



VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 25, 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. Department Head Conversation: Rick Jones, Public Works Superintendent
 - b. Discuss local option tax revenues use
 - c. Discuss 1 Main Street pocket park short- and long-term plans
 - d. Consider warning public hearings for FY23 proposed utility rates
6. **CONSENT ITEMS**
 - a. Approve check warrants: #17301 (5/9/22); #17302 (5/13/22)
 - b. Approve minutes: May 11, 2022
 - c. Approve 2022 Roadway Resurfacing Project Bid to SD Ireland
 - d. Approve Combination Sewer Cleaning Truck Bid to Chadwick Baross
7. **READING FILE**
 - a. 2022 Equalization Study for Town of Essex and Village of Essex Junction
 - b. Conflict of Interest & Ethics Policy – final document
 - c. “Municipal regulation of cannabis and public health in Canada” article
8. **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: 5/19/22 Brad Luck

Memo

To: Village Trustees

From: Rick Jones

Meeting Date: 5-25-22

Agenda Item: Department Head Conversation

This is intended to be an opportunity for the Trustees to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the three sections below before opening it up to a dialogue with the Trustees. The intention is for this conversation to be 10-15 minutes.

Six-Month Department Look Back (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

- Short staffed all winter
- Working on SS5000 spec (something that will fit in our shop)
- Waiting on sanitation pickup truck

Six-Month Department Look Ahead (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

- Working with new staff at the shop and the office
- Train new staff at shop how we do things
- Work on backhoe spec
- Work on saying City not Village after 7-1-22

Anything you think the Trustees should know

- Public works building in need of replacement

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 25, 2022

Agenda Item: 5b. Local option tax revenues use

Issue

With approval by Village voters in April to implement a local option tax (LOT), this will go into effect October 1, 2022. The Trustees should begin the conversation of what to do with, and how to allocate, the revenues that are generated.

Discussion

Very preliminary estimates provide a range of anticipated revenue of \$600K-\$750K annually from local option tax receipts. Three prevailing uses have been discussed before: capital funding, citizen participatory budgeting, and a sidewalk fund. The following are some recommendations for the Trustees to consider. These were developed in collaboration with Jess.

We recommend there be five buckets of capital related spending:

Road Restoration – This represents most of the projects in the current capital plan. The Capital Committee could continue to identify the list of projects and rank them. Funding would come from a combination of the General Fund transfer to capital and LOT.

Pedestrian Transportation – We recommend instead of a sidewalk fund, that the categorization of support be more broad to incorporate walking and biking, and all related infrastructure (including but not limited to) – sidewalks, multi-use paths, walkways, trails, bus stops, and crosswalks. The Bike/Walk Committee could identify the list of projects and rank them. Funding would come from a dedicated portion of LOT.

Rolling Stock – this fund would continue to support vehicle purchases and be funded from operating budget transfers from departments with vehicles. Department heads with vehicles will work with the manager and finance director to successfully plan for the upkeep of their fleet.

Municipal Grounds & Facilities – Currently there is no real capital planning or budget for Village owned properties, other than items addressed through the Village Buildings Maintenance Fund or respective buildings funds. Typically a capital schedule would be created for each property that included items that have normal life cycles and replacements that can be predicted (roofs, windows, paint, HVAC systems), along with building and property improvements – walkways, bike racks, fencing, etc. We have recently formed a staff capital planning group, including a co-manager, finance director, community development director, water quality superintendent, public works superintendent, ground & facilities

director, and Village Engineer. It is recommended that this group develop the buildings capital plan, identify projects, and rank them. Funding would come from a combination of the General Fund transfer to capital and LOT.

For Road Restoration, Pedestrian Transportation, and Municipal Grounds & Facilities, it is recommended that each of those groups maintain and update their priority list, but the finance director put together the annual plan, which will then go to the manager and City Council for approval. The public can weigh in with the Capital Committee and/or Bike/Walk Committee, and again on budget day, at budget public hearings, and the budget vote.

Participatory Budgeting – This is a process by which the community is empowered to decide together how to spend public money. We recommend that LOT revenues are used to hire a consultant to help us develop a process and system for participatory budgeting in Essex Junction. Funding would then come from a dedicated portion of LOT.

It is recommended the LOT revenues not be used until the development of the FY25 budget, after a full year of collections has taken place. This will allow the municipality to see how much money actually comes in and to only use LOT funds that have been received and are in the bank for future budgets.

The FY23 transfer to capital from the General Fund is \$532K and contribution to the Village Buildings Maintenance Fund is \$50K, for a total of \$582K. It is recommended that the funding for capital improvements from the General Fund be formulated as a percentage of the grand list for consistency purposes, and not be designated if for buildings maintenance or the current capital plan. In FY24, we recommend a 5% transfer. This would be approximately \$560K. As we realize the actual revenues received from LOT, we recommend that this 5% number be adjusted (down) in the future as needed, but gradually – i.e. not by more the ½ of a percentage point per year, until reaching the consistent number needed to fund capital improvements.

In terms of allocating LOT, it is recommended that it be allocated on a percentage basis, given that the annual revenues will fluctuate. We recommend:

%	Fund	Funding available in FY25 if \$600K LOT revenue
65%	Road Restoration and Municipal Grounds & Facilities	\$390K
20%	Participatory Budgeting	\$120K
15%	Pedestrian Transportation	\$ 90K

Using the 5% transfer from the General Fund and 65% allocation of LOT, based on the current grand list and \$600K in LOT revenue, the total capital revenue would be \$950K. The combination of these funding sources could also be used for debt relief as identified.

Cost
NA.

Recommendation

It is recommended that the Trustees have an initial conversation about how they would like to proceed with local option tax funds, what questions they would like answered, and what the next steps should be.

Recommended Motion

No motion necessary – just a conversation to start.

Attachments

- Participatory Budgeting Project

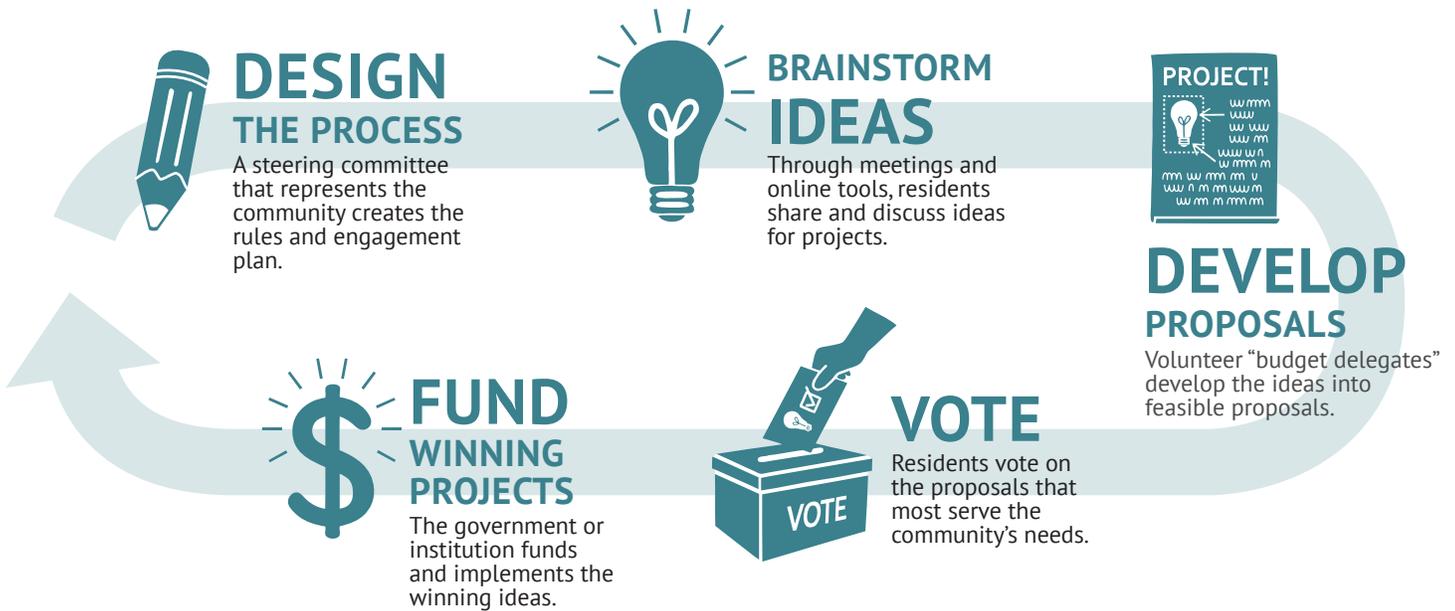


What Is Participatory Budgeting?

Participatory Budgeting (PB) is a democratic process in which community members decide how to spend part of a public budget. It gives people real power over real money.

How PB Works

PB is an annual cycle of engagement that is integrated into a regular budgeting process. A typical PB process follows these steps:



PB’s Impacts

- Increased civic engagement
- Stronger and more collaborative relationships between residents, government, and community organizations
- More inclusive political participation, especially by historically marginalized communities
- New community leaders
- More equitable and effective public spending

Where PB is Happening

- New York City, where over 100,000 people decide how to spend \$40 million
- Oakland, CA, for federal community development funds
- Phoenix, AZ, in public high schools
- Vallejo, CA, for proceeds from a city sales tax
- Boston, MA, where young people decide how to spend \$1 million each year
- Over 3,000 cities around the world.



PARTICIPATORY BUDGETING PROJECT

The **Participatory Budgeting Project (PBP)** empowers people to decide together how to spend public money. We create and support participatory budgeting (PB) processes that deepen democracy, build stronger communities, and make public budgets more equitable and effective.

PBP is the lead organization advancing participatory budgeting across the United States and Canada. We have empowered more than 400,000 people to directly decide how to spend \$300 million in public funds in 29 cities.

Our Work

Technical Assistance



We provide direct support to PB processes in order to grow and improve the practice of PB. This includes providing trainings, materials, coaching, and other expertise to governments, organizations, and residents, so that they can implement high-impact civic engagement processes that advance equity and democracy.

Participation Lab



We develop and test innovative strategies and design solutions that make PB easier and more effective, and that deepen, measure, and communicate its impacts. This work includes developing civic engagement tools such as trainings, guides, videos, and technology to address common challenges.

Network Building



We build relationships with government officials and staff, organizers and researchers to increase demand and support for PB. This work includes managing a PB Network of practitioners, holding international conferences, and introducing PB to new types of budgets.

Clients

Our clients include:

- New York City Council
- City of Oakland
- City of Seattle
- City of Boston
- City of Greensboro
- City of Cambridge
- City of Minneapolis
- City of Vallejo
- City of Toronto, ON
- City of Dieppe, NB
- City of Victoria, BC
- Phoenix Union High School District
- New York State Department of Education
- And many others

Endorsements

Our work has been recognized as a best practice in civic engagement by:

- The US Conference of Mayors
- National League of Cities
- US Department of Housing and Urban Development
- The Obama White House
- Harvard University- Ash Center for Democratic Governance & Innovation
- 100 Resilient Cities
- The Movement for Black Lives
- The Aspen Institute
- PolicyLink
- Local Progress

Contact

PBP has offices in NYC & Oakland. Contact us to learn more about starting PB in your community.

 info@participatorybudgeting.org

 @PBProject

 ParticipatoryBudgetingProject



Community Development Department

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

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

MEMORANDUM

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

Issue

Do the Trustees wish to be updated on options for the 1 Main Street Park now that a redesign has been discussed?

Discussion

Subsequent to the last Trustee meeting the Environmental Engineer was contacted regarding the status of the project at this juncture.

When asked about the thought of having grass on the site he said. "That is bad news. The use of the hardscape is a very reasonable way to reduce the need to remediate and still end up with a safe public space."

The original plan for the remediation process involved removing the existing asphalt and an additional 6" of potentially contaminated soil to support the sub-base for the bluestone pavers. The excavation would need to extend deeper for the tree balls, and other footings, e.g. lights. There is \$15K of state/CCRPC grant money to cover the remediation planning (CAP, which is already mostly complete), the oversight and testing of soil and the state reporting. The Village will be responsible for paying for the disposal of any excess cut soils generated from the process. We calculated a worst case volume of 220 CY of soil for offsite disposal with the former Plan based on the 6" cut, which could cost in the range of \$40K – 50K.

If the top two feet of soil is removed and the fabric barrier is installed and two feet of good soil put in to replace what was removed for grass or flowers and small shrubs the costs would change significantly. If we "increase the depth of soil removal to 2 ft., it will quadruple the potential cost for disposal to \$200K, and then add the cost of clean backfill/topsoil. We would also need to completely revise the CAP which would have additional costs. " It would also be possible to remediate the site to a depth of six foot. But, "it is prohibitively expensive."

Once remediation is done, if the soil is disturbed below the liner fabric and the municipality decided to 'redo' the park "this would need a new CAP and VT DEC review and approval, and there would be other costs."

"There is \$15K in state PCF/CCRPC money committed for this project. \$4K has already been spent on the CAP; the CCRPC money (\$4K) disappears if we don't build the park by September, so there could be as little as \$6K in actual remediation assistance. Because we anticipate that the soils will be Development Soils (PAHs, arsenic, lead) and not significantly contaminated by petroleum, the PCF cannot be used for soil disposal. So the Village will be footing the bill."

It seems to me that paving and trees are the most efficient way to move forward at the moment for the 1 Main Street Park, we would also include lighting. All of the foregoing would require minimum soil removal, thus less cost the Essex Junction. Looking at the big picture rather than 1 Main Street in isolation the closing of Main Street would provide the potential for a lawn at least four times larger than the 1 Main Street space. And this lawn would be in the sun as opposed to the 1 Main Street site which would be in the shade. A nice combination for those who want to tan and those who want a cooler space. As I've said previously as the Main Street road area is lower than the sidewalk maybe we could flood the lawn in the winter and have skating. It will give us lots of options.

Recommendation. This is for information only.

Memo

To: Village Trustees

From: Brad Luck, Interim Co-Manager

Meeting Date: May 25, 2022

Agenda Item: 5d. Consider warning public hearings for FY23 proposed utility rates

Issue

The issue is to warn two public hearings on the FY23 proposed utility rates for Village water, sewer, and sanitation customers.

Discussion

Each year at this time the approved utility budgets are reviewed against most recent data in utility billing in order to set rates for the upcoming year. The Village has a policy to hold two public hearings on the proposed rates. Below are the proposed rates.

Utility Charges Comparison

Rates

	FY19	FY20	FY21	FY22	FY23	Average
Water						
Fixed Charge, annual	100.12	107.44	114.39	122.23	130.18	
\$ Change	\$ 5.88	\$ 7.32	\$ 6.95	\$ 7.84	\$ 15.79	\$4.7538
% Change	6.24%	7.31%	6.47%	6.85%	13.80%	4.79%
Usage, per Cubic Foot	0.0175	0.0188	0.0198	0.0206	0.0216	
\$ Change	\$ 0.0009	\$ 0.0013	\$ 0.0010	\$ 0.0008	\$ 0.0018	\$0.0008
% Change	5.42%	7.43%	5.32%	4.04%	9.09%	5.09%
WWTF						
Fixed Charge, annual	94.24	103.28	113.95	113.95	122.37	
\$ Change	\$ 5.92	\$ 9.04	\$ 10.67	\$ -	\$ 8.42	\$2.3243
% Change	6.70%	9.59%	10.33%	0.00%	7.39%	2.50%
Usage, per Cubic Foot	0.0088	0.0098	0.0107	0.0107	0.011	
\$ Change	\$ 0.0004	\$ 0.0010	\$ 0.0009	\$ -	\$ 0.0003	\$0.0003
% Change	4.76%	11.36%	9.18%	0.00%	2.80%	2.91%
Sanitation						
Fixed Charge, annual	91.44	97.92	102.63	105.20	107.35	
\$ Change	\$ 1.80	\$ 6.48	\$ 4.71	\$ 2.57	\$ 4.72	\$2.6614
% Change	2.01%	7.09%	4.81%	2.50%	4.60%	2.96%
Usage, per Cubic Foot	0.0053	0.0057	0.0060	0.0061	0.0061	
\$ Change	\$ -	\$ 0.0004	\$ 0.0003	\$ 0.0001	\$ 0.0001	\$0.0002
% Change	0.00%	7.55%	5.26%	1.67%	1.67%	3.62%

The large user water rate (GlobalFoundries) is increasing from \$0.092 per 1,000 gallons to \$0.110 per 1,000 gallons.

The wholesale rate for WWTF (Tri-town) is increasing from \$3.251 per 1,000 gallons to \$3.565 per 1,000 gallons. This was also presented at the Tri-town meeting to members last week.

Cost

NA.

Recommendation

It is recommended that the Trustees warn the two public hearings for June 8 and 22 regarding the proposed FY23 utility rates.

Recommended Motion

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

“I move that the Trustees hold two public hearings on the FY23 proposed utility rates for Village water, sewer, and sanitation customers on June 8 and June 22, at 6:35p.m.”

Attachments

None.

