

VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online & 2 Lincoln St.
Essex Junction, VT 05452
Tuesday, January 25, 2022
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

This meeting will be held both remotely and in person. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join 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. Discuss public outreach and board questions for local options tax
 - b. Possible action about regulating short term rentals (Airbnb-type)
 - c. Discuss adding cannabis to annual meeting ballot
 - d. Discuss adding fund balance threshold change to annual meeting ballot
 - e. Consider approval to hold Village Annual Meeting by Australian ballot
 - f. Discuss topics for annual newsletter
 - g. Consideration of purchasing of masks with American Rescue Plan Act funds
 - h. Discussion and possible action about contracts with the Town of Essex
6. **CONSENT ITEMS**
 - a. Approve minutes: January 11, 2022
 - b. Village Annual Meeting/Elections Preparation Schedule
 - c. Approve Check Warrants: #17286—01/24/2022
7. **READING FILE**
 - a. Board member comments
 - b. Approval of CCRPC Unified Planning Work Program projects for 2023
 - c. Email from Elaine Haney re: Input regarding discussion of shared EDC
 - d. Face Covering Rule extended by Selectboard 1/18/2022
 - e. Public Notice of Modification to GlobalFoundries Hazardous Waste Facility Permit
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

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Certification: 01/21/2022



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: January 21, 2022
SUBJECT: Local Options Tax

Issue

The issue is to discuss public outreach and board questions for local options tax.

Discussion

At the Village Board meeting on January 11, 2022 the Village Board asked several questions and sought answers regarding the Local Options Tax (LOT). As previously stated, the LOT, is not a very straight forward set of taxes. In fact, it comprises 3 separate taxes that can be all inclusive or approved separately (Sales/use Tax, Meals and Rooms Tax, and Alcoholic Beverage Tax, and there are many state approved exemptions which brings some more confusion to its applications. To that end, several questions have been asked already that required a conversation with the Department of Taxation. Those questions and the answers are below.

If the Village were to move forward with placing this issue on the April ballot the staff is prepared to create a PowerPoint presentation and webpage that has information about this tax. We also recommend other public outreach activities such as a coffee chat (virtual) and possibly a larger virtual Q & A forum prior to your regular Trustees meeting on March 8. In addition to that outreach, the Village Board should discuss the primary reasons for seeking these taxes and what they plan to do with these funds. Reminder, while we do not have a separated dollar figure from the Town total, we would anticipate a range of 40-50% of that of the Town or roughly between \$600,000-750,000 annually. Many communities who have these taxes have designated the use of these funds towards capital expenditures like street rehabilitation, parks, public buildings, retirement of debt or towards bonds and large dollar expenditures like replacement of fire equipment (ex. replacement of the Village's ladder truck would be roughly \$1,400,000 in FY23 dollars but holds a use expectancy is 15 years).

Dept of Taxation-phone meeting

1. Anything that is subject to the state sales tax and hotel/lodgings tax is subject to the Local Options Tax (Notable exemptions: vehicle sales and rentals- the state charges other taxes and fees for these). The Local municipality **may not carve out** their own exemptions or tax for something that the state does not.
2. Utilities are subject to the sales tax unless otherwise exempt. Example: residential pays this tax, businesses that manufacture on the property would have exemptions, other business that is not exempt or have limited exemptions are subject to the Sales Tax.

Think office uses like Essex Insurance, they would be subject to the tax unless they have an exemption under the state statute.

- a. GlobalFoundries would be exempt for utilities used in manufacturing but not for other uses such as office space not used in the manufacturing process or say their commercial food operation.
3. The state collects data of the location of the businesses in a community but **does not include "all" e-commerce vendors**. -commerce vendors are still subject to the tax. They do however do all the communicating to all vendors in their database about having to collect the local LOT. The state's data is mainly from the individual registered vendors not out of state vendors if they are small (but they are still required to remit).
4. All vendors, including out of state vendors, authorized to collect taxes in Vermont are required to collect and remit to the Vermont Department of Taxes all applicable local option taxes for sales that occur in participating municipalities. No additional registration with the Department is necessary.
5. Although local option tax is levied by the municipality, the Department collects and administers the tax. Vendors who collect this tax file and remit it to the Department along with their state taxes, online or by paper form.
 - a. A street address is required for all vendors/remitters and for the recipient of the goods purchased. Those purchases delivered to Essex Junction and contained within the state's database to go to the Village would get allocated to the Village.
 - b. Large vendors use their own data systems of addressing.
6. Meals prepared at supermarkets for consumption on or off premises are subject to the Meals Tax.
7. You do not have to enact all 3 taxes.
8. Rooms Tax: the state has remitting requirements to several booking sites like Air BNB. Individuals who are booking rooms outside of "sites" are still required to remit the rooms tax, sales tax, and other taxes like meals if they charge separately. For instance, a room for rent that is short stay that is \$100 a night would pay 6% to the state and 1% to the Village on the \$100. If they sell a teddy bear, that too is subject to the sales tax and if meals are not included but they sell you a breakfast sandwich they are to collect and remit a meals tax on that sale.
9. CVE: all activities on a property that is subject to a state tax; sales, meals, lodging etc. shall be collected and remitted to the state.
 - a. Concerts- wherever a ticket is sold the sales tax shall be collected and remitted as it is a destination tax.
 - b. Individual vendors are to collect taxes. If they have a flat fee, say \$5 for X- the \$5.00 is to include the sales/ meals tax and it shall be remitted by each vendor to the state. They should put up a sign that says the tax is included in the charge.
 - c. CVE would need to send to the state a list of all who are doing business on the property.
10. Effective Date should be a minimum of 60 days and be at the start of a quarter- might want to have it 90 days out. The state notifies the Dept. of Taxes that it has approved of the LOT. The tax or taxes are like changes to your charter and go through the state legislature.
11. Right now, they can only give a Town-wide estimate of total economic activity- **they are going to look to see what they would need to separate the Village out from the entire**

Town. We discussed the possibility of providing an electronic address file of all properties located in the Village (GIS has this).

Cost

There is no cost associated with this issue.

Recommendation

This memo is for informational purposes only.

The Vermont Statutes Online

Title 32: Taxation and Finance

Chapter 233: SALES AND USE TAX

Sub-Chapter 002: Exemptions

32 V.S.A. § 9741. Sales not covered

§ 9741. Sales not covered

Retail sales and use of the following shall be exempt from the tax on retail sales imposed under section 9771 of this title and the use tax imposed under section 9773 of this title.

(1) Sales not within the taxing power of this State under the Constitution of the United States.

(2) Drugs intended for human use, durable medical equipment, mobility enhancing equipment, and prosthetic devices and supplies, including blood, blood plasma, insulin, and medical oxygen, used in diagnosis or treatment intended to alleviate human suffering or to correct, in whole or in part, human physical disabilities; provided however, that toothbrushes, floss, and similar items of nominal value given by dentists and hygienists to patients during treatment are supplies used in treatment to alleviate human suffering or to correct, in whole or part, human physical disabilities and are exempt under this subdivision.

(3) Agriculture feeds, seed, plants, baler twine, silage bags, agricultural wrap, sheets of plastic for bunker covers, liming materials, breeding and other livestock, semen breeding fees, baby chicks, turkey poults, agriculture chemicals other than pesticides, veterinary supplies, and bedding; and fertilizers and pesticides for use and consumption directly in the production for sale of tangible personal property on farms, including stock, dairy, poultry, fruit and truck farms, orchards, nurseries, or in greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities for sale.

(4) Casual sales.

(5), (6) [Repealed.]

(7) Sales of motor fuels taxed or exempted under 23 V.S.A. chapter 28; provided, however, that aviation jet fuel and natural gas used to propel a motor vehicle shall be taxed under this chapter with the proceeds to be allocated to the transportation fund in accordance with 19 V.S.A. § 11.

(8) [Repealed.]

(9) Rents for rooms taxed under chapter 225 of this title and the transactions exempted therefrom.

(10) Sales of meals taxed or exempted under chapter 225 of this title.

(11) [Repealed.]

(12) Motor vehicle purchases and use taxed under chapter 219 of this title and the transactions exempted therefrom which are listed in section 8911 of this title. Provided however, that notwithstanding subdivision 8911(5), construction, earthmoving, logging, and motorized equipment which has not been registered as a motor vehicle is subject to tax under this chapter; and further provided that power take off and other auxiliary equipment on motor vehicles, whether attached prior to or subsequent to registration is not exempt under this section.

(13) Sales of food, food stamps, purchases made with food stamps, food products, and beverages sold for human consumption off the premises where sold.

(14) Tangible personal property which becomes an ingredient or component part of, or is consumed or destroyed or loses its identity in the manufacture of tangible personal property for sale; machinery and equipment for use or consumption directly and exclusively, except for isolated or occasional uses, in the manufacture of tangible personal property for sale, or in the manufacture of other machinery or equipment, parts, or supplies for use in the manufacturing process; and devices used to monitor manufacturing machinery and equipment or the product during the manufacturing process. Machinery and equipment used in administrative, managerial, sales, or other nonproduction activities, or used prior to the first production operation or subsequent to the initial packaging of a product, shall not be exempt from tax, unless such uses are merely isolated or occasional or unless the machinery used for initial packaging is also used for secondary packaging as part of an integrated process. Machinery and equipment shall not include buildings and structural components thereof. As used in this subdivision, it shall be rebuttably presumed that uses are not isolated or occasional if they total more than four percent of the time the machinery or equipment is operated. For the purposes of this subsection, "manufacture" includes extraction of mineral deposits, the entire printing and bookmaking process, and the entire publication process.

(15) Sales of newspapers and sales of tangible personal property which becomes an ingredient or component part of or is consumed or destroyed, or loses its identity in the manufacture of newspapers, whether sold or distributed without charge. A publication shall not be considered a newspaper unless, on an average for the taxable year, at least 10 percent of its printed material consists of news of general or community interest, community notices, editorial comment, or articles by different authors.

(16) Materials, containers, labels, sacks, cans, boxes, drums, or bags and other packing, packaging, or shipping materials for use in packing, packaging, or shipping tangible personal property by a manufacturer or distributor.

(17) Rentals of furniture in furnished apartments or houses for residential use.

(18) Fees and charges paid for admission to or use of federal, State, or municipal recreation areas and facilities, including swimming pools.

(19) Rentals of coin-operated washing facilities for individual, or personal use, including car washes and laundries.

(20) Fees and charges for admission to nonprofit museums.

(21) Sales of equipment, supplies, and building materials made directly to volunteer fire departments, volunteer ambulance companies, or volunteer rescue squads for official use by the volunteer organizations.

(22) Funeral charges, including sales of tangible personal property such as caskets, vaults, boxes, clothing, crematory urns, and other such funeral furnishings as are necessary incidents of the funeral, but excluding the sale of flowers and other items sold as an accommodation rather than as an integral part of the funeral service or preparation therefor.

(23) [Repealed.]

(24) Tangible personal property purchased for use or consumption directly and exclusively, except for isolated or occasional uses, in commercial, industrial or agricultural research or development in the experimental or laboratory sense. It shall be rebuttably presumed that uses are not isolated or occasional if they total more than four percent of the time the machinery or equipment is operated. Such research or development shall not be deemed to include the ordinary testing or inspection of materials or products for quality control, efficiency surveys, management studies, consumer surveys, advertising, promotions, or research in connection with literary, historical, or similar projects.

(25) Sales of agricultural machinery and equipment for use and consumption directly and exclusively, except for isolated or occasional uses, in the production for sale of tangible personal property on farms (including stock, dairy, poultry, fruit, and truck farms), orchards, nurseries, or in greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities for sale. It shall be rebuttably presumed that uses are not isolated or occasional if they total more than four percent of the time the machinery or equipment is operated.

(26) Sales of electricity, oil, gas, and other fuels used in a residence for all domestic use, including heating, but not including fuel sold at retail in free-standing containers, or sold as part of a transaction where a free-standing container is exchanged without a separate charge. The Commissioner shall by rule determine that portion of the sales attributable to domestic use where fuels are used for purposes in addition to domestic use.

(27) Sales of electricity, oil, gas, and other fuels used directly and exclusively for farming purposes.

(28) Sales of films where the films are acquired exclusively for the purpose of charging admission to see such films and where such admission is subject to the tax imposed by subdivision 9771(4) of this title.

Subdivision (29) effective until July 1, 2018; see also subdivision (29) effective July 1, 2018 set out below.

(29) Aircraft sold to a person which holds itself out to the general public as engaging in air commerce, for use primarily in the carriage of persons or property for compensation or hire; and parts, machinery, and equipment to be installed in any aircraft.

Subdivision (29) effective July 1, 2018; see also subdivision (29) effective until July 1, 2018 set out above.

(29) Aircraft sold to a person which holds itself out to the general public as engaging in air commerce, for use primarily in the carriage of persons or property for compensation or hire; and parts, machinery, and equipment to be installed in such aircraft.

(30) Railroad rolling stock, including depreciable parts, machinery, and equipment to be installed as a capital asset in such rolling stock, sold for use primarily in the carriage of persons or property. As used in this section, railroad rolling stock shall include locomotives, cabooses, boxcars, tank cars, flatbed cars, maintenance of way equipment, and all other wheeled vehicles used on rails or tracks.

(31) Ferryboats, including depreciable parts, machinery, and equipment to be installed as a capital asset in such ferryboat, sold to a person who holds himself or herself out to the general public as engaging in water commerce, for use primarily in the carriage of persons or property for compensation or hire.

(32) Forty percent of the receipts from sales of mobile homes, as defined in 9 V.S.A. § 2601 and modular housing, when they are sold as tangible personal property.

(33) Sales of the flag of the United States to and by veterans' organizations exempt under 26 U.S.C. § 501(c)(19).

(34) Sales of electricity, oil, gas, and other fuels used directly or indirectly in manufacturing tangible personal property for sale.

(35) Charges made when tangible property is transferred as part of a personal services transaction or a transfer of intangible property rights, as long as the focus of the transaction is the provision of services or the transfer of intangible property rights and not the transfer of tangible personal property; no separate charge is made for the transfer of tangible personal property; and the value of the tangible personal property transferred, including the value of services added to the tangible personal property transferred, is less than 10 percent of the total charge for the transaction. When the focus of the transaction is the transfer of tangible personal property, all receipts from the sale are taxable, including receipts from separately stated charges for services to produce the property, unless the receipts are otherwise exempt under this chapter.

(36) Charges by an advertising agency for the transfer of title or possession of or right to use advertising materials when the transfer is made in conjunction with the delivery of advertising services. This exemption does not extend to charges by any business other than an advertising agency or to charges by any person for printing, imprinting, copying or reproducing advertising materials.

(37) Charges for documents, the sole purpose of which is to record or memorialize professional services rendered, such as charges for briefs, memoranda, agreements, and wills prepared by lawyers; charges for tax returns and reports

produced by accountants; charges for drawings produced by architects; or charges for insurance policies.

(38) Tax on the sale or use of a tracked vehicle shall not exceed \$1,100.00 adjusted as follows: As of July 1 of each even-numbered year, the Commissioner shall adjust the most recent unrounded cap amount by the cumulative inflation index for the prior two calendar years under the consumer price index for urban consumer all items, and round that amount to the nearest \$10.00, and shall publish this rounded amount as the new cap.

