 125 • **Minutes of April 6, 2022: Remove "Vice President" after George Tyler's name in the**
126 **attendees, and add "Vice President" after Raj Chawla's name in the attendees.**

127
128 **8. READING FILE**

- 129 a. Board member comments: Mr. Tyler spoke about the 1 Main Street project and how it has not
130 moved forward in a timely way. He requested another update on the 1 Main Street Park project at the
131 Trustees' next meeting.
132 b. Temporary Use Application – CVE Annual Permit
133 c. Trustee Meeting Schedule
134 d. 1 Main Street update

135
136
137 **9. EXECUTIVE SESSION:**

- 138 a. *An executive session is not anticipated
139 An executive session was not held.

140
141 **10. ADJOURN**

142
143 **DAN KERIN made a motion, seconded by GEORGE TYLER to adjourn the meeting. The motion**
144 **passed 4-0 at 7:27 PM.**

145
146 Respectfully Submitted,
147 Amy Coonradt

**VILLAGE OF ESSEX JUNCTION
APPLICATION TO CLOSE OR OBSTRUCT A STREET
FOR A COMMUNITY EVENT**

I/we do hereby make application, as required by the Village of Essex Junction, VT, to close or obstruct a Village street.

CONDITIONS:

1. Provide a detailed site plan and/or aerial view of the street(s) to be closed or obstructed. Return the site plan with your completed application sixty (60) days in advance of the event to the Village Office, 2 Lincoln Street, Essex Junction, VT 05452 or admin@essexjunction.org. It requires final approval from the Village Trustees.
2. Obtain pre-approval from the Essex Police Department (878-8331) and Essex Junction Fire Department (878-6958) regarding the plans which must include provision for emergency access. Work with the Essex Junction Public Works Department (878-6942 or 878-6944) to obtain road signs to warn drivers of road closing.
3. Maintain a twelve (12) foot clear road in the center of the street in case of emergency.
4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) to be closed:

Lincoln St (St. James to 5 Corners) + Pearl St (5 Corners to CVE entrance)

Purpose: Memorial Day Parade

Date(s): 5/28

Hours: from 9:30a to 11:15a
(including set up and tear down)

Brad Luck
Name of Organizer (please print)

EJRP
Organization/Event Name

75 Maple St
Address

Phone: Home _____ Work _____

Cell 802-310-4067 (required on site)


Signature

FOR COMPLETION BY VILLAGE STAFF

Public Works Date approved _____ Approved by: _____
Comment: _____

Police Dept. Date approved _____ Approved by: _____
Comment: _____

Fire Dept. Date approved _____ Approved by: _____
Comment: _____

Municipal Manager: _____ Date approved _____

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION

Please Print

Applicant's Name: Brad Luck

Organization: EJRP

Tax Exempt #: _____ Non-Profit: Yes No

Address: 75 Maple St.

Phone: 878-1375 Email: bluck@ejrp.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: over dam + 2 Lincoln
Essex Memorial Day Parade Saturday May 28

Locations you would like the event flags displayed: /

10:00am

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed: [Signature] Date: 5/6/22

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$250 fee received: Yes No
Application complete: Yes No

Trustees= approval (date): _____

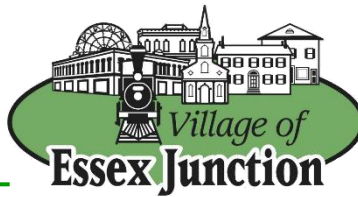
FIREWORKS DISPLAY PERMIT

Name of Person in Charge of Display: Brad Luck
Sponsor's Name: EJRP
Date and Time of Display: 7/4 9:30pm
Date and Time of Postponement (rain date): /
Location: CVE
Municipality/State: EJ, VT

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

Signature(s) of local officials authorized to issue Fireworks Display Permits.

_____ Signature	Print Name: <u>Brad Luck</u> Title: <u>Interim CO-Manager</u>
_____ Signature	Print Name: <u>Chris Faboriault</u> Title: <u>Fire Chief</u>
_____ Signature	Print Name: <u>Ron Hoague</u> Title: <u>Police Chief</u>



May 11, 2022

The Honorable Pete Buttigieg, Secretary
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Subject: Transit-Oriented Development for Northwest Vermont Planning & Feasibility Studies RAISE Grant Application

Dear Secretary Buttigieg:

On behalf of the Board of Trustees for the Village of Essex Junction as President of the Board, I express our support for Vermont's Chittenden County Regional Planning Commission (CCRPC) Transit-Oriented Development for Northwest Vermont Planning & Feasibility Studies RAISE Grant Application that is competing for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funding.