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
02420	05/01/22	ProElite Deluxe Document 3236109961	210-5-25-10-430.000 R&M Vehicles & Equipment	15.99	39538	05/06/22
09345	03/15/22	Monthly Fee for COBRA Adm 1N2333312	210-5-10-10-210.000 Group Insurance	42.50	39540	05/06/22
24475	05/02/22	creeper 5677353957	210-5-40-12-430.000 R&M Vehicles & Equipment	69.99	39543	05/06/22
20915	05/04/22	trees 050422D	210-5-40-12-810.112 Tree Advisory Committee	1347.20	39544	05/06/22
16030	04/25/22	Street pole light heads 36742	210-5-40-12-610.000 General Supplies	5148.00	39545	05/06/22
16030	04/27/22	Grove St. resolve photo e 36749	210-5-40-12-610.000 General Supplies	259.00	39545	05/06/22
21120	04/15/22	Pre-Physical 0005170600	210-5-40-12-330.000 Professional Services	105.00	39547	05/06/22
21120	05/02/22	PW HIRE ER 0005201300	210-5-40-12-330.000 Professional Services	105.00	39547	05/06/22
21210	04/25/22	water cooler supplies 5105409279	210-5-40-12-610.000 General Supplies	87.96	39548	05/06/22
04940	04/19/22	Internet 2 Lincoln 4/26-5 0136343 0422	210-4-41-20-090.000 Transfer Town/Village	-163.39	39552	05/06/22
04940	04/19/22	Internet 2 Lincoln 4/26-5 0136343 0422	210-5-41-20-530.000 Communications	163.39	39552	05/06/22
04940	04/23/22	MSP Comcast May 0176315 0422	210-5-41-26-530.000 Communications	359.21	39555	05/06/22
04940	04/23/22	Park St Comcast May 0210908 0422	210-5-41-23-530.000 Communications	217.42	39556	05/06/22
33075	04/17/22	Village Laptop Bundle 10577250634	210-5-10-10-735.000 Tech: Equip/Hardware	498.32	39558	05/06/22
25715	04/20/22	18 River Road Curb Cut Re 22805 042022	210-1-00-00-130.002 Exchange - Billable	247.50	39561	05/06/22
35260	05/03/22	clothing 4212212	210-5-40-12-612.000 Uniforms	360.00	39565	05/06/22
V10576	05/01/22	May web hosting 3090	210-5-10-10-530.000 Communications	129.00	39566	05/06/22
20705	04/28/22	ROW streetscape maintenanc 4407	210-5-40-12-571.000 Streetscape Maintenance	5740.00	39578	05/06/22
21150	03/15/22	J Collection 382627	210-5-35-10-640.202 Juvenile Collection	66.94	39579	05/06/22
34895	05/01/22	11 JACKSON ST 1633873	210-5-40-12-425.000 Trash Removal	112.68	39589	05/06/22
34895	05/01/22	RAILROAD AVE etc 1633875	210-5-40-12-425.000 Trash Removal	507.21	39589	05/06/22
34895	05/01/22	BEECH ST 1634008	210-5-40-12-425.000 Trash Removal	69.74	39589	05/06/22
20470	04/30/22	April 2022 fuel bill 285951	210-5-40-12-626.000 Gasoline	3116.95	39590	05/06/22
20470	04/30/22	April 2022 fuel bill 285951	210-5-41-22-626.000 Gasoline	470.98	39590	05/06/22
20470	04/30/22	April 2022 fuel bill 285951	210-5-41-26-626.000 Gasoline	301.17	39590	05/06/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
04035	04/28/22	GOT THAT RENTAL & SALES I grinder rental 97780	210-5-40-12-810.112 Tree Advisory Committee	220.00	39592	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-30-10-210.000 Group Insurance	232.64	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-30-12-210.000 Group Insurance	116.32	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-40-12-210.000 Group Insurance	139.63	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-40-13-210.000 Group Insurance	11.63	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-10-10-210.000 Group Insurance	116.30	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-13-10-210.000 Group Insurance	116.30	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-35-10-210.000 Group Insurance	348.90	39599	05/06/22
21240	04/19/22	HICKOK & BOARDMAN HRI FY22Q3 mgmt fee 220139	210-5-16-10-210.000 Group Insurance	116.30	39599	05/06/22
23980	04/25/22	INTERSTATE BATTERY OF VT COMMERCIAL BATTERY sweepe 903201016079	210-5-40-12-610.000 General Supplies	296.00	39603	05/06/22
25625	04/02/22	LOWE'S - 1080 EJRP Maint Supplies March 4191080 0422	210-5-30-12-610.000 General Supplies	304.10	39608	05/06/22
V10130	04/28/22	LOWE'S BUSINESS ACCOUNT AZEK FRONTIER PVC 02152	210-5-40-12-610.000 General Supplies	113.04	39609	05/06/22
V10130	04/27/22	LOWE'S BUSINESS ACCOUNT MAS 36 90MFR 6PNL LH and 02901	210-5-40-12-610.000 General Supplies	524.07	39609	05/06/22
22320	04/25/22	PAPADOPULOS CHRISTINA Hiring Planning Committee CMH42522	210-5-10-10-190.000 Board member Payments	50.00	39621	05/06/22
V9862	05/04/22	PERCY RENTALS, SALES & SE FILTER-FUEL 38909	210-5-40-12-430.000 R&M Vehicles & Equipment	208.85	39623	05/06/22
14660	04/29/22	PLAGEMAN R. MICHAEL City Manager Recruitment CMR429	210-5-10-10-190.000 Board member Payments	50.00	39626	05/06/22
37430	03/31/22	R R CHARLEBOIS INC AIR FILTER, IE14916	210-5-40-12-430.000 R&M Vehicles & Equipment	150.67	39630	05/06/22
37430	04/26/22	R R CHARLEBOIS INC BATTERY DISCONNECT S 30-2 IE16827	210-5-40-12-430.000 R&M Vehicles & Equipment	40.67	39630	05/06/22
37430	05/02/22	R R CHARLEBOIS INC STARTER ASSEMBLY, MO IE17150	210-5-40-12-430.000 R&M Vehicles & Equipment	258.41	39630	05/06/22
18010	04/26/22	REYNOLDS & SON, INC. Wool gloves 3406930	210-5-25-10-612.000 Uniforms	140.95	39631	05/06/22
18010	04/26/22	REYNOLDS & SON, INC. Helmet fronts 3406931	210-5-25-10-612.000 Uniforms	51.00	39631	05/06/22
03180	04/20/22	SAFETY SYSTEMS OF VT LLC Door Control System Repai 21647	210-5-41-23-431.000 R&M Buildings & Grounds	1225.00	39634	05/06/22
09105	04/19/22	SECURE SHRED Shredding Service April 391294	210-5-30-10-330.000 Professional Services	22.00	39636	05/06/22
29835	05/04/22	SHERWIN-WILLIAMS primer 06089	210-5-40-12-610.000 General Supplies	121.96	39638	05/06/22
22315	04/29/22	STEVENSON GABRIELLE City Manager Recruitment CMR42922	210-5-10-10-190.000 Board member Payments	50.00	39642	05/06/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29090	04/12/22	SUNBELT RENTALS Chipper Rental - Tree Far 246654060001	210-5-30-12-442.000 Rental Vehicles/Equip	552.00	39644	05/06/22
V10695	04/26/22	SUNSET TREE CARE Tree Removal 042622D	210-5-30-12-330.000 Professional Services	2500.00	39645	05/06/22
14800	05/01/22	TECH GROUP INC Antivirus Contract May 97575	210-5-25-10-431.000 R&M Buildings & Grounds	40.00	39646	05/06/22
14800	04/30/22	TECH GROUP INC Sentinel One Antivirus Ap 97718	210-5-25-10-431.000 R&M Buildings & Grounds	37.50	39646	05/06/22
40920	04/20/22	U I INSURANCE SERVICES IN VFP 4346-5623E-06 6/1/22- 10057	210-1-00-00-120.000 Prepaid Expenses	3103.00	39650	05/06/22
19720	05/01/22	VERIZON CONNECT NWF, INC. AVL Monthly Service OSV002753993	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	39653	05/06/22
36130	04/18/22	VERIZON WIRELESS Verizon Shared 4/19 to 5/ 9904419482	210-5-25-10-530.000 Communications	160.04	39654	05/06/22
36130	04/18/22	VERIZON WIRELESS Verizon Shared 4/19 to 5/ 9904419482	210-5-16-10-530.000 Communications	40.01	39654	05/06/22
36130	04/19/22	VERIZON WIRELESS cell phone 4/20 to 5/19/2 9904507263	210-5-40-12-530.000 Communications	192.64	39655	05/06/22
11935	04/26/22	VIKING-CIVES USA lights, etc. 4515965	210-5-40-12-430.000 R&M Vehicles & Equipment	43.52	39657	05/06/22
23395	04/22/22	VILLAGE HARDWARE - WILLIS SEED -SOIL CONSERVATION M 514655	210-5-40-12-605.000 Summer Construction Suppl	333.18	39658	05/06/22
23395	04/25/22	VILLAGE HARDWARE - WILLIS STRAW 514677	210-5-40-12-605.000 Summer Construction Suppl	137.10	39658	05/06/22
23395	04/26/22	VILLAGE HARDWARE - WILLIS STRAW 514686	210-5-40-12-605.000 Summer Construction Suppl	137.10	39658	05/06/22
23395	04/26/22	VILLAGE HARDWARE - WILLIS SEED -GREEN MOUNTAIN TURF 5146872	210-5-40-12-605.000 Summer Construction Suppl	240.09	39658	05/06/22
23395	04/27/22	VILLAGE HARDWARE - WILLIS 120Z Wind/ DR Insul Foam 514696	210-5-40-12-610.000 General Supplies	35.11	39658	05/06/22
23395	04/29/22	VILLAGE HARDWARE - WILLIS straw 514714	210-5-40-12-605.000 Summer Construction Suppl	109.68	39658	05/06/22
23395	04/29/22	VILLAGE HARDWARE - WILLIS straw 514722	210-5-40-12-605.000 Summer Construction Suppl	54.84	39658	05/06/22
23395	05/03/22	VILLAGE HARDWARE - WILLIS hose and clamp 514754	210-5-40-12-610.000 General Supplies	70.58	39658	05/06/22
23395	05/03/22	VILLAGE HARDWARE - WILLIS nuts, bolts, and screws 514757	210-5-40-12-610.000 General Supplies	15.71	39658	05/06/22
22615	04/29/22	VILLAGE VOLTAGE LLC Buildings RM: Electrical 04292022	210-5-41-21-431.000 R&M Buildings & Grounds	495.00	39659	05/06/22
29825	04/21/22	VT GAS SYSTEMS service period 3/17 to 4/ 22166	210-5-40-12-621.000 Natural Gas/Heating	339.48	39665	05/06/22
29825	04/21/22	VT GAS SYSTEMS service period 3/17 to 4/ 22166	210-5-41-21-621.000 Natrual Gas/Heating	732.75	39665	05/06/22
29825	04/21/22	VT GAS SYSTEMS service period 3/17 to 4/ 22166	210-5-41-22-621.000 Natrual Gas/Heating	395.14	39665	05/06/22
29825	04/21/22	VT GAS SYSTEMS service period 3/17 to 4/ 22166	210-5-41-20-621.000 Natrual Gas/Heating	545.36	39665	05/06/22
29825	04/21/22	VT GAS SYSTEMS service period 3/17 to 4/ 22166	210-5-41-23-621.000 Natrual Gas/Heating	375.83	39665	05/06/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23485	04/22/22	YIPES! AUTO ACCESSORIES	Response Board	210-5-25-10-750.000	117.64	39670	05/06/22
			G23993	Machinery & Equipment			
31275	05/02/22	DON WESTON EXCAVATING INC	BR0865 Rosewood outfall s	230-5-40-13-895.831	17796.00	39560	05/06/22
			10567	BR0865 Rosewood Lane			
45400	04/19/22	FIRST NATIONAL BANK OMAHA	Stormwater Construction D	230-5-16-10-890.824	220.00	39584	05/06/22
			2880 422	Cres. Connector			
21120	04/15/22	CHAMPLAIN MEDICAL URGENT	Pre-Physical	254-5-54-20-330.000	105.00	39547	05/06/22
			0005170600	Professional Services			
20470	04/30/22	GLOBAL MONTELLO GROUP	April 2022 fuel bill	254-5-54-20-626.000	142.19	39590	05/06/22
			285951	Gasoline			
21240	04/19/22	HICKOK & BOARDMAN HRI	FY22Q3 mgmt fee	254-5-54-20-210.000	145.38	39599	05/06/22
			220139	Group Insurance			
10110	05/02/22	MCGOVERN MECHANICAL CORP	Residential Water Meter R	254-5-54-70-750.001	650.00	39611	05/06/22
			1783	Meter Replacement Program			
36130	04/19/22	VERIZON WIRELESS	cell phone 4/20 to 5/19/2	254-5-54-20-530.000	176.94	39655	05/06/22
			9904507263	Communications			
29825	04/21/22	VT GAS SYSTEMS	service period 3/17 to 4/	254-5-54-20-621.000	251.98	39665	05/06/22
			22166	Natural Gas/Heating			
06870	04/26/22	ENDYNE INC	Constituent Monitoring	255-5-55-30-340.000	130.00	39567	05/06/22
			406600	Technical Services			
06870	04/26/22	ENDYNE INC	Sludge Holding Tank	255-5-55-30-340.000	640.00	39567	05/06/22
			406601	Technical Services			
06870	04/26/22	ENDYNE INC	Essex Jct. WWTF TKN	255-5-55-30-340.000	35.00	39567	05/06/22
			406621	Technical Services			
V10134	04/22/22	ENVIRONMENTAL RESOURCES A	576IWasteWatRo Coliform M	255-5-55-30-618.000	909.99	39569	05/06/22
			003876	Laboratory Supplies			
29280	04/19/22	FIRST NATIONAL BANK OMAH	WW Visa charges 3/22 to 4	255-5-55-30-610.000	25.34	39580	05/06/22
			04810422	General Supplies			
29280	04/19/22	FIRST NATIONAL BANK OMAH	WW Visa charges 3/22 to 4	255-5-55-30-500.000	127.00	39580	05/06/22
			04810422	Training, Conf, Dues			
20470	04/30/22	GLOBAL MONTELLO GROUP	April 2022 fuel bill	255-5-55-30-626.000	400.10	39590	05/06/22
			285951	Gasoline			
07010	04/19/22	GREEN MOUNTAIN POWER CORP	39 Cascade 3/18 to4/19/22	255-5-55-30-622.000	11458.22	39597	05/06/22
			0422Cascade	Electricity			
21240	04/19/22	HICKOK & BOARDMAN HRI	FY22Q3 mgmt fee	255-5-55-30-210.000	261.74	39599	05/06/22
			220139	Group Insurance			
05495	04/22/22	LCS CONTROLS, INC	Days of field service 3/1	255-5-55-30-570.000	4724.00	39606	05/06/22
			14340	Other Purchased Services			
V2093	04/20/22	SLACK CHEMICAL COMPANY IN	Sodium Bisulfite 38% - EX	255-5-55-30-619.000	4365.88	39639	05/06/22
			436973	Chemicals			
01020	04/11/22	UNIVERSITY OF VT	Pilot-Scale PePhlo System	255-5-55-70-722.012	12589.31	39652	05/06/22
			GCAS118141	Phlo Final Phase			
36130	04/18/22	VERIZON WIRELESS	Verizon Shared 4/19 to 5/	255-5-55-30-530.000	55.01	39654	05/06/22
			9904419482	Communications			
23395	04/28/22	VILLAGE HARDWARE - WILLIS	15PK 55GAL BLK Liner/Ant	255-5-55-30-610.000	30.38	39658	05/06/22
			514704	General Supplies			
29825	04/21/22	VT GAS SYSTEMS	service period 3/17 to 4/	255-5-55-30-621.000	3741.10	39665	05/06/22
			22166	Natural Gas/Heating			
20470	04/30/22	GLOBAL MONTELLO GROUP	April 2022 fuel bill	256-5-56-40-626.000	254.46	39590	05/06/22
			285951	Gasoline			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21240	04/19/22	HICKOK & BOARDMAN HRI	FY22Q3 mgmt fee	256-5-56-40-210.000	139.58	39599	05/06/22
			220139	Group Insurance			
10110	05/02/22	MCGOVERN MECHANICAL CORP	Residential Water Meter R	256-5-56-70-750.001	1300.00	39611	05/06/22
			1783	Meter Replacement Program			
29825	04/21/22	VT GAS SYSTEMS	service period 3/17 to 4/	256-5-56-40-434.001	43.57	39665	05/06/22
			22166	Susie Wilson PS Costs			
29825	04/21/22	VT GAS SYSTEMS	service period 3/17 to 4/	256-5-56-40-621.000	118.28	39665	05/06/22
			22166	Natural Gas/Heating			
29825	04/21/22	VT GAS SYSTEMS	service period 3/17 to 4/	256-5-56-40-434.002	53.75	39665	05/06/22
			22166	West Street PS Costs			
08215	04/27/22	ESSEX COMMUNITY ED CENTER	Soup rolls - sen lunch	258-5-33-13-830.000	55.00	39571	05/06/22
			432832	Regular Programs			
19805	12/23/21	FIRST NATIONAL BANK OMAHA	EPR CC - late	258-5-33-13-830.000	149.90	39586	05/06/22
			02212022	Regular Programs			
21570	04/27/22	PETTY CASH - NICOLE MONE	Reimb Sen PC	258-5-33-13-830.000	18.46	39625	05/06/22
			PC42722	Regular Programs			
29070	04/04/22	SADOWSKY STACEY JEAN	Chair Yoga Series	258-5-33-13-330.000	60.00	39633	05/06/22
			Yoga Instruc	Professional Services			
19815	04/27/22	AMAZON CAPITAL SERVICES	RK FMS Supplies	259-5-30-15-610.000	51.98	39535	05/06/22
			1PLYW4C16LFL	General Supplies			
19815	04/30/22	AMAZON CAPITAL SERVICES	RK Aspire Step Stool	259-5-30-15-610.000	28.99	39535	05/06/22
			1XNQ9JGFC1PC	General Supplies			
42665	04/10/22	AMAZON/SYNCB	EJRP Amazon March	259-5-30-16-610.000	609.16	39537	05/06/22
			0432266 0422	General Supplies			
27810	04/29/22	DOCNETWORK INC	Camp Docs Annual Fee	259-5-30-15-330.000	3510.00	39559	05/06/22
			1220215994	Professional Services			
29875	06/04/21	EARL'S CYCLERY & FITNESS	EJRP Bikes Final Pymt	259-5-30-15-610.000	7001.24	39563	05/06/22
			172336786	General Supplies			
19285	04/26/22	ESSEX JUNCTION LITTLE LEA	EJLL Registrations	259-5-30-14-330.000	11530.00	39573	05/06/22
			042622D	Professional Services			
04330	04/25/22	EWSD CHILD NUTRITION	Vac Camp Meals Dec-April	259-5-30-15-610.000	8357.20	39575	05/06/22
			3130	General Supplies			
20470	04/30/22	GLOBAL MONTELLO GROUP	April 2022 fuel bill	259-5-30-15-626.000	74.18	39590	05/06/22
			285951	Gasoline			
21240	04/19/22	HICKOK & BOARDMAN HRI	FY22Q3 mgmt fee	259-5-30-16-210.000	232.64	39599	05/06/22
			220139	Group Insurance			
21240	04/19/22	HICKOK & BOARDMAN HRI	FY22Q3 mgmt fee	259-5-30-15-210.000	232.64	39599	05/06/22
			220139	Group Insurance			
17565	04/15/22	PARVANOV DRAGOMIR	Soccer Sparks March	259-5-30-14-330.000	1760.00	39622	05/06/22
			041522D	Professional Services			
29425	04/05/22	PERFORMANCE FOOD SERVICE	RK Westford Snack	259-5-30-15-610.000	107.63	39624	05/06/22
			642462	General Supplies			
29425	04/18/22	PERFORMANCE FOOD SERVICE	Vac Camp K-3 Snack	259-5-30-15-610.000	162.09	39624	05/06/22
			647869	General Supplies			
29425	04/18/22	PERFORMANCE FOOD SERVICE	Vac Camp 4-6 Snack	259-5-30-15-610.000	94.14	39624	05/06/22
			647874	General Supplies			
29425	04/18/22	PERFORMANCE FOOD SERVICE	Vac Camp 4-6 Snack	259-5-30-15-610.000	161.44	39624	05/06/22
			647876	General Supplies			
29425	04/25/22	PERFORMANCE FOOD SERVICE	RK MSP Snack	259-5-30-15-610.000	157.49	39624	05/06/22
			651436	General Supplies			

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	04/25/22	RK FMS Snack 651439	259-5-30-15-610.000 General Supplies	150.03	39624	05/06/22
29425	PERFORMANCE FOOD SERVICE	04/25/22	RK EES Snack 651725	259-5-30-15-610.000 General Supplies	133.08	39624	05/06/22
29425	PERFORMANCE FOOD SERVICE	04/25/22	RK Hiawatha Snack 651782	259-5-30-15-610.000 General Supplies	115.15	39624	05/06/22
29425	PERFORMANCE FOOD SERVICE	04/25/22	RK Fleming Snack 652070	259-5-30-15-610.000 General Supplies	65.11	39624	05/06/22
29070	SADOWSKY STACEY JEAN	04/26/22	Yoga Services 042622D	259-5-30-14-330.000 Professional Services	275.00	39633	05/06/22
45825	SPARE TIME	04/18/22	Vac Camp 4/18 Trip 23635603	259-5-30-15-580.000 Travel	578.00	39640	05/06/22
45825	SPARE TIME	04/19/22	Vac Camp 4/19 Trip 23635919	259-5-30-15-580.000 Travel	629.00	39640	05/06/22
25315	VESPA'S PIZZA PASTA & DEL	04/14/22	RK Meeting Food 041422D	259-5-30-15-610.000 General Supplies	25.00	39656	05/06/22
25315	VESPA'S PIZZA PASTA & DEL	04/15/22	RK Staff Mtg Food 041522D	259-5-30-15-610.000 General Supplies	39.00	39656	05/06/22
07565	W B MASON CO INC	04/18/22	PS Supplies 229148041	259-5-30-16-610.000 General Supplies	94.44	39669	05/06/22
Report Total					----- 132683.51 =====		

...

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	05/03/22	cleaning 2 lincoln brown 6962	210-5-41-20-400.000 Contracted Services	600.00	39676	05/13/22
14400	ABOVE AND BEYOND	05/03/22	cleaning 2 lincoln brown 6962	210-5-41-21-400.000 Contracted Services	3107.75	39676	05/13/22
05290	ADVANCE AUTO PARTS	05/03/22	MOTOR OIL SYN 10W30 1 E/ 552212358847	210-5-40-12-626.000 Gasoline	36.76	39677	05/13/22
05290	ADVANCE AUTO PARTS	05/04/22	6" 320G SandDsc 10PK 1 E 552212439876	210-5-40-12-610.000 General Supplies	32.44	39677	05/13/22
05290	ADVANCE AUTO PARTS	05/04/22	NO 4 SP SCREW EXT 1 EA 552212439886	210-5-40-12-610.000 General Supplies	5.05	39677	05/13/22
05290	ADVANCE AUTO PARTS	05/04/22	CONV OIL 10W30 1 QT 1 552212439905	210-5-40-12-626.000 Gasoline	27.30	39677	05/13/22
05290	ADVANCE AUTO PARTS	05/04/22	SURFACE DISC 2"-BRN 1 PC 552212465308	210-5-40-12-610.000 General Supplies	32.25	39677	05/13/22
19815	AMAZON CAPITAL SERVICES	05/07/22	Office Supplies 1NXNHRKVT3XW	210-5-30-10-610.000 General Supplies	13.79	39680	05/13/22
42665	AMAZON/SYNCB	05/10/22	J Collection; J Prog; Sup 985205102022	210-5-35-10-610.000 General Supplies	318.04	39681	05/13/22
42665	AMAZON/SYNCB	05/10/22	J Collection; J Prog; Sup 985205102022	210-5-35-10-840.202 Childrens Programs	155.67	39681	05/13/22
42665	AMAZON/SYNCB	05/10/22	J Collection; J Prog; Sup 985205102022	210-5-35-10-640.202 Juvenile Collection	128.83	39681	05/13/22
29580	BECKER TREE CARE LLC	05/02/22	Plant 22 grow bag 1226	210-5-40-12-810.112 Tree Advisory Committee	2200.00	39687	05/13/22
07465	BIBENS ACE HARDWARE INC	04/29/22	PVC Pipes 44304	210-5-30-12-431.000 R&M Buildings & Grounds	17.34	39689	05/13/22
07465	BIBENS ACE HARDWARE INC	05/09/22	GLUE SUPER 5GM LOCTITE 44412	210-5-40-12-610.000 General Supplies	3.79	39689	05/13/22
00530	BRODART CO	04/14/22	J Collection, Supplies B6408240	210-5-35-10-640.202 Juvenile Collection	32.37	39692	05/13/22
00530	BRODART CO	04/14/22	J Collection, Supplies B6408240	210-5-35-10-610.000 General Supplies	2.40	39692	05/13/22
00530	BRODART CO	04/14/22	J Collection, Supplies B6408346	210-5-35-10-610.000 General Supplies	1.60	39692	05/13/22
00530	BRODART CO	04/14/22	J Collection, Supplies B6408346	210-5-35-10-640.202 Juvenile Collection	16.18	39692	05/13/22
00530	BRODART CO	04/18/22	J Collection (not Adult) B6409557	210-5-35-10-640.202 Juvenile Collection	7.11	39692	05/13/22
00530	BRODART CO	04/18/22	Donation Exp: Foundation B6409604	210-5-90-00-991.000 Library Donation Expense	60.41	39692	05/13/22
00530	BRODART CO	04/29/22	Adult Collection, Supplie B6417196	210-5-35-10-610.000 General Supplies	46.40	39692	05/13/22
00530	BRODART CO	04/29/22	Adult Collection, Supplie B6417196	210-5-35-10-640.201 Adult Collection	896.48	39692	05/13/22
00530	BRODART CO	04/29/22	Adult Collection, Supplie B6417199	210-5-35-10-640.201 Adult Collection	92.14	39692	05/13/22
00530	BRODART CO	04/29/22	Adult Collection, Supplie B6417199	210-5-35-10-610.000 General Supplies	3.20	39692	05/13/22
00530	BRODART CO	04/29/22	Adult Collection, Supplie B6417201	210-5-35-10-640.201 Adult Collection	58.64	39692	05/13/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	04/29/22	Adult Collection, Supplie B6417201	210-5-35-10-610.000 General Supplies	3.20	39692	05/13/22
00530	05/02/22	Donations/Foundation: Fas B6418467	210-5-35-10-610.000 General Supplies	2.40	39692	05/13/22
00530	05/02/22	Donations/Foundation: Fas B6418467	210-5-90-00-991.000 Library Donation Expense	45.35	39692	05/13/22
00530	05/04/22	J Collection; Supplies B6419844	210-5-35-10-640.202 Juvenile Collection	15.98	39692	05/13/22
00530	05/04/22	J Collection; Supplies B6419844	210-5-35-10-610.000 General Supplies	0.80	39692	05/13/22
00530	05/04/22	J Collection; Supplies B6419883	210-5-35-10-610.000 General Supplies	54.40	39692	05/13/22
00530	05/04/22	J Collection; Supplies B6419883	210-5-35-10-640.202 Juvenile Collection	727.68	39692	05/13/22
00530	05/05/22	Donation/Foundation (Fast B6420784	210-5-35-10-610.000 General Supplies	4.80	39692	05/13/22
00530	05/05/22	Donation/Foundation (Fast B6420784	210-5-90-00-991.000 Library Donation Expense	89.64	39692	05/13/22
16030	05/03/22	81 Main crosswalk 36769	210-5-40-12-610.200 Streetlight Supplies	972.10	39693	05/13/22
21120	01/30/22	Questionnaire 0005040900	210-5-25-10-330.000 Professional Services	35.00	39694	05/13/22
21120	03/16/22	Physical 0005120100	210-5-25-10-330.000 Professional Services	530.00	39694	05/13/22
21210	05/01/22	WATERBREAK COOLER LEASE 9175151403	210-5-40-12-610.000 General Supplies	50.00	39695	05/13/22
17895	05/05/02	MSP Cleaning April 12195	210-5-41-26-400.000 Contracted Services	4620.00	39696	05/13/22
25120	05/05/22	EJRP Timesheets April 372505	210-5-30-10-330.000 Professional Services	644.00	39697	05/13/22
04940	04/27/22	Internet EJFD 5/4-6/3/22 0179210 0422	210-5-25-10-530.000 Communications	172.90	39699	05/13/22
17025	05/02/22	050222 recording secretar 0086	210-5-10-10-530.000 Communications	106.60	39701	05/13/22
17025	05/09/22	PC Meeting Minutes May 5 0088	210-5-10-10-530.000 Communications	149.24	39701	05/13/22
31545	05/09/22	Food for Training 05092022	210-5-25-10-610.000 General Supplies	226.21	39702	05/13/22
24305	04/27/22	Supplies 7120448	210-5-35-10-610.000 General Supplies	523.30	39703	05/13/22
38955	05/03/22	1 F CPLRx F NPT PP 76004761	210-5-40-12-610.000 General Supplies	20.95	39708	05/13/22
19005	05/01/22	Phone service 2 Lincoln 11361652	210-5-41-21-530.000 Communications	506.24	39712	05/13/22
19005	05/01/22	Communcations 11361685	210-5-41-21-530.000 Communications	529.84	39712	05/13/22
19005	05/01/22	telephone EJFW 11361721	210-5-41-21-530.000 Communications	119.92	39712	05/13/22
19005	05/01/22	Telephone EJFD 11361723	210-5-41-22-530.000 Communications	187.32	39712	05/13/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19005	FIRSTLIGHT FIBER	05/01/22	MSP Internet May 11362193	210-5-41-26-530.000 Communications	360.00	39712	05/13/22
34895	GAUTHIER TRUCKING, INC.	05/01/22	MSP Trash Removal April 1634669	210-5-41-26-400.000 Contracted Services	392.33	39717	05/13/22
V11462	INFORMATION TODAY INC.	04/27/22	Adult Collection 2022	210-5-35-10-640.201 Adult Collection	474.03	39727	05/13/22
33495	INGRAM LIBRARY SERVICES I	04/27/22	Adult Collection; Supplie 59207231	210-5-35-10-640.201 Adult Collection	10.55	39728	05/13/22
33495	INGRAM LIBRARY SERVICES I	04/27/22	Adult Collection; Supplie 59207231	210-5-35-10-610.000 General Supplies	0.45	39728	05/13/22
37715	INTEGRITY COMMUNICATIONS	05/02/22	Technical services: remot 41277	210-5-35-10-340.000 Technical Services	50.00	39729	05/13/22
28135	JOURNYX, INC	05/01/22	ClockView April 1262	210-5-30-10-330.000 Professional Services	600.00	39733	05/13/22
V9970	MIDWEST TAPE	05/03/22	Adult Collection 502056654	210-5-35-10-640.201 Adult Collection	29.99	39739	05/13/22
06675	NATIONAL BUSINESS TECHNOL	05/10/22	Copier leases 5/15-6/14/2 76355526	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	39742	05/13/22
06675	NATIONAL BUSINESS TECHNOL	05/10/22	Copier leases 5/15-6/14/2 76355526	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	39742	05/13/22
06675	NATIONAL BUSINESS TECHNOL	05/10/22	Copier leases 5/15-6/14/2 76355526	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	39742	05/13/22
06675	NATIONAL BUSINESS TECHNOL	05/10/22	Copier leases 5/15-6/14/2 76355526	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	39742	05/13/22
V10729	OVERDRIVE INC	05/03/22	J Collection 22146638	210-5-35-10-640.202 Juvenile Collection	49.99	39746	05/13/22
V10729	OVERDRIVE INC	05/03/22	J Collection 22147573	210-5-35-10-640.202 Juvenile Collection	345.31	39746	05/13/22
V10729	OVERDRIVE INC	05/04/22	Adult Collection MG22148275	210-5-35-10-640.201 Adult Collection	2000.00	39746	05/13/22
23420	P & P SEPTIC SERVICE INC.	05/10/22	Cascade Portolet May T575746	210-5-30-12-330.000 Professional Services	120.00	39749	05/13/22
V10554	PHOENIX BOOKS BURLINGTON	05/06/22	Adult Collection 453832	210-5-35-10-640.201 Adult Collection	43.92	39754	05/13/22
V10641	PPG ARCHITECTURAL COATING	05/04/22	IND ALKYD GLS SFTY RED 823203073031	210-5-40-12-610.000 General Supplies	212.24	39757	05/13/22
24410	PRIORITY EXPRESS INC	04/30/22	Postage Delivery: April 80272218	210-5-35-10-560.000 Postage	200.89	39759	05/13/22
05380	PURCHASE POWER	05/05/22	Vill Apr 22 supplies 0505224061	210-5-10-10-560.000 Postage	80.74	39760	05/13/22
43275	RYCANDON MECHANICAL, INC.	05/02/22	HVAC Maintenance 14157	210-5-30-12-431.000 R&M Buildings & Grounds	160.00	39764	05/13/22
03180	SAFETY SYSTEMS OF VT LLC	05/01/22	Technical services: monit 21657	210-5-35-10-340.000 Technical Services	250.00	39766	05/13/22
42565	SEVEN DAYS	05/04/22	Employment Ads 220342	210-5-30-10-530.000 Communications	302.00	39768	05/13/22
29835	SHERWIN-WILLIAMS	05/04/22	painting supplies 05982	210-5-40-12-610.000 General Supplies	231.54	39770	05/13/22
29470	SIKORA SERVICE CENTER	04/05/22	State Inspection 29648	210-5-40-12-430.000 R&M Vehicles & Equipment	60.00	39771	05/13/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29090	SUNBELT RENTALS	04/28/22	Linetrimmer Supplies 253401410001	Cha 210-5-30-12-610.000 General Supplies	70.22	39774	05/13/22
25315	VESPA'S PIZZA PASTA & DEL	05/06/22	Village Staff Pizza 050622D	210-5-30-10-610.000 General Supplies	81.00	39778	05/13/22
11935	VIKING-CIVES USA	02/08/22	BACK UP ALARM 97 DB 4513481	210-5-40-12-610.000 General Supplies	52.76	39779	05/13/22
23395	VILLAGE HARDWARE - WILLIS	04/27/22	MSP Maint Supplies 514694	210-5-30-12-610.000 General Supplies	62.34	39780	05/13/22
23395	VILLAGE HARDWARE - WILLIS	04/29/22	MSP Bldg Maintenance 514716	210-5-30-12-431.000 R&M Buildings & Grounds	11.67	39780	05/13/22
23395	VILLAGE HARDWARE - WILLIS	05/06/22	GE LED 15W A19 SW Bulb 514800	37 210-5-40-12-610.000 General Supplies	37.98	39780	05/13/22
V10488	VT DEPT OF LIBRARIES	05/01/22	Adult Replacement 30006330	210-5-90-00-640.201 Adult Collection replacem	45.00	39781	05/13/22
07565	W B MASON CO INC	04/21/22	Maint Supplies 229239859	210-5-30-12-610.000 General Supplies	193.36	39788	05/13/22
07565	W B MASON CO INC	04/22/22	Maint Supplies 229269511	210-5-30-12-610.000 General Supplies	1.92	39788	05/13/22
V10609	2G ENERGY INC.	04/12/22	50% down payment for 2g g 400082200257	255-5-55-70-730.001 Energy Conservation	14215.42	39671	05/13/22
05290	ADVANCE AUTO PARTS	05/04/22	air filter and tail light 552212439904	255-5-55-30-430.000 R&M Vehicles & Equipment	38.42	39677	05/13/22
V10735	AQUA-AEROBIC SYSTEMS INC	04/27/22	effluent filter cloths 1032720	255-5-55-70-722.009 Effluent Filter Cloths	38784.00	39682	05/13/22
04940	COMCAST	04/23/22	Internet only 4/30-5/29/2 0316028 0422	255-5-55-30-610.000 General Supplies	243.34	39700	05/13/22
40025	E J PRESCOTT INC	04/28/22	thickener valve 6009345	255-5-55-30-570.000 Other Purchased Services	188.18	39705	05/13/22
V10134	ENVIRONMENTAL RESOURCES A	04/28/22	083: WasteWatRo Conforms 006738	255-5-55-30-618.000 Laboratory Supplies	753.72	39707	05/13/22
19005	FIRSTLIGHT FIBER	05/01/22	internet WWTP 11361651	255-5-55-30-530.000 Communications	605.34	39712	05/13/22
23980	INTERSTATE BATTERY OF VT	04/25/22	INTERSTATE LABELED auto I 903201016080	255-5-55-30-430.000 R&M Vehicles & Equipment	191.85	39730	05/13/22
23980	INTERSTATE BATTERY OF VT	05/05/22	3.6V 1.2AH LITH 1/2 AA 903201016114	255-5-55-30-610.000 General Supplies	14.40	39730	05/13/22
06675	NATIONAL BUSINESS TECHNOL	05/10/22	Copier leases 5/15-6/14/2 76355526	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	39742	05/13/22
03160	P & H SENESAC INC	04/27/22	POLYMER FOR DEWATERING 20345	255-5-55-30-619.000 Chemicals	3450.00	39747	05/13/22
12775	PRATT & SMITH ELECTRICAL	04/30/22	Replaced controller at Su 9749	255-5-55-30-570.000 Other Purchased Services	115.00	39758	05/13/22
12775	PRATT & SMITH ELECTRICAL	04/30/22	Troubleshoot West Street P 9772	255-5-55-30-570.000 Other Purchased Services	230.00	39758	05/13/22
23395	VILLAGE HARDWARE - WILLIS	05/05/22	1701 FluoORG Mark Paint 2 5147832	255-5-55-30-610.000 General Supplies	62.17	39780	05/13/22
38680	VT RURAL WATER ASSOC	05/03/22	Apprenticeship Program - 050322D	255-5-55-30-500.000 Training, Conf, Dues	1000.00	39785	05/13/22
05290	ADVANCE AUTO PARTS	05/09/22	Susie Wilson Blower Filte 552212959012	256-5-56-40-431.000 R&M Buildings & Grounds	17.48	39677	05/13/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
36130	04/23/22	VERIZON WIRELESS pump station communicatio 9904929940	256-5-56-40-434.002 West Street PS Costs	37.60	39777	05/13/22
36130	04/23/22	VERIZON WIRELESS pump station communicatio 9904929940	256-5-56-40-431.000 R&M Buildings & Grounds	145.96	39777	05/13/22
36130	04/23/22	VERIZON WIRELESS pump station communicatio 9904929940	256-5-56-40-434.001 Susie Wilson PS Costs	37.60	39777	05/13/22
19815	03/16/22	AMAZON CAPITAL SERVICES Senior Center 17JNF3LJC9JG	258-5-33-13-830.000 Regular Programs	110.86	39680	05/13/22
19815	03/23/22	AMAZON CAPITAL SERVICES Senior Ctr program sup 1J1TM7JVJY7H	258-5-33-13-830.000 Regular Programs	28.66	39680	05/13/22
19815	04/18/22	AMAZON CAPITAL SERVICES Center supplies 1Q3XF1TGLCYD	258-5-33-13-830.000 Regular Programs	131.75	39680	05/13/22
19815	04/20/22	AMAZON CAPITAL SERVICES Center supplies 1RC3119D741M	258-5-33-13-830.000 Regular Programs	18.33	39680	05/13/22
06675	05/10/22	NATIONAL BUSINESS TECHNOL Copier leases 5/15-6/14/2 76355526	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	39742	05/13/22
07565	05/06/22	W B MASON CO INC Apr office supplies etc C13055275622	258-5-33-13-610.000 General Supplies	415.87	39788	05/13/22
25445	05/04/22	802 REPTILES RK Fleming Presentation 5 000421	259-5-30-15-580.000 Travel	250.00	39672	05/13/22
37985	04/23/22	A T & T MOBILITY EJRP Cell Phones April 87279920422	259-5-30-15-530.000 Communications	262.45	39674	05/13/22
37985	04/27/22	A T & T MOBILITY EJRP Cell Phones 87301810422	259-5-30-15-530.000 Communications	376.50	39675	05/13/22
19815	05/07/22	AMAZON CAPITAL SERVICES RK MSP Supplies 1P34PRDKPRH1	259-5-30-15-610.000 General Supplies	22.48	39680	05/13/22
19815	05/06/22	AMAZON CAPITAL SERVICES RK MSP Supplies 1TFW4K6NC7YK	259-5-30-15-610.000 General Supplies	34.28	39680	05/13/22
19815	05/07/22	AMAZON CAPITAL SERVICES Bus Supplies 1TFW4K6NT6YH	259-5-30-15-610.000 General Supplies	18.27	39680	05/13/22
07465	04/25/22	BIBENS ACE HARDWARE INC Community Gardens Supplie 44260	259-5-30-14-610.000 General Supplies	34.76	39689	05/13/22
07465	04/27/22	BIBENS ACE HARDWARE INC Community Gardens Twine 44283	259-5-30-14-610.000 General Supplies	53.97	39689	05/13/22
11260	04/30/22	GOLD STAR DOG TRAINING Dog Training Programs 62	259-5-30-14-330.000 Professional Services	1648.80	39720	05/13/22
41960	04/24/22	GUY'S FARM & YARD INC Community Garden Supplies 220000447851	259-5-30-14-610.000 General Supplies	44.77	39725	05/13/22
27970	05/02/22	MINI GOLF ON THE GO LLC Vac Camp 4/18,19,21 00000123	259-5-30-15-580.000 Travel	755.00	39741	05/13/22
06675	05/10/22	NATIONAL BUSINESS TECHNOL Copier leases 5/15-6/14/2 76355526	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	39742	05/13/22
29425	04/26/22	PERFORMANCE FOOD SERVICE RK Summit Snack 652265	259-5-30-15-610.000 General Supplies	159.88	39752	05/13/22
29425	04/27/22	PERFORMANCE FOOD SERVICE Pricing Audit Credit 653271	259-5-30-15-610.000 General Supplies	-63.25	39752	05/13/22
29425	05/02/22	PERFORMANCE FOOD SERVICE RK FMS Snack 654940	259-5-30-15-610.000 General Supplies	91.71	39752	05/13/22
29425	05/02/22	PERFORMANCE FOOD SERVICE RK EES Snack 655401	259-5-30-15-610.000 General Supplies	173.36	39752	05/13/22