(39) Sales of building materials within any three consecutive years in excess of one million dollars in purchase value, which may be reduced to \$250,000.00 in purchase value upon approval of the Vermont Economic Progress Council pursuant to section 5930a of this title, used in the construction, renovation, or expansion of facilities which are used exclusively, except for isolated or occasional uses, for the manufacture of tangible personal property for sale

(40) [Repealed.]

(41) Charges for wholesale transactions between telecommunications service providers where the service is a component part of a service provided to an end user. This exemption includes network access charges and interconnection charges paid to a local exchange carrier.

(42) [Repealed.]

(43) Sales of scrap materials generated in the course of construction or demolition and diverted from waste disposal at the construction or demolition job site; provided that the sale is not by the generator and is by a person who received the materials from the generator with no payment.

(44) Tangible personal property to be incorporated in a rail line in connection with the construction, maintenance, repair, improvement, or reconstruction of the rail line.

(45) Clothing; but clothing shall not include clothing accessories or equipment, protective equipment, or sport or recreational equipment.

Subdivision (46) effective until January 1, 2017; see also subdivision (46) effective January 1, 2017 set out below.

(46) Tangible personal property to be incorporated into:

(A) a net metering system as defined in 30 V.S.A. § 219a;

(B) a home or business energy system on a premises not connected to the electric distribution system of a utility regulated under Title 30 and that otherwise meets the requirements of 30 V.S.A. § 219a(a)(3)(A), (C), (D), and (E); or

(C) a hot water heating system that converts solar energy into thermal energy used to heat water, but limited to that property directly necessary for and used to capture, convert, or store solar energy for this purpose.

Subdivision (46) effective January 1, 2017; see also subdivision (46) effective until January 1, 2017 set out above.

(46) Tangible personal property to be incorporated into:

(A) a net metering system as defined in 30 V.S.A. § 8002;

(B) a home or business energy system on a premises not connected to the electric distribution system of a utility regulated under Title 30 and that otherwise meets the requirements of 30 V.S.A. § 8002(16)(A), (C), and (D); or

(C) a hot water heating system that converts solar energy into thermal energy used to heat water, but limited to that property directly necessary for and used to capture, convert, or store solar energy for this purpose.

Subdivision (47) incentive is not available for new purchases as of January 1, 2007, and is repealed effective January 1, 2017; see note set out below.

(47) Sales of new personal computers and included software packages, for use exclusively in the Vermont business and directly in the activities defined in section 5930k of this title, if purchased by a high-tech business as approved by the Vermont Economic Progress Council.

(48) Sales of tangible personal property sold by an auctioneer licensed under 26 V.S.A. chapter 89, including any buyer's premium charged by the auctioneer, that are conducted on the premises of the owner of the property, provided that no other person's property is sold on the auction premises and provided that the property was obtained by the owner, through purchase or otherwise, for his or her own use.

(49) Clean high carbon bulking agents, as that term is used in the Agency of Natural Resources' Solid Waste Management Rules, used for commercial or on-farm composting, and food residuals used for commercial or on-farm composting or on-farm energy production;

(50) Compost, animal manure, manipulated animal manure, and planting mix when any of these items are sold in bulk. As used in this section, the term "sold in bulk" shall mean sold in a form that is not prepackaged, or sold in a packaged form in volumes greater than one cubic yard. (Added 1969, No. 144, § 1, eff. June 1, 1969; amended 1969, No. 263 (Adj. Sess.), § 2, eff. April 6, 1970; 1973, No. 270 (Adj. Sess.), §§ 3-5; 1975, No. 156 (Adj. Sess.), § 2; 1975, No. 243 (Adj. Sess.), § 10(c), eff. May 1, 1976; 1977, No. 62, §§ 1, 2; 1977, No. 86, §§ 2-5; 1977, No. 135 (Adj. Sess.); 1979, No. 105 (Adj. Sess.) § 40; 1981, No. 13, eff. date, see note below; 1981, No. 87, § 21; 1981, No. 172 (Adj. Sess.), § 11d, eff. April 20, 1982; 1985, No. 88, § 1, eff. June 1, 1985; 1985, No. 135 (Adj. Sess.), §§ 1, 2, eff. April 24, 1986; 1985, No. 168 (Adj. Sess.), eff. May 7, 1986; 1985, No. 207 (Adj. Sess.), § 2; 1987, No. 82, § 10, eff. June 9, 1987; 1987, No. 113, § 2, eff. June 26, 1987; 1987, No. 184 (Adj. Sess.), eff. April 1, 1988; 1989, No. 32; 1989, No. 133 (Adj. Sess.), § 1, eff. April 5, 1990; 1989, No. 174 (Adj. Sess.); 1991, No. 32, §§ 13, 27, eff. June 1, 1991; 1991, No. 148 (Adj. Sess.), § 1, eff. May 4, 1992; 1993, No. 89, §§ 14c, 14d, eff. July 1, 1996; 1995, No. 29, § 27, eff. July 1, 1996; 1995, No. 86 (Adj. Sess.), § 3, eff. March 28, 1996; 1997, No. 50, § 45, eff. June 26, 1997; 1997, No. 60, § 72a, eff. June 26, 1997; 1997, No. 60, § 79; 1997, No. 71 (Adj. Sess.), §§ 50-52; 1997, No. 76 (Adj. Sess.), § 1, eff. March 30, 1998; 1997, No. 156 (Adj. Sess.), § 21, eff. April 29, 1998; 1999, No. 49, §§ 34, 34a, 64, 74, 92-94, eff. June 2, 1999; 2001, No. 54, § 1; 2001, No. 138 (Adj. Sess.), § 5, eff. June 21, 2002; 2001, No. 140 (Adj. Sess.), § 35, eff. June 21, 2002; 2001, No. 144 (Adj. Sess.), § 12, eff. January 1, 2003; 2001, No. 145 (Adj. Sess.), § 6, eff. June

21, 2002; 2003, No. 68, § 58, eff. date, see note below; 2003, No. 121 (Adj. Sess.), § 88, eff. June 8, 2004; 2003, No. 152 (Adj. Sess.), § 17, eff. date, see note below; 2005, No. 75, §§ 2, 2b, 22; 2005, No. 184 (Adj. Sess.), § 4; 2007, No. 81, § 7, eff. June 11, 2007, § 7a, eff. July 1, 2011; 2007, No. 164 (Adj. Sess.), § 34; 2011, No. 45, § 36g; 2011, No. 143 (Adj. Sess.), § 49, eff. May 24, 2011; 2011, No. 143 (Adj. Sess.), § 54, eff. Jan. 1, 2012; 2011, No. 143 (Adj. Sess.), § 54a; 2011, No. 153 (Adj. Sess.), § 42, eff. July 1, 2013; 2013, No. 73, § 45, eff. June 5, 2013; 2013, No. 99 (Adj. Sess.), § 9, eff. Jan. 1, 2017; 2013, No. 174 (Adj. Sess.), §§ 36, 46, 49; 2013, No. 200 (Adj. Sess.), § 22.)

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We are currently experiencing a system outage which may have an impact on myVTax services. We are working to resolve the issue and apologize for the inconvenience. Thank you.

Participating Municipalities

Local Option Sales Tax

The following municipalities have a 1% local option sales tax:

Municipality	Effective Date
Brandon	Oct. 2016
Brattleboro	July 2019
Burlington	July 2006
Colchester	Oct. 2015
Dover	July 2007
Killington	Oct. 2008 (Rescinded as of 7/1/2018)
Manchester	April 1999
Middlebury	Oct. 2008
Rutland Town	April 2009
St. Albans City	Oct. 2020

Municipality	Effective Date
St. Albans Town	July 2014
South Burlington	Oct. 2007
Stratton	July 2004
Williston	July 2003
Wilmington	July 2012
Winhall	July 2010
Winooski	July 2019

Find towns with local option tax [listed by zip code](#) or look up sales tax rates for more than 15,000 taxing jurisdictions across the U.S. at [Avalara](#) for free.

Local Option Meals and Rooms Tax, & Alcoholic Beverages Tax

The following municipalities have a 1% local option meals, alcoholic beverages, and rooms tax:

Municipality	Effective Date
Brandon	Oct. 2016
Brattleboro	April 2007
City of Barre	Oct. 2018
Colchester	Oct. 2015
Dover	July 2007
Hartford ¹	Oct. 2017
Killington	Oct. 2008
Manchester	April 2008
Middlebury	Oct. 2008

Municipality	Effective Date
Montpelier	Oct. 2016
Rutland Town	April 2009
St. Albans City	Oct. 2020
St. Albans Town	July 2014
South Burlington	Oct. 2007
Stowe	July 2006
Stratton	July 2004
Williston	July 2003
Wilmington	July 2012
Winhall	July 2010
Winooski	July 2019
Woodstock	July 2015

†The Town of Hartford includes Quechee, White River Junction, West Hartford, and Wilder

Local Option Rooms Tax

The following municipality has a 1% local option rooms tax:

Municipality	Effective Date
Elmore	July 2021 (Effective beginning 7/1/2021)

Please note: The City of Burlington and the City of Rutland administer and collect their own local meals, entertainment, lodging, or alcoholic beverage taxes. If you have a business in Burlington or Rutland City, please contact the appropriate city for information on how to pay and remit the tax.

Contact the City of Burlington:

(802) 865-7000

Contact the City of Rutland:

(802) 773-1800

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Commissioner Craig Bolio
Deputy Commissioner Rebecca Sameroff
(802) 828-2505 | [Department Directory](#)

Taxpayer Services
(802) 828-2865
Mon, Tue, Thu, Fri, 7:45 am-4:30 pm

Taxpayer Assistance Window
1st Floor Lobby | 133 State Street
Montpelier, VT 05602

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Local Option Tax: What Is It and When Does It Apply?

Any vendor authorized to collect sales, meals, rooms, and alcohol taxes in Vermont is required to collect applicable local option tax. No additional registration with the Vermont Department of Taxes is necessary.

What is local option tax?

Local option tax is a way for municipalities in Vermont to raise revenue. A municipality may vote to levy any combination of the following 1% local option taxes in addition to state business taxes:

Local Option Sales Tax

6% sales tax + 1% = 7% total tax

Local Option Meals Tax

9% meals tax + 1% = 10% total tax

Local Option Alcoholic Beverages Tax

10% alcohol tax + 1% = 11% total tax

Local Option Rooms Tax

9% rooms tax + 1% = 10% total tax

A transaction is subject to local option tax if it is subject to Vermont sales, meals, rooms, or alcoholic beverage tax. Local option tax is "destination-based." In other words, the tax is based on the location where the buyer takes possession of the item or where it is delivered.

Although the local option tax is levied by the municipality, the vendor who collects this tax remits it to the Vermont Department of Taxes along with any state taxes. Any vendor who is located out of state and is registered to collect Vermont state business taxes must also collect local option tax where applicable.

Which municipalities levy local option tax?

The current list of participating local option tax municipalities is located on the Department's website:

tax.vermont.gov/business/lot/muni

Please note these exceptions:

- Local option tax does not apply to transactions that are subject to use tax or to motor vehicle purchase and use tax.
- The City of Burlington and City of Rutland have their own local taxes on meals, entertainment, lodging, or alcohol. They administer and collect these taxes.

Calculating local option tax

Please note that you should always calculate local option tax as 1% of the taxable (net) sales for each town. Do **not** make the mistake of calculating use tax as 1% of 6%, the sales tax rate, which will result in collecting too little local option tax. See the examples below.

Be sure to charge, collect, and remit local option tax for applicable purchases in the municipality where the buyer is consuming or taking possession of the item or where the item is being delivered.

How should vendors show local option tax on invoices and receipts?

Vermont business taxes and local option tax may be shown combined or separately on invoices and receipts. The two options are illustrated by the examples shown here.

Example 1

Business and local option tax combined:

Item 1	\$10.00
Item 2	\$15.00
Subtotal	\$25.00
7% Sales & Local Option Tax	\$ 1.75
Total	\$26.75

Example 2

Business and local option tax listed separately:

Item 1	\$10.00
Item 2	\$15.00
Subtotal	\$25.00
6% Sales Tax	\$ 1.50
1% Local Option Tax	\$ 0.25
Total	\$26.75

Always calculate the local option tax as 1% of the taxable (net) sales for each town.

Page 1 of 2

Disclaimer: The information provided here is intended to be an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information presented here.

Rev. 12/2020 • Pub. FS-1012



DEPARTMENT OF TAXES

How can I be sure the address of the sale or rental is in a local option municipality?

Some ZIP codes represent properties that fall within, and others outside of, a local option municipality. In these cases, the ZIP code +4 digits is needed to determine if a given business location is in a local option municipality and therefore if the local option tax applies. If the full ZIP code isn't known, find it on the USPS website at tools.usps.com/go/ZipLookupAction!input.action.

Need more information?

Department of Taxes Website

More information is available on the Vermont Department of Taxes website: tax.vermont.gov/business/lot.

Avalara SalesTax Website

Another handy resource for finding sales tax rates, including municipalities that levy a local option tax, is using the free sales tax rate map at the online site Avalara Sales Tax.



Tax charts provide a quick reference

For easy reference, use the charts for each tax type plus local option tax found at tax.vermont.gov/research-and-reports/tax-rates-and-charts.

Know tax law and regulations

Business owners are expected to be familiar with state tax laws and regulations applicable to their businesses. For more information, please see the following:

32 V.S.A. Chapter 233

legislature.vermont.gov/statutes/chapter/32/233

Regulations

tax.vermont.gov/regulations

Technical Bulletins

tax.vermont.gov/bulletins

Forms and Publications

tax.vermont.gov/forms-and-publications

To learn more about Vermont business taxes, visit tax.vermont.gov or contact the Department's Business Tax Section at tax.business@vermont.gov or (802) 828-2551.



To: Village Trustees

From: Andrew Brown, President Board of Trustees

Date: 1/21/2022

Subject: Short-Term Rental Regulations

The housing market in Vermont, and especially Chittenden County, is pricing the majority of existing residents out of the homeownership market as well as feeding an unhealthy rental market^{1, 2, 3}. While various entities in the state are trying to help⁴ I believe the Village can do more than we are doing. Yes, our downtown redevelopment efforts have helped to add much needed housing but we are neglecting the issue of those who own a single-family residence with the sole purpose of renting it for short-term visitors.

According to VHFA's Housing Data website, short-term rental properties "are typically furnished apartments rented for short periods of time, as opposed to annually leased rental apartments. They are often used as an alternative to a hotel." The definition further clarifies, "All of the rentals displayed...are listings for entire housing units, including houses, apartments, or accessory dwelling units. This set does not include a room rented out in an already occupied home⁵." This is an important distinction because these are not simply an extra bedroom within someone's primary residence but are instead potential primary residences being used as an alternative to a hotel. VHFA's data indicates Essex Junction has an average of around 20 such properties, though it should be noted this data most likely includes short-term rentals throughout the Town of Essex and not just Essex Junction.

In previous discussions, the Board of Trustees had discussed creating a rental registry but decided to put it on hold due to pending state legislation which also would have regulated short-term rentals. Governor Scott since vetoed that legislation⁶ and according the VTDigger, "Senators opted not to regulate short-term rentals for now, but the chair of the committee, Sen. Michael Sirotkin, D-Chittenden, said if this bill becomes law, he foresees another registry for short-term rentals⁷."