With Vermont's busiest train station in passenger ridership, the intersection of three state highways, and an important bus route connecting Essex Junction residents and visitors to other portions of the most populous county in Vermont we express our support for CCRPC's grant application.

The Village of Essex Junction looks forward to partnering with the CCRPC as a project partner.

Sincerely,

Andrew Brown
President, Board of Trustees

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 11, 2022

Agenda Item: 6g. Local Emergency Management Plan

Issue

The Local Emergency Management Plan is in the consent agenda for approval. Should the Trustees decide they want to discuss it and pull it from the consent agenda, the discussion will need to take place in executive session.

Discussion

This memo is only as a back-up in the event of a desire to discuss this matter.

Cost

NA.

Recommendation

The recommendation is to approve via the consent agenda, but below is the motion if discussing in executive session.

Recommended Motion

Should the Trustees decide they want to discuss the Local Emergency Management Plan, the following is the recommended motion:

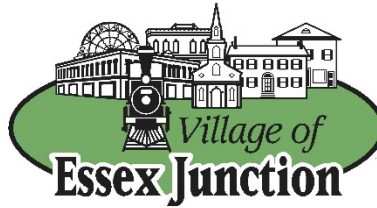
“I move that we go into executive session to discuss municipal emergency response measures, the disclosure of which could jeopardize public safety under the provisions of Title 1, Section 313(a)(10) of the Vermont Statutes, and include the interim co-managers and chief of police.”

Attachments

- Local Emergency Management Plan

TRUSTEE MEETING SCHEDULE

Meeting Date/Time	Anticipated Business
April 13, 2022-6:30 pm	Board reorganization, Meeting schedule, City Manager job description & salary, Annual Meeting outcomes, Mask purchase initiative, Tree Farm contracts, Ethics Policy, Committee appointments, City celebration(s)
April 27, 2022—6:30 pm	Appointments plan, City Manager job description, Planning Commission & Development Review Board
May 11, 2022—6:30 pm	Welcome Communications & Strategic Initiatives Director, CSWD FY23 budget, Planning Commission & Development Review Board, 1 Main Street Park, City Manager recruitment and hiring, City celebration(s), Declaration of Inclusion, Ethics Policy, Real estate purchase & lease options
May 25, 2022—6:30 pm	Local option tax, CCRPC appointments, Enterprise Fund rates public hearing warning
June 8, 2022—6:30 pm	Public hearing on Enterprise Fund rates, Committee appointments
June 22, 2022—6:30 pm	Public hearing on Enterprise Fund rates, Committee appointments, Set water/sewer/sanitation rates, Assign fund balance FY22 allocations
July 13, 2022—6:30 pm	
July 27, 2022—6:30 pm	Regulation of short-term rentals, Set tax rate
August 10, 2022—6:30 pm	
August 24, 2022—6:30 pm	
September 14, 2022—6:30 pm	
September 21, 2022—6:30 pm	
October 12, 2022—6:30 pm	
October 26, 2022—6:30 pm	
November 9, 2022—6:30 pm	
November 23, 2022—6:30 pm	Cancel? Night before Thanksgiving
December 14, 2022—6:30 pm	
December 28, 2022—6:30 pm	Cancel? Two days after Christmas holiday celebrated



MEMORANDUM

TO: Village of Essex Trustees
FROM: Chelsea Mandigo, Water Quality Superintendent
cc: Brad Luck, Interim Co-Manager
Wendy Hysko, Interim Co-Manager
Tri-Town Committee
DATE: May 3, 2022
SUBJECT: Participation CDC COVID-19 wastewater sampling program

Issue

Participation in the Center of Disease Control (CDC) COVID-19 surveillance program through sampling of wastewater influent.

Discussion

When you become infected by a virus like COVID-19 your body makes copies of that virus and releases it from your body (through our waste, coughing, breathing etc.). This known phenomenon led scientist to sample wastewater for the presence of COVID-19 and correlate the findings to the amount of virus being reported in a community. As the pandemic has progressed the ability to test for variants in wastewater also advanced allowing the public to know when new variants make it to the region.

Our facility participated in a free summer sampling program in 2021. Earlier this year we were invited by the State of VT to apply to participate in the CDC COVID-19 surveillance sampling program of wastewater influent to help track the virus in the United States. We were approved as a sampling site and will be sending in samples on Monday and Wednesday from May 2022 through January 2023.

The data received will be shared with the other Tri-Town municipalities (Town of Essex & Town of Williston) as it is an indication of COVID-19 numbers in all three communities given how the wastewater enters the facility.

Costs

Participating in this program is free.

Recommendation

It is recommended that the Water Quality Superintendent report back to the Trustees to discuss how/if the results should be posted on the municipal website etc. once data is received back.