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	05/02/22	RK Westford Snack 655405	259-5-30-15-610.000 General Supplies	63.75	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/02/22	RK Hiawatha Snack 655536	259-5-30-15-610.000 General Supplies	162.78	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/02/22	RK MSP Snack 655827	259-5-30-15-610.000 General Supplies	159.58	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/02/22	RK Fleming Snack 655829	259-5-30-15-610.000 General Supplies	160.48	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/05/22	RK MSP Snack 655976	259-5-30-15-610.000 General Supplies	149.61	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/03/22	RK Summit Snack 656167	259-5-30-15-610.000 General Supplies	148.25	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/09/22	RK EES Snack 658260	259-5-30-15-610.000 General Supplies	181.03	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/09/22	RK Fleming Snack 658949	259-5-30-15-610.000 General Supplies	112.24	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/09/22	RK FMS Snack 659205	259-5-30-15-610.000 General Supplies	191.53	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/09/22	RK Hiawatha Snack 659328	259-5-30-15-610.000 General Supplies	97.17	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/09/22	RK Summit Snack 659524	259-5-30-15-610.000 General Supplies	65.75	39752	05/13/22
29425	PERFORMANCE FOOD SERVICE	05/10/22	RK Westford Snack 660320	259-5-30-15-610.000 General Supplies	68.07	39752	05/13/22
25395	POOL WORLD INC	05/10/22	Pool Chemicals 246620	259-5-30-11-431.000 R&M Buildings & Grounds	303.86	39756	05/13/22
20620	RASCO LAURA	05/11/22	PS Playgroup April 051122D	259-5-30-16-330.000 Professional Services	180.00	39761	05/13/22
43275	RYCANDON MECHANICAL, INC.	05/02/22	HVAC Maintenance 14157	259-5-30-11-431.000 R&M Buildings & Grounds	272.66	39764	05/13/22
29090	SUNBELT RENTALS	04/27/22	Lights in the Park Lift 12456224802	259-5-30-12-442.000 Rental Vehicles/Equip	1088.85	39774	05/13/22
25315	VESPA'S PIZZA PASTA & DEL	04/15/22	RK Staff Appreciation Foo 041522DA	259-5-30-15-610.000 General Supplies	61.00	39778	05/13/22
25315	VESPA'S PIZZA PASTA & DEL	04/28/22	RK Staff Appreciation Piz 042822D	259-5-30-15-610.000 General Supplies	202.00	39778	05/13/22
23395	VILLAGE HARDWARE - WILLIS	04/16/22	Community Garden Supplies 514609	259-5-30-14-610.000 General Supplies	93.75	39780	05/13/22
23395	VILLAGE HARDWARE - WILLIS	04/22/22	Community Garden Supplies 514654	259-5-30-14-610.000 General Supplies	29.70	39780	05/13/22
38200	VT RECREATION & PARKS ASS	05/02/22	Maint Workshop H.SmithR.T 02129	259-5-30-12-500.000 Training, Conf, Dues	90.00	39784	05/13/22
38200	VT RECREATION & PARKS ASS	05/02/22	Maint Workshop M.Smith 02131	259-5-30-12-500.000 Training, Conf, Dues	45.00	39784	05/13/22
31370	VT TENT CO INC	04/12/22	CMS Tent 50% Deposit 884234	259-1-00-00-120.000 Prepaid Expenses	5381.00	39787	05/13/22

05/16/22

Town of Essex / Village of EJ Accounts Payable

09:19 am

Check Warrant Report # 17302 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/13/22 To 05/13/22 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
--------	--------------	---------------------------------------	---------	-------------	--------------	------------

Report Total

99496.83

...

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
DRAFT MINUTES OF MEETING
May 11, 2022**

TRUSTEES PRESENT: Andrew Brown, President; 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; Ashley Snellenberger, Communications & Strategic Initiatives Director.

OTHERS PRESENT: John Alden; Alise Certa, CSWD; Heidi Clark; Annie Cooper; Elaine Haney; Tim Miller, Michele Morris, CSWD; Bridget Meyer, Nick Meyer, Mike Plageman, Harlan Smith, RSM

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

Mr. Brown requested to add various emails received from community members to Business Item 5d. Mr. Luck requested to add Business Item 5J: Out and About in Essex.

3. APPROVE AGENDA

DAN KERIN made a motion, and RAJ CHAWLA seconded, to approve the agenda as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda

Alan Nye spoke about deciding to appoint Village residents to county boards. He said he stands ready to be a representative on the CSWD Board if they are unable to find another candidate. He said that he has been the Village representative on that Board for 4 or 5 years.

5. BUSINESS ITEMS

a. Welcome Ashley Snellenberger, Communications & Strategic Initiatives Director

The Board of Trustees welcomed Ms. Snellenberger to Essex Junction. She spoke briefly, saying that she is from Arkansas and has a background in journalism. She said she has worked in the medical, non-profit, and education fields, and is looking forward to working with the Essex Junction community.

b. Consider approval of Chittenden Solid Waste District (CSWD) FY23 Budget

Ms. Certa provided a very brief overview of the budget, noting that the most significant item would be renovating a 1990s materials recovery facility, and that they are aiming to go out for a bond for that in November. She said that she would like to be able to come back and present the budget in more detail when both she and Ms. Reeves are available.

Alan Nye noted that in terms of significant operational changes, CSWD removed the recycle zones in drop-off centers due to safety concerns and said that Richmond was upset with that decision. He said that Richmond contracted for drop-off center services with Casela.

Mr. Chawla asked if the lack of trailer access in Essex is due to Covid or a traffic pattern change. Mr. Nye replied that it is a safety issue. Ms. Certa added that they made a number of changes to address safety concerns at drop-off centers. She said that the CSWD Board is also taking stock of what additional

54 improvements can be made to drop-off centers. Mr. Chawla noted that the lack of trailer access makes
55 it difficult for those without pickup trucks or other ways of hauling trash to drop off their waste.

56
57 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the**
58 **Chittenden Solid Waste District Fiscal Year 2023 budget as presented. The motion passed 5-0.**
59

60 c. Discuss transition to Planning Commission (PC) and Development Review Board (DRB) effective
61 July 1, 2022

62 Mr. Brown said that he would like the Trustees to talk at a high level about this change, as well as find
63 a time to discuss this with current Planning Commissioners. Mr. Chawla and Mr. Tyler said that they
64 would attend the Planning Commission's next meeting on May 19th.

65
66 Mr. Tyler noted that there was a recommendation made for each committee (the PC and potential DRB)
67 to have 5-member boards, which is a significant change from the current number of members. Mr. Alden
68 replied that he is not concerned with the recommendation, since the Planning Commission had
69 previously been a 5-member board.

70 d. Discuss 1 Main Street Park

71 Mr. Pierce noted that the current proposal is the second iteration of a plan that has come to the Trustees.
72 He noted that a water feature and shade have been added to the plan as additional amenities. He
73 showed a number of images of potential designs for the park, noting that some of them include brick
74 accents and railroad elements (which the Junction is known for), as well as hedges for sound mitigation.
75 He noted that they received input on trees from the Tree Advisory Committee (TAC).

76
77 Mr. Brown noted that the last time this was discussed it was in a more conceptual stage. He asked if
78 staff are looking to finalize a design from the examples presented. Mr. Pierce replied that the highest
79 priority from his perspective is receiving Trustee approval to conduct the remediation of contaminated
80 soils, the cost of which is covered by the Chittenden County Regional Planning Commission (CCRPC).
81 Mr. Brown asked if committees other than the TAC have been engaged regarding planning for the park.
82 Mr. Pierce replied that he has not engaged other committees.

83
84 Mr. Chawla asked if the soil calculation is impacted by size, location, or existence of the bandstand. Mr.
85 Pierce replied that there wouldn't be, except for the foundation of the bandstand. Mr. Chawla said that
86 it would be good to overcalculate the amount of soil that would need to be removed so that there is
87 flexibility for any further changes in design.

88
89 Mr. Tyler generally agreed with Mr. Chawla, saying that it would be prudent to err on the side of too
90 much soil remediation in order to have the maximum amount of design latitude. He suggested another
91 round of public engagement on the design. He noted that an economic development fund was created
92 in 2016 for improvements in downtown (including a pocket park), and that funds have been accumulating
93 since then. He noted that this has been delayed due to Covid and the independent City initiative. He
94 urged that momentum for completing this project be maintained.

95
96 Mr. Kerin said that he agrees that more remediation would be good. He added that he would like to see
97 a softening of the hardscape in the Five Corners area. He said that there doesn't necessarily need to be
98 a bandstand, and that he would like to see more greenery and more screening to create more of a green
99 space.

100
101 Mr. Brown noted that a constituent reached out and asked whether a committee could be formed to help
102 finalize the plans for the 1 Main Street Park, which could help speed the process along and alleviate

103 burden on staff. Mr. Tyler also suggested that a design charette could be held to engage the public as
104 broadly as possible.

105
106 Nick Meyer spoke as a member of the Tree Advisory Committee, noting that when the TAC was engaged
107 they had concerns about the number of trees, knowing the condition of the current soil at the park
108 location. He said that they initially proposed 9-11 trees, which was too many for that tiny space. He said
109 that once they conducted a site visit they determined that 5 trees would be a good maximum. He
110 expressed concern about the breathability of the hard surface. He said that there should be a water
111 feature included so that they can water the greenery in the park.

112
113 Bridget Meyer said that she strongly supports parks and green space in the community. She said that a
114 simple space with shade and green screening would be sufficient. She expressed support for gathering
115 more public opinion and also expressed support for the formation of a committee.

116
117 Marcus Certa said he had some concerns about the proposed designs. He said that would be important
118 to think about creating a space that can be flexible, since the longer-term needs for the park might
119 change or need to be reconfigured. He said that if they want to mitigate sound, they will need to install
120 more than a short hedge.

121
122 Harlan Smith expressed support for designing the park to be flexible. He expressed support for the
123 formation of a committee and potentially holding a design charette.

124
125 Annie Cooper said that the vision as presented seems more conceptual and less finalized. She also
126 expressed support for an active and productive committee. She suggested that it be comprised of
127 members of different existing committees (the Planning Commission, the TAC, etc) as well as staff,
128 subject matter experts, and residents. She said that she wants the process to be deliberate and thorough
129 and produce a park that is amenable to all.

130
131 Mr. Kerin asked whether a semi-permeable surface for the park would be feasible, saying that it could
132 help with keeping the greenery hydrated and would provide a place for rainfall and snowmelt to go. Mr.
133 Pierce replied that the area needs to be capped and added that permeable surfaces require some
134 maintenance and work well for lower-traffic areas. He suggested a hybrid park that combines artificial
135 and natural elements to soften the landscape.

136
137 Mr. Chawla said that it will be important to communicate the constraints of the space (ex: surface must
138 be capped) when soliciting public input. Mr. Tyler agreed, and added that having a good facilitator for
139 the committee and/or design charette will be essential.

140
141 Mr. Brown said that staff should return to the Trustees with a proposal for how much soil to remediate,
142 after which they should make decisions around next steps (such as the potential formation of a
143 committee).

144 e. Discuss City Manager Recruitment and Hiring Planning Committee progress
145 Ms. Meyer spoke as a member of the Recruitment Committee. She said that they began with a survey
146 of community members, staff, department heads, and Trustees, and found that they had aligned
147 priorities in terms of an ideal candidate. She said that after that, they drafted an ideal candidate profile
148 and then drafted an advertisement. She said that the advertisement will be posted to around 20
149 locations. Mr. Plageman, another member of the Recruitment Committee, thanked the committee for its
150 effort and commended them for the progress they have made. Mr. Luck noted that the position will be
151 advertised until June 12th and that the Hiring Planning Committee is currently developing their hiring
152 process in anticipation of receiving applications.

153
154 Mr. Tyler asked who would have access to applications for the City Manager position, noting that when
155 someone applies for a staff position their application is treated confidentially. Mr. Luck said that once
156 the Hiring Planning Committee receives the applications, he anticipated that staff, two Trustees and
157 eventually department heads would be responsible for selection of the top three candidates, which will
158 be presented to the Board of Trustees for its consideration. Mr. Brown noted that there is an initial portion
159 of the process that is confidential, but it becomes public further into the process.

160
161 The Trustees discussed the proposed hiring process and agreed that they would like to hold an
162 executive session before the top 5 candidates are forwarded to the department heads.

163
164 Annie Cooper said that it is important for the Trustees to be able to see all of the applications for
165 candidates if they choose to.

166 f. Discuss City Celebration(s)

167 Ms. Haney began by noting that Our Village Our Voices (OVOV) developed plans for celebrating the
168 creation of the City of Essex Junction. She proposed a formal event on July 1, followed by a year of
169 programming that would acknowledge the City's past and embrace its future. She said that the
170 programming could lead to sustained community engagement or formation of a downtown alliance, and
171 suggested that a committee be formed to oversee that year of programming and any future community
172 events and engagement. Mr. Luck noted that over the last several years the Trustees have discussed
173 putting together a committee to allocate money to groups that want to put on community events, and
174 this could tie into the sustained effort.

175
176 Marcus Certa said that he would like more of a celebratory event on July 1 to commemorate the
177 formation of the City. Ms. Haney suggested doing a float for the Memorial Day parade and doing some
178 kind of event at the Independence Day celebration.

179 g. Consider approval of Declaration of Inclusion

180 Ms. Hysko noted that this was discussed at the February 8th meeting and that 40 municipalities in
181 Vermont have signed on to the declaration. She read the declaration of inclusion.

182
183 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees adopt the**
184 **Declaration of Inclusion. The motion passed 5-0.**

185 h. Consider approval of the Ethics Policy

186 Ms. Thibeault said that she used the Vermont League of Cities and Towns Ethics Policy as a template
187 and merged it with the Junction's existing ethics policy to create a streamlined policy that applies to
188 elected and appointed officials and staff.

189
190 **GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the**
191 **Conflict of Interest and Ethics Policy, effective July 1, 2022, as presented. The motion passed 5-**
192 **0.**

193 i. *Discuss real estate purchase or lease option

194
195 **ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees enter into**
196 **executive session to discuss negotiating or securing real estate purchase or lease options under**
197 **the provisions of Title 1, Section 313(a)(2) of the Vermont Statutes, and include the interim co-**
198 **managers. The motion passed 5-0 and the Trustees entered into executive session at 9:38 PM.**

199 **DAN KERIN made a motion, and GEORGE TYLER seconded, that the Trustees exit executive**
200 **session. The motion passed 5-0 at 10:03 PM.**

201 j. Discuss Out and About in Essex

202 Mr. Luck said that the Out and About in Essex event was a Town and Village event in 2021 but asked if
203 it should continue being a joint event given that the Town and the Village (soon to be City) have
204 separated. The Trustees discussed the question, saying that the event has been great in the past and
205 that City money should stay in the City (which may be difficult if the event is put on collaboratively with
206 the Town). They agreed that this event be recast as a celebration of the formation of the City and that it
207 should focus on the Junction community.