The question for the Trustees is, do we want to have staff prioritize researching the regulatory tools the Village, and future City, will have regarding short-term rentals? If so, what would the goals of the regulation be? I see two main goals:

1. Disincentivize converting a primary residence into a short-term rental;
2. Preserve the capability of those with extra room(s) in their primary residence to be able to earn income through short-term rentals

¹ <https://www.sevendaysvt.com/vermont/in-chittenden-county-new-apartment-projects-arent-keeping-pace-with-demand/Content?oid=34167620>

² <https://www.sevendaysvt.com/vermont/nowhere-to-go-vermonts-exploding-housing-crisis-hits-moderate-wage-earners/Content?oid=33532880>

³ <https://accd.vermont.gov/housing/plans-data-rules/needs-assessment>

⁴ <http://www.ecosproject.com/wp/wp-content/uploads/2021/09/BHT-year-five-news-release-September-2021-final.pdf>

⁵ <https://www.housingdata.org/profile/housing-stock/short-term-rentals>

⁶ <https://vtdigger.org/2021/07/02/scott-vetoes-housing-bill-with-rental-registry-statewide-inspection-system/>

Marguerite Ladd

From: Robin Pierce
Sent: Thursday, January 20, 2022 12:01 PM
To: Evan Teich; Wendy Hysko; Marguerite Ladd; Brad Luck; Tammy Getchell
Cc: Terry Hass
Subject: FW: Airbnb

Below the below email is something I sent to Burlington last year and to the Housing Committee last night. Stating that Airbnb's in primary residences take accommodation away from long-term rentals is not factual. If they occur in investment properties then it has the potential to be factual. A single family home is not a duplex. There could be an accessory apartment that could provide long term rentals, but otherwise the accommodation is restricted in terms of who can live there. Short term rentals have brought properties into the market that didn't exist before. This takes pressure of the existing housing stock.

Thanks,

Robin.

Robin Pierce

Community Development Director
Village of Essex Junction

From: Robin Pierce
Sent: Wednesday, January 19, 2022 9:17 PM
To: Darren Schibler <DSchibler@ESSEX.ORG>; Owiso Makuku <omakuku@ESSEX.ORG>; Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>; Patrick Murray <PMurray@ESSEX.ORG>; Andy Watts <AWatts@ESSEX.ORG>; Sharon Kelley <skelley@ESSEX.ORG>
Cc: Mia Watson <miawatsonvt@gmail.com>; Katie Ballard <charbonk07@gmail.com>; Mark Redmond <maredmond@msn.com>; Gabrielle Smith <grsmith120901@gmail.com>; Emily Taylor <etaylor@getahome.org>; Michelle Teegarden <mteegarden58@gmail.com>; Jean O'Sullivan <josullivan@ESSEX.ORG>
Subject: FW: Airbnb

Below is an email I sent to Burlington as a Vermont resident regarding short term rentals which I promised at today's meeting. Please share as you feel necessary Darren; I can't find everyone's email at the moment. While I agree, for the most part, with the statement today regarding statistics. I remember a book from the 1980's called How To Lie With Statistics. I am not saying anyone at our meeting would do that but most studies start with a premise which (along with the statisticians life experience) can add a bias to the outcomes. Studies are often considered comprehensive, rarely is anything in life comprehensive. For example, Vermont may need 300 beds for Covid patients, we have 310, win! But 100 other patients needing treatment for other ailments are sans a hospital bed. This is where holistic thinking comes into the picture. And what's my favourite word? You guessed it ... 😊

Thank you for reading and listening.

Robin.

From: edenusa@aol.com <edenusa@aol.com>
Sent: Wednesday, January 19, 2022 8:57 PM

To: Robin Pierce <robin@essexjunction.org>

Subject: Fwd: Airbnb

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST

-----Original Message-----

From: edenusa@aol.com

1. Often it is said that short term rentals cause problems; noise, trash, inappropriate behavior that existing Zoning regulations and Ordinances have no jurisdiction over. And that it is unfair competition on hotels etc., who have to follow stricter guidelines and regulations. This seems to me to be patently incorrect: Zoning regulations and Ordances control trash, noise, occupancy, etc. Whether a property is owner occupied, rented full or part time the same rules apply. I have seen no credible information that issues with properties in short term rental are demonstrably worse than other properties in the same neighborhood.
2. My experience is that many of those who stay in short term rentals are not people who would typically rent a hotel room. Therefore the number of people visiting Vermont is increased and thus the benefits to the wider community is increased in terms of sales at local restaurants, stores etc.
3. If there is a desire to control short term rentals to gain taxable income let's call it that. The rentals occur in properties that meet local regulations. What other regulations should they be subject to, and why?
4. If the short term rental occurs in an owner occupied property rather than an exclusively income generating property it is especially important that no changes should be made to regulations or taxation. Meals and room taxes for short term rentals are already paid to the State of Vermont by companies such as Airbnb. Sometimes the opportunity to have a short term rental is the difference between a homeowner being able to stay in their property or lose it. It may also be the difference between an income property being available for long term rentals or being rented short term. We should also not forget that visiting nurses may also need short term rentals. It is not always vacationers.
5. Short term rentals such as Airbnb in a primary residence occur in a very similar situation to friends coming to visit. They occur in houses that meet all Codes applicable to them. Hotels are much larger and often have other services such as restaurants and bars attached to them or in close proximity. I work in a municipality with many Airbnb's and we have never had a complaint about one of those properties. If noise or another Code violation occurs at a rental property on a regular basis it may be because existing regulations are not enforced, not because of the use of the property.
6. During times of economic constriction layering extra burdens on a homeowner can create unnecessary hardship. It seems there may be an attempt to 'muddy the waters' over the short term rental issue to hide the fact that the push for change is really about controlling (what is seen as) competition. This is misguided. I would stay in a friend's house or in an Airbnb location, I would not choose a hotel.
7. Short terms rentals that occur in investment properties should be controlled, they can take accommodation out of the rental market. Short term rentals in owner occupied properties help the resident with ever increasing bills, and bring in extra income into the larger economy.

Thank you,

Robin Pierce

COVID-19: RESOURCES FOR TAXPAYERS

Short-Term Rentals

Overview

Many Vermonters and those living outside Vermont who own property in the state are renting their spare rooms or other types of lodging to visitors. They find it is a way to make a little extra money to supplement their incomes, but in many cases, the rent charged to the lodger is subject to the [Vermont Rooms and Meals Tax](#) and should be collected and remitted to the Vermont Department of Taxes. If you are renting a room in your home or some other form of lodging to guests, you should learn your tax liabilities in Vermont.

Requirements for Advertising through Internet Platforms

Operators of short-term rentals located in Vermont who advertise on an internet platform are required to post their Vermont Meals and Rooms Tax account numbers on any advertisements. If, however, the operator uses an internet platform such as Airbnb.com, which has an agreement with the Department of Taxes to collect and remit tax on behalf of its operators, then the operator may post the meals and rooms tax account number used by the platform. When using the platform's tax account number, there is no need to obtain a Vermont meals and rooms tax account.

For any rentals offered off of the platform, the operator must have a Vermont Meals and Rooms Tax account and post the number on any advertisements for the short-term rental.

Operators must post within the rental unit a phone number for the person responsible for the unit. In addition, the operator must post contact information for the Vermont Department of Taxes, the [Department of Health](#), and the [Department of Public Safety's Division of Fire Safety](#).

Meals and Rooms Tax

You may view your venture as small scale compared to a larger bed and breakfast or inn. However, Vermont tax law requires that you collect and remit tax, just like any other business operating in Vermont.

Vermont law states that sleeping accommodations offered to the public for a consideration on premises operated by a private person, entity, institution, or organization are subject to the Vermont Meals and Rooms Tax **if those rentals total 15 or more days in any one calendar year.** **Note:** If you rent your room or other type of lodging to the same person for 30 or more consecutive days, the person is then considered to be a permanent resident, and different rules apply.

The following is a noninclusive list of types of lodging rented or owned by the host which fall under the provisions of the law:

- A house or room(s) in a house
- Cabin, cottage, condominium, ski lodge
- Barn, bunkhouse, tree house, camper, tent

You are personally responsible for collecting and remitting the tax to the Department of Taxes. If your rental falls within the provisions of the law, then you must charge your guests the 9% Vermont Meals and Rooms Tax. In addition, if you are providing meals to your guests and billing them separately, those meals are also subject to tax.

Selling Merchandise

If you sell merchandise to your guests, such as your homemade candles or soap, you must charge the 6% Vermont Sales Tax on these items. Also, if you purchase items for your business and no sales tax is charged, such as purchases made online or in a state that does not impose sales tax, you must remit the applicable 6% Vermont Use Tax.

Local Option Tax

In addition to the state-imposed business taxes, you may be required to collect and remit a 1% local option tax imposed by some Vermont municipalities. A municipality may choose to levy a local option tax on 1) meals and alcohol; 2) rooms; and/or 3) any item subject to sales tax. Businesses are responsible for collecting and remitting local option taxes along with state business taxes.

Local option tax is destination-based, meaning tax applies based on where the buyer takes possession of the taxable item. Please note that you should always calculate the local option tax as 1% of the taxable (net) sales for each town. for collecting and remitting local option taxes along with state business taxes.

If you are subject to local option tax and have not been collecting and remitting it, you may have a tax liability.



Community Development Department

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

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

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees. Selectboard
FROM: Owiso Makuku Town Community Development Department and Robin Pierce
Village Community Development department.
DATE: January 25, 2022
SUBJECT: Act 164: Cannabis and its development in Vermont

Issue

The issue is Act 164: Cannabis and its development in Vermont.

Discussion

The Governor has appointed a State Cannabis Control Board and they are working to firm up statewide regulations. Local zoning regulations may provide the best method for ensuring land use conflicts are limited in Essex and Essex Junction. Opt In by a municipality is the only way that retail cannabis can occur in a community. A petition was circulated within the Town to have Opt In put on the ballot for Town meeting. The Selectboard decided to put the Opt In for retail cannabis to the voters on Town Meeting Day. If approved then the Village would also be an Opt In community. The Trustees can schedule a vote to ascertain if Village voters want to have retail cannabis at Village Meeting. If Village voters reject retail cannabis but do so after a town wide Opt In vote passes there would be a lag period where, in theory, retail cannabis could occur in the Village. Currently the date when a retail cannabis store could first open is October 1, 2022. This is where the importance of local zoning comes to the fore.

Statewide no retail cannabis facility can be located within 500' of a School in an Opt In community. Local zoning regulations can stipulate that a retail cannabis facility cannot occur within 1000' of a School. The 1000' option was discussed at the Village Planning Commission meeting on December 16th when the PC discussed updates to the Village Land Development Code. At that meeting a map was presented showing the impact of a 500' or 1000' buffer around Schools on the potential for retail cannabis to occur in the Village if Opt In has passed. The Village PC voted to have the 1000' buffer for retail cannabis should the Village decide to Opt In.

Please see this link that illustrates the 500' and 1000' buffer zones in the Village,



CannabisBufferZones_EssexJunction.pdf

The main areas for retail in the Village are; the Village Center District, the Transit Oriented District and the Highway Arterial District. The second and third Districts are along Pearl Street stretching away from the Village Center. The Town Planning Commission has held two preliminary sessions. November 18th and December 16th to discuss the ways in which zoning can be used as a tool to impact the appearance and placement of cannabis shops. As the guidance emerging from the State Cannabis Control Board gets solidified and codified we will continue to monitor possible impacts to the community.

A community wide forum on Cannabis was held on December 7th in an attempt to receive input on the topic prior to the joint Selectboard and Trustee meeting on December 13th. The short notice required to accommodate the forum meant that response was limited. Another Forum is scheduled for February 16th from 6-7 pm. It will be a hybrid meeting. This is a link to a



Retail Cannabis Presentation.pptx.pdf

presentation put together by the CCRPC on the topic,

The public health risks associated with cannabis use are well documented. Whether or not the risks of use will increase if we have retail establishments in the village or town is harder to confirm at a local level. However, most states have seen increases at a state level.

A presentation that Vermont Department of Health Deputy Commissioner Kelly Dougherty did for legislators in the 2020 session gave a good overview of the current research on cannabis and the public health implications for the State. Here is the literature review that goes with the presentation. <https://www.healthvermont.gov/sites/default/files/documents/pdf/ADAP-March-2020-Literature-Update-Marijuana-HIA.pdf> Most of the tax revenue from the sale of cannabis will go to the State.

The second category for cannabis is referred to as Integrated. In reality this is a facility that cultivates, harvests, manufactures, and sells (retail and wholesale) cannabis. This type of license is expected to be given to Dispensaries, which are limited in number, and are controlled solely by the State. The issue of cannabis cultivation would not be a big an issue in the Village. It could be an issue in the Town as open areas there cover a larger land mass.

Cost

No cost implications currently.

Recommendation

Staff recommends that the Trustees decide whether to place the Opt In option on the ballot for Village meeting as the Selectboard have placed it on the ballot for Town Meeting. Currently it appears the best method for control of retail cannabis (once a municipality votes to Opt In) is via zoning regulations.

Memo

To: Village Trustees

From: Brad Luck, Essex Junction Recreation & Parks

Date: January 18, 2022

Re: Unassigned Fund Balance Policy

At the April, 2011 Annual Meeting, the Voters approved maintaining an unassigned fund balance of no more than ten percent (10%) of the prior year's budget. Here is the original article language that was presented to voters for a floor vote.

“Shall the voters authorize the Village to maintain and administer a fund balance of up to 15% of the current year General Fund Operating budget (as reported in the audit for the prior fiscal year) and require amounts over 15% be used to reduce subsequent tax rates.”

It was discussed, amended, and approved on the floor, with the following changes:

“Shall the voters authorize the Village to maintain and administer a fund balance of up to 10% of the current year General Fund Operating budget (as reported in the audit for the prior fiscal year) to be expended for current year operating expenses and require amounts over 10% be used to reduce subsequent tax rates.” Pass by majority in floor vote.

Here are the minutes from the meeting:

“ARTICLE 3: Shall the voters authorize the village to maintain and administer a fund balance of up to 15% of the current year General Fund Operating budget (as reported in the audit for the prior fiscal year) and require amounts over 15% be used to reduce subsequent tax rates?
MOTION by George Tyler, SECOND by Chuck Barry, to approve Article 3 as read.

DISCUSSION: There was discussion and explanation of the proposed amount to be held in the fund balance (the auditors are recommending per National Governmental Finance Board guidelines to hold approximately two months of operating expenditures or \$450,000 to cover unanticipated overruns).

AMENDMENT TO ARTICLE 3 by George Dunbar, III, SECOND by Richard Smith, to allow 10% of the current year General Fund Operating budget maintained in the fund balance.

DISCUSSION ON AMENDMENT: There was mention of having input from the electorate prior to transferring any excess money in the fund balance to other funds. Dave Crawford said according to legal opinion the Board of Trustees can decide how to use the fund balance.

FRIENDLY AMENDMENT by George Dunbar, III, SECOND by Chuck Barry, to amend the wording in the article to read as follows: "*Shall the voters authorize the village to maintain and administer a fund balance of up to 10% of the current year General Fund Operating budget (as reported in the audit for the prior fiscal year) to be expended for current year operating expenses and require amounts over 10% be used to reduce subsequent tax rates?*"

DISCUSSION ON FRIENDLY AMENDMENT: It was clarified the fund balance is a safety net that can be used to cover overages in village department budgets. Once deficits are covered any remaining amount over the 10% fund balance will be applied to lower taxes.

CALL THE QUESTION by Chuck Barry, SECOND by Bob Chaffe. VOTING TO CEASE DEBATE ON THE FRIENDLY AMENDMENT TO ARTICLE 3: by standing vote - 107 ayes, 43 nays; motion carried. Discussion on the friendly amendment to Article 3 ceased.

VOTING ON FRIENDLY AMENDMENT (10% and requirement to expend on current year operating expenses): unanimous; motion carried. Article 3 is amended.

VOTING ON ARTICLE 3 AS AMENDED (to read: "Shall the voters authorize the Village to maintain and administer a fund balance of up to 10% of the current year General Fund Operating budget (as reported in the audit for the prior fiscal year) be expended for current year operating expenses and require amounts over be used to reduce subsequent tax rates?"): majority of ayes; motion carried. Article 3 as amended is adopted."

The Government Finance Officers Association (GFOA) has fund balance guidelines for the general fund, in which they state "Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." This would mean an unassigned fund balance of at least 16.67% of the General Fund budget. The current policy caps this at 10%.

It is important to clarify that the policy limits or puts a cap on the amount that can stay in unassigned fund balance, and forces the board to assign/commit funds above that amount. The policy does not prevent the board from assigning additional funds and reducing the fund balance below 10%. It is more of a method of ensuring that the government isn't amassing too large of a rainy-day fund and instead forces you to spend it.

It is recommended that the Trustees consider whether or not they want to place an item on the 2022 Annual Meeting ballot to increase the unassigned fund balance percentage to 15%-20%.

If the board wants to add this, the following is the recommended motion:

"I move that the Trustees add an article to the 2022 Annual Meeting asking the voters if they want to change the unassigned fund balance maximum policy to XX%."

MEMORANDUM

TO: Board of Trustees and Evan Teich, Unified Manager
FROM: Susan McNamara-Hill, Village Clerk
DATE: January 25, 2022
SUBJECT: 2022 Annual Village Meeting

Issue

The issue is whether or not the Board of Trustees will approve holding the 2022 Annual Village Meeting by Australian ballot and to mail ballots to all active voters.

Discussion

S.172 was passed and signed by the Governor allowing municipalities to hold their Annual Meetings by Australian ballot with approval of their legislative body.

The voters, at the special village election held on November 3, 2020, approved voting on the budget by Australian ballot going forward. There may be other questions that are voted on from the floor at annual meeting. S.172 allows the Trustees to approve holding the entire Annual meeting by Australian ballot.

Legislation passed in 2021 allows the legislative body (Board of Trustees) vote to mail ballots to all active voters. Taking this action would allow residents to safely vote by mail and then reduce the number of people that will be coming to the polling place on April 12th. If the Annual Meeting is held by Australian ballot, the Trustees would need to warn and hold an informational meeting within 10 days before the vote. For the Annual meeting, the informational meeting could be held on Wednesday, April 6th which is the normal time for the Annual meeting. The Australian ballot election is being held on April 12th to coincide with the school elections.

Cost

There will be additional costs incurred to prepare and mail ballots to all active voters. The cost of mailing ballots to all active voters will be approximately \$16,000. Without mailing ballots to all active voters, the cost of the election would be approximately \$5,000.

Recommendation

Staff recommends that the Board of Trustees vote to hold the 2022 Annual meeting entirely by Australian ballot and to mail ballots to all active voters.

Memorandum

To: Village Trustees; Evan Teich, Unified Manager
Cc: Marguerite Ladd, Assistant Manager;
From: Tammy Getchell, Assistant to the Manager
Re: Annual Newsletter
Date: January 19, 2022

Issue

The issue is whether or not the Trustees want to discuss content for the annual newsletter.

Discussion

The Village Annual Newsletter will be published and distributed in mid-March, prior to Annual Meeting which will be held on April 6, 2022. This is the legal printed notice of the Annual Meeting that will include information on ballot items and instructions on how to attend the meeting. There is typically an extra page available for additional and important information to be included with this Village-wide mailing.

Do the Trustees have other specific topics or items to include in the newsletter?

For consideration:

- Timeline of next steps for Essex Junction Independence
- Additional information on ballot items
- Promotion of volunteering on committees and the new stipend program
- Other?

For reference, past newsletters can be found on the Village website at:
<https://www.essexjunction.org/news/newsletter-archive>.

Cost

N/A – Included with cost of newsletter.

Recommendation

This memo is for discussion purposes.

Memo

To: Village Trustees

From: Raj Chawla, Vice President

Date: January 21, 2022

Re: Essex Junction Resident / Staff Mask Distribution Proposal

The Centers for Disease Control and Prevention (CDC) recently updated their guidance on masking to say that high-quality N95 and KN95 masks should now be used. I'm proposing that the Village use ~ 1% of the American Rescue Plan Act (ARPA) funds for the purchase of masks for distribution to residents and village staff.

Access to effective and affordable personal protective equipment (PPE) is limited for many members of our community and federal and state distribution has suffered from logistical complications and barriers. For instance, the federal distribution of test kits stipulates that only one order of four be sent to a physical address (discriminates - multi-resident households) and state distribution has been largely via vehicle during normal work hours etc. The Biden administration recently announced that they will be sending three of these N95 masks to residents at some point in the next two weeks. As with the federal antigen test program, I worry the program will be limited and further leave out multi-family homes and others. I think we can and should augment that program with a distribution of additional masks to our residents.

I have identified a [reliable source](#) in New York (listed below) of KN95 masks. I propose we provide two sizes which should serve ages ~ 8- to 10-years old through adult. I've listed some suggestions below. Prices vary slightly by quantity but are generally \$0.63 per mask. Distributing five per resident would be \$3.15 each. An order of 60,000 masks would \$37,800 (~1% of ARPA funds) and masks could begin arriving in approximately 4-7 business days of ordering. Prices will vary slightly by quantity ordered.

There may be opportunities to partner with the Town or EWSD. I suggest, however, that we may want to proceed expediently if partnering results in a significant delay.

Distribution remains a significant challenge though I'm confident we can work out those details should we decide to move forward. I suggest we decide first on proceeding and then designate a team to consider logistics. I've spoken with some community stakeholders, and I believe we can effectively distribute these to our residents in a timely fashion.

EXAMPLES:

White adult KN95 Mask

<https://bonafidemasks.com/Powecom-kn-95/>

White smaller or children's size KN95

<https://bonafidemasks.com/powecom-kn95-sm-respirator-mask-10-masks-per-pack/>

Below is the Emergency Purchases section of the Purchasing Policy:

“Emergency Purchases. The Town Selectboard or Trustees may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. An emergency situation shall be defined as one which threatens:

- a. The lives or health of the people
 - b. The property of the Town/Village or the residents of the Town/Village
 - c. The delivery of necessary services to the residents of the Town or Village
 - d. Compliance with permits
- The Unified Manager or designee shall approve all requests for emergency purchases

over \$40,000. The Town Selectboard/Trustees shall be notified of all purchases of over \$40,000 made under this emergency clause within 48 hours of the transaction. The Unified Manager shall be notified of all emergency purchases made without prior approval within 24 hours. Emergency expenditures may include immediate repair or maintenance of Town/Village property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town or Village services. Emergency purchases are costly and every effort should be made to avoid them.

The important questions for consideration are:

- Is this something we want to do?
- Is there a need?
- Can we fill it?
- How much are we willing to spend?

Recommendation: The Trustees may want to waive Village purchasing rules to spend up to \$40,000 to supply high-quality masks to Village residents and staff using either ARPA funding or Economic Development funding. If the Trustees decide to proceed, the following is the recommended motion:

“I move that the Trustees address the emergency situation of COVID-19, which threatens the lives and health of our residents and staff, by making emergency purchases of up to \$_____ to supply high-quality masks to Village residents and staff using _____(name the funding source).”

Memo

To: Village Trustees & Selectboard

From: Brad Luck, Essex Junction Recreation & Parks

Date: January 18, 2022

Re: Agreements & Shared Boards

In the packet for discussion are three draft agreements for finance, clerk/treasurer, and recreation/Indian Brook/Senior Center & vans. Please note that the finance and clerk/treasurer's agreements are relevant now and are draft agreements between the Town and Village (not Town and City).

In regards to shared boards, commissions, and committees, at the last joint meeting on December 13, this was recorded in the minutes:

“The boards indicated an interest in exploring the possibility of sharing the Essex BEST Committee, Committee on Equity for Essex, the Economic Development Commission, and the Housing Commission. This idea will be brought back to the boards and commissions for further review.”

Below is a message from the Essex Energy Committee Chair Will Dodge. We have reached out to the Economic Development Commission and Joint Housing Commission for them to consider and provide feedback of what to do in separation. Essex BEST will also be coming forward with recommended next steps.

From Will Dodge, Chair, Essex Energy Committee

Dear Andy and Andrew:

I apologize this email is arriving a little later than expected. Members of the Town Energy Committee understand that you seek input on how to proceed, given the pending possibility of Village separation from the Town of Essex.

We met last Wednesday and discussed the dilemma of whether to continue to work town-wide or move to supporting only the TOV (new Town). Points raised at the meeting included the following:

- Energy challenges are the same in both parts of Essex, it being impossible to keep electrons (or for that matter greenhouse gases associated with transportation and heating) within municipal boundaries.

- We have an Energy Plan that has been duly adopted by both Town and Village, with neither a need nor a desire to “start over.” Doing otherwise would require new calculations and an overhaul of all the combined goals.
- We know how challenging it can be to fill committee vacancies with volunteers, and are blessed by the fact that we have volunteers today from both Town and Junction.
- We see no benefit to splitting up, and believe we can work productively with municipal officials in separate entities.

For those reasons, we believe it's in everyone's best interests to continue working as a single “municipality-wide” committee.

To that end, a motion was made, seconded and passed unanimously, that the Energy Committee feels it best to operate as a single Town and Village / City Committee.

Thank you for your work on behalf of all Essex residents -- please let us know if you have any questions.

Shared Financial Services Agreement

THIS AGREEMENT, (“Agreement”) made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the Village of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “Village” and together the Village and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and Village Trustees have general supervisory authority over affairs of their respective Municipalities;

WHEREAS, the Municipalities each desire to ultimately have independent finance departments (“Finance Departments”);

WHEREAS, until the Finance Departments are independent, the Municipalities may continue to have shared finance non-personnel related expenses, and the Town and Village shall each be responsible for the costs of those shared finance non-personnel related expenses based on the nature of the expenses as agreed upon by the finance directors;

WHEREAS, each municipality shall employ and manage its own Finance Department personnel, and fund its Finance Department’s budget;

WHEREAS, the Finance Departments will each operate from 81 Main Street during the term of this Agreement;

WHEREAS, the Municipalities desire that the Finance Departments shall work together, helping to accomplish the finance needs of each municipality, as determined by the finance director for each municipality;

WHEREAS, during the term of this Agreement, the Finance Departments shall work together to separate the currently shared finances to create independent finance departments for each municipality;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the Village hereby agree as follows:

1. Term.

This Agreement shall expire on June 30, 2025, unless earlier terminated pursuant to Section 6 herein. If this contract requires an extension, the Parties shall not unreasonably deny the extension.

2. Finance Departments

Each municipality shall employ its own Finance Department and the Finance Departments shall both operate from 81 Main Street during the term of this Agreement. The Finance Departments shall work together, helping to accomplish the finance needs of both municipalities, as determined by the finance director for each municipality. The Finance Departments shall work toward separating the currently shared finances to ultimately create independent finance departments for each municipality.

3. Cost and Payment.

Each municipality shall pay all costs associated with its respective Finance Department. If there are shared finance non-personnel related expenses, each municipality is responsible for its portion of the costs, which shall be allocated based on the nature of the expense as agreed upon by the finance directors (i.e. number of users, number of FTEs, amount of time, number of invoices, etc.). Examples of expenses that may be addressed in this matter include: Questica, ReadSoft, NEMRC, professional services fees (NEMRC custom programming or tax billing assistance), office supplies, group trainings, copier rental and usage, and printing and mailing costs. In the event the finance directors cannot reach agreement as to the expense allocation, the Town Manager and Village Manager shall work together to reach agreement. If the Managers cannot reach agreement, the issue will be brought before the Town Selectboard and the Village Trustees. Should the Town Selectboard and Village Trustees not come to an agreement, the dispute will be addressed pursuant to Section 10 of this Agreement.

4. Personnel Management

Each municipality shall employ and manage its own Finance Department personnel, and fund its Finance Department's budget.

5. Necessary Actions.

The Town and the Village hereby agree to take or cause to be taken such further actions, if any, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

6. Termination.

In the event the finance directors for both municipalities identify that the Finance Departments are able to operate independently prior to the expiration date of this agreement identified in Section 1 herein, the finance directors shall inform their respective municipal managers. The finance directors and municipal managers shall set out a timeline for the transition of the Village finance department out of 81 Main Street and a date for termination of this Agreement. The Town Selectboard and the Village Trustees shall review and consider the transition timeline. If each board approves, the boards shall execute a written agreement terminating this Agreement.

This Agreement may also automatically terminate upon any of the following events:

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

7. Amendment.

This Agreement may be amended or modified by mutual written agreement of the Parties.

8. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the Village Trustees.

To the Town of Essex: Town of Essex Selectboard
81 Main Street
Essex Junction, VT 05452-3209

To Village of Essex Junction: Village of Essex Junction Trustees
2 Lincoln Street
Essex Junction, VT 05452

9. Governing Law; Severability

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a

court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

10. Disputes.

In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

11. Entire Agreement.

This Agreement represents the entire agreement between the Parties. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

12. Assignment; Binding Agreement.

Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. Shall the Village of Essex Junction become the City of Essex Junction at any time prior to the expiration of this agreement, this agreement shall remain in effect between the City of Essex Junction and Town of Essex.

13. No Waiver.

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

14. Captions.

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

VILLAGE OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

Recreation, Indian Brook, Senior Center, and Senior Bus Agreement

THIS AGREEMENT, (“Agreement”) made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the City of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “City” and together the City and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and City Council have general supervisory authority over affairs of their respective Municipalities;

WHEREAS, the Municipalities value the current access residents have to services, facilities, and parks that enhance their quality of life;

WHEREAS, each Municipality desires to continue to share certain services, parks, and facilities;

WHEREAS, the residents of each Municipality shall be treated equally with respect to the recreation programs of Essex Junction Recreation & Parks and Essex Parks & Recreation, access to Indian Brook, access and membership to the Essex Area Senior Center, and eligibility to ride the Senior Bus;

WHEREAS, the residents of each Municipality shall have the same access, be charged the same fees, and have the same ability to register for programs for the recreation programs of Essex Junction Recreation & Parks and Essex Parks & Recreation, access to Indian Brook, access and membership to the Essex Area Senior Center, and eligibility to ride the Senior Bus;

WHEREAS, the Municipalities will not share equal access to Essex Junction Recreation & Parks Preschool, or the Maple Street and Sandhill public outdoor pools and their programs, or for park and facility rentals, for which the Municipality in which each is located may create its own residency requirements, fees, or other requirements; and

WHEREAS, the Town shall employ the employees of the Essex Senior Center and the Senior Bus, and the City shall share in these expenses on a per capita basis at such time as the residents of the City are not paying Town taxes and provide space for the Senior Center at 2 Lincoln Street;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the City hereby agree as follows:

1. Essex Junction Recreation & Parks and Essex Parks & Recreation.

City and Town residents shall share equal access to the recreation programs of Essex Junction Recreation & Parks and Essex Parks & Recreation, with the limited exceptions provided herein. City and Town residents shall be charged the same fees for use, and have the ability to register at the same time for recreation programs.