208
209 **6. CONSENT ITEMS**

210 a. Approve check warrants: #17299 (04/22/22); #17300 (04/29/22)

211 b. Approve minutes: April 13, 2022; April 27, 2022

212 c. Approve Street Closure Application for Memorial Day Parade

213 d. Approve Street Vanner Application for Memorial Day Parade

214 e. Approve Fireworks Display Permit for July 4th Community Celebration

215 f. Approve Chittenden County Regional Planning Commission Grant Support Letter

216 g. **Approve Local Emergency Management Plan

217
218 **GEORGE TYLER made a motion, seconded by DAN KERIN to approve the consent agenda as**
219 **amended. The motion passed 5-0.**

220
221 **8. READING FILE**

222 a. Board member comments: Mr. Kerin said that Green Up Day was this past Saturday and was well-
223 attended. Mr. Brown thanked Mr. Chawla for chairing the previous Trustees meeting.

224 c. Trustee Meeting Schedule

225 d. Participation CDC COVID-19 wastewater sampling program

226
227 **9. EXECUTIVE SESSION:**

228 a. *An executive session may be necessary to discuss securing or negotiating real estate purchase or
229 lease options

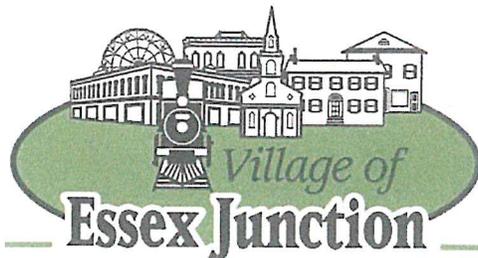
230 b. **An executive session may be necessary to discuss municipal emergency response measures, the
231 disclosure of which could jeopardize public safety.

232
233 **10. ADJOURN**

234
235 **DAN KERIN made a motion, seconded by GEORGE TYLER to adjourn the meeting. The motion**
236 **passed 5-0 at 10:04 PM.**

237
238 Respectfully Submitted,
239 Amy Coonradt

Rick V. Jones
Public Works Superintendent
rick@essexjunction.org
Office: (802) 878-6942
Fax: (802) 878-6949



Village Offices
2 Lincoln Street
Essex Junction, VT 05452
Office: (802) 878-6944
Fax: (802) 878-6946
www.essexjunction.org

MEMORANDUM

To: Essex Junction Trustees
From: Rick Jones, Public Works Superintendent
Date: May 17, 2022
RE: 2022 Roadway Resurfacing Project

Issue: Bids have been advertised and received for the Essex Junction 2022 Roadway Resurfacing Project.

Discussion: Responses were received from five companies.

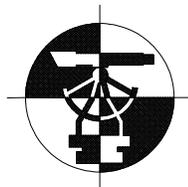
<u>Bidders</u>	<u>Total Bid Price</u>
S D Ireland	\$229,725.50
ECI (Engineers Construction)	\$256,757.50
S T Paving	\$259,527.50
F W Whitcomb	\$262,075.00
Pike Industries	\$287,795.00

Recommendation: It is recommended that the Trustees award the bid for the 2022 Roadway Resurfacing Project to the lowest qualified bidder, S D Ireland, for the amount of \$229,725.50.



**Village of Essex Junction
2022 Roadway Resurfacing Projects
Contract Documents**

April 2022



Donald L. Hamlin Consulting Engineers, Inc.
136 Pearl Street
Essex Junction, Vermont 05452
Tel (802) 878-3956 www.dlhce.com

TABLE OF CONTENTS

ADVERTISEMENT FOR BIDS	L – 1
INFORMATION FOR BIDDERS	L – 2
PROPOSAL	L – 6
CERTIFICATION OF BIDDERS QUALIFICATIONS.....	L – 13
AGREEMENT.....	L – 15
NOTICE TO PROCEED.....	L – 18
CHANGE ORDER.....	L – 19
CERTIFICATE OF SUBSTANTIAL COMPLETION.....	L – 20
CERTIFICATE OF FINAL COMPLETION.....	L – 21
RIVENDELL DRIVE RESURFACING LIMITS SITE PLAN	1 of 3
SYCAMORE LANE RESURFACING LIMITS SITE PLAN	2 of 3
JUNIPER RIDGE ROAD RESURFACING LIMITS SITE PLAN	3 of 3

ADVERTISEMENT FOR BIDS

RECEIPT OF BIDS: Sealed bids on forms prepared by the Engineer will be received by the Village of Essex Junction, at the Village of Essex Junction Offices, 2 Lincoln Street, Essex Junction, Vermont, until 2:00 p.m. (local time) on May 6, 2022, for the 2022 Roadway Resurfacing Projects. The contract generally includes the following work items on Rivendell Drive, Sycamore Lane, and Juniper Ridge Road in the Village of Essex Junction:

- 1) Supply and Install 1,785 Tons of Type III Bituminous Concrete Pavement, Overlay
- 2) Supply and Install 640 Tons of Type IV Bituminous Concrete Pavement, Shim
- 3) Cold Plane 520 SY of Existing Pavement up to 2" Thick
- 4) Provide Traffic Control Packages

All work will be in accordance with Drawings, Specifications and other Contract Documents and information prepared by the Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont.

BIDS WILL BE PUBLICLY OPENED AND READ AT 2:00 p.m. (local time) on May 6, 2022 at the office of the Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452.

OBTAINING CONTRACT DOCUMENTS: Digital Drawings, Specifications, and other Contract Documents may be obtained by emailing Stephen Lizewski, Chief of Field Operations, of Donald L. Hamlin Consulting Engineers, Inc. at slizewski@dlhce.com. Prospective bidders will be added to the Plan Holder List and will be provided with access to a digital FTP site. All Drawings, Specifications, Contract Documents, Addendums, and other relevant project information will be available on the FTP site. It is the responsibility of the Prospective Bidder to review relevant project information located on the FTP site. Prospective Bidders must be on the Plan Holder List to be eligible to submit a bid.

PRE-BID MEETING: The Village of Essex Junction will hold a Pre-Bid Meeting at 2:00 p.m. (local time) on April 28, 2022 to discuss the project. The Pre-Bid meeting will be held via Zoom and all plan holders will be provided with access to the Zoom meeting.

BID GUARANTY: Each bid shall be accompanied by an acceptable form of Bid Guaranty in an amount equal to at least five percent (5%) of the amount of the Bid, payable to Village of Essex Junction, as a guaranty that if the Bid is accepted, the Bidder will execute the Contract and file acceptable Performance, Labor, and Material Payment Bonds within ten (10) days after the award of the Contract. Acceptable form for a Bid Guaranty is either a bid bond or certified check. No bidder may withdraw their bid within 30 days after the actual date of the opening thereof. The owner reserves the right to waive any informalities and to reject any or all bids.

CONTRACT TIME: If awarded the Contract, the Contractor agrees to complete all work in its entirety, as shown in the Contract Plans, on or before September 30, 2022. The Contractor shall provide the Village of Essex Junction with one payment request, for all work associated with the project, upon completion of the project in its entirety.

INFORMATION FOR BIDDERS

1. INVITATION TO BID

The Village of Essex Junction will receive sealed bids for the 2022 Roadway Resurfacing Projects. The contract generally includes the following work items on Rivendell Drive, Sycamore Lane, and Juniper Ridge Road in the Village of Essex Junction:

- 1) Supply and Install 1,785 Tons of Type III Bituminous Concrete Pavement, Overlay
- 2) Supply and Install 640 Tons of Type IV Bituminous Concrete Pavement, Shim
- 3) Cold Plane 520 SY of Existing Pavement up to 2" Thick
- 4) Provide Traffic Control Packages

Sealed bids, clearly marked in the lower left-hand corner "Bidding Documents- 2022 Roadway Resurfacing Projects" on the outside of the envelope, will be accepted until 2:00 p.m., May 6, 2022 and should be addressed to the Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont. Bids will be opened at 2:00 p.m., on May 6, 2022 at the Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452. It is the sole responsibility of the Bidder to see that their Proposal is received at the proper time. Any Proposal received after the scheduled closing time for receipt of Proposals will be returned to the Bidder unopened.

2. PAYMENT

The Contractor agrees to complete all work on or before September 30, 2022. The Village will process one (1) Payment Request after all work associated with the project described herein is complete in its entirety. There are no exceptions to this schedule.

3. BID FORM

Each Proposal shall be made on a form prepared by the Engineer and contained in the section entitled Proposal and shall be submitted in a sealed envelope bearing the title of the work and the name of the Bidder.

Proposals shall not contain any recapitulations of the work to be done. Alternate proposals will not be considered unless called for. Oral proposals or modifications will not be considered.

4. INTERPRETATION OF DOCUMENTS

If any person contemplating submitting a Proposal is in doubt as to the true meaning of any part of the Drawings, Specifications or other Contract Documents, or finds discrepancies in or omissions from the Drawings or Specifications, a written request (via email) for an interpretation or correction thereof may be submitted to Stephen Lizewski, Chief of Field Operations, at slizewski@dlhce.com up to seven (7) calendar days prior to the Bid Date indicated in Item 1. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of the Addendum will be added to the FTP site or delivered via email to each person receiving a set of the Contract Documents. Neither the Owner nor the Engineer will be responsible for any other explanations or interpretations of the Contract Documents.

5. INFORMATION NOT GUARANTEED

All information indicated on the Contract Drawings and in the Specifications relating to existing conditions has been compiled from sources and by methods considered to be reliable. However,

there is no expressed or implied agreement that this information is correct, and it is understood that conditions in the field may vary from those indicated by the information available prior to construction. It is the intent of this Contract that the Contractor assumes all risks that may be encountered in the work.

6. EXAMINATION OF CONTRACT DOCUMENTS AND VISIT TO SITE

Before submitting a Proposal, Bidders shall carefully examine the Plans, Specifications, and other Contract Documents, visit the site, and generally make themselves aware of all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the Contract Documents. Each Bidder shall make themselves acquainted with the specifics of the project. Failure of the Bidders to do so will not relieve them of later responsibility.

7. AWARD OR REJECTION OF PROPOSAL

It is the intent of the Owner to award the Contract to the qualified responsible bidder with the lowest bid complying with these instructions. However, the Village of Essex Junction reserves the right to reject or waive any informalities in, or reject any and all proposals, or to accept any proposal deemed in the best interest of the Village of Essex Junction. No Bidder may withdraw their Proposal for a period of thirty (30) days after the date of opening thereof.

8. BID WITHDRAWAL

Any Bidder may withdraw their Proposal, either personally or by telegraphic or written request, at any time prior to scheduled time for receipt of proposals.

9. CONSIDERATION OF INTERPRETATION OF BIDS

The Owner will examine and consider all Proposals submitted in compliance with the instructions contained in this Section of the Contract Documents.

In case of a difference between the stipulated amount of the Proposal written in words and the stipulated amount written in figures, the stipulated amount stated in written words shall govern.

10. BID SECURITY

Each Bid must be accompanied by a bid bond or certified check payable to the Owner for five percent of the total amount of the Bid.

11. TABULATION OF BIDS

A bid tabulation will be forwarded to all Bidders who have submitted Proposals in compliance with the instructions contained in this Section of the Contract Documents. This tabulation will be forwarded within a reasonable time after the bids are opened.

12. ADDENDA

Any addenda issued during the time of bidding or forming a part of the Contract Documents provided to the Bidder for the preparation of their Proposal, shall be covered in the Proposal, and shall be made a part of the Contract. Receipt of each Addendum shall be acknowledged in the Proposal.

13. MULTIPLE PROPOSALS

No persons, firm, or corporation shall be allowed to make, file, or to be interested in more than one Proposal for the same work, unless alternate Proposals are called for. A person, firm, or corporation who has submitted a sub-proposal to a Bidder, or who has quoted prices on a sub-proposal to a Bidder, or who has quoted prices on materials to a Bidder, is not hereby disqualified from submitting a sub-proposal or quoting prices to other Bidders.

14. CONTRACT BONDS

The successful Bidder, simultaneously with the execution of the Agreement, will be required to furnish a Performance Bond in an amount equal to one hundred percent (100%) of the Agreement Amount and a Labor and Material Payment Bond equal to one hundred percent (100%) of the Agreement amount; said bonds shall be secured from a surety company satisfactory to the Village of Essex Junction.

15. INSURANCE

The insurance requirement for contractual services over \$10,000 shall be a combined single limit of one million dollars (\$1,000,000) aggregate for public liability and property damage including vehicle coverage. Prior to the commencement of work, the bidder shall give the Village Manager a certificate from the insuring company indicating that such policies have been issued and are in force and that said insurance companies agree to notify the Village Manager at least ten (10) days prior to the date of termination or change in said policies.

Bidder agrees to purchase and maintain at their own expense Worker's Compensation Insurance to cover injury to their employees, as required by statute. If the bidder is a sole proprietor exempt from carrying Worker's Compensation Insurance under the provisions of 21 VSA § 601(14), he/she agrees to sign an agreement with the Village of Essex Junction to affirm that:

- He/she is not an employee of the Village of Essex Junction
- He/she is working independently
- He/she has no employees
- He/she has not contracted with other independent contractors

16. LIQUIDATED DAMAGES

The sum of seven hundred fifty dollars (\$750) per calendar day is agreed upon as liquidated damages and shall be paid by the Contractor to the Village of Essex Junction for failure to complete the cold planing and installation of the bituminous concrete pavement in its entirety as shown on the Contract Plans on or before September 30, 2022.

17. ASPHALT PRICE ADJUSTMENT

- A. This specification contains price adjustment provisions for asphalt cement used in the production of bituminous concrete pavement. The price adjustment is compensation to the contractor or payment to the Village of Essex Junction depending on increase or decrease in the average price of asphalt cement during this project.

- B. It is understood by the contractor that a price adjustment increase may require the Village of Essex Junction to decrease the quantities of the pay items in this contract in order to stay within budget.
- C. The contractor hereby agrees that its bid prices for this contract include no allowances for any contingencies to cover increased costs for which adjustments is provided herein.
- D. The contract index price (IP) will be the most recent index price set by the Vermont Agency of Transportation at the time of Bid Opening.
- E. The posted price (PP) for a ton of asphalt cement will be as set monthly by the Vermont Agency of Transportation. The contract posted price will be determined by individual roadway as the price in the month that paving begins on that roadway.
- F. The price adjustment to be paid shall be calculated as follows:
 - The price adjustment shall be calculated as described in the Vermont Agency of Transportation 2018 Standard Specification #406.18 Asphalt Price Adjustment.
 - No price adjustment increase will be allowed beyond the contract completion date.

18. MAILING PROPOSALS

Envelopes containing completed bids must be sealed, marked, and addressed as follows, and must also show the Bidder's complete name and address.

Village of Essex Junction

2 Lincoln Street

Essex Junction, Vermont 05452

Mark on Lower Left Hand Corner:

Bidding Documents

2022 Roadway Resurfacing Projects

PROPOSAL

THE FOLLOWING PROPOSAL IS HEREBY MADE TO:

Village of Essex Junction

1. **KNOWLEDGE OF LOCAL CONDITIONS AND CONTRACT DOCUMENTS**

The Undersigned has examined the location of the proposed work, the Drawings, Specifications, and other Contract Documents and information, and is familiar with the local conditions at the place where the work is to be performed.

2. **EXECUTION OF AGREEMENT AND FURNISHING BONDS**

Within ten (10) days after being awarded the Contract, the Undersigned agrees to execute the Agreement, and to furnish the necessary Contract Bonds.

3. **ADDENDA**

The Undersigned hereby acknowledge receipt of the following Addenda:

Addenda No.	Date
_____	_____
_____	_____
_____	_____

4. **CONTRACT TIME**

If awarded the Contract, the Contractor agrees to complete all work on or before September 30, 2022. There are no exceptions to this schedule.

5. **OWNER'S RIGHTS RESERVED**

The Undersigned understands that the Owner reserves the right to reject any or all Proposals or to waive any formality or technicality in any Proposal in the interest of the Owner.

6. **SCHEDULE OF PRICES**

Schedule of Prices- Rivendell Drive*

The Undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools, and services in accordance with the Plans and Specifications related to roadway resurfacing on Rivendell Drive at the cost established in the Schedule of Prices with a total of _____ (\$ _____) total construction price.

Schedule of Prices- Sycamore Lane*

The Undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools, and services in accordance with the Plans and Specifications related to roadway resurfacing on Sycamore Lane at the cost established in the Schedule of Prices with a total of _____ (\$ _____) total construction price.

Schedule of Prices- Juniper Ridge Road*

The Undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools, and services in accordance with the Plans and Specifications related to roadway resurfacing on Juniper Ridge Road at the cost established in the Schedule of Prices with a total of _____ (\$ _____) total construction price.

Selection Basis

The Village of Essex Junction will award the contract to the responsive bidder with the lowest combined cost for work related to roadway resurfacing on Rivendell Drive, Sycamore Lane, and Juniper Ridge Road.

TOTAL BID-2022 ROADWAY RESURFACING PROJECTS** \$ _____

*Asphalt price adjustment will be applied as appropriate based on the most recent State of Vermont Agency of Transportation asphalt price adjustment specification.

** The Village of Essex Junction reserves the right to reject or waive any informalities in, or reject any and all proposals, or to accept any proposal deemed to be in the best interest of the Village of Essex Junction.

Bidders must bid on each and every item in the Bid Schedule entering clearly in ink the price bid. The Schedule of Prices referred to herein are as follows:

The bidder agrees to perform all the work described in the Contract Documents for the following unit prices. All unit prices are to be shown in both words and figures. In case of a discrepancy, the words shall govern.

BID SCHEDULE- RIVENDELL DRIVE

Item No. and Description	Estimated Quantity	Unit Price (in words and figures)	Total Price (in figures)
1) Type IV Bituminous Concrete Pavement 1/2" Shim- (Includes Emulsified Asphalt Tack Coat)*	260 Tons	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	
2) Type III Bituminous Concrete Pavement 1-1/2" Overlay- (Includes Emulsified Asphalt Tack Coat)*	725 Tons	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	
3) Cold Plane Pavement Up to 2" Thick-(Includes cleaning and removing grindings)	260 S.Y.	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	
4) Grind the Existing Asphalt Fillets to the face of the Existing Curb at Each Driveway Curb Cut (Includes cleaning and removing grindings)	28 Each	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	
5) Traffic Control- (Includes Cones, Signs, Barrels, and Flaggers)	1 L.S.	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	

TOTAL BID- RIVENDELL DRIVE**	\$ _____
------------------------------	----------

* Asphalt price adjustment will be applied as appropriate based on the most recent State of Vermont Agency of Transportation Asphalt Price Adjustment Specifications.

**The Village of Essex Junction reserves the right to reject or waive any informalities in, or reject any and all proposals, or to accept any proposal deemed to be in the best interest of the Village of Essex Junction.

Bidders must bid on each and every item in the Schedule entering clearly in ink the price bid. The Schedule of Prices referred to herein are shown above.

The bidder agrees to perform all the work described in the Contract Documents for the unit prices shown above. All unit prices are to be shown in both words and figures. In case of discrepancy, the words shall govern.

The Village will award the contract to the responsive bidder with the lowest combined cost for work in 2022 ROADWAY RESURFACING PROJECTS.

BID SCHEDULE- SYCAMORE LANE

Item No. and Description	Estimated Quantity	Unit Price (in words and figures)	Total Price (in figures)
1) Type IV Bituminous Concrete Pavement 1/2" Shim- (Includes Emulsified Asphalt Tack Coat)*	70 Tons	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	
2) Type III Bituminous Concrete Pavement 1-1/2" Overlay- (Includes Emulsified Asphalt Tack Coat)*	185 Tons	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	
3) Traffic Control- (Includes Cones, Signs, Barrels, and Flaggers)	1 L.S.	_____ Dollars	\$ _____
		and _____ Cents	
		(\$ _____)	

TOTAL BID- SYCAMORE LANE**	\$ _____
----------------------------	----------

* Asphalt price adjustment will be applied as appropriate based on the most recent State of Vermont Agency of Transportation Asphalt Price Adjustment Specifications.

**The Village of Essex Junction reserves the right to reject or waive any informalities in, or reject any and all proposals, or to accept any proposal deemed to be in the best interest of the Village of Essex Junction.

Bidders must bid on each and every item in the Schedule entering clearly in ink the price bid. The Schedule of Prices referred to herein are shown above.

The bidder agrees to perform all the work described in the Contract Documents for the unit prices shown above. All unit prices are to be shown in both words and figures. In case of discrepancy, the words shall govern.

The Village will award the contract to the responsive bidder with the lowest combined cost for work in 2022 ROADWAY RESURFACING PROJECTS.

BID SCHEDULE- JUNIPER RIDGE ROAD

Item No. and Description	Estimated Quantity	Unit Price (in words and figures)	Total Price (in figures)
1) Type IV Bituminous Concrete Pavement 1/2" Shim- (Includes Emulsified Asphalt Tack Coat)*	310 Tons	_____ Dollars and _____ Cents (\$ _____)	\$ _____
2) Type III Bituminous Concrete Pavement 1-1/2" Overlay- (Includes Emulsified Asphalt Tack Coat)*	875 Tons	_____ Dollars and _____ Cents (\$ _____)	\$ _____
3) Cold Plane Pavement Up to 2" Thick (Includes cleaning and removing grindings)	260 S.Y.	_____ Dollars and _____ Cents (\$ _____)	\$ _____
4) Traffic Control- (Includes Cones, Signs, Barrels, and Flaggers)	1 L.S.	_____ Dollars and _____ Cents (\$ _____)	\$ _____

TOTAL BID- JUNIPER RIDGE ROAD**	\$ _____
---------------------------------	----------

* Asphalt price adjustment will be applied as appropriate based on the most recent State of Vermont Agency of Transportation Asphalt Price Adjustment Specifications.

**The Village of Essex Junction reserves the right to reject or waive any informalities in, or reject any and all proposals, or to accept any proposal deemed to be in the best interest of the Village of Essex Junction.

Bidders must bid on each and every item in the Schedule entering clearly in ink the price bid. The Schedule of Prices referred to herein are shown above.

The bidder agrees to perform all the work described in the Contract Documents for the unit prices shown above. All unit prices are to be shown in both words and figures. In case of discrepancy, the words shall govern.

The Village will award the contract to the responsive bidder with the lowest combined cost for work in 2022 ROADWAY RESURFACING PROJECTS.

7. GENERAL REQUIREMENTS

The undersigned agrees to conform to the following additional general requirements:

- a. All of the work shall be done in accordance with Information For Bidders, the Proposal, the Agreement, and the Specifications.
- b. All materials, unless otherwise specified, shall meet the requirements of the latest standards or specifications of the American Society for Testing and Materials, American Concrete Institute and shall meet with the approval of the Engineer.
- c. The undersigned agrees to provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work contained in the Contract Drawings and Specifications within the specified time.
- d. The Contractor agrees to complete all work on or before September 30, 2022. There are no exceptions to this schedule.
- e. The undersigned agrees to pay liquidated damages of \$750.00 per calendar day for failure to complete all work on or before September 30, 2022.

8. ASPHALT PRICE ADJUSTMENT

- A. This specification contains price adjustment provisions for asphalt cement used in the production of bituminous concrete pavement. The price adjustment is compensation to the contractor or payment to the Village of Essex Junction depending on increase or decrease in the average price of asphalt cement during this project.
- B. It is understood by the contractor that a price adjustment increase may require the Village of Essex Junction to decrease the quantities of the pay items in this contract in order to stay within budget.
- C. The contractor hereby agrees that its bid prices for this contract include no allowances for any contingencies to cover increased costs for which adjustments is provided herein.
- D. The contract index price (IP) will be the most recent index price set by the Vermont Agency of Transportation at the time of Bid Opening.
- E. The posted price (PP) for a ton of asphalt cement will be as set monthly by the Vermont Agency of Transportation. The contract posted price will be determined by individual roadway as the price in the month that paving begins on that roadway.
- F. The price adjustment to be paid shall be calculated as follows:
 - The price adjustment shall be calculated as described in the Vermont Agency of Transportation 2018 Standard Specification #406.18 Asphalt Price Adjustment.
 - No price adjustment increase will be allowed beyond the contract completion date.

THE ABOVE PROPOSAL IS HEREBY SUBMITTED BY:

CONTRACTOR

BY

TITLE

BUSINESS ADDRESS

CITY STATE

DATE

**CERTIFICATION OF BIDDERS QUALIFICATIONS
AND USE OF SUBCONTRACTED SERVICES**

This data must be included in and made part of the submittal bid documents. Failure to comply may be regarded as justification for rejecting the Contractor's proposal. Additional pages may be added as necessary by the Bidder.

The names and residences of all persons and parties interested in this Proposal as principals are as follows: (Note: Give the first and last names in full. If a corporation, give names of all officers and directors. If a partnership, give name of all partners.)