The City and Town will not share equal access to Essex Junction Recreation & Parks Preschool, or the Maple Street and Sandhill public outdoor pools, or for park and facility rentals. The Municipality controlling these programs and facilities may create its own residency requirements, fees, or other requirements for usage.

2. Indian Brook.

City and Town residents shall share equal access, be charged the same fees for use, and have the same ability to use Indian Brook.

3. Senior Center and Senior Bus.

City and Town residents shall share the same access, be charged the same fees, and have the ability to register at the same time for programming for the Senior Center and the Senior Bus.

The Town shall employ the employees of, manage and fund the Senior Center and the Senior Bus. The City shall share in these expenses on a per capita basis at such time when the City residents no longer pay Town taxes and shall provide space at 2 Lincoln Street for the Senior Center.

4. Necessary Actions.

The Town and the City hereby agree to take or cause to be taken such further actions, if any, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

5. Termination.

The Agreement shall terminate on June 30, 2025 unless extended by mutual agreement of the Parties or in the following events:

- a. The dissolution or insolvency of either of the Municipalities; or

b. The Parties enter into a new written agreement which expressly supersedes this Agreement, and which agreement may include some or all of the services and amenities addressed in this Agreement.

6. Amendment.

This Agreement may be amended or modified by mutual written agreement of the Parties.

7. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the City Council.

To the Town of Essex: Town of Essex Selectboard
81 Main Street
Essex Junction, VT 05452-3209

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

8. Governing Law; Severability

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

9. Disputes.

In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

10. Entire Agreement.

This Agreement represents the entire agreement between the Parties. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

11. Assignment; Binding Agreement.

Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

12. No Waiver.

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

13. Captions.

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: _____

Its Duly Authorized Agent

Clerk/Treasurer Agreement

THIS AGREEMENT, (“Agreement”) made this ____ day of _____, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, (“Essex” or the “Town”) and the Village of Essex Junction, a Vermont municipality located in Chittenden County, (“Essex Junction” or the “Village” and together the Village and Town are collectively referred to herein as the “Municipalities” or the “Parties”).

WHEREAS, the duly elected Town Selectboard and Village Trustees have general supervisory authority over affairs of their respective Municipalities;

WHEREAS, the Municipalities each desire to ultimately have independent Offices of the Clerk/Treasurer (“Clerk/Treasurer’s Office”) but desire to set forth terms for working together from the date of the execution of this agreement until the end of the fiscal year following the establishment of an independent City of Essex Junction or five (5) years from the date of this Agreement, if the City of Essex Junction is not established;

WHEREAS, until the termination of this Agreement, the Municipalities shall continue to share the Clerk/Treasurer’s Office;

WHEREAS, the Village shall employ one employee and the Town shall employ two employees of the Clerk/Treasurer’s Office and the Town shall compensate the Village for the shared services;

WHEREAS, the Clerk/Treasurer’s office will operate from 81 Main Street during the term of this Agreement; and

WHEREAS, the Municipalities desire that the Office of the Clerk/Treasurer shall serve the needs of each municipality and, if the City of Essex Junction is established, will continue to serve each municipality, distinguishing business by municipality as needed and required, and work to prepare the Office to operate as two independent offices, one for each municipality;

NOW THEREFORE, based on the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and the Village hereby agree as follows:

1. Term.

The term of this Agreement shall be from the date of the execution of this Agreement until the end of the fiscal year following the establishment of the City of Essex Junction, or five (5) years from the date of this Agreement, if the City of Essex Junction is not established.

2. Office of the Clerk/Treasurer.

The Village shall employ one employee and the Town shall employ two employees of the Clerk/Treasurer's Office. The Town shall compensate the Village Fifty Thousand Dollars per year (\$50,000.00) payable in four equal payments at the end of each quarter of the fiscal year.

The Office of the Clerk/Treasurer shall operate from 81 Main Street during the term of this Agreement. The Office of the Clerk/Treasurer shall perform the work customarily required of this office to serve both municipalities. If the City of Essex Junction is established, staff shall continue to serve both municipalities, providing all of the necessary services at 81 Main Street, yet distinguishing business by municipality as needed and required. At the conclusion of the fiscal year following the establishment of the City, both offices shall function independently, at their respective City and Town offices.

3. Necessary Actions.

The Town and the Village hereby agree to take or cause to be taken such further actions, if any, and to execute, deliver and record, or cause to be executed, delivered and recorded, such further documents and instruments that may be reasonably necessary to fully effectuate the purposes, terms and conditions of this Agreement.

4. Termination.

This Agreement terminates at the end of the fiscal year following the establishment of the independent City of Essex Junction or five (5) years from the date of this Agreement, if the City of Essex Junction is not established or it may also automatically terminate upon any of the following events:

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

5. Amendment.

This Agreement may be amended or modified by mutual written agreement of the Parties.

6. Notice.

Any notice required to be given under this Agreement shall be in writing and mailed to the addresses listed below (or such other address as a party may

designate) or hand delivered to the other party at a duly warned meeting of the Town Selectboard or the Village Trustees.

To the Town of Essex: Town of Essex Selectboard
81 Main Street
Essex Junction, VT 05452-3209

To Village of Essex Junction: Village of Essex Junction Trustees
2 Lincoln Street
Essex Junction, VT 05452

7. Governing Law; Severability

This Agreement shall be governed by the laws of the State of Vermont. All rights and remedies provided by this Agreement or by law or in equity or by statute shall be cumulative and concurrent and shall be in addition to every other right, power, or remedy now or hereafter existing to enforce this Agreement. If any provision of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

8. Disputes.

In the event of any dispute arising out of this Agreement, the Municipalities shall first agree to mediate the dispute. The Municipalities may also agree to submit any dispute not resolved in mediation to binding arbitration. Otherwise all disputes arising out of or related to this Agreement shall be heard in the Vermont Superior Court, Chittenden Civil Division.

9. Entire Agreement.

This Agreement represents the entire agreement between the Parties. All prior agreements, offers, negotiations and representations not herein expressly contained shall be of no force and effect.

10. Assignment; Binding Agreement.

Neither party shall assign this Agreement or any interest hereunder without the written approval of all of the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. Should the Village of Essex Junction become the City of Essex Junction at any time prior to the expiration of this Agreement, this Agreement shall remain in effect between the City of Essex Junction and Town of Essex.

11. No Waiver.

No failure by either party to insist upon the strict performance of any term hereunder or to exercise any right, power, or remedy consequent upon a breach thereof shall constitute a waiver of any breach of any such term. No waiver of any breach shall affect or alter this Agreement, which shall continue in full force and effect, or the rights of either party with respect to any other existing or subsequent breach.

12. Captions.

The captions or marginal words are inserted only as a matter of convenience and reference and in no way define, limit, or describe the scope of this Agreement nor the intent of any provisions hereof.

DATED this ____ day of _____, 2022.

TOWN OF ESSEX

By: _____
Its Duly Authorized Agent

VILLAGE OF ESSEX JUNCTION

By: _____
Its Duly Authorized Agent

VILLAGE OF ESSEX JUNCTION
TRUSTEE MEETING MINUTES
TUESDAY, JANUARY 11, 2022

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Recreation & Parks Director; Wendy Hysko, Brownell Library Director; Courtney Bushey, Finance Director; Sarah Macy, Finance Project Specialist.

OTHERS PRESENT: Matt Carmolli, Annie Cooper, Patty Davis, Maureen Gillard, Genevieve Melle, Ken Signorello, Dennis Thibeault, Michael Thorne, Carmen Verasamy, Irene Wrenner, Bob, Resa M,

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

No changes, thus no approval required.

4. PUBLIC TO BE HEARD

Ms. Melle thanked the Board for their hard work towards becoming an independent municipality.

5. BUSINESS ITEMS

a. Budget Workshop including discussion of use of ARPA funds in the operating budget

Ms. Macy said that three changes have been made to the budget since Budget Day, which include the utilization of excess fund balance and the addition of funds for both the IT contract and the City Manager search. The budget represents a 12.2% increase in expenditures from the current fiscal year. She pointed out several budgeted staffing changes, as well as fire department pay structure changes. Mr. Luck asked the Board if they were interested in using AARPA funds for capital projects, including renovations to Lincoln Hall. Mr. Luck noted several line items that he proposed to reduce by spending the funds using money from the current fiscal year. Mr. Brown said that the current increase is more than typical, and this is primarily due to the impact of untangling Village departments from their Town counterparts. Ms. Thibeault asked for clarification on the impact of utilizing AARPA funds, Ms. Macy said that this would reduce the impact on the tax burden considerably. Mr. Luck warned the Board that, should Essex Junction not become an independent municipality next year, they could see another large increase during the next budget cycle. Ms. Macy clarified that she had recently learned that all funds could be used for the provision of governmental services but said that she would not like to see ARRPA funds to be used to bring the tax levy increase down by previous levels. Mr. Teich also said that public input is recommended to be used to decide how to spend these funds. Mr. Luck encouraged the Board to consider funding for 2 Lincoln Street and said that FY 2023 is the optimal time to make changes to the building. The Board decided to institute the Fire Department pay raise on January 1st. No changes have been made to the Capital Fund since Budget Day, and Ms. Macy and Mr. Luck reviewed small changes to program and enterprise funds. By utilizing AARPA funds, the total tax increase will be 1.2%, with an approximate 10%

49 increase to water and sewer rates. The next budget discussion is scheduled for February 8th. Mr. Luck
50 asked for guidance regarding the website process from the Trustees.
51

52 **b. Consider Warning Budget Public Hearing**

53 This discussion was tabled until the next meeting.
54

55 **c. Discuss City Manager Hiring process**

56 Mr. Luck said that he recommends creating a hiring planning committee, consisting of two Trustees, a
57 youth, and members of the public. This committee will decide how the hiring process should occur, and
58 what type of citizen input would be present in the process. Mr. Chawla encouraged the Board to consider
59 having a representative from the Essex BEST committee on the hiring planning committee. Ms. Thibeault
60 requested that the Board take into consideration the input of Village business owners who do not live in the
61 Village, as well as non-citizen residents. Mr. Tyler said that a nine-member board seemed large and
62 suggested a smaller size. He also encouraged the Board to put this process to see the results of the
63 legislative process on independence and questioned the need for a youth seat. Mr. Chawla said that a larger
64 Board will allow more residents to have input and encouraged diversity of the committee. Mr. Luck
65 encouraged the Board to consider if they wanted to hire a manager should the legislature not approve the
66 charter change. The Board discussed appropriate representation on the committee, as well as the ideal size.
67

68 In public input, Ms. Melle encouraged the Board to do this process differently than in the past, and
69 encouraged them to consider candidates besides, “old white men.” She encouraged them to put their
70 diversity initiatives into action. Mr. Brown said that he does not want the public to think that the Board
71 was in any way disparaging the current manager, and that they are thankful for Mr. Teich’s work in the
72 community. Ms. Cooper and Ms. Verasamy said that youth representative is essential on this committee.
73 Ms. Cooper said that her son developed leadership skills due to his service on boards in high school. Mr.
74 Chawla encouraged the Board to be more inclusive when listing requirements for board service, and make
75 sure that interest in a major criteria. Mr. Luck said that it is intended for this to be a community, grassroots
76 led process. This is not a committee that represents the interests of the Trustees, but a committee that
77 represents the interests of the public. Mr. Tyler said that there are certain skill requirements that a manager
78 must have, and that not searching for a candidate who would meet these would be setting the candidate up
79 to fail. Mr. Luck said that this committee would not be changing the job description but would be working
80 more on the advertisement. He also spoke of the benefit of engaging youth in the decision-making process.
81 The Board made the decision to seek out candidates for these roles.
82

83 **d. Discussion about a Village-only local options tax for annual meeting ballot**

84 Mr. Brown said that the Selectboard has decided not to pursue a local options tax this year, and that he
85 wanted to ask if the Trustees are interested in pursuing this for the Village. Mr. Teich explained that this
86 would be a 1% tax on sales, which could be further separated out by other categories. He said that these
87 funds could be used for capital projects. Mr. Brown said that he is not looking for approval tonight, but for
88 the Trustees questions and concerns about this issue. Ms. Thibeault asked for clarification of the timing of
89 the tax, Mr. Teich said it would take several months for revenue to result from it. Ms. Thibeault also asked
90 for clarification on how the shared zip code with the Town of Essex would impact this tax, Mr. Teich said
91 that this is something that could be determined by the state utilizing GIS. Ms. Thibeault suggested that the
92 Village provide FAQs on the local option tax to combat disinformation. The impact on CVE, including
93 independent vendors at events, and concert sales was discussed, as well as online shopping. Mr. Teich said
94 that he believes that a local option tax will help to take some of the tax burden away from residents and
95 share it with others who do business in the community. Mr. Kerin cautioned the Board from relying on

96 such a tax. Mr. Brown said that he hopes that these questions can be answered at the next meeting, and
97 then the Board can decide how to go forward at this time.

98
99 **e. Discuss process for annual meeting and other ballot items**

100 Mr. Teich said that he is expecting the state to pass legislation allowing municipal annual meetings to be
101 virtual. Mr. Brown indicated his support for conducting the meeting in this fashion, as well as mailing
102 ballots to registered voters. Mr. Tyler encouraged the Board to consider sending a newsletter to all
103 households explaining the independence process. Mr. Luck asked the Trustees if there was an interest in
104 increasing the fund balance threshold from 10% to a higher number, as well as if the Board would like to
105 include cannabis sales on the Town meeting ballot. Mr. Brown indicated support for increasing the fund
106 balance, providing that independence is approved by the legislature. Mr. Chawla encouraged the Board to
107 include cannabis on their next agenda so that it can be discussed and added to the ballot.

108
109 **f. Discussion and possible action about contracts with the Town of Essex**

110 After making minor edits, the Board indicated their support for the documents. Mr. Luck will present the
111 edited documents to the Selectboard at their meeting next week for approval.

112
113 **g. Discussion and possible action about contract negotiations with an employee**

114 **Motion by ANDREW BROWN, second by GEORGE TYLER, to approve the separation agreement**
115 **between the Town of Essex, Village of Essex Junction, and Evan Teich. Motion passed 5-0.**

116 Mr. Brown thanked Mr. Teich for his hard work and service to the community.

117
118 **6. CONSENT ITEMS**

119 **Motion by GEORGE TYLER, second by DAN KERIN to approve the consent agenda. Motion**
120 **passed 5-0.**

121 Mr. Tyler expressed his thanks to Ms. Thibeault for volunteering to serve as the Regional Representative to
122 CCTV/Town Meeting TV.

123 **a. Approve minutes: December 14, 2021; December 21, 2021**

124 **b. Approve Check Warrants: #17283—December 30, 2021; #17284—January 7, 2022**

125 **c. Amend the 11/23 minutes to read 97-103 Pearl St.**

126 **d. Consider appointing Amber Thibeault as Regional Representative to CCTV/Town Meeting TV**

127 **e. Request from Essex Westford School District to mail ballots to all active, registered voters**

128 **f. Public Nuisance Ordinance – Trash Hauling update**

129 **g. Consider approval of storm water projects as part of the Stormwater Agreement with Town of**
130 **Essex**

131
132 **7. READING FILE**

133 **a. Board member comments:** Mr. Brown thanked the Public Works Department for their hard work
134 clearing snow and ice on Christmas. Mr. Tyler thanked Mr. Shaw for his service on the Planning
135 Commission.

136 **b. Town Local Options Tax information**

137 **c. Independence Summary & Timeline**

138 **d. Email from Steven Shaw re: Planning Commission resignation**

139 **e. Budget Status Report – December 2021**

140 **f. Upcoming meeting schedule**

141

142 **8. EXECUTIVE SESSION**

143 ~~a. Executive session for contract negotiations with an employee~~

144 No Executive session was held.

145

146 **9. ADJOURN**

147 **RAJ CHAWLA** made a motion, seconded by **AMBER THIBEAULT**, to adjourn. Motion passed 5-0
148 at 9:28 p.m.

149

150 Respectfully Submitted,

151 Darby Mayville

152 Recording Secretary

153

Village of Essex Junction 2022 Annual Meeting/Election Preparation Schedule

February 24, 2022	Last day for voters to file a petition with the village clerk to have an article appear on the ballot. 17 V.S.A. 2642(a)(3)(A) (47 days prior to village meeting). Petition must contain signatures from at least 5% of registered voters in the municipality.
March 7, 2022	5:00 p.m. - deadline for Consent of Candidate forms to be filed with Village Clerk (<i>6th Monday before Election - S.223 removes requirement for nominating petition containing 30 signatures this year</i>)
March 8, 2022	Trustees Meeting - Adopt Warning for Annual Village Meeting (<i>At least 30 days before Annual Meeting</i>)
March 3rd thru 13 th	Warning to be posted in two public places, plus in or near the Clerk's office, between these dates. (<i>No earlier than 40, nor later than 30 days before Annual Meeting</i>)
March 23, 2022	Ballots must be ready by this date. 17 V.S.A. 2681a(a). If legislative body has voted to mail ballots to all active voters, ballots must be mailed by this date.
March 25, 2022	Last day (10 days prior to April 6 th) to post warning for public informational hearing on public question to be voted by Australian ballot at a village meeting. The warning must be posted in at least two public places within the municipality and in the village clerk's office. The legislative body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)
April 1, 2022	Must distribute village meeting warning in annual village report (at least 10 days prior to village meeting) or other written form by this date to all postal patrons in the municipality to avoid publishing warning in newspaper (if publishing in the newspaper that must happen at least 5 days before village meeting). 24 V.S.A. 1682, 17 V.S.A. 2641(b)
April 7, 2022*	Village meeting warning must be published in newspaper by this date if warning has not been published in the Village Report or otherwise distributed (at least five days before the meeting). 17 V.S.A. 2641(b). <i>*Would probably want to publish before the informational meeting on April 6th</i>
April 11, 2022	Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at village meeting. 17 V.S.A. 2680(g) (<i>I have suggested April 6th as it is the normal date of Village meeting</i>)
April 12, 2022	Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Essex High School)

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	12/20/21 Office Supplies 1CPNXP33FHNQ	210-5-30-10-610.000 General Supplies	11.86	37754	01/14/22
19815	AMAZON CAPITAL SERVICES	12/14/21 Office Supplies 1LTY1WL6999Q	210-5-30-10-610.000 General Supplies	469.64	37754	01/14/22
V9976	AVONDA AIR SYSTEMS, INC	12/11/21 Maint contract 2022, 1st 12750	210-5-41-21-400.000 Contracted Services	1080.00	37757	01/14/22
V9976	AVONDA AIR SYSTEMS, INC	01/03/22 Maint contract 2022, 2nd 12910	210-5-41-21-400.000 Contracted Services	1080.00	37757	01/14/22
00530	BRODART CO	12/13/21 J Collection, Supplies B6333207	210-5-35-10-640.202 Juvenile Collection	18.74	37764	01/14/22
00530	BRODART CO	12/13/21 J Collection, Supplies B6333207	210-5-35-10-610.000 General Supplies	0.80	37764	01/14/22
00530	BRODART CO	12/13/21 J Collection, Supplies B6333216	210-5-35-10-640.202 Juvenile Collection	43.70	37764	01/14/22
00530	BRODART CO	12/13/21 J Collection, Supplies B6333216	210-5-35-10-610.000 General Supplies	3.20	37764	01/14/22
00530	BRODART CO	12/13/21 J Collection, Supplies B6333217	210-5-35-10-640.202 Juvenile Collection	8.98	37764	01/14/22
00530	BRODART CO	12/13/21 J Collection, Supplies B6333217	210-5-35-10-610.000 General Supplies	1.60	37764	01/14/22
00530	BRODART CO	12/14/21 FASTips (Foundation), Sup B6334123	210-5-35-10-610.000 General Supplies	5.60	37764	01/14/22
00530	BRODART CO	12/14/21 FASTips (Foundation), Sup B6334123	210-5-90-00-991.000 Library Donation Expense	112.29	37764	01/14/22
00530	BRODART CO	12/14/21 A Collection, Supplies B6334143	210-5-35-10-610.000 General Supplies	4.00	37764	01/14/22
00530	BRODART CO	12/14/21 A Collection, Supplies B6334143	210-5-35-10-640.201 Adult Collection	95.39	37764	01/14/22
00530	BRODART CO	12/14/21 A Collection, Supplies B6334234	210-5-35-10-640.201 Adult Collection	249.49	37764	01/14/22
00530	BRODART CO	12/14/21 A Collection, Supplies B6334234	210-5-35-10-610.000 General Supplies	12.00	37764	01/14/22
00530	BRODART CO	12/15/21 J Collection, Supplies B6334910	210-5-35-10-640.202 Juvenile Collection	8.99	37764	01/14/22
00530	BRODART CO	12/15/21 J Collection, Supplies B6334910	210-5-35-10-610.000 General Supplies	0.80	37764	01/14/22
00530	BRODART CO	12/15/21 J Collection, Supplies B6334955	210-5-35-10-610.000 General Supplies	2.40	37764	01/14/22
00530	BRODART CO	12/15/21 J Collection, Supplies B6334955	210-5-35-10-640.202 Juvenile Collection	47.08	37764	01/14/22
00530	BRODART CO	12/16/21 FASTips (Foundation), Sup B6335682	210-5-35-10-610.000 General Supplies	0.80	37764	01/14/22
00530	BRODART CO	12/16/21 FASTips (Foundation), Sup B6335682	210-5-90-00-991.000 Library Donation Expense	15.11	37764	01/14/22
00530	BRODART CO	12/22/21 FASTips (Foundation), Sup B6339313	210-5-35-10-610.000 General Supplies	2.40	37764	01/14/22
00530	BRODART CO	12/22/21 FASTips (Foundation), Sup B6339313	210-5-90-00-991.000 Library Donation Expense	46.96	37764	01/14/22
33925	CHUCK'S HEATING & AIR CON	01/04/22 Maintenance at Fire Dept. W42409	210-5-41-22-400.000 Contracted Services	560.00	37767	01/14/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17895	12/31/21	CLEAN NEST MSP Cleaning December 10232	210-5-41-26-400.000 Contracted Services	2150.00	37769	01/14/22
04940	12/27/21	COMCAST Internet 0179210 1221	210-5-25-10-530.000 Communications	172.90	37771	01/14/22
24305	12/21/21	DEMCO INC Supplies 7058092	210-5-35-10-610.000 General Supplies	410.99	37774	01/14/22
25290	12/14/21	EBSCO SUBSCRIPTION SERVIC Core Collection 2022 (and 1000172676â€	210-5-35-10-640.201 Adult Collection	-12.94	37775	01/14/22
25290	12/14/21	EBSCO SUBSCRIPTION SERVIC Core Collection 2022 (and 1000172676â€	210-5-35-10-640.202 Juvenile Collection	707.50	37775	01/14/22
25290	12/14/21	EBSCO SUBSCRIPTION SERVIC Core Collection 2022 (and 1000172676â€	210-5-35-10-640.201 Adult Collection	707.50	37775	01/14/22
21150	12/13/21	FINDAWAY LLC Adult Replacement 371926	210-5-90-00-640.201 Adult Collection replacem	19.99	37778	01/14/22
34895	01/01/22	GAUTHIER TRUCKING, INC. ERJP Trash Removal Decemb 1609907	210-5-41-26-400.000 Contracted Services	392.33	37783	01/14/22
33495	12/23/21	INGRAM LIBRARY SERVICES I A Collection 56763097	210-5-35-10-640.201 Adult Collection	93.10	37793	01/14/22
33495	12/23/21	INGRAM LIBRARY SERVICES I A Collection 56763097	210-5-35-10-610.000 General Supplies	0.45	37793	01/14/22
11710	01/03/22	INVEST EAP EAP 01/03/2022	210-5-25-10-290.000 Other Employee Benefits	216.00	37796	01/14/22
28135	01/03/22	JOURNYX, INC Clock View December 909	210-5-30-10-330.000 Professional Services	600.00	37798	01/14/22
20365	12/20/21	KEY CHEVROLET BUICK GMC C truck 3 repairs 440126	210-5-40-12-430.000 R&M Vehicles & Equipment	718.16	37799	01/14/22
33195	12/27/21	LIMOGES & SONS GARAGE DOOR service call garage door 74919TE	210-5-40-12-431.000 R&M Buildings & Grounds	125.00	37802	01/14/22
27515	04/06/21	LOGAN TODD Wall Sculpture (Foundatio 64620421	210-5-90-00-991.000 Library Donation Expense	300.00	37803	01/14/22
V10130	12/03/21	LOWE'S BUSINESS ACCOUNT trash bags 02373	210-5-40-12-610.000 General Supplies	17.56	37805	01/14/22
V10130	12/17/21	LOWE'S BUSINESS ACCOUNT Power Strips 10322	210-5-40-12-610.000 General Supplies	77.68	37805	01/14/22
V10130	12/07/21	LOWE'S BUSINESS ACCOUNT general supplies 11718	210-5-40-12-610.000 General Supplies	142.50	37805	01/14/22
23445	11/23/21	MATTHEW BENDER & CO., INC Adult Collection 28606159	210-5-35-10-640.201 Adult Collection	132.43	37808	01/14/22
V9970	12/28/21	MIDWEST TAPE A Collection 501472412	210-5-35-10-640.201 Adult Collection	245.13	37809	01/14/22
V9970	01/03/22	MIDWEST TAPE A Collection 501501387	210-5-35-10-640.201 Adult Collection	48.73	37809	01/14/22
26505	12/21/21	NEST COFFEE & BAKERY LLC Holly Jolly Jct Event 122121D	210-5-17-10-850.000 Community Events and Cele	750.00	37812	01/14/22
13145	01/01/22	NEW ENGLAND SPORTS TURF M Member Dues Harlan Smith 2021	210-5-30-12-330.000 Professional Services	95.00	37813	01/14/22
V10554	01/10/22	PHOENIX BOOKS BURLINGTON Adult Replacement PHOENIX01102	210-5-90-00-640.201 Adult Collection replacem	14.40	37820	01/14/22
V10554	12/17/21	PHOENIX BOOKS BURLINGTON Adult Collection PHOENIX12202	210-5-35-10-640.201 Adult Collection	51.18	37820	01/14/22

10:29 am

Check Warrant Report # 17285 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 01/14/22 To 01/14/22 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
24410	12/31/21	PRIORITY EXPRESS INC Courier Dec - 7 stops. Gr 80272153	210-5-90-00-890.000 Federal Grant Expenditure	150.08	37822	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-40-12-622.000 Electricity	186.43	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-40-12-622.000 Electricity	52.52	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-41-20-622.000 Electricity	94.51	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-41-23-622.000 Electricity	77.16	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-41-26-622.000 Electricity	581.95	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-41-22-622.000 Electricity	94.51	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	210-5-41-21-622.000 Electricity	150.26	37829	01/14/22
29835	12/14/21	SHERWIN-WILLIAMS MSP Paint 59112	210-5-30-12-431.000 R&M Buildings & Grounds	292.87	37831	01/14/22
29090	12/20/21	SUNBELT RENTALS Holly Jolly Jct Event 121028772000	210-5-17-10-850.000 Community Events and Cele	51.75	37834	01/14/22
19720	01/01/22	VERIZON CONNECT NWF, INC. AVL Monthly Service OSV002648119	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	37844	01/14/22
30210	01/06/22	VLCT Municipal Calendar Poster 908	210-5-10-10-610.000 General Supplies	5.00	37846	01/14/22
29825	12/21/21	VT GAS SYSTEMS MSP VT Gas December 1578756 1221	210-5-41-26-621.000 Natrual Gas/Heating	271.25	37848	01/14/22
29825	12/21/21	VT GAS SYSTEMS MSP Gas December 810044 1221	210-5-41-26-621.000 Natrual Gas/Heating	366.95	37848	01/14/22
V2368	01/01/22	VT HISTORICAL SOCIETY Adult Collection (Journal VTHIST012022	210-5-35-10-640.201 Adult Collection	50.00	37849	01/14/22
24570	01/06/22	VT TROPHY & ENGRAVING Plaques 83586	210-5-25-10-750.000 Machinery & Equipment	248.00	37853	01/14/22
07565	12/21/21	W B MASON CO INC Office Supplies 226128901	210-5-30-10-610.000 General Supplies	125.93	37855	01/14/22
07565	12/21/21	W B MASON CO INC Water Bottle Credit CM0488574	210-5-30-10-610.000 General Supplies	-36.00	37855	01/14/22
07565	12/21/21	W B MASON CO INC Water Bottle Credit CM0488602	210-5-30-10-610.000 General Supplies	-6.00	37855	01/14/22
07465	01/10/22	BIBENS ACE HARDWARE INC general supplies 838993	255-5-55-30-610.000 General Supplies	78.95	37762	01/14/22
06870	01/10/22	ENDYNE INC Essex Jct. WWTF TKN 397371	255-5-55-30-340.000 Technical Services	35.00	37776	01/14/22
24785	01/05/22	GRAINGER DRUM PUMP,ELECTRIC,1 HP,1 9168648278	255-5-55-30-610.000 General Supplies	537.39	37786	01/14/22
23980	01/07/22	INTERSTATE BATTERY OF VT general supplies 15666	255-5-55-30-610.000 General Supplies	126.00	37795	01/14/22
23980	01/07/22	INTERSTATE BATTERY OF VT general supplies 15668	255-5-55-30-610.000 General Supplies	126.00	37795	01/14/22
V97100	01/04/22	NEBRA Annual membership Dues 2944	255-5-55-30-500.000 Training, Conf, Dues	1250.00	37811	01/14/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03160	12/31/21	P & H SENESAC INC Plyer 2 TOTES 9530 20296	255-5-55-30-619.000 Chemicals	7613.92	37817	01/14/22
V2159	11/30/21	SURPASS CHEMICAL CO INC Sodium Hypochlorite 15% T 363739	255-5-55-30-619.000 Chemicals	4915.89	37835	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	256-5-56-40-622.000 Electricity	30.46	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	256-5-56-40-434.001 Susie Wilson PS Costs	88.04	37829	01/14/22
17505	01/10/22	SAND HILL SOLAR LLC Village Solar Dec 2021 237	256-5-56-40-434.002 West Street PS Costs	130.33	37829	01/14/22
36130	12/23/21	VERIZON WIRELESS Overview of Machine to Ma 9895816227	256-5-56-40-434.002 West Street PS Costs	38.16	37845	01/14/22
36130	12/23/21	VERIZON WIRELESS Overview of Machine to Ma 9895816227	256-5-56-40-431.000 R&M Buildings & Grounds	148.15	37845	01/14/22
36130	12/23/21	VERIZON WIRELESS Overview of Machine to Ma 9895816227	256-5-56-40-434.001 Susie Wilson PS Costs	38.16	37845	01/14/22
19815	12/21/21	AMAZON CAPITAL SERVICES RK EES Supplies 14FVXNWPQJL	259-5-30-15-610.000 General Supplies	99.49	37754	01/14/22
19815	12/17/21	AMAZON CAPITAL SERVICES Vac Camp Supplies 1DP1XYH77H7H	259-5-30-15-610.000 General Supplies	85.03	37754	01/14/22
19815	11/21/21	AMAZON CAPITAL SERVICES RK FMS Supplies 1YINTTCVMJRQ	259-5-30-15-610.000 General Supplies	16.99	37754	01/14/22
25955	12/23/21	AT&T MOBILITY CELL PHONE SERIVCE 878149869X01	259-5-30-14-330.000 Professional Services	43.24	37755	01/14/22
25955	11/23/21	AT&T MOBILITY CELL PHONE SERVICE 878149869X12	259-5-30-14-330.000 Professional Services	43.24	37755	01/14/22
11260	12/21/21	GOLD STAR DOG TRAINING Dog Training Programs 56	259-5-30-14-330.000 Professional Services	2434.90	37784	01/14/22
05585	12/21/21	INJURY TO EXCELLANCE / FI ESP AEP session Winter2021	259-5-30-11-330.000 Professional Services	475.00	37794	01/14/22
24830	12/27/21	REINHART FOODSERVICE Vac Camp Snack 590545	259-5-30-15-610.000 General Supplies	72.44	37824	01/14/22
24830	12/27/21	REINHART FOODSERVICE Vac Camp Snack 591469	259-5-30-15-610.000 General Supplies	72.44	37824	01/14/22
24830	01/03/22	REINHART FOODSERVICE RK Summit Snack 593565	259-5-30-15-610.000 General Supplies	161.45	37824	01/14/22
24830	01/03/22	REINHART FOODSERVICE RK FMS Snack 595284	259-5-30-15-610.000 General Supplies	168.45	37824	01/14/22
24830	01/03/22	REINHART FOODSERVICE RK MSP Snack 595569	259-5-30-15-610.000 General Supplies	216.88	37824	01/14/22
24830	01/04/22	REINHART FOODSERVICE RK EES Snack 595852	259-5-30-15-610.000 General Supplies	227.46	37824	01/14/22
24830	01/04/22	REINHART FOODSERVICE RK Fleming Snack 596353	259-5-30-15-610.000 General Supplies	130.58	37824	01/14/22
24830	01/04/22	REINHART FOODSERVICE RK Fleming Snack 596357	259-5-30-15-610.000 General Supplies	31.97	37824	01/14/22
24830	01/04/22	REINHART FOODSERVICE RK Fleming Snack 596360	259-5-30-15-610.000 General Supplies	40.50	37824	01/14/22
24830	01/04/22	REINHART FOODSERVICE RK Westford Snack 596386	259-5-30-15-610.000 General Supplies	96.14	37824	01/14/22