The Undersigned agrees that all work to be performed by subcontractors and the approximate amount to be paid the sub-contractors, is as listed below. All sub-contractors must be listed and all sub-contractors must be approved by the Engineer.

<u>Description of Sub-Contract</u>	<u>Name and Address of Sub-Contractor</u>	<u>Approximate Amount of Sub-Contract</u>

The Undersigned submits the following information to enable the Owner to judge of their experience and ability to perform the proposed work.

1. Name and names of resident supervisor or supervisors who will be assigned to this Project. State any of their special qualifications.

2. How many years has your organization been in business as a general contractor under the name in which you propose to execute this Contract?

3. What projects has your present organization completed of character similar to the proposed? (Give the information indicated by the following tabulation.)

Name & Address of Owner for Whom Work was Done	Work Done as Contractor or Sub-Contractor	Description Of Work	Approximate Amount of Contract	Approximate Date Work Was Done
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Has your present organization ever failed to complete any work awarded to it? If so, state when, where, and why.

This Certification is submitted by:

Name of Contractor

Authorized Signature

Title

Business Address

City State

Date

AGREEMENT - 2022 ROADWAY RESURFACING PROJECTS

THIS AGREEMENT, made this _____ day of _____, 2022 by and between the Village of Essex Junction, hereinafter called the Owner, and _____ doing business as a _____ located at _____ hereinafter called the Contractor.

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Owner, the Contractor hereby agrees with the Owner to commence and complete the construction described in the Contract Documents and Drawings for the project entitled "2022 Roadway Resurfacing Projects" which involves roadway resurfacing and associated work tasks on Rivendell Drive, Sycamore Lane, and Juniper Ridge Road in the Village of Essex Junction, Vermont:

1. The Contractor agrees to furnish all the necessary labor, materials, equipment, tools and services necessary to perform and complete in a professional manner and in strict compliance with all work shown on the Drawings and described in the Specifications for the sum of \$ _____ as shown in the Bid Schedule.

2. The Project shall include the work shown on the Drawings and described in the Specifications.

The Contract Documents and the Drawings, together with this Agreement, form the Contract and they are as fully a part of the Contract as if thereto attached or herein repeated.

3. The Contractor agrees to complete all work in its entirety, as shown in the Contract Plans, prior to September 30, 2022. There are no exceptions to this schedule.

4. The Contractor agrees to bind every sub-contractor by the terms of the Contract Documents. The Contract Documents shall not be construed as creating a contractual relation between any sub-contractor and the Owner.

5. All work shall be done under the general supervision of the Owner or Owner's representative. The Owner or Owner's representative shall decide any and all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of Drawings and Specifications, and all questions as to the acceptable fulfillment of the Contract on the part of the Contractor.

6. This agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Owner and the Contractor respectively and their partners, successors, assigns and legal representatives. Neither the Owner nor the Contractor shall have the right to assign, transfer or subject their interests or obligations hereunder without written consent of the other party.

7. The Contractor agrees to complete all work on or before September 30, 2022. The Village of Essex Junction will process one (1) Payment Request after all work associated with the project described herein is complete in its entirety. There are no exceptions to this schedule. The Owner shall make the payment to the Contractor on the basis of work performed under the contract on the basis of the attached Bid Schedule.

8. Any penalty imposed by the State of Vermont due to excavation, movement or erosion of the soils on the site during the life of the contract shall be the responsibility and expense of the Contractor.

9. The insurance requirement for contractual services over ten thousand dollars (\$10,000) shall be a combined single limit of one million dollars (\$1,000,000) aggregate for public liability and property damage including vehicle coverage. Prior to the commencement of work, the bidder shall give the Village Manager a certificate from the insuring company indicating that such policies have been issued and are in force and that said insurance companies agree to notify the Village Manager at least ten (10) days prior to the date of termination or change in said policies.

Bidder agrees to purchase and maintain at their own expense Worker's Compensation Insurance to cover injury to their employees, as required by statute. If the bidder is a sole proprietor exempt from carrying Worker's Compensation Insurance under the provisions of 21 VSA § 601(14), he/she agrees to sign an agreement with the Village of Essex Junction to affirm that:

- He/she is not an employee of the Village of Essex Junction
- He/she is working independently
- He/she has no employees
- He/she has not contracted with other independent contractors

10. Any property corner markers disturbed or damaged by the Contractor will be replaced at the Contractor's expense.

11. The Contractor shall guarantee all materials and equipment furnished and work performed for a period of one (1) year from the date of Substantial Completion. The Contractor warrants and guarantees for a period of one (1) year from the date of Substantial Completion of the work that the completed work is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the work resulting from such defects. The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other work that may be made necessary by such defects, the Owner may do so and charge the Contractor the cost thereby incurred.

12. LIQUIDATED DAMAGES

The sum of seven hundred fifty dollars (\$750) per calendar day is agreed upon as liquidated damages and shall be paid by the Contractor to the Owner for failure to complete all work in its entirety as shown on the Contract Plans on or before September 30, 2022.

13. ASPHALT PRICE ADJUSTMENT

- A. This specification contains price adjustment provisions for asphalt cement used in the production of bituminous concrete pavement. The price adjustment is compensation to the contractor or payment to the Village of Essex Junction depending on increase or decrease in the average price of asphalt cement during this project.

- B. It is understood by the contractor that a price adjustment increase may require the Village of Essex Junction to decrease the quantities of the pay items in this contract in order to stay within budget.
- C. The contractor hereby agrees that its bid prices for this contract include no allowances for any contingencies to cover increased costs for which adjustments is provided herein.
- D. The contract index price (IP) will be the most recent index price set by the Vermont Agency of Transportation at the time of Bid Opening.
- E. The posted price (PP) for a ton of asphalt cement will be as set monthly by the Vermont Agency of Transportation. The contract posted price will be determined by individual roadway as the price in the month that paving begins on that roadway.
- F. The price adjustment to be paid shall be calculated as follows:
 - The price adjustment shall be calculated as described in the Vermont Agency of Transportation 2018 Standard Specification #406.18 Asphalt Price Adjustment.
 - No price adjustment increase will be allowed beyond the contract completion date.

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written:

Village of Essex Junction

 OWNER

 BY
 Village Manager

 TITLE
 2 Lincoln Street

 BUSINESS ADDRESS
 Essex Junction, Vermont

 CITY STATE

 IN PRESENCE OF

 CONTRACTOR

 BY

 TITLE

 BUSINESS ADDRESS

 CITY STATE

 IN PRESENCE OF

NOTICE TO PROCEED

TO _____

DATE _____

PROJECT 2022 Roadway Resurfacing Projects

You are hereby notified to commence WORK in accordance with the Agreement dated _____, on or after _____, 2022, and you are to complete the WORK in accordance with the work schedule described herein.

The Contractor agrees to complete all work on or before September 30, 2022.

Village of Essex Junction

OWNER

BY _____

TITLE Village Manager

ACCEPTANCE OF NOTICE

Receipt of the above Notice to Proceed is hereby acknowledged by

this the _____ day of

_____, 20 22

By _____

Title _____

CHANGE ORDER

Date: _____

Change Order No: _____

Name of Project: 2022 Roadway Resurfacing Projects

Project Municipality: Village of Essex Junction

Contractor: _____

The following changes are hereby made to the Contract:

Justifications:

Change to Contract Price: \$ _____

Original Contract Price: \$ _____

Current Contract Price adjusted by previous Change Order: \$ _____

Contract Price due to this Change Order will be (increased) (decreased) by: \$ _____

New Adjusted Contract Price: \$ _____

Change to Contract Time: _____

The Contract Time will be (increased) (decreased) by _____ Calendar days

The date for completion of all work will be _____

APPROVALS:

Contractor: _____

Construction Inspector: _____

Municipality: _____

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner's Project No.: _____ Engineer's Project No: _____

Project: **2022 Roadway Resurfacing Projects**

Contractor: _____ Contract Date: _____

Contract For: _____

Project or Specified Part Shall Include _____

DEFINITION OF SUBSTANTIAL COMPLETION

The date of Substantial Completion of a Project or specified part of a Project is the date when the construction is sufficiently completed, in accordance with the Contract Documents, so that the Project or specified part of the Project can be utilized for the purpose for which it was intended.

To: _____
(Owner)

And To: _____
(Contractor)

The WORK performed under this CONTRACT has been inspected by authorized representatives of the OWNER, CONTRACTOR, and ENGINEER, and the Project or Specified Part of the Project is hereby declared to be Substantially Completed as of the following date:

Date of Substantial Completion: _____

If a tentative list of items to be completed or corrected is appended hereto, the failure to include an item on it does not alter the responsibility of the CONTRACTOR to complete all the WORK in accordance with the CONTRACT DOCUMENTS and CONTRACT TIME.

Recommended By:

ENGINEER

AUTHORIZED REPRESENTATIVE

DATE

CERTIFICATE OF FINAL COMPLETION

Contract No: _____ Agreement Date: _____

Contract Description: _____

FINAL CERTIFICATION OF CONTRACTOR

I hereby certify that the WORK as identified in the Final Estimate of Payment for construction CONTRACT WORK dated _____, represents full compensation for the actual value of WORK completed. All WORK completed conforms to the terms of the AGREEMENT and authorized changes.

CONTRACTOR: _____

Date: _____

Signature: _____

Title: _____

FINAL CERTIFICATION OF ENGINEER

I have reviewed the CONTRACTOR'S Final Payment Request dated _____ and hereby certify that to the best of my knowledge, the cost of the WORK identified on the Final Estimate represents full compensation for the actual value of WORK completed and that the WORK has been completed in accordance with the terms of the AGREEMENT and authorized changes.

ENGINEER: _____

Date: _____

Signature: _____

Title: _____

FINAL ACCEPTANCE OF OWNER

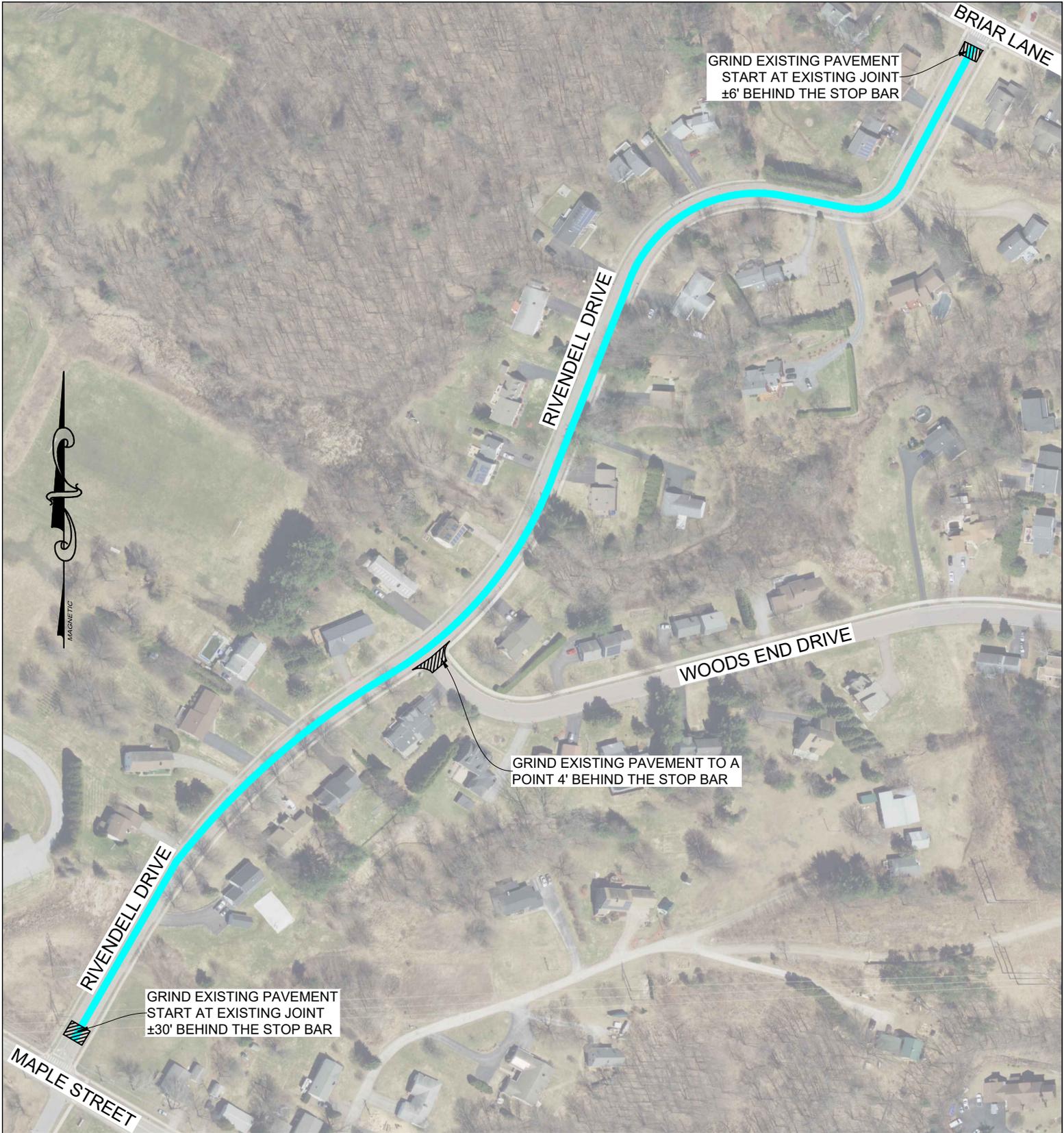
I, as representative of the OWNER, accept the above Final Certifications and authorize Final Payment in the amount of \$ _____

OWNER: Village of Essex Junction _____

Date: _____

Authorized Representative: _____

Title: _____



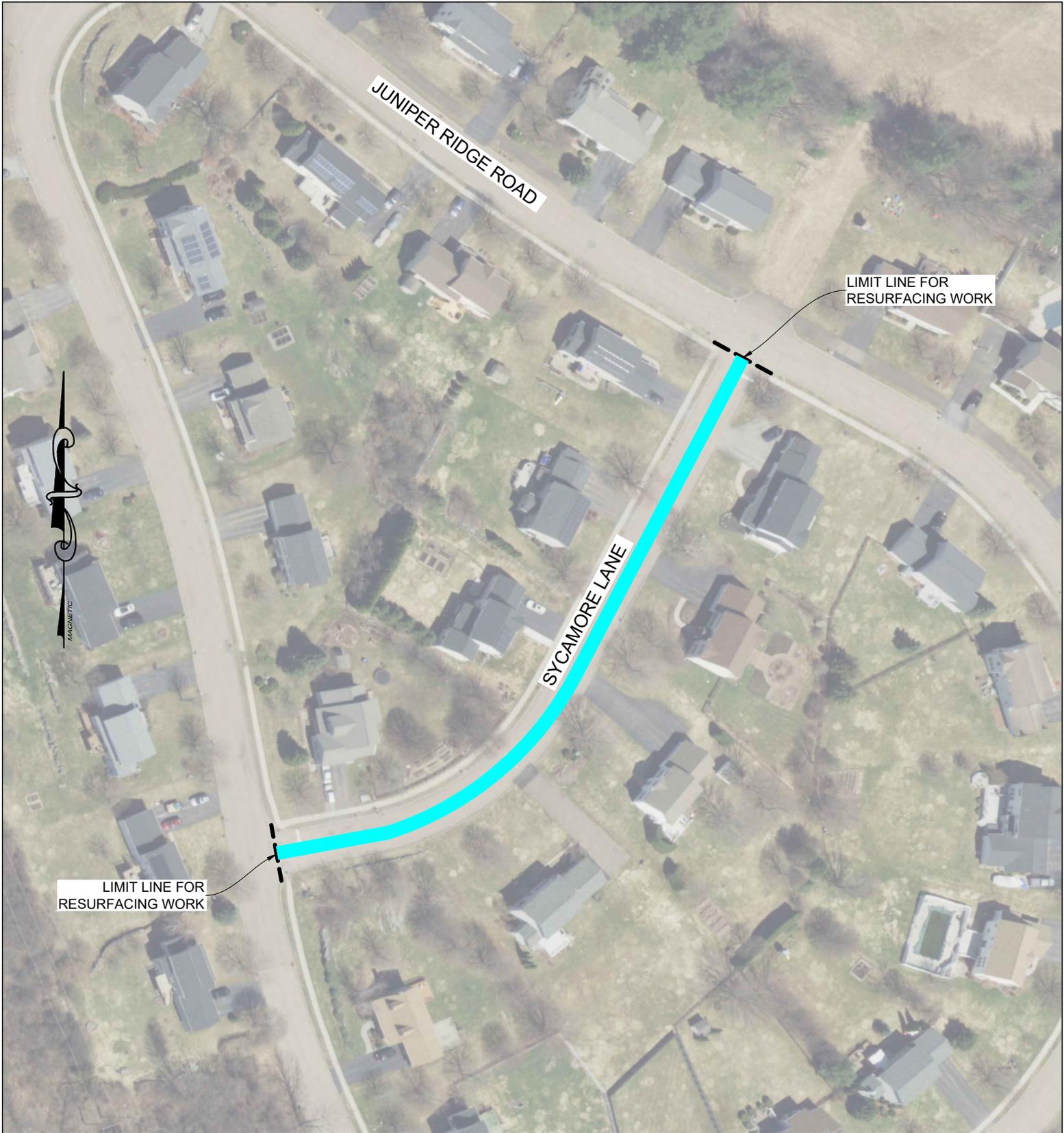
DRAWN: SOL
 CHECKED: JPK
 DATE: 04/20/22
 SCALE: 1" = 200'

SHEET 1 OF 3

RIVENDELL DRIVE RESURFACING LIMITS SITE PLAN



Donald L. Hamlin
 Consulting Engineers, Inc.



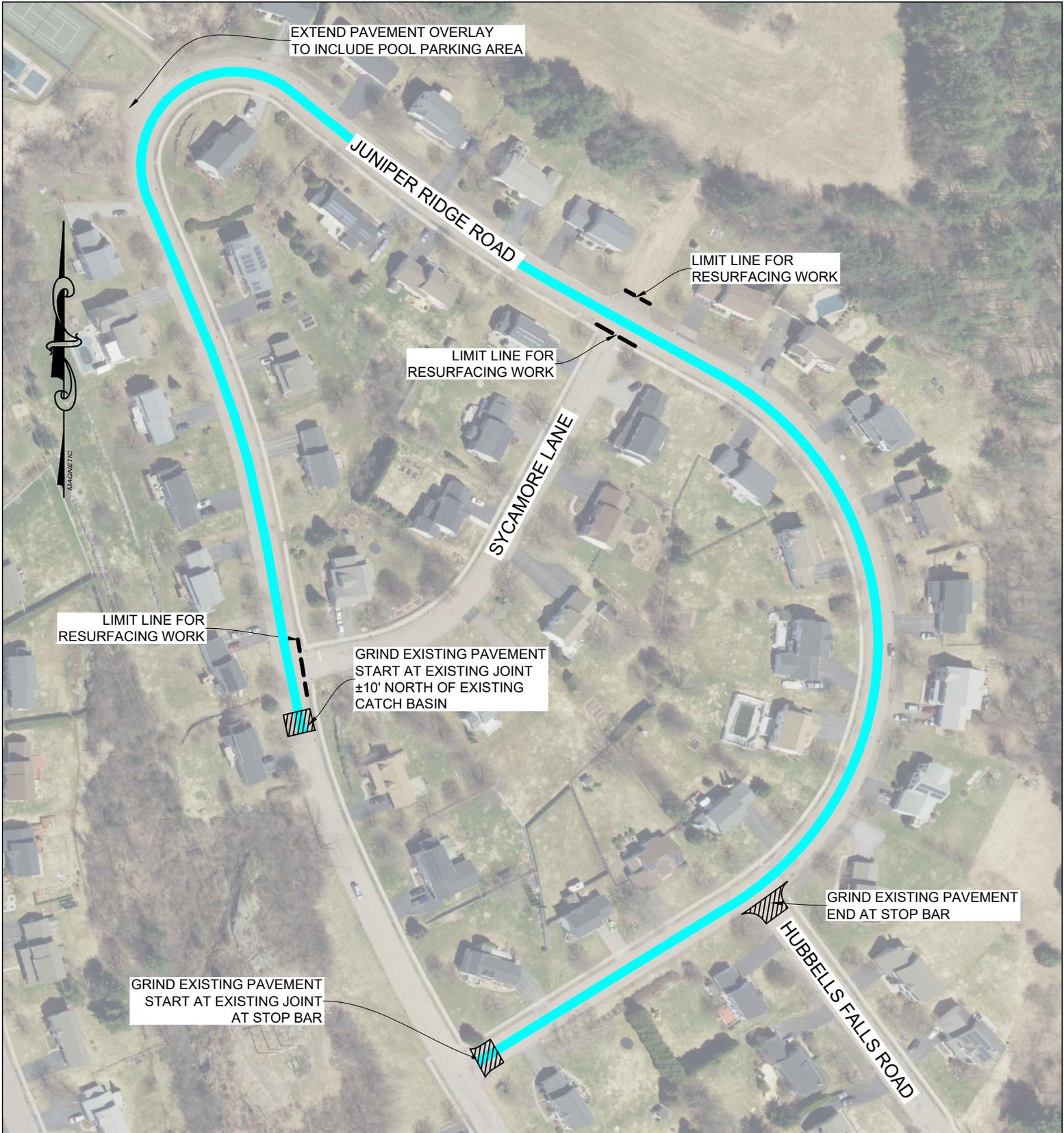
DRAWN: SOL
CHECKED: JPK
DATE: 04/20/22
SCALE: 1" = 100'

SHEET 2 OF 3

SYCAMORE LANE RESURFACING LIMITS SITE PLAN



Donald L. Hamlin
Consulting Engineers, Inc.



DRAWN: SOL
 CHECKED: JPK
 DATE: 04/20/22
 SCALE: 1" = 150'

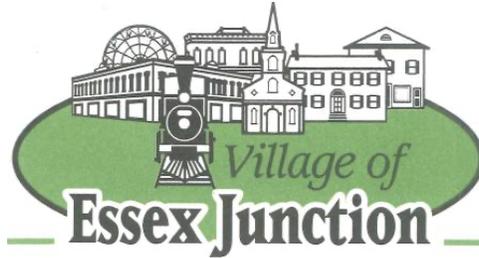
SHEET 3 OF 3

JUNIPER RIDGE ROAD RESURFACING LIMITS SITE PLAN



Donald L. Hamlin
 Consulting Engineers, Inc.

Rick V. Jones
Public Works Superintendent
rick@essexjunction.org
Office: (802) 878-6942
Fax: (802) 878-6949



Village Offices
2 Lincoln Street
Essex Junction, VT 05452
Office: (802) 878-6944
Fax: (802) 878-6946
www.essexjunction.org

MEMORANDUM

To: Essex Junction Trustees
From: Rick Jones, Public Works Superintendent
Date: May 17, 2022
Re: Combination Sewer Cleaning Truck

Issue: Essex Junction advertised for a new Combination Sewer Cleaning Truck and received responses from four companies for this specific vehicle.

Discussion:	Bidder	Net Bid Price
	H P Fairfield, Hopkinton, NH	\$454,500.00
	Allied Equipment, Hartland, ME	\$461,129.00
	Sanitary Equipment, West Haven, CT	\$470,787.00
	Chadwick Baross, Westbrook, ME	\$488,860.00

The Combination Sewer Cleaning Truck would replace the current SS5000 vehicle which will be traded in with the award of the bid.

The FY22 budget included funding for a replacement truck at a total cost of \$400,000 split between rolling stock, water, wastewater and sanitation capital budgets. The additional \$88,860 needed to fund the selected bid can be absorbed by existing fund balances without having a negative impact on future rates. The projected FY22 year-end rolling stock fund balance is \$461,341, water capital fund is \$577,891, wastewater capital fund is \$1,539,918, and sanitation capital fund is \$186,251. The additional \$88,860 would be allocated \$30,000 to rolling stock, \$19,500 to water capital, \$19,500 to wastewater capital, and \$19,860 to sanitation capital.

Recommendation: Staff thoroughly reviewed all four bids and determined that three of the companies did not meet all of the items listed in the specifications to provide a vehicle which meets the needs of the Village of Essex Junction. The only company to meet all specifications is Chadwick Baross from Westbrook, ME.

It is recommended that the Trustees award the bid for the Combination Sewer Cleaning Truck to Chadwick Baross for the net amount of \$488,860.000

https://ejrp-my.sharepoint.com/personal/bluck_ejrp_onmicrosoft_com/Documents/Brad Home Drive/Co-Managers/Trustee Docs/Trustees/01 Packets/20220525 VB Packet/2023 Combination Sewer Cleaning Truck.doc



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

Date: April 13, 2022
To: Essex Town and City of Essex Junction City Managers
From: Jill Remick, Director, PVR
Re: 2022 Equalization Study for Town of Essex and Village of Essex Junction

Town of Essex: Greg Duggan, Town Manager
Village of Essex Junction: Brad Luck, Interim Co-Manager and Wendy Hysko, Interim Co-Manager

This letter is to inform the Town of Essex and the Village of Essex Junction of our plans regarding the administration of the 2022 Equalization Study during the transitional period starting July 2022 for the purposes of establishing two separate municipalities.