01/14/22

Town of Essex / Village of EJ Accounts Payable

10:29 am

Check Warrant Report # 17285 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 01/14/22 To 01/14/22 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
45825	SPARE TIME	12/20/21	RK Summit Field Trip 12/2 20894491	259-5-30-15-580.000 Travel	672.00	37832	01/14/22
37875	WILLISTON SERVICE CENTER	12/30/21	EJRP RK Bus Repair 3759	259-5-30-15-330.000 Professional Services	3900.74	37856	01/14/22
Report Total					39089.50		

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	01/17/22	Cleaning 1/2 to 2/5/2022 6743	210-5-41-20-400.000 Contracted Services	750.00	37857	01/21/22
14400	ABOVE AND BEYOND	01/17/22	Cleaning 1/2 to 2/5/2022 6743	210-5-41-21-400.000 Contracted Services	2212.75	37857	01/21/22
05290	ADVANCE AUTO PARTS	01/10/22	wiper blades 552201027770	210-5-40-12-430.000 R&M Vehicles & Equipment	75.00	37858	01/21/22
05290	ADVANCE AUTO PARTS	01/11/22	TIEDOWN 14' 552201155354	210-5-40-12-610.000 General Supplies	-23.91	37858	01/21/22
05290	ADVANCE AUTO PARTS	01/11/22	Ratchet Tiedown 552201155355	210-5-40-12-610.000 General Supplies	20.23	37858	01/21/22
05290	ADVANCE AUTO PARTS	01/12/22	RUST -GLOSS WHITE 12 OZ 552201227828	210-5-40-12-610.000 General Supplies	15.44	37858	01/21/22
05290	ADVANCE AUTO PARTS	01/12/22	METAL STRAP 552201227832	210-5-40-12-610.000 General Supplies	11.73	37858	01/21/22
05290	ADVANCE AUTO PARTS	01/13/22	BRITE TOUCH-GLS BLK 552201327870	210-5-40-12-610.000 General Supplies	11.02	37858	01/21/22
28555	ALLEGIANCE TRUCKS	12/28/21	DEF2.5,FLEETRITE DEF, 2.5 X12200250001	210-5-40-12-430.000 R&M Vehicles & Equipment	88.90	37859	01/21/22
42665	AMAZON/SYNCB	01/10/22	J A Coll, Y Prog, Suppli 0069852 0122	210-5-35-10-640.202 Juvenile Collection	50.40	37861	01/21/22
42665	AMAZON/SYNCB	01/10/22	J A Coll, Y Prog, Suppli 0069852 0122	210-5-35-10-640.201 Adult Collection	67.02	37861	01/21/22
42665	AMAZON/SYNCB	01/10/22	J A Coll, Y Prog, Suppli 0069852 0122	210-5-35-10-840.202 Childrens Programs	371.83	37861	01/21/22
42665	AMAZON/SYNCB	01/10/22	J A Coll, Y Prog, Suppli 0069852 0122	210-5-35-10-610.000 General Supplies	245.54	37861	01/21/22
42665	AMAZON/SYNCB	12/10/21	EJRP Amazon December 0432266 1221	210-5-30-10-610.000 General Supplies	288.67	37862	01/21/22
04310	APALACHEE MARINE	01/04/22	Salt 63486	210-5-40-12-600.000 Salt, Sand and Gravel	3703.88	37863	01/21/22
09345	BASIC	01/01/22	Monthly Fee for COBRA Adm 1N2265538	210-5-10-10-210.000 Group Insurance	42.50	37865	01/21/22
09345	BASIC	01/15/22	Annual Renewal Fee for CO 1N2277158	210-5-10-10-210.000 Group Insurance	117.50	37865	01/21/22
07465	BIBENS ACE HARDWARE INC	01/05/22	TOTE LATCHING 64QT 43385	210-5-40-12-610.000 General Supplies	15.99	37866	01/21/22
07465	BIBENS ACE HARDWARE INC	01/06/22	TOTE BLK W/GRY LID 32GAL 43393	210-5-40-12-610.000 General Supplies	8.00	37866	01/21/22
00530	BRODART CO	12/17/21	Adult Collection, Supplie B6336626	210-5-35-10-640.201 Adult Collection	1172.07	37868	01/21/22
00530	BRODART CO	12/17/21	Adult Collection, Supplie B6336626	210-5-35-10-610.000 General Supplies	57.60	37868	01/21/22
03000	CARGILL SALT EASTERN INC	12/28/21	salt 2906764328	210-5-40-12-600.000 Salt, Sand and Gravel	2415.57	37869	01/21/22
03000	CARGILL SALT EASTERN INC	12/29/21	salt 2906768346	210-5-40-12-600.000 Salt, Sand and Gravel	2343.30	37869	01/21/22
03000	CARGILL SALT EASTERN INC	12/30/21	salt 2906772273	210-5-40-12-600.000 Salt, Sand and Gravel	2354.98	37869	01/21/22
03000	CARGILL SALT EASTERN INC	01/03/22	salt 2906777141	210-5-40-12-600.000 Salt, Sand and Gravel	2271.76	37869	01/21/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	01/04/22	salt 2906781060	210-5-40-12-600.000 Salt, Sand and Gravel	3820.09	37869	01/21/22
07710	CCR SALES AND SERVICE LLC	12/28/21	Starter Assembly snow blo 58333	210-5-30-12-610.000 General Supplies	119.07	37871	01/21/22
26395	CCRPC	07/15/21	FY22 Municipal Dues 20200914	210-5-17-10-800.000 Appropriations to other a	6400.00	37872	01/21/22
V10617	CHADWICK-BAROSS	12/16/21	fix sidewalk machine G57102	210-5-40-12-430.000 R&M Vehicles & Equipment	10539.25	37873	01/21/22
21210	CINTAS LOC # 68M 71 M	01/01/22	WATERBREAK COOLER LEASE 9160006988	210-5-40-12-610.000 General Supplies	50.00	37875	01/21/22
04940	COMCAST	01/03/22	Cable TV 1/10-2/9/22 0207722 0122	210-5-25-10-530.000 Communications	19.82	37876	01/21/22
V9941	COMMERCIAL CARD SVCS	12/29/21	Snag It Software 12292021E	210-5-25-10-750.000 Machinery & Equipment	53.99	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	01/06/22	Blankets 698525	210-5-25-10-750.000 Machinery & Equipment	4012.69	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	12/12/21	Gift for retiring staff Amaz0109A	210-5-10-10-810.113 Trustee Expenditures	8.28	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	12/18/21	FRAMES FOR RESOLUTIONS Amaz0109C	210-5-10-10-810.113 Trustee Expenditures	14.99	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	12/29/21	FIRE DEPT SUPPLIES Amaz0109F	210-5-25-10-610.000 General Supplies	26.36	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	01/05/22	FIRE DEPT SUPPLIES Amaz0109G	210-5-25-10-610.000 General Supplies	49.10	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	12/16/21	Grant-funded videoconfere BHPhoto1221	210-5-90-00-890.000 Federal Grant Expenditure	809.99	37878	01/21/22
V9941	COMMERCIAL CARD SVCS	12/22/21	Training HOMELESS1221	210-5-35-10-500.000 Training, Conf, Dues	359.00	37878	01/21/22
17025	COONRADT AMY	01/13/22	Planning Commission Minut 0080	210-5-10-10-530.000 Communications	106.60	37879	01/21/22
V10576	ECOPIXEL LLC	01/01/22	Jan web hosting 3036	210-5-10-10-530.000 Communications	129.00	37885	01/21/22
23215	ESSEX EQUIPMENT INC	01/11/22	JACK, 15 IN TOPWIND TUB t 10809015	210-5-40-12-430.000 R&M Vehicles & Equipment	49.13	37887	01/21/22
31875	ESSEX TOWN WATER DEPT	01/14/22	MSP Town Water Late Fee 1022006000 0	210-5-41-26-410.000 Water and Sewer Charges	12.07	37888	01/21/22
19005	FIRSTLIGHT FIBER	12/01/21	Communications 10428657	210-5-41-21-530.000 Communications	277.68	37890	01/21/22
19005	FIRSTLIGHT FIBER	01/01/22	Comm: Phone internet 10629667	210-5-41-21-530.000 Communications	388.90	37892	01/21/22
19005	FIRSTLIGHT FIBER	01/01/22	communications VPW 10629702	210-5-40-12-530.000 Communications	121.02	37893	01/21/22
16000	FISHER AUTO PARTS	01/12/22	Metal Strapping Kit 293362590	210-5-40-12-610.000 General Supplies	12.96	37894	01/21/22
33495	INGRAM LIBRARY SERVICES I	01/05/22	Adult Collection, Supplie 56952151	210-5-35-10-640.201 Adult Collection	17.09	37900	01/21/22
33495	INGRAM LIBRARY SERVICES I	01/05/22	Adult Collection, Supplie 56952151	210-5-35-10-610.000 General Supplies	0.45	37900	01/21/22
33495	INGRAM LIBRARY SERVICES I	01/05/22	Adult Coll, Supplies 56952152	210-5-35-10-640.201 Adult Collection	27.43	37900	01/21/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
33495	01/05/22	INGRAM LIBRARY SERVICES I Adult Coll, Supplies 56952152	210-5-35-10-610.000 General Supplies	0.90	37900	01/21/22
V9454	01/06/22	LENNY'S SHOE & APP uniforms 3390757	210-5-40-12-612.000 Uniforms	79.00	37906	01/21/22
V9454	01/12/22	LENNY'S SHOE & APP uniform 3391689	210-5-40-12-612.000 Uniforms	160.00	37906	01/21/22
25625	01/02/22	LOWE'S - 1080 EJRP Lowes December 4191080 0122	210-5-30-12-431.000 R&M Buildings & Grounds	33.14	37907	01/21/22
25625	01/02/22	LOWE'S - 1080 EJRP Lowes December 4191080 0122	210-5-30-12-610.000 General Supplies	159.86	37907	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-10-10-210.000 Group Insurance	73.20	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-13-10-210.000 Group Insurance	36.60	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-40-12-210.000 Group Insurance	86.31	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-40-13-210.000 Group Insurance	19.40	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-35-10-210.000 Group Insurance	219.60	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-16-10-210.000 Group Insurance	73.20	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-30-10-210.000 Group Insurance	219.60	37908	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	210-5-30-12-210.000 Group Insurance	72.86	37908	01/21/22
26920	01/14/22	MAYVILLE DARBY Village Trustees 1/11/202 27	210-5-10-10-530.000 Communications	94.50	37912	01/21/22
V9970	01/11/22	MIDWEST TAPE Adult Collection 501534957	210-5-35-10-640.201 Adult Collection	323.86	37914	01/21/22
24620	01/05/22	MILTON RENTAL AND SALES REPAIRS Wacker Neuson 114462	210-5-40-12-430.000 R&M Vehicles & Equipment	992.52	37915	01/21/22
V10462	01/18/22	MONAGHAN SAFAR DUCHAM PL Legal Invoices DEC2021	210-5-10-10-320.000 Legal Services	455.00	37916	01/21/22
V10462	01/18/22	MONAGHAN SAFAR DUCHAM PL Legal Invoices DEC2021	210-5-10-10-320.000 Legal Services	2492.50	37916	01/21/22
V10462	01/18/22	MONAGHAN SAFAR DUCHAM PL Legal Invoices DEC2021	210-5-10-10-320.000 Legal Services	902.50	37916	01/21/22
V10462	01/18/22	MONAGHAN SAFAR DUCHAM PL Legal Invoices DEC2021	210-5-16-10-320.000 Legal Services	124.50	37916	01/21/22
V10462	01/18/22	MONAGHAN SAFAR DUCHAM PL Legal Invoices DEC2021	210-5-16-10-320.000 Legal Services	52.50	37916	01/21/22
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag 02012022	210-5-10-10-210.000 Group Insurance	3253.54	37917	01/21/22
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag 02012022	210-5-40-12-210.000 Group Insurance	4561.68	37917	01/21/22
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag 02012022	210-5-40-13-210.000 Group Insurance	904.13	37917	01/21/22
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag 02012022	210-5-35-10-210.000 Group Insurance	6588.23	37917	01/21/22