Specifically, as was done for the 2021 Equalization Study, the Town of Essex and (then) City of Essex Junction will be treated as a single entity for the purposes of determining the equalized education property tax grand list and coefficient of dispersion for the municipality. The resulting common level of appraisal will be applied to FY24 education property tax rates for both the Town of Essex and the City of Essex Junction.

For the 2023 Equalization Study, the two municipalities will be treated separately, and an equalized education property tax grand list and coefficient of dispersion for each municipality will be established, and each year proceeding.

If you disagree with this approach, please notify me and your local assessing office immediately.

As with any Equalization Study produced annually, the municipality has the right to appeal the results of the study per 32 V.S.A. § 5408.

Thank you, and please let us know if you have any questions.


Jill Remick
Director, PVR

cc: Karen Lemnah, Municipal Assessor, Town of Essex & Village of Essex Junction
Benton Mitchell, District Advisor



**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, conferred generally upon all municipality residents.
- G. **Public officer** means a person elected or statutorily appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. 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 are 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 insignificant 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 themselves 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 themselves 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 member may still participate as a member 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 form shall be maintained by the City's Human Resources Director 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 Ethics 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: _____

Municipal regulation of cannabis and public health in Canada: A comparison of Alberta, Ontario, and Québec

François Gagnon¹ | Christophe Huynh² | Michelle Kilborn³ |
Michelle Fry³ | Rachel Vallée¹ | Isidora Janezic^{1,4}

¹Institut National de Santé Publique du Québec, Montreal, Québec, Canada

²University Institute on Addictions, Montréal, Québec, Canada

³Alberta Health Services, Calgary, Alberta, Canada

⁴Specialized Scientific Advisor, Institut National de Santé Publique du Québec, Montréal, Québec, Canada

Correspondence

François Gagnon, Institut national de santé publique du Québec, Montreal, QC, Canada.
Email: francois.gagnon@inspq.qc.ca

Funding information

Réseau de recherche en santé des populations du Québec

Abstract

Canada legalized nonmedical cannabis in October 2018, but significant variations in municipal regulations exist. This study explored the variations that exist and pondered their potential public health consequences. A comparative analysis was completed on the regulations and guidelines that addressed retailers' location and public consumption in the municipalities of Alberta, Ontario, and Québec. Municipal regulations that addressed the location of retailers were more numerous and extensive in Alberta and Ontario (in the context of provincial private retail models) than in Québec (government-based model). Municipalities in Alberta added more restrictions to public consumption laws as compared to municipalities in Ontario and in Québec. These additions were made to Alberta's and Ontario's provincial-level smoking and vaping bans which used tobacco-inspired frameworks, and to Québec's ban on smoking and vaping in all public spaces. The comparative analysis showed the importance of considering municipal cannabis regulations when studying the impact of legalization, given the significant variations that exist. Policy makers should be made aware of these variations in the regulation of cannabis in order to limit health harms and further social inequalities.

KEYWORDS

bylaws, Canada, cannabis, density, land-use, legalization, localization, municipalities, outlet, public consumption, retailer, store

1 | INTRODUCTION

Canada legalized the production, distribution, and consumption of nonmedical cannabis in October 2018, following Uruguay in 2013 and some US States in the subsequent years. The federal regulatory approach allowed provincial and territorial authorities (PTA) to strengthen regulations but not enact less stringent ones. Further, the regulations could also not be so restrictive that they would contradict the main objectives of the federal law. Canadian PTA took a similar approach, allowing municipalities to add restrictions to the provincial and federal legal frameworks. Such a flexible approach was also observed in some US States, as 48.4% of Colorado counties and 23.1% of Washington counties had prohibited nonmedical cannabis retail stores (Payan et al., 2021). Further, most counties and cities in Washington State passed permanent or temporary bylaws that banned cannabis retail sales altogether or from a specified distance from designated land-use types (e.g., schools, government buildings), (Dilley et al., 2017). By shaping the environment in which people experience the commercialization of cannabis and/or the places in which they can use cannabis products, local variations have been shown to generate significantly different cannabis distribution and consumption patterns, which in turn affect the social determinants of the health in cannabis consumers (Garcia-Ramirez et al., 2021; Golub et al., 2006). As such, it is reasonable to expect more health consequences, including substance-related disorders and other mental health problems (National Academies of Sciences, 2017; Volkow et al., 2014).

Considerable variations in municipal regulations were also visible across Canada. Unfortunately, studies looking at the Canadian legalization process had mainly considered the federal and provincial scales of regulation. The main goal of this article was to explore the variety of municipal cannabis regulations across Alberta, Ontario, and Québec, and consider the differences in health impacts these regulations might have for Canadians. As such, this article provides a comparative analysis of the regulation efforts of the municipalities of three provinces: Alberta, Ontario, and Québec. These three municipalities were selected because the provincial regulatory frameworks with regard to retail and public consumption of cannabis were very different despite some similarities. These processual and legal similarities and singularities will be covered in detail later in the article.

1.1 | Analytical framework and study objectives

In the Canadian federal system, municipalities (cities, regional municipalities, etc.) are artifacts of provincial or territorial laws. These laws grant municipalities varying scopes and types of powers to enact and enforce bylaws for issues related to the safety, health, and welfare of people, public places and activities, nuisances (Hoehn, 2019). Concerning cannabis products, many Canadian municipalities have mobilized these powers to direct where they can be sold and consumed, most notably. These can eventually affect public health and/or its determinants in many ways. Municipalities also have the power to direct where cannabis can be produced and when it can be sold and consumed. While these are important public health considerations that can affect physical accessibility to products, exposure to contaminants and to penal sanctions, they are out of the scope of this article. A detailed summary of studies is provided here to conceptually ground the analysis offered in this article.

1.1.1 | Physical accessibility

Municipal regulations can impact consumption levels by way of location and physical accessibility of cannabis products for both current and potential consumers. According to previous literature reviews and document syntheses, increased accessibility has been associated with higher consumption levels of alcohol, tobacco, and cannabis in studies at the municipal/local, provincial/state and national levels (Henriksen, 2012; Rotering et al., 2021; Stockwell et al., 2019). Incidentally, the most recent Statistics Canada report showed that, since enactment of cannabis

legalization, self-reported cannabis use in the last three months increased in the three provinces considered between the first quarter of 2018 to the last quarter of 2020: from 16.6% to 21.7% in Alberta; from 13.5% to 23.1% in Ontario and; from 10.4% to 10.6% in Québec (Rotermann, 2021). Two key factors that probably influenced consumption level and physical accessibility included store density and store location.

1.1.1.1 | Store density

In the United States of America (US), higher density of cannabis retailers has been associated with increased likelihood of past-month cannabis use, frequent cannabis use, past-month daily or near-daily use, and stronger intentions to use cannabis in the next 6 months (Dilley et al., 2017; Everson et al., 2019; Freisthler & Gruenewald, 2014; Paschall & Grube, 2020; Paschall & Lipperman-Kreda, 2018; Pedersen et al., 2021; Shih et al., 2019). Furthermore, both adults and adolescents living in US States with high outlet density were associated with higher odds of frequent vaping, use of edibles, and younger age of onset of vaping (Borodovsky et al., 2016, 2017). As the number of retailers increased in US states that legalized cannabis, more favorable consumer perceptions were significantly associated with the quality of legal products (OR = 1.25; 99% CI = 1.07–1.46), pricing (OR = 1.20; 99% CI = 1.07–1.35), convenience to buy (OR = 1.36; 99% CI = 1.13–1.62), and safety of use and purchasing (OR = 1.36; 99% CI = 1.13–1.62; Fataar et al., 2021). Similarly, youth who lived near a higher number of outlets held more positive attitudes regarding cannabis use ($\beta = 0.003$; 95% CI = 0.001–0.007 (Shih et al., 2019).

1.1.1.2 | Store location

Some jurisdictions have enacted separation distances between retail cannabis stores and locations where there are vulnerable populations such as youth or individuals with substance-related disorders. For example, as of February 2017, in the US, most States that had legalized medical cannabis have placed restrictions regarding outlet locations: 71% had proximity regulation concerning schools, 39% concerning daycare facilities, and 21% to churches; three states have regulated proximity from group care homes and restrictions related to colleges, drug-treatment facilities, and other outlets were found in one state (Klieger et al., 2017). Among the 239 California local jurisdictions, 79% banned both medical and recreational cannabis retail sales, and those who had strict regulations on alcohol and cannabis retail locations were less likely to have high density and a high number of co-located alcohol and cannabis outlets (Matthay, 2021).

An association between the proximity of off-premise cannabis retail establishments and public health outcomes had also been found. One study found that, when *coffee shops* opened in the Netherlands in the 1970s, cannabis consumers living near these establishments experienced reduced exposure to the offer of drugs other than cannabis by clandestine sellers (Wouters & Korf, 2009). However, another study found Dutch individuals who lived closer to a *coffee shop* were more likely to start cannabis at an earlier age (Palali & vanOurs, 2015). In California, longer drive time to the nearest outlet was associated with lower odds of cannabis use among pregnant women in California, OR = 0.96; 95% CI = 0.95–0.98 (Young-Wolff et al., 2021). Having more retailers within a 15-min drive was also associated with an increased likelihood of cannabis consumption (Young-Wolff et al., 2021). Washington State residents who lived close to a cannabis retailer were more likely to report current use or frequent use (Everson et al., 2019). Specifically, current cannabis use significantly increased among adults who lived: within 0.8 miles from an outlet (OR = 1.45; 95% CI = 1.24–1.69), between 0.8 and 1.1 miles from an outlet (OR = 1.27; 95% CI = 1.08–1.49) and between 1.2 and 18.4 miles from an outlet (OR = 1.18; 95% CI = 1.08–1.29) in the State of Washington (Everson et al., 2019). In Canada, legal retail store proximity has been associated with an increased likelihood of legal purchase, either in terms of distance (less than 3 km vs. over 10 km: OR = 1.56; 95% IC = 1.20–2.02) or of travel time (less than 5 min vs. over 15 min: OR = 2.24; 95% IC = 1.56–3.21; Wadsworth et al., 2021).

Retail stores tend to be located in disadvantaged neighborhoods, where rates of cannabis use are also higher (Firth et al., 2020; Morrison et al., 2014). Mair et al. (2015) have linked higher density of outlets and lower median household incomes to increased likelihood of cannabis-related hospitalizations. Two years after nonmedical cannabis legalization, lower-income neighborhoods (fifth quintile: RR = 9.59; 95% CI = 7.26–12.68), as well those with

a greater proportion of Canadians aged 20–29 (RR = 1.05; 95% CI = 1.05–1.06), had a higher number of cannabis stores in a range of 1 km compared to higher-income neighborhoods (Myran et al., 2019).

1.1.2 | Places of consumption

Depending on where (at home, in various public spaces) and through what mode cannabis consumers are permitted to use by municipal regulations, specific types of risks can be generated, such as second-hand-smoking, renormalization of smoking, normalization of vaping, or penal sanctions to marginalized groups.

1.1.2.1 | *Second-hand cannabis smoking*

Cannabis smoking releases many carcinogens, with some studies reporting that second-hand cannabis smoking (SHCS) is associated with increased heart rate, a “pleasant” psychoactive effect, psychomotor and working memory impairment, as well as eye and mucous irritation (Holitzki et al., 2017; Wei et al., 2019). Some studies reported severe allergic reactions to SHCS by children and adolescents (Cabrera-Freitag et al., 2019; Hoffman et al., 2018) and cross-sectional surveys found an increased prevalence of: viral respiratory infections, ear infection, asthma, bronchitis/bronchiolitis; notably, among children of caregivers who smoke cannabis (Johnson et al., 2021; Posis et al., 2019). In addition, cannabinoids from SHCS can be detected among nonsmokers, which can constitute a problem for individuals in safety sensitive positions, workplaces enforcing zero-tolerance policies or drivers intercepted on the road that may be tested positive for cannabis, but were not impaired (Herrmann et al., 2015; Holitzki et al., 2017). Moreover, although SHCS is related to diverse harms, it was often perceived as less harmful than second-hand tobacco smoking (McDonald et al., 2016; Steigerwald et al., 2020).

1.1.2.2 | *Smoking re-normalization and vaping normalization*

Another concern regarding public cannabis consumption is the re-normalization of inhaling substances such as tobacco (Caulkins & Kilborn, 2019; Orenstein, 2021; Steinberg et al., 2020; Unger et al., 2020). However, based on observations regarding the impact of e-cigarettes and renormalization of smoking, the relationship is not straightforward between visibility, normalization, and enacted behavior. For example, a UK qualitative study revealed that some nonsmokers exposed felt curious about trying vaping as a result of seeing others do it, but also did not make vaping a regular habit, nor were they likely to smoke as a result of it (McKeganey et al., 2016).

1.1.2.3 | *Penal sanctions to marginalized groups*

According to a study, the prohibition of consumption of any cannabis products in public spaces in Washington State has reduced the rate of penal sanctions applied to members of various ethnocultural communities relative to the pre-legalization period (reduction of 46% among 18–20 years old and reduction of 87% among 21 and over), but it has also not changed or increased inequalities in this application between the groups on some indicators. Indeed, prior to legalization, the arrest rate of African Americans 21 years old and older for cannabis possession or consumption was 2.5 times higher relative to Whites, it became five times higher after legalization (Firth et al., 2019). Before cannabis legalization in the State of New York in March 2021, cannabis use in public view constituted between 10% and 15% of all adult arrests in NYC annually, with an extremely large over-representation of Afro-descendants and Latin American individuals (Golub et al., 2006; Johnson et al., 2008).

1.2 | Objectives of the current study

This study aimed to provide a comparative analysis of three Canadian provinces' municipal regulations related to cannabis retail sales and public consumption, as well as offer insights into the potential effects these regulations

have on public health outcomes. The comparative approach is widespread in law and policy studies (Gazibo & Jenson, 2004; Husa, 2015). Comparative studies aiming to generalize results tend to look at a higher number of cases while studies that aim to produce an understanding of the singularities of certain situations tend to limit them—to the point of studying only two cases (Gazibo & Jenson, 2004). Given the absence of studies on municipal cannabis regulations in Canada, we opted to provide a more detailed understanding of certain “exemplary” cases and thus limited the number to the municipalities of three provinces. As previously mentioned, municipalities of Alberta, Ontario, and Québec were selected because of differences in provincial regulatory frameworks.

Examination of municipal-level variation across provinces is an important step to fully understand the impact cannabis legalization on population health. This level of analysis allows filling knowledge gaps in the context where federal, provincial, and municipal levels of government are presently reviewing current legislation and regulation and considering certain policy reforms.

2 | METHODS

2.1 | Data collection

Data collection for municipal bylaws and guidelines proceeded in two phases. The first phase occurred in Summer 2019 when Alberta Health Services conducted a cannabis bylaw mapping exercise. Elected officials and leaders from all municipalities across the province were contacted via email to provide information about their municipal bylaws. In the event no information was received, bylaw information was accessed by way of the municipality's website. The results from each municipality were then compiled. Data concerning public consumption regulations and land-use bylaws were consigned in an Excel spreadsheet. Each line of the spreadsheet represented one single municipality. Each column contained a single element characterizing this municipality, such as the number of inhabitants and exact separation distance written in bylaws. For textual information, such as description of places, they were reproduced integrally (i.e., copy-paste) from the official documents into the Excel spreadsheet's appropriate cell. Through this data collection process Alberta Health Services also collected information on municipal regulations regarding cannabis retailers' hours of operations and on cannabis retailing in different commercial zones. These other dimensions of municipal regulations were excluded from the scope of the present study because the literature review conducted to develop the analytical framework did not reveal a significant scientific knowledge basis regarding these regulatory dimensions.

The second data collection phase was conducted by RV and took place during Summer and Fall 2021. The same data collection Excel grid was used to collect and group public consumption regulations and land-use bylaws and guidelines for the municipalities of 2000 or more residents of Ontario and Québec. Specifically, in Ontario, as will be covered later, the provincial licensing system does not allow municipalities to pass land-use bylaws specific to cannabis stores, but it does allow them to make recommendations to the regulatory agency when a license application is filed by an applicant. Many have thus issued guidelines which indicated how they would comment, notably with regards to separation distances from other cannabis retailers and/or other land-uses. Given the time-lapse between this collection period and the initial collation period for Alberta, a new web search of Alberta's cannabis-related bylaws was conducted by RV in Fall 2021 to identify updates made by municipalities of 10,000 residents or more. These changes were included in the present analysis but given few changes had been found (10 changes out of 45 municipalities) and most were minor in nature, it was judged that a complete search of all municipalities below 10,000 residents was unlikely to yield significantly different results for this study. As such, after a few single cases were considered, most changes seemed insignificant for our purpose. For example, one municipality elevated the amount of the fine for public consumption of cannabis from 100\$ to 300\$. That said, only one case was deemed evidently significant, in which a municipality introduced a new bylaw mandating a separation distance of 200 m between cannabis retail stores.

Provincial laws were retrieved by FG (Alberta and Québec) and RV (Ontario) directly from the websites of the provincial legislatures in these 2 years. In the two cases where the initial provincial (October 2018) law had been modified, that is, Ontario and Québec, both versions were retrieved to better grasp how provincial laws evolved.

2.2 | Data analysis

With the aim to understand the municipal regulations in the three provinces, the analysis called for descriptions of each provincial law, their respective municipal regulations, and the articulation between them. Analyses were purely descriptive and no statistical calculations were performed to determine significant differences between municipalities. The interpretation of the provincial laws was made on a consensus basis amongst the researchers.¹

The analysis was carried out on municipalities with populations greater than 2000. As such, access to information on smaller municipalities, which do not always have as many human resources and do not always maintain websites, proved to be a resource intensive process that was not sufficiently reliable. Nonetheless, since these concentrate a large majority of the population of each province, it is deemed that the analysis presented reflects the regulatory reality experienced by most of their residents. As such, based on the extracted information in our Excel grid, our analyses covered about 97.5% of Alberta's total population, 99.5% of Ontario and 92.6% of Québec.

Descriptive information from each province was grouped by domain (land-use and public consumption bylaws) and coded inductively to identify key categories within the data.² These larger categories of codes for each domain then allowed researchers to qualitatively describe and compare municipal regulations across the three provinces. The descriptions for each category and domain can be found below.

2.2.1 | Land-use bylaws and guidelines

In land-use bylaws in Alberta and Québec, or the guidelines for license applicants in Ontario, municipalities determined additional minimum distance requirements between cannabis retailers and other cannabis retailers and/or other land-uses (e.g., liquor outlets, schools, or cemeteries). Part of these appeared to carry the potential to significantly affect public health issues such as the density or concentration of cannabis and/or other retail stores of psychoactive substances in certain sectors, or the protection of youth or other vulnerable populations. To account for the nature and extension of how municipalities' bylaws and directives were formulated in this regard, a classificatory exercise was conducted along two lines: (1) separation distance itself (which was classified into three classes of 100 or less, 101–250 m, 251 m or more); and (2) the separation distances between retailers and other places of different nature. Every occurrence of a bylaw or guideline determining a distance between a cannabis retailer and another cannabis retail store or another sensitive land-use was registered in one of the five categories described in Table 1.

2.2.2 | Public consumption

A similar classificatory effort was conducted to account for the nature and extension of how municipalities' bylaws directed public consumption. First, municipalities were distinguished based on whether they had adopted a general prohibition approach or had rather taken the approach of targeting specific places (and thus authorizing it by default everywhere else). When municipalities had adopted prohibitions of specific places, prohibitions mentioned in the bylaws were then registered in one or both of these subcategories: (a) prohibitions relative to places designed for children, youth, or other vulnerable groups or to places where these groups are likely to be the main population; (b) prohibitions relative to places where children, youth or other vulnerable groups are not likely to be the main populations. Second, it seemed important to account for the exceptions to these general or specific prohibitions determined

TABLE 1 Classification regarding separation distances between retailers and other places of different nature

Category	Description
Retail stores of psychoactive substances	Other cannabis retail stores, liquor and tobacco outlets, and pharmacies
Places designed for children and youth	<ul style="list-style-type: none"> • Facilities whose primary purpose is to serve children and youth • 5 subcategories: <ul style="list-style-type: none"> ○ Schools ○ Other educational institutions ○ Day cares ○ Youth centers ○ Playgrounds or splash pads • Also considered when referred to “places where youth congregate” or other such general formulation
Places where children and youth are likely to be the main populations	<ul style="list-style-type: none"> • Facilities not designed specifically for children and youth but where they are likely to be the main users • 3 sub-categories: <ul style="list-style-type: none"> ○ Sports facilities ○ Active use parks ○ Recreational or leisure facilities (e.g., municipal pools) • Also considered when referred to “places where youth congregate” or other such general formulations
Places associated with other vulnerable groups	<ul style="list-style-type: none"> • Places designed for people presenting vulnerabilities such as mental health (e.g., addiction) or social (e.g., homelessness) problems—or where they are likely to be the main population • 4 subcategories: <ul style="list-style-type: none"> ○ Addiction and mental health facilities (e.g., detox centers) ○ Hospitals ○ Other health or social care services (urgent care centers, local health centers, and homeless shelters) ○ Correctional facilities • Also considered when referred to “facilities for people with addictions or mental health problems” or other such general formulations
Places not associated with youth or other vulnerable groups	<ul style="list-style-type: none"> • Civic places not designed specifically for children, youth, or people with particular health or social vulnerabilities—or where it is not likely that they would be the main population • 5 subcategories: <ul style="list-style-type: none"> ○ Libraries, community centers, and farmers markets ○ Parks (when they were not qualified with “active-use”), rivers and trails ○ Places of worship for remembrance (e.g., cemeteries) ○ Streets, roads, and interchanges ○ Municipal offices (e.g., police stations)

Note: Some bylaws were counted twice as these categories were not mutually exclusive.

in the bylaws. A count was thus made of mentions, in the bylaws, of provisions for designated spaces for consumption (including authorizations for permanent designated consumption areas as well as temporary authorizations for events with city permits, for example). Third, and since different modes of consumption pose different public health risks, it

also appeared important to give some measures of whether bylaws targeted all modes of consumption, or smoking and vaping only.

3 | RESULTS

The results for each of the two domains studied (retail store location and public consumption regulations and guidelines) are first presented for each province. The cross-case analysis follows.

3.1 | Alberta

3.1.1 | Sales

In Alberta, the retail distribution of cannabis involves two different systems. Online sales have been entrusted exclusively to Alberta Gaming Liquor and Cannabis Commission (AGLC), a public agency under the Ministry of Treasury Board and Finance, which operates for this purpose AlbertaCannabis. The physical cannabis stores follow a private retail model. This system functions through licensing, which is controlled by AGLC. Before cannabis legalization, AGLC managed the licensing of gaming and alcohol retailers in the province. AGLC operates according to the requirements provided by the Gaming, Liquor, and Cannabis Act (GLCA) and its regulations. The most important piece of legislation related to land-use is that a cannabis store cannot be located at least 100 m from provincial health care facilities, schools, or parcels of land designated as a school reserve (Alberta, 2020a). The Alberta regulations allowed municipalities to increase this separation distance and/or add other types of land-uses from which cannabis stores should be separated.

Seventy municipalities out of 143 with populations of 2000 or greater (49%) chose to enact bylaws mandating additional minimum separation distances between a cannabis retailer and various land-uses. As shown in Figure 1, municipalities added minimum distances most often for places designed for youth (63 out of 70; 90%). Forty-seven municipalities (67%) imposed minimal distances between a cannabis retail store and another retailer of psychoactive substances. Less than half of the 70 municipalities have imposed minimum distances to the three other categories of land-uses.

With regards to separation distances, Table 2 reveals that 100 m or less is the most common municipalities have opted for (the 70 municipalities altogether imposed 96 such restrictions over the five categories), followed by the 101–250 m range (64 restrictions), and the 251 m or more range (44 restrictions).

3.1.2 | Public consumption

The Government of Alberta, in simple terms, restricts where cannabis can be consumed in publicly accessible spaces in alignment with the provincial Tobacco, Smoking and Vaping Reduction Act (TSVRA) prohibitions on public tobacco use. The TSVRA prohibits smoking and vaping in all workplaces and all enclosed spaces where the public can access and within a 5 m radius of these places. A few additional places were introduced in the Cannabis Act and recently adopted within the TSVRA: on any hospital, school, or child care facility properties and on playgrounds, sports or playing fields, skateboards or bicycle parks, zoos, outdoor theatres, pool, and splash pads (Alberta, 2020b). Cannabis smoking and vaping are also prohibited in any motor vehicle—except those being used as temporary residences such as parked recreational vehicles.

Eighty-four out of the 143 (59%) Alberta municipalities with populations 2000 or greater have implemented supplementary public consumption prohibitions for cannabis. As Figure 1 illustrates, 75 of these municipalities opted

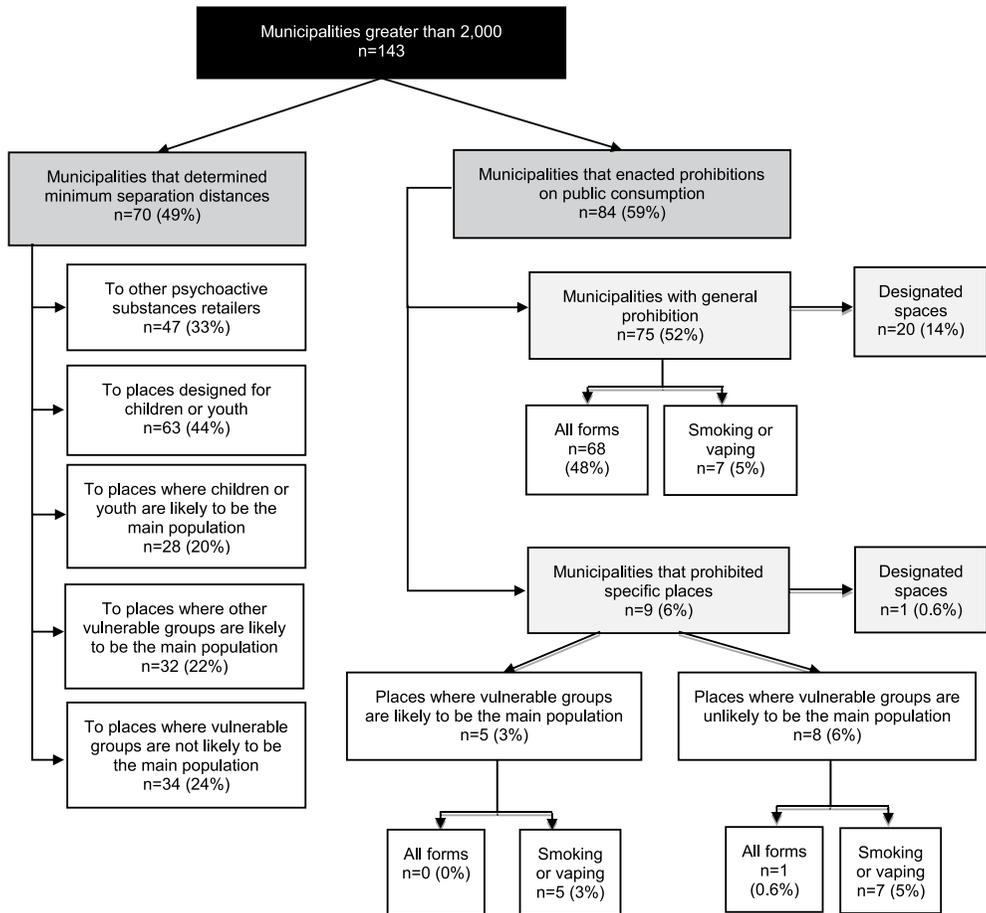


FIGURE 1 Prohibitions on cannabis consumption in publicly accessible spaces implemented by Alberta municipalities

for a general ban on cannabis consumption in public spaces - although 20 of those also chose to either authorize or include provisions allowing them to eventually authorize consumption in one form or another, temporarily or permanently, in some “designated spaces.” Seven of the 75 chose to apply this general ban approach to smoking and vaping and 68 to all modes (smoking, vaping, and ingesting). An additional nine municipalities implemented prohibitions for consumption in or in proximity to specific places. Five thus prohibited consumption to places where it was likely that youth and/or other vulnerable groups would be the main population and eight where it was unlikely to be the case.

3.2 | Ontario

3.2.1 | Sales

The framework for retail sale of cannabis in Ontario is very similar to that of Alberta. Initially in October 2018, Ontario authorities had only authorized the Ontario Cannabis Store to sell cannabis, but this change was made early after the election of a new government in the province in the Fall of 2019. Presently, this license system is controlled by a public agency, the Alcohol and Gaming Commission of Ontario (AGCO), which regulates cannabis by following the requirements provided by the Cannabis License Act and its regulations (Ontario, 1996). The two most important

TABLE 2 Additional minimum separation distance between a cannabis retailer and other sensitive land uses determined by municipalities

Sensitive use area	Alberta				Ontario				Québec			
	100 m or less	101–250 m	251 m and over	100 m or less	101–250 m	251 m and over	100 m or less	101–250 m	251 m and over	100 m or less	101–250 m	251 m and over
Other retailers of psychoactive substances	18 (25.7%)	15 (21.4%)	14 (20.0%)	12 (19.0%)	13 (20.6%)	1 (1.6%)	1 (12.5%)	-	-	1 (12.5%)	1 (12.5%)	1 (12.5%)
Places designed for children and youth	25 (35.7%)	26 (37.1%)	12 (17.1%)	15 (23.8%)	40 (63.5%)	3 (4.8%)	-	-	-	2 (25.0%)	5 (62.5%)	5 (62.5%)
Places where children and youth are likely the main population	16 (22.9%)	6 (8.6%)	6 (8.6%)	14 (22.2%)	36 (57.1%)	1 (1.6%)	-	-	-	-	1 (12.5%)	1 (12.5%)
Places where other vulnerable groups are likely the main population	12 (17.1%)	12 (17.1%)	8 (11.4%)	9 (14.3%)	35 (55.6%)	3 (4.8%)	-	-	-	-	-	-
Places vulnerable groups unlikely to be main population	25 (35.7%)	5 (7.1%)	4 (5.7%)	15 (23.8%)	34 (54.0%)	1 (1.6%)	-	-	-	-	3 (37.5%)	3 (37.5%)
Total ¹	96	64	44	65	158	9	1	2	2	10	10	10

Note: The total does not add up to 100% for a given province, given that many municipalities have identified distances to places belonging to many categories and that categories are not all mutually exclusive (when municipalities used general language related to children or youth, they were registered as having determined distances covering both youth-related categories).

elements the Act contained for our analysis is that a store cannot be located within 150 m of a school (Ontario, 2019) and that municipalities had the opportunity, until 22 January 2019, to adopt a resolution to opt-out of having cannabis retail stores on their territory (Ontario, 2018a). Municipalities have no other power over the retail licensing or the land-use for cannabis stores other than providing comments to the AGCO on new applications (Ontario, 2018b).

As Figure 2 reveals, 63 municipalities (20%) have published guidelines determining additional separation distances between a cannabis retailer and other land-uses. Further, 48 of the 321 municipalities with populations greater than 2000 in the province (15%) have used the “opt-out” opportunity offered by the provincial law—that is, they have chosen not to accept cannabis retail stores on their territories. Overall, more than three-quarters of the 63 municipalities have imposed minimum distances from places designated for children and youths (92%) or where they are likely to be the main population (81%), places where other vulnerable groups are likely to be there (75%), as well as places where the latter are not likely to be the main population (79%). Of note, 41% of 63 Ontario municipalities have designated a minimum distance between a cannabis retail store and other psychoactive substance retail stores.

With regards to separation distances, as Table 2 reveals, 101–250 m is the most common (the 63 municipalities altogether imposed 158 such restrictions over the 5 categories), whereas 65 restrictions were in the 100 and less range, and 9 in the 251 m and over.

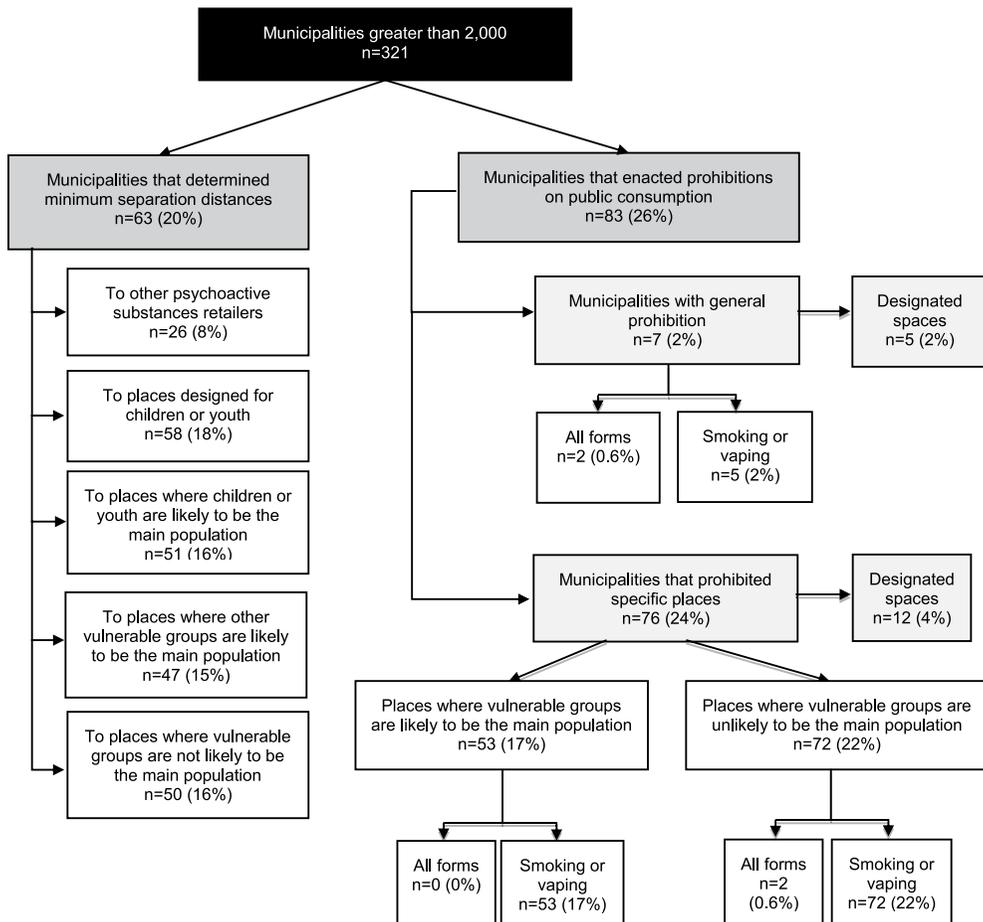


FIGURE 2 Prohibitions on cannabis consumption in publicly accessible spaces implemented by Ontario municipalities

3.2.2 | Public consumption

In Ontario, provincial authorities have taken (as in Alberta) the approach of managing the consumption of cannabis similar to what they have done for tobacco and nicotine smoking and vaping. They thus banned the smoking and vaping of cannabis in workplaces and enclosed spaces accessible to the public or proximity to these (20 m in this case). There are also the same sort of limited exceptions to these general prohibitions, for example, in some residential care facilities or hotels, motels, and inns—where operators can designate consumption rooms for their patrons and/or guests. They have also banned smoking and vaping on the outdoor grounds of health care facilities, restaurants, and bar patios and within a radius of 9 m of the entrances and exits of those areas (Ontario, 2017). Provincial authorities have also prohibited cannabis consumption in motor vehicles through an amendment to the Highway Traffic Act.

Eighty-three municipalities out of the 321 with populations greater than 2000 have adopted additional regulations concerning consumption in public spaces. As shown in Figure 1, seven have adopted a general ban approach, with five nonetheless designating limited spaces for consumption or preserving the power to eventually do so. Two of the seven prohibited all forms of consumption in this way while five did the same for smoking and vaping only. Most municipalities (76, or 92% of 83 municipalities) rather adopted prohibitions limiting consumption in specific spaces, with 12 nonetheless introducing provisions for designated spaces. Amongst those 76, 53 (70%) adopted restrictions to spaces where youth or other vulnerable groups are highly likely to be the main public. Seventy-two (95% of 76 municipalities) did the same for spaces where these groups were unlikely to be the main public.

3.3 | Québec

3.3.1 | Sales

In Québec, the law entrusts both online and “brick and mortar”, that is, an outlet with a physical location with face-to-face services to customers, retail of cannabis products exclusively to the *Société québécoise du cannabis* (SQDC; Québec, 2020a). The law contains a fairly simple provision as to the location of retail stores. It imposes a 250 m separation between a retail store and all educational establishments except universities. This separation distance is reduced to 150 m in the case of the City of Montreal. As such, the density of educational establishments targeted in the City would have made it practically impossible to open any retail stores (Québec, 2020b). Otherwise, the responsibility for the determination of the number and location of retail stores lies with the SQDC.

Eight municipalities out of 382 with populations greater than 2000 (2%) adopted bylaws further regulating distances between cannabis stores and/or between stores and other land-uses. Of those, as Figure 3 illustrates, two chose to impose a distance between two cannabis retail stores. Most minimum distances imposed concerned youth-associated places ($n = 7$). None chose to impose distances to places where other vulnerable groups are likely to be the main public, and three types of places where vulnerable groups are not likely to be the main public were identified.

With regards to separation distances, as seen in Table 2 most restrictions imposed are in the 250 m or more range (the eight municipalities altogether imposed 10 such restrictions over the five categories), whereas two restrictions were in the 101–150 range and 1 in the 100 and less range.

3.3.2 | Public consumption

In October 2018, Québec's provincial authorities banned the smoking and vaping of cannabis products much in the same way as the other two other provincial authorities—that is, they implemented a framework that resembled that of tobacco and nicotine products but with a few more restrictions. Specifically, smoking and vaping were then

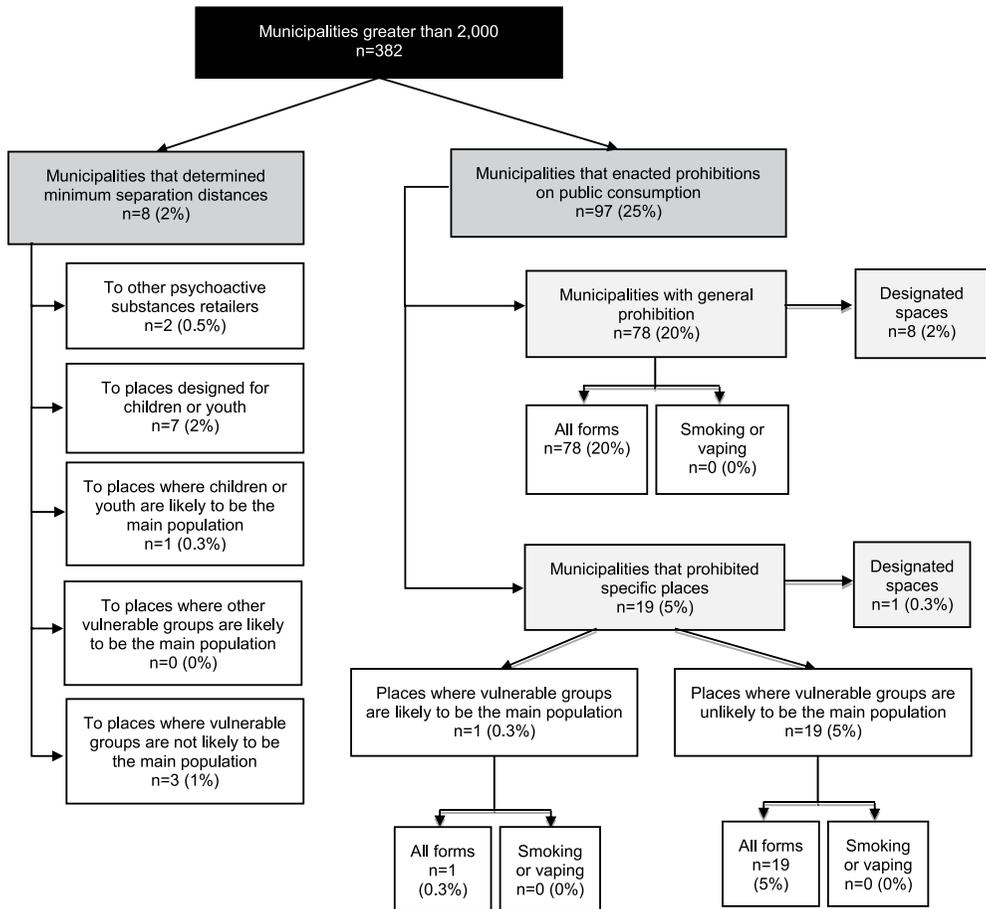


FIGURE 3 Prohibitions on cannabis consumption in publicly accessible spaces implemented by Québec municipalities

prohibited in all workplaces and enclosed publicly accessible spaces and in proximity to an entry to these—9 m in this case. It had also added prohibitions to smoke or vape in a few unenclosed spaces such as collective transportation, outdoor wait areas, cycle paths, and so on. Similar exceptions were put in place for some residential facilities as in the other provinces. The law also allows municipalities to further restrict public consumption. The law was revised after the election of a new political party in Fall 2019. It banned smoking and vaping in all unenclosed publicly accessible spaces but allowed municipalities to designate zones in parks for these purposes.

As Figure 3 shows, 78 municipalities chose to restrict further public consumption by generally prohibiting it in any form (with eight nonetheless introducing actual or the potential for designated spaces). Nineteen opted to prohibit consumption in specific places, with one targeting places where youth or other vulnerable groups could be the main population and all of them in places where this would not be likely to be the case.

3.4 | Cross-case analysis

Comparing how the municipalities of Alberta, Ontario, and Québec direct the location of cannabis retailers and public consumption reveals similarities and differences that can affect public health. The comparative analysis addresses each dimension in turn.

3.4.1 | Retail stores

First, as previously mentioned, the ratios of municipalities that have imposed minimum distances were very different in the three provinces. Alberta's municipalities (49%) had been by far the most active in this regard. They were followed by Ontario's municipalities (20%) and Québec's ones at a distant third position (2%). To consider the 15% of Ontario municipalities that had "opted-out" of having retail stores altogether would move these closer to Alberta's ratios.

Table 2 highlights a few more important differences, but also similarities, among the municipalities of the three provinces. For one, Alberta's municipalities had relatively more often favored shorter separation distances (100 m or less), and that was also the case relative to the municipalities of the two other provinces. Ontario's municipalities had opted more often for the 101–250 m range and Québec's municipalities for the 251 m or more range.

Furthermore, the proportion of municipalities of Alberta and Ontario that have focused on retailers of other psychoactive substances (cannabis, alcohol, tobacco) was around twice the ratios of those of Québec. Minimum separation distances imposed for the other categories seemed overall to be in similar ranges for the three provinces. This suggests that youth protection has been a constant preoccupation for all the municipalities, with a caveat. Particularly, Québec's municipalities have proportionately introduced much less minimum distances in the category "places where children and youth are likely to be the main population." This will be important to monitor given the low ratio of municipalities that have introduced additional regulations for retail stores in the first place and also given that the provincial law is relatively minimal with regards to proximity to places designed for youth (solely focusing on educational establishments with no mentions of universities). Along the same lines, Québec's municipalities have introduced no regulations at all concerning "places where other vulnerable groups are likely to be the main population" and the provincial law is silent in this regard.

3.4.2 | Public consumption

As seen earlier, the proportion of municipalities that have introduced additional bylaws restricting further public consumption of cannabis are 59% for Alberta, 26% for Ontario, and 25% for Québec. Given the similarity of the provincial laws in Alberta and Ontario, it seems possible to conclude that Alberta's municipalities have been significantly more restrictive in this regard. This seems compounded by the fact that Alberta's municipalities have largely taken a "general ban" approach to public consumption and that they have also largely targeted all forms of consumption—as shown in Figure 2. In contrast, and as is also apparent from Figure 2, Ontario's municipalities have generally opted to ban consumption in specific places on their territory, and have largely focused on smoking and vaping only. Figure 2 also highlights the lower ratio of the introduction of additional restrictions by Québec municipalities on all forms of cannabis consumption (ingesting as well as smoking and vaping). This must be understood in light of the general prohibition approach taken by most of Québec municipalities and also of the all-out provincial ban on the smoking and vaping of cannabis in public spaces. Considered thus, public spaces where it is prohibited to consume cannabis in the municipalities are arguably more restricted in Québec than in the two other provinces.

As for the categories of land-uses targeted by municipalities that have opted to prohibit consumption in specific spaces, it appears both that all municipalities sought to protect places where vulnerable groups are likely to be the main populations more than other places, and also that Ontario's municipalities have done it more so than the two other provinces.

4 | DISCUSSION

This study aimed to compare municipal regulations in three Canadian provinces related to cannabis retail sales and public consumption based on official documents regarding bylaws and guidelines. Our descriptive analyses showed that Alberta and Ontario, two provinces with private retail models, presented more numerous and extensive municipal regulations related to outlet location compared to Québec, which has a government-based model. Regarding public consumption, Québec banned smoking and vaping cannabis in all public spaces, while Alberta and Ontario used a tobacco-inspired framework. As a reminder, these differences were purely descriptive and not based on statistical calculations. To document these official regulation variations constitutes a necessary first step before further exploring the potential effects of these regulations on public health outcomes. The following sections will discuss this study's findings in regard to previous literature and offer potential future public health and research directions. Discussing elements related to the concrete application of these regulations is beyond the scope of this current study, as municipal authorities or cannabis users were not consulted. Therefore, this discussion will focus mainly on how bylaws and guidelines were officially written, not on how they were actually applied.

As outlined in many public health documents, the main challenge facing cannabis regulation through legalization processes consisted of finding the right balance between authorizations and prohibitions. Attested over and over again with cannabis, as well as in the tobacco and alcohol or "illegal" substances fields, excessively liberal or prohibitive frameworks lead to undesirable effects on public health and its determinants (Alberta Health Services, 2020; Beauchesne, 1989; Gagnon, 2021; Health Officers' Council of British Columbia, 2005).

This balancing act translated specifically in finding the right balance between access to quality-controlled cannabis products, health protections for the general public or vulnerable groups (such as people of lower socioeconomic status, youth or people living with substance-related disorders or other mental health problems) and the profits of the cannabis industry. In the case of public consumption, it meant restricting cannabis sufficiently as to prevent exposure to SHCS (Hemsing & Greaves, 2018; McKee et al., 2018), smoking renormalization or vaping normalization, and public intoxication—but not to the point at which consumers are subjected to stigmatization or to penal sanctions. This could deteriorate their social conditions or expose their family or friends to secondary smoke or vapor—which could be the case if prohibitions to consumption in public were so broad that consumers smoked or vaped inside their homes to avoid sanctions.

4.1 | Physical accessibility and cannabis consumption

Myran and colleagues reported that 6 months after cannabis legalization, provinces or territories with private/hybrid retail models had 49% more cannabis stores per capita and that they were located 166.7 m closer to a school than regions with public ones (Myran et al., 2019). As of October 2020, Alberta had the highest number of stores per capita (14.29 stores per 100,000 individuals) while Ontario (1.57 per 100,000 individuals) and Québec (0.64 per 100,000 individuals) presented lower numbers (Myran et al., 2021). Commercial developments have continued in the three provinces over the last 2 years, as datasets published by provincial regulatory agencies attest. As of November 2021, there were 714 authorized stores in Alberta (16.1 per 100,000 individuals),³ 1252 authorized in Ontario (8.4 per 100,000 individuals)⁴ and 78 operational stores in Québec (0.9 per 100,000 individuals),^{5,6} Even though Alberta still presents the highest ratio of stores, Ontario the second-highest, and Québec the lowest, their respective trends seem to be both bringing Ontario closer to Alberta and bringing these two further from Québec. In addition, it does not seem reasonable to believe that the situation of proximity of stores to schools, as outlined by Myran et al. (2019), has changed much between the provinces. Furthermore, these provincial geographic considerations between stores and schools are probably translated into the municipal realities studied. That is, the differences in the density of stores and their proximity to schools, and potentially other places where youth and other vulnerable groups are likely the main populations, are likely following the same differential patterns. Moreover, research in Canadian jurisdictions

and in some US states (e.g., Colorado, California, Washington, and Oregon), also found higher stores per capita in neighborhoods with a larger proportion of racial or ethnic minorities, lower household income, and medium to high crime index (Amiri et al., 2019; Firth et al., 2019; Myran et al., 2021; Shi et al., 2016; Unger et al., 2020).

The number and location of cannabis stores raise important concerns regarding consumption levels in general and that of populations living in more socially and/or materially deprived neighborhoods which may be at an increased risk of cannabis-related consequences. Public health policy makers need to address those concerns head-on by looking for municipal regulations that can avoid creating a high-risk environment and take into consideration potential impacts on vulnerable populations (e.g., youth, individuals with substance use disorders, etc.), as higher density or lower separation distance from certain places may create a normalization phenomenon by increased access and availability. Based on previous research on alcohol and tobacco, a higher density of retail outlets affects use rates and social issues within communities (Campbell et al., 2009; Glasser & Roberts, 2021). As the number of stores continues to increase, municipalities need to keep a public health perspective when creating or modifying bylaws, as higher density tends to be associated with a higher proportion of individuals who consume cannabis.

Research efforts could assist by assessing and monitoring consumption at the local scale, using diverse methodologies such as self-reported frequency/quantity or measured consumption levels from wastewater in associations with location and density of stores. Additional research is also needed on the high and low-risk regulatory environments at the municipal level and evaluation of various options for lowering the level of risk where needed. Specifically, there is a high need to evaluate the efficiency and trade-offs of separation distances between cannabis retailers and youth-oriented places to prevent initiation of use and consumption or normalization. The intent of applying minimum distances is to minimize exposure to cannabis retail establishments as this can contribute to normalization. As has been found with alcohol and tobacco, the more exposure to normalizing behaviors the greater the risk for initiation or increase in the frequency of use. While there are few studies specific to the proximity of cannabis stores to schools and places where youth gather, it will be important for municipalities to continue to take a precautionary approach until further research is conducted to ensure harms are minimized.

In the same line of thought, public health authorities and researchers need to work with municipalities as confounding factors specific to the municipality's characteristics may have to be taken into account in both bylaw development and research efforts. Some municipalities' characteristics, such as their built environments, might already ensure population health safety. For instance, physical or natural barriers may exist (e.g., schools could be separated from a store by a railway or a river). Collaborative work with municipalities and public health authorities will also help ensure that bylaws will not potentially weaken or contradict previous public health strategies related to other substances, such as prohibition of onsite smoking or vaping or consumption of alcohol in public spaces.

4.2 | Public consumption

While various municipal and provincial regulations regarding cannabis use have been enacted in the three provinces, no studies on the consequences of these have been published so far. Nonetheless, our analysis makes it possible to make some observations and raise some questions.

All three provincial authorities have at least implemented similar augmented versions of the tobacco smoking and vaping acts. Québec's law introduced for its part a total ban on smoking and vaping in any publicly accessible spaces. Many municipalities in Ontario, and some in Alberta, also added more restrictions to vaping and smoking. In Alberta and Québec, a significant number also implemented total bans on ingestion of cannabis products, that is, edibles or drinks. These restrictions mean that cannabis users are often directed towards their homes.

While part of the rationale for prohibiting public consumption of cannabis was to reduce public intoxication and its associated risks, (e.g., impaired driving, injury prevention, trivialization of cannabis use, public nuisance) as we have seen in the analytical framework in the introduction, it can expose already marginalized populations to penal sanctions. It is also possible that if consumers choose smoking as their mode of use at home, they could expose family and

friends to SHCS. For public health policy makers, this probably underscores a need to work with those responsible for bylaw applications to find ways to avoid disproportionately affecting marginalized groups, especially in urban settings where multi-unit housing without access to outdoor space is more common. It also probably underscores a need for harm reduction messaging for consumers to protect children and others in their homes from SHS, if and when access to private or common outdoor space is not possible. Research efforts could again help by monitoring the fines imposed on marginalized groups and identifying innovative strategies and best practices.

4.3 | Limitations

First, it is possible municipalities had not updated their information on their websites. Second, the study covered only the municipalities of three provinces, including the two most populous ones (Québec and Ontario). The analysis presented here does not represent all the nuances in municipal jurisdictions across Canada. Third, the study does not cover the regulations of subcity jurisdictions, such as wards or neighborhoods that exist notably in Toronto (Ontario) and Montreal (Québec). These may have implemented bylaws or developed guidelines regarding public consumption or store location. Fourth, the results show percentages of municipalities, not the proportion of the provinces' population affected. This is a significant consideration because one municipality could represent 20% of a province's population (e.g., Calgary in Alberta). Last, this exploratory study has not considered how the regulations considered are concretely applied by municipal authorities. Considerable differences between them in this regard can be anticipated and, consequently, in the ways they might influence the behaviors and health of cannabis consumers and of the other inhabitants. Furthermore, cannabis consumers may be unaware of these municipal restrictions, especially if they did not have any interaction with municipal authorities, such as a police officer informed them that it was illegal to use cannabis in a specific space. Future studies on the topic should integrate this into their design.

5 | CONCLUSION

This study provided a comparative analysis between municipal regulations and guidelines of three Canadian provinces regarding cannabis retail stores and public consumption of cannabis. The analysis has shown the importance of considering municipal cannabis regulations when studying the impact of legalization. It also contributes to a better understanding of how and why municipalities have sought to regulate retail activities and public consumption on their territories in three singular provincial legal environments. It is hoped that this will allow future studies to address their potential benefits or negative consequences on public health and some of its determinants in the Canadian context, and that other jurisdictions can use the results to correct the course where legalization has already occurred and seem to be generating harms or "get it right from the start" decisions are being made on the way to legal change. This might be especially important and useful where state-level retail and public consumption policies could be too liberal.

It seems clear that research can be of help in this regard. Law and policy studies have in some domains started to focus on municipal regulations and their positive or negative consequences for public health in many domains, but it is not yet the case with regards to the regulation of cannabis or psychoactive substances more generally. Through this contribution, it is hoped that other researchers will take note and develop new research topics around these. Public health policy makers and public health outcomes depend on this continued investigative pursuit.

ACKNOWLEDGMENTS

This study was supported in part by the Réseau de Recherche en Santé des Populations du Québec (RRSPQ). The authors thank Karine Bélanger, librarian at the Centre Québécois de documentation en toxicomanie, for her help in the literature review.

ENDNOTES

- ¹ FG wrote a first version of the Québec and Alberta laws (in this last case, based on a prior publication by Alberta Health Services in which MK and MF were among the authors). RV and CH revised the Québec law draft and MK and MF the one for Alberta. RV wrote a draft version of the Ontario law, and FG revised it. There were no changes made to the Québec and Ontario drafts other than formatting, but the Alberta draft was also updated to capture recent changes to the laws. There were no disagreements on the versions included in the article.
- ² The final classifications for both dimensions (land-use and public consumption bylaws) are the result of back and forth between the FG and the other authors. FG made an initial classificatory proposal in both cases based on his analysis of the data collected and submitted it to the other team members, who proposed adjustments via email and/or Zoom. Disagreements were resolved through consensus during the team meetings, and all authors agree with the final classifications. The coding work per se was made by FG for land-use bylaws. For public consumption bylaws, IJ and FG coded a sample to ensure consistency amongst them. IJ then completed the coding for the remaining bylaws and FG counter-validated it.
- ³ Accessed 12 November 2021: <https://aglc.ca/cannabis/retail-cannabis/cannabis-licensee-search>.
- ⁴ Accessed 12 November 2021: <https://www.agco.ca/cannabis/industry-resources/status-current-cannabis-retail-store-applications>.
- ⁵ Accessed 12 November 2021: <https://www.sqdc.ca/fr-CA/Magasins>
- ⁶ Statistics Canada's population estimates were used for the calculation of rates: <https://www150.statcan.gc.ca/n1/pub/71-607-x/71-607-x2019036-eng.htm>

REFERENCES

- Alberta. (2020a). *Gaming, liquor and cannabis regulation*. *Alta Reg*, 143/1996, s 105.
- Alberta. (2020b). *Tobacco and smoking reduction amendment act, SA 2020*. c17, s3.
- Alberta Health Services. (2020). *Non-medical cannabis regulations in Alberta: A review of municipal bylaws*. Alberta Health Services.
- Amiri, S., Monsivais, P., McDonell, M. G., & Amram, O. (2019). Availability of licensed cannabis businesses in relation to area deprivation in Washington state. A spatiotemporal analysis of cannabis business presence between 2014 and 2017. *Drug and Alcohol Review*, 38(7), 790–797. <https://doi.org/10.1111/dar.12987>
- Beauchesne, L. (1989). De la criminalisation à la légalisation des drogues. *De Charybde en Scylla ? Criminologie*, 22(1), 67–83. <https://doi.org/10.7202/017274ar>
- Borodovsky, J. T., Crosier, B. S., Lee, D. C., Sargent, J. D., & Budney, A. J. (2016). Smoking, vaping, eating: Is legalization impacting the way people use cannabis? *International Journal of Drug Policy*, 36, 141–147. <https://doi.org/10.1016/j.drugpo.2016.02.022>
- Borodovsky, J. T., Lee, D. C., Crosier, B. S., Gabrielli, J. L., Sargent, J. D., & Budney, A. J. (2017). U.S. cannabis legalization and use of vaping and edible products among youth. *Drug and Alcohol Dependence*, 177, 299–306. <https://doi.org/10.1016/j.drugalcdep.2017.02.017>
- Cabrera-Freitag, P., Infante, S., Bartolome, B., Alvarez-Perea, A., Fuentes-Aparicio, V., & Zapatero Remon, L. (2019). Anaphylaxis related to passive second-hand exposure to cannabis sativa cigarette smoke in adolescents. *Journal of Investigational Allergology*, 29(4), 298–300. <https://doi.org/10.18176/jiaci.0376>
- Campbell, C. A., Hahn, R. A., Elder, R., Brewer, R., Chattopadhyay, S., Fielding, J., Naimi, T. S., Toomey, T., Lawrence, B., & Middleton, J. C. (2009). The effectiveness of limiting alcohol outlet density as a means of reducing excessive alcohol consumption and alcohol-related harms. *American Journal of Preventive Medicine*, 37(6), 556–569. <https://doi.org/10.1016/j.amepre.2009.09.028>
- Caulkins, J. P., & Kilborn, M. L. (2019). Cannabis legalization, regulation, & control: A review of key challenges for local, state, and provincial officials. *The American Journal of Drug and Alcohol Abuse*, 45(6), 689–697.
- Dilley, J. A., Hitchcock, L., McGroder, N., Greto, L. A., & Richardson, S. M. (2017). Community-level policy responses to state marijuana legalization in Washington State. *Journal of Drug Policy*, 1, 102–108. <https://doi.org/10.1016/j.drugpo.2017.02.010>
- Everson, E. M., Dilley, J. A., Maher, J. E., & Mack, C. E. (2019). Post-legalization opening of retail cannabis stores and adult cannabis use in Washington State, 2009–2016. *American Journal of Public Health*, 109(9), 1294–1301. <https://doi.org/10.2105/AJPH.2019.305191>
- Fataar, F., Goodman, S., Wadsworth, E., & Hammond, D. (2021). Consumer perceptions of « legal » and « illegal » cannabis in US states with legal cannabis sales. *Addictive Behaviors*, 1, 106563. <https://doi.org/10.1016/j.addbeh.2020.106563>
- Firth, C. L., Carlini, B. H., Dilley, J. A., Wakefield, J., & Hajat, A. (2020). What about equity? Neighborhood deprivation and cannabis retailers in Portland, Oregon. *Cannabis*, 3(2), 157–172.

- Firth, C. L., Maher, J. E., Dilley, J. A., Darnell, A., & Lovrich, N. P. (2019). Did marijuana legalization in Washington State reduce racial disparities in adult marijuana arrests? *Substance Use & Misuse*, 54(9), 1582–1587. <https://doi.org/10.1080/10826084.2019.1593007>
- Freisthler, B., & Gruenewald, P. J. (2014). Examining the relationship between the physical availability of medical marijuana and marijuana use across fifty California cities. *Drug and Alcohol Dependence*, 143, 244–250. <https://doi.org/10.1016/j.drugalcdep.2014.07.036>
- Gagnon, F. (2021). *Le régime du cannabis à des fins non médicales au Québec: Une analyse de santé publique*. Institut National de Santé Publique du Québec.
- García-Ramírez, G., Paschall, M. J., & Grube, J. W. (2021). Retail availability of recreational marijuana and alcohol in Oregon counties and co-use of alcohol and marijuana and related beliefs among adolescents. *Substance Use & Misuse*, 56(3), 345–352. <https://doi.org/10.1080/10826084.2020.1858104>
- Gazibo, M., & Jenson, J. (2004). *La politique comparée: Fondements, enjeux et approches théoriques*. Les Presses de l'Université de Montréal.
- Glasser, A. M., & Roberts, M. E. (2021). Retailer density reduction approaches to tobacco control: A review. *Health & Place*, 67, 102342. <https://doi.org/10.1016/j.healthplace.2020.102342>
- Golub, A., Johnson, B. D., & Dunlap, E. (2006). Smoking marijuana in public: The spatial and policy shift in New York City arrests, 1992–2003. *Harm Reduction Journal*, 3(1), 22. <https://doi.org/10.1186/1477-7517-3-22>
- Health Officers' Council of British Columbia. (2005). *A public health approach to drug control in Canada*. Health Officers' Council of BC.
- Hemsing, N., & Greaves, L. (2018). New challenges: Developing gendered and equitable responses to involuntary exposures to Electronic Nicotine Delivery Systems (ENDS) and cannabis vaping. *Journal of Environmental Research*, 15(10), 2097. <https://doi.org/10.3390/ijerph15102097>
- Henriksen, L. (2012). Comprehensive tobacco marketing restrictions: Promotion, packaging, price and place. *Tobacco Control*, 21(2), 147–153. <https://doi.org/10.1136/tobaccocontrol-2011-050416>
- Herrmann, E. S., Cone, E. J., Mitchell, J. M., Bigelow, G. E., LoDico, C., Flegel, R., & Vandrey, R. (2015). Non-smoker exposure to second hand cannabis smoke II : Effect of room ventilation on the physiological, subjective, and behavioral/cognitive effects. *Drug and Alcohol Dependence*, 1, 194–202. <https://doi.org/10.1016/j.drugalcdep.2015.03.019>
- Hoehn, F. (2019). The limits of local authority over recreational cannabis. *Ottawa Law Review*, 50(2), 325–364.
- Hoffman, B., Kuhl, M., Knight, V., Philips, M., & Rabinovitch, N. (2018). Cannabis allergy in a young child with severe asthma exposed to secondhand marijuana smoke. *Annals of Allergy Asthma and Immunology*, 121(5 Suppl.), S82. <https://doi.org/10.1016/j.anai.2018.09.268>
- Holitzki, H., Dowsett, L. E., Spackman, E., Noseworthy, T., & Clement, F. (2017). Health effects of exposure to second- and third-hand marijuana smoke: A systematic review. *CMAJ Open*, 5(4), E814–E822. <https://doi.org/10.9778/cmajo.20170112>
- Husa, J. (2015). *A new introduction to comparative law*. Bloomsbury Publishing.
- Johnson, A. B., Wang, G. S., Wilson, K., Cline, D. M., Craven, T. E., Slaven, S., Raghavan, V., & Mistry, R. D. (2021). Association between secondhand marijuana smoke and respiratory infections in children. *Pediatric Research*. <https://doi.org/10.1038/s41390-021-01641-0>
- Johnson, B. D., Golub, A., Dunlap, E., & Sifanek, S. J. (2008). An analysis of alternatives to New York City's current marijuana arrest and detention policy. *Policing*, 31(2), 226–250. <https://doi.org/10.1108/13639510810878703>
- Klieger, S. B., Gutman, A., Allen, L., Pacula, R. L., Ibrahim, J. K., & Burris, S. (2017). Mapping medical marijuana: State laws regulating patients, product safety, supply chains and dispensaries, 2017. *Addiction*, 112(12), 2206–2216. <https://doi.org/10.1111/add.13910>
- Mair, C., Freisthler, B., Ponicki, W. R., & Gaidus, A. (2015). The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence. *Drug and Alcohol Dependence*, 1, 111–116. <https://doi.org/10.1016/j.drugalcdep.2015.06.019>
- Matthay, E. (2021). Preventing nimbyism: A geospatial analysis of the association of local alcohol and cannabis policies with alcohol and cannabis outlet co-location in California. *Clinical and Experimental Research*, 45(Suppl 1), 190A. <https://doi.org/10.1111/acer.14628>
- McDonald, E. A., Popova, L., & Ling, P. M. (2016). Traversing the Triangulum: The intersection of tobacco, legalised marijuana and electronic vaporisers in Denver, Colorado. *Tobacco Control*, 1 (1 Suppl), i96–i102. <https://doi.org/10.1136/tobaccocontrol-2016-053091>
- McKee, G., McClure, S., Fyfe, M., & Stanwick, R. (2018). Protecting the public from exposure to secondhand cannabis smoke and vapour following legalization. *Journal of Public Health*, 109(2), 223–226. <https://doi.org/10.17269/s41997-018-0054-5>
- McKeganey, N., Barnard, M., & Russell, C. (2016). Visible vaping: E-cigarettes and the further de-normalization of smoking. *International Archives of Addiction Research and Medicine*, 2(2), 023. <https://doi.org/10.23937/2474-3631/1510023>

- Morrison, C., Gruenewald, P. J., Freisthler, B., Ponicki, W. R., & Remer, L. G. (2014). The economic geography of medical cannabis dispensaries in California. *International Journal of Drug Policy*, 25(3), 508–515. <https://doi.org/10.1016/j.drugpo.2013.12.009>
- Myran, D. T., Brown, C. R. L., & Tanuseputro, P. (2019). Access to cannabis retail stores across Canada 6 months following legalization: A descriptive study. *CMAJ Open*, 7(3), E454–E461. <https://doi.org/10.9778/cmajo.20190012>
- Myran, D. T., Staykov, E., Cantor, N., Taljaard, M., Quach, B. I., Hawken, S., & Tanuseputro, P. (2021). How has access to legal cannabis changed over time? An analysis of the cannabis retail market in Canada 2 years following the legalisation of recreational cannabis. *Drug and Alcohol Review*, 41, 377–385. <https://doi.org/10.1111/dar.13351>
- National Academies of Sciences. (2017). *Engineering, and Medicine, Health and Medicine Division, Board on Population Health and Public Health Practice, & Committee on the Health Effects of Marijuana: An evidence review and research Agenda. The Health Effects of Cannabis and Cannabinoids: The Current State of Evidence and Recommendations for Research*. National Academies Press.
- Ontario. (1996). *Alcohol, cannabis and gaming regulation and public protection*. Act, SO 1996, c 26, Sch, s 3.
- Ontario. (2017). *Smoke-free Ontario*. Act, SO 2017, c 26, Sch 3, s 12.
- Ontario. (2018a). *Cannabis licence act, 2018*. SO 2018, c 12, sch 2, s 41.
- Ontario. (2018b). *Cannabis licence act, 2018*, SO 2018, c 12, sch 2, s 42.
- Ontario. (2019). *Cannabis licence act. General*, O Reg 468/18, s 11.
- Orenstein, D. G. (2021). *Nowhere to now, where ? Reconciling public cannabis use in a public health legal framework*. Penn State Law Review.
- Palali, A., & van Ours, J. C. (2015). Distance to cannabis shops and age of onset of cannabis use. *Health Economics*, 24(11), 1483–1501. <https://doi.org/10.1002/hec.3104>
- Paschall, M. J., & Grube, J. W. (2020). Recreational marijuana availability in Oregon and use among adolescents. *Journal of Preventive Medicine*, 58(2), e63–e69. <https://doi.org/10.1016/j.amepre.2019.09.020>
- Paschall, M. J., & Lipperman-Kreda, S. (2018). Commercial availability and co-use of alcohol and marijuana among young adults in California. *Alcoholism: Clinical and Experimental Research*, 1, 193A–270A. <https://doi.org/10.1111/acer.13747>
- Payan, D. D., Brown, P., & Song, A. V. (2021). County-level recreational marijuana policies and local policy changes in Colorado and Washington State (2012–2019). *The Milbank Quarterly*, 8607003, m9q-1161. <https://doi.org/10.1111/1468-0009.12535>
- Pedersen, E. R., Firth, C. L., Rodriguez, A., Shih, R. A., Seelam, R., Kraus, L., Dunbar, M. S., Tucker, J. S., Kilmer, B., & D'Amico, E. J. (2021). Examining associations between licensed and unlicensed outlet Density and cannabis outcomes from pre-opening to postopening of recreational cannabis outlets. *Journal on Addictions*, 30(2), 122–130. <https://doi.org/10.1111/ajad.13132>
- Posis, A., Bellettiere, J., Liles, S., Alcaraz, J., Nguyen, B., Berardi, V., Klepeis, N. E., Hughes, S. C., Wu, T., & Hovell, M. F. (2019). Indoor cannabis smoke and children's health. *Preventive Medicine Reports*, 1, 100853. <https://doi.org/10.1016/j.pmedr.2019.100853>
- Québec. (2020a). *Loi encadrant le cannabis*. RLRQ c C-5.3, art, 25.
- Québec. (2020b). *Loi encadrant le cannabis*. RLRQ c C-5.3, art, 33.
- Rotering, T. L., Lempert, L. K., & Glantz, S. A. (2021). Emerging indoor air laws for onsite cannabis consumption businesses in the U.S. *Journal of Preventive Medicine*, 1. *American Journal of Preventive Medicine*, 61, e267–e278. <https://doi.org/10.1016/j.amepre.2021.05.012>
- Rotermann, M. (2021). Looking back from 2020, how cannabis use and related behaviours changed in Canada. *Health Reports*, 32, 3–14.
- Shi, Y., Meseck, K., & Jankowska, M. M. (2016). Availability of medical and recreational marijuana stores and neighborhood characteristics in Colorado. *Journal of Addiction Print*, 1, 1–7, 7193740. <https://doi.org/10.1155/2016/7193740>
- Shih, R. A., Rodriguez, A., Parast, L., Pedersen, E. R., Tucker, J. S., Troxel, W. M., Kraus, L., Davis, J. P., & D'Amico, E. J. (2019). Associations between young adult marijuana outcomes and availability of medical marijuana dispensaries and storefront signage. *Addiction*, 114(12), 2162–2170. <https://doi.org/10.1111/add.14711>
- Steigerwald, S., Cohen, B. E., Vali, M., Hasin, D., Cerda, M., & Keyhani, S. (2020). Differences in opinions about marijuana use and prevalence of use by state legalization status. *Journal of Addiction Medicine*, 14(4), 337–344. <https://doi.org/10.1097/ADM.0000000000000593>
- Steinberg, J., Unger, J. B., Hallett, C., Williams, E., Baezconde-Garbanati, L., & Cousineau, M. R. (2020). A tobacco control framework for regulating public consumption of cannabis: Multistate analysis and policy implication. *Journal of Public Health*, 110(2), 203–208. <https://doi.org/10.2105/AJPH.2019.305423>
- Stockwell, T., Wettlaufer, A., Vallance, K., Chow, C., Giesbrecht, N., April, N., Asbridge, M., Callaghan, R., Cukier, S., Davis-MacNeven, P., Dube, M., Hynes, G., Mann, R., Solomon, R., & Thomas, G. (2019). *Strategies to reduce alcohol-related harms and Costs in Canada: A review of provincial and territorial policies*. Canadian Institute for Substance Use Research, University of Victoria.

- Unger, J. B., Vos, R. O., Wu, J. S., Hardaway, K., Sarain, A. Y. L., Soto, D. W., Rogers, C., & Steinberg, J. (2020). Locations of licensed and unlicensed cannabis retailers in California: A threat to health equity? *Preventive Medicine Reports*, 19, 101165. <https://doi.org/10.1016/j.pmedr.2020.101165>
- Volkow, N. D., Baler, R. D., Compton, W. M., & Weiss, S. R. B. (2014). Adverse health effects of marijuana use. *New England Journal of Medicine*, 370(23), 2219–2227. <https://doi.org/10.1056/NEJMra1402309>
- Wadsworth, E., Driezen, P., & Hammond, D. (2021). Retail availability and legal purchases of dried flower in Canada post-legalization. *Drug and Alcohol Dependence*, 225, 108794. <https://doi.org/10.1016/j.drugalcdep.2021.108794>
- Wei, B., Smith, D. M., Travers, M. J., O'Connor, R. J., Goniewicz, M. L., Hyland, A. J., & Heilman (2019). Exposure occurrence, biological analysis and potential health effects. *Advances in Molecular Toxicology*, 13, 1–30. <https://doi.org/10.1016/B978-0-444-64293-6.00001-4>
- Wouters, M., & Korf, D. J. (2009). Access to licensed cannabis supply and the separation of markets policy in The Netherlands. *Journal of Drug Issues*, 39(3), 627–651. <https://doi.org/10.1177/002204260903900308>
- Young-Wolff, K. C., Adams, S. R., Padon, A., Silver, L. D., Alexeeff, S. E., Van Den Eeden, S. K., & Avalos, L. A. (2021). Association of cannabis retailer proximity and density with cannabis use among pregnant women in Northern California after legalization of cannabis for recreational use. *JAMA Network Open*, 4(3), e210694. <https://doi.org/10.1001/jamanetworkopen.2021.0694>

How to cite this article: Gagnon, F., Huynh, C., Kilborn, M., Fry, M., Vallée, R., & Janezic, I. (2022). Municipal regulation of cannabis and public health in Canada: A comparison of Alberta, Ontario, and Québec. *Behavioral Sciences & the Law*, 1–21. <https://doi.org/10.1002/bsl.2572>