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27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag	210-5-16-10-210.000	1352.80	37917	01/21/22
		02012022	Group Insurance			
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag	210-5-30-10-210.000	7602.80	37917	01/21/22
		02012022	Group Insurance			
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag	210-5-30-12-210.000	2029.24	37917	01/21/22
		02012022	Group Insurance			
44275	01/05/22	MVP SELECT CARE INC. Administrative Fee Invoic	210-5-13-10-570.000	95.00	37918	01/21/22
		202112	Other Purchased Services			
05485	01/10/22	NATIONAL BUSINESS LEASING Copier leases 1/15-2/14/2	210-5-35-10-442.000	80.72	37919	01/21/22
		75098590	Rental Vehicles/Equip			
05485	01/10/22	NATIONAL BUSINESS LEASING Copier leases 1/15-2/14/2	210-5-35-10-442.000	80.74	37919	01/21/22
		75098590	Rental Vehicles/Equip			
05485	01/10/22	NATIONAL BUSINESS LEASING Copier leases 1/15-2/14/2	210-5-40-12-442.000	72.59	37919	01/21/22
		75098590	Rental Vehicles/Equip			
05485	01/10/22	NATIONAL BUSINESS LEASING Copier leases 1/15-2/14/2	210-5-10-10-442.000	138.97	37919	01/21/22
		75098590	Rental Vehicles/Equip			
12235	12/02/21	NEW ENGLAND CENTRAL RAILR ROW 10650	210-5-40-12-441.000	3492.60	37920	01/21/22
		179635	Rental Land/Buildings			
12235	12/02/21	NEW ENGLAND CENTRAL RAILR ROW 10706	210-5-40-12-441.000	319.59	37920	01/21/22
		179636	Rental Land/Buildings			
12235	12/02/21	NEW ENGLAND CENTRAL RAILR ROW 100528	210-5-40-12-441.000	3500.00	37920	01/21/22
		180109	Rental Land/Buildings			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-10-10-210.000	197.99	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-13-10-210.000	68.55	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-40-12-210.000	310.66	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-40-13-210.000	56.43	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-35-10-210.000	496.26	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-16-10-210.000	71.96	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-30-10-210.000	776.64	37921	01/21/22
		02012022	Group Insurance			
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill	210-5-30-12-210.000	104.53	37921	01/21/22
		02012022	Group Insurance			
28445	01/07/22	PERFORMANCE ADVANTAGE CO TOOL BOARD W/	210-5-25-10-430.000	170.21	37922	01/21/22
		0113676	R&M Vehicles & Equipment			
24100	01/06/22	PERMA-LINE CORP OF NEW EN FINISHED STREET SIGNS	210-5-40-12-605.000	38.45	37923	01/21/22
		190440	Summer Construction Suppl			
18010	01/13/22	REYNOLDS & SON, INC. Helmet Fronts	210-5-25-10-612.000	269.83	37927	01/21/22
		3401829	Uniforms			
02050	01/27/21	RON BUSHEY'S SUNOCO diesel fuel truck#34	210-5-40-12-626.000	137.84	37928	01/21/22
		2530	Gasoline			
02050	12/19/21	RON BUSHEY'S SUNOCO Towing sidewalk machine	210-5-40-12-422.000	100.00	37928	01/21/22
		2842	Snow Removal			
43320	12/17/21	SAMMEL SIGN CO Front Door Graphic	210-5-30-10-330.000	125.00	37931	01/21/22
		7737	Professional Services			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23855	12/13/21	SOUTHWORTH-MILTON, INC. Generator Maintenance SCINV601952	210-5-25-10-430.000 R&M Vehicles & Equipment	703.16	37934	01/21/22
23855	12/13/21	SOUTHWORTH-MILTON, INC. Generator Maintenance SCINV601955	210-5-25-10-430.000 R&M Vehicles & Equipment	703.16	37934	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-10-10-210.000 Group Insurance	48.81	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-13-10-210.000 Group Insurance	13.61	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-40-12-210.000 Group Insurance	58.56	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-40-13-210.000 Group Insurance	10.86	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-35-10-210.000 Group Insurance	90.55	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-16-10-210.000 Group Insurance	18.76	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-30-10-210.000 Group Insurance	86.81	37941	01/21/22
21230	01/19/22	VISION SERVICE PLAN (CT) Vision Prem Feb 22 Villag 02012022	210-5-30-12-210.000 Group Insurance	22.99	37941	01/21/22
23575	01/20/22	VTCMA Renew annual membership 2022	210-5-10-10-500.000 Training, Conf, Dues	85.00	37946	01/21/22
07565	10/07/21	W B MASON CO INC Cleaning Supplies 224041137	210-5-30-12-610.000 General Supplies	409.10	37947	01/21/22
07565	01/05/22	W B MASON CO INC Floor Cleaner 226436125	210-5-30-12-610.000 General Supplies	57.99	37947	01/21/22
07565	01/06/22	W B MASON CO INC Floor Cleaner 226473086	210-5-30-12-610.000 General Supplies	113.97	37947	01/21/22
36240	01/11/22	DUBOIS & KING INC Crescent Connector Projec 122015	230-5-16-10-890.824 Cres. Connector	7646.63	37882	01/21/22
V10462	01/18/22	MONAGHAN SAFAR DUCHAM PL Legal Invoices DEC2021	230-5-16-10-890.824 Cres. Connector	1030.00	37916	01/21/22
05290	01/12/22	ADVANCE AUTO PARTS RUST -GLOSS WHITE 12 OZ 552201227828	254-5-54-20-610.000 General Supplies	2.57	37858	01/21/22
31275	12/30/21	DON WESTON EXCAVATING INC 9 Edgewood Essex Jct. Wat 10516	254-5-54-20-433.000 R&M Infrastructure	1912.50	37880	01/21/22
25715	10/21/21	DONALD L. HAMLIN CONSULT September 1 - September 3 20804 1021	254-5-54-20-433.000 R&M Infrastructure	427.50	37881	01/21/22
40025	12/30/21	E J PRESCOTT INC 5-1/4 K81A SAFETY REPAIR 5971965	254-5-54-20-430.000 R&M Vehicles & Equipment	181.13	37883	01/21/22
40025	12/30/21	E J PRESCOTT INC MYSTIK 16OZ FOOD GRADE GR 5972122	254-5-54-20-610.000 General Supplies	44.71	37883	01/21/22
27840	02/20/21	MADISON NATIONAL LIFE INS Life Prem Feb 22 Vill 02012022	254-5-54-20-210.000 Group Insurance	91.50	37908	01/21/22
10110	12/27/21	MCGOVERN MECHANICAL CORP Meter Replacements 1734	254-5-54-70-750.001 Meter Replacement Program	100.00	37913	01/21/22
27395	01/08/22	MVP HEALTH CARE INC 43118 Health Prem Feb 22 Villag 02012022	254-5-54-20-210.000 Group Insurance	4696.96	37917	01/21/22
24960	01/14/22	NORTHEAST DELTA DENTAL Dental Prem Feb 22 Vill 02012022	254-5-54-20-210.000 Group Insurance	317.51	37921	01/21/22

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28455	UNITED CONSTRUCTION & FOR	01/11/22	oil for backhoe 9253494	254-5-54-20-430.000 R&M Vehicles & Equipment	207.94	37937	01/21/22
21230	VISION SERVICE PLAN (CT)	01/19/22	Vision Prem Feb 22 Villag 02012022	254-5-54-20-210.000 Group Insurance	59.92	37941	01/21/22
05290	ADVANCE AUTO PARTS	01/12/22	RUST -GLOSS WHITE 12 OZ 552201227828	255-5-55-30-610.000 General Supplies	2.57	37858	01/21/22
23455	CHITTENDEN SOLID WASTE DI	01/04/22	Tons of biosolids for Nov 202111-ESS	255-5-55-30-568.000 Biosolids Subcontractor	7932.12	37874	01/21/22
21210	CINTAS LOC # 68M 71 M	01/18/22	first aid supplies 5091949823	255-5-55-30-610.000 General Supplies	258.74	37875	01/21/22
04940	COMCAST	12/23/21	Comcast Business Internet 0316028 1221	255-5-55-30-530.000 Communications	243.34	37877	01/21/22
35260	EAST COAST PRINTERS INC	11/24/21	uniforms 11042102	255-5-55-30-612.000 Uniforms	149.00	37884	01/21/22
06870	ENDYNE INC	01/12/22	Quarterly Metals 397485	255-5-55-30-340.000 Technical Services	80.00	37886	01/21/22
06870	ENDYNE INC	01/12/22	Quarterly Metals 397486	255-5-55-30-340.000 Technical Services	80.00	37886	01/21/22
V10616	EVOQUA WATER TECH LLC	01/10/22	BIOXIDE 905209217	255-5-55-30-619.000 Chemicals	9672.50	37889	01/21/22
19005	FIRSTLIGHT FIBER	01/01/22	communication - telephon 10629649	255-5-55-30-530.000 Communications	605.34	37891	01/21/22
V1093	HOLLAND CO., INC.	01/14/22	SODIUM ALUMINATE 13190	255-5-55-30-619.000 Chemicals	14356.66	37898	01/21/22
V10347	J.C. EHRLICH	01/04/22	PEST GENERAL MAINTENANCE 4754644	255-5-55-30-570.000 Other Purchased Services	74.00	37902	01/21/22
05495	LCS CONTROLS, INC	01/07/22	Day field service - Rober 14269	255-5-55-30-570.000 Other Purchased Services	900.00	37905	01/21/22
27840	MADISON NATIONAL LIFE INS	02/20/21	Life Prem Feb 22 Vill 02012022	255-5-55-30-210.000 Group Insurance	189.22	37908	01/21/22
V1423	MAHER CORPORATION	01/11/22	Watson Marlow Hoselube 27936	255-5-55-30-570.000 Other Purchased Services	193.00	37910	01/21/22
V10462	MONAGHAN SAFAR DUCHAM PL	01/18/22	Legal Invoices DEC2021	255-5-55-30-320.000 Legal Services	840.00	37916	01/21/22
27395	MVP HEALTH CARE INC 43118	01/08/22	Health Prem Feb 22 Villag 02012022	255-5-55-30-210.000 Group Insurance	7855.43	37917	01/21/22
05485	NATIONAL BUSINESS LEASING	01/10/22	Copier leases 1/15-2/14/2 75098590	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	37919	01/21/22
24960	NORTHEAST DELTA DENTAL	01/14/22	Dental Prem Feb 22 Vill 02012022	255-5-55-30-210.000 Group Insurance	456.08	37921	01/21/22
03180	SAFETY SYSTEMS OF VT LLC	12/15/21	Fire Alarm Service WWTP 21286	255-5-55-30-570.000 Other Purchased Services	130.00	37930	01/21/22
V2159	SURPASS CHEMICAL CO INC	01/06/22	Sodium Hydroxide Membrane 364492	255-5-55-30-619.000 Chemicals	13491.14	37935	01/21/22
23395	VILLAGE HARDWARE - WILLIS	01/14/22	MISC. HARDWARE 514243	255-5-55-30-610.000 General Supplies	67.09	37940	01/21/22
21230	VISION SERVICE PLAN (CT)	01/19/22	Vision Prem Feb 22 Villag 02012022	255-5-55-30-210.000 Group Insurance	99.09	37941	01/21/22
05290	ADVANCE AUTO PARTS	01/12/22	RUST -GLOSS WHITE 12 OZ 552201227828	256-5-56-40-610.000 General Supplies	30.87	37858	01/21/22

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27840	02/20/21	Life Prem Feb 22 Vill 02012022	256-5-56-40-210.000 Group Insurance	86.48	37908	01/21/22
10110	12/27/21	Meter Replacements 1734	256-5-56-70-750.001 Meter Replacement Program	200.00	37913	01/21/22
27395	01/08/22	Health Prem Feb 22 Villag 02012022	256-5-56-40-210.000 Group Insurance	3356.39	37917	01/21/22
24960	01/14/22	Dental Prem Feb 22 Vill 02012022	256-5-56-40-210.000 Group Insurance	176.70	37921	01/21/22
23855	01/19/22	generator service SCINV610090	256-5-56-40-431.000 R&M Buildings & Grounds	619.89	37934	01/21/22
23855	01/19/22	service 9 Colchester pump SCINV610091	256-5-56-40-431.000 R&M Buildings & Grounds	634.28	37934	01/21/22
36825	01/18/22	Fuel tank 092755	256-5-56-40-430.000 R&M Vehicles & Equipment	82.97	37936	01/21/22
21230	01/19/22	Vision Prem Feb 22 Villag 02012022	256-5-56-40-210.000 Group Insurance	34.82	37941	01/21/22
05485	01/10/22	Copier leases 1/15-2/14/2 75098590	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	37919	01/21/22
07565	01/13/22	Office supplies 12/2-1/13 c1305527113	258-5-33-13-830.000 Regular Programs	83.65	37948	01/21/22
19815	01/05/22	Yoga Mats 1Y1HX4FY4NVL	259-5-30-14-610.000 General Supplies	248.35	37860	01/21/22
42665	12/10/21	EJRP Amazon December 0432266 1221	259-5-30-16-610.000 General Supplies	91.42	37862	01/21/22
42665	12/10/21	EJRP Amazon December 0432266 1221	259-5-30-14-610.000 General Supplies	625.13	37862	01/21/22
27840	02/20/21	Life Prem Feb 22 Vill 02012022	259-5-30-15-210.000 Group Insurance	326.51	37908	01/21/22
27840	02/20/21	Life Prem Feb 22 Vill 02012022	259-5-30-16-210.000 Group Insurance	143.85	37908	01/21/22
27395	01/08/22	Health Prem Feb 22 Villag 02012022	259-5-30-15-210.000 Group Insurance	4592.62	37917	01/21/22
27395	01/08/22	Health Prem Feb 22 Villag 02012022	259-5-30-16-210.000 Group Insurance	5837.44	37917	01/21/22
05485	01/10/22	Copier leases 1/15-2/14/2 75098590	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	37919	01/21/22
24960	01/14/22	Dental Prem Feb 22 Vill 02012022	259-5-30-15-210.000 Group Insurance	323.82	37921	01/21/22
24960	01/14/22	Dental Prem Feb 22 Vill 02012022	259-5-30-16-210.000 Group Insurance	363.41	37921	01/21/22
24830	12/14/21	RK Fleming Snack 586874	259-5-30-15-610.000 General Supplies	218.44	37925	01/21/22
24830	12/20/21	RK Summit Snack 588015	259-5-30-15-610.000 General Supplies	146.13	37925	01/21/22
24830	12/20/21	RK Hiawatha Snack 588397	259-5-30-15-610.000 General Supplies	77.67	37925	01/21/22
24830	12/17/21	RK Fleming Snack 589625	259-5-30-15-610.000 General Supplies	17.02	37925	01/21/22
24830	12/20/21	RK EES Snack 589760	259-5-30-15-610.000 General Supplies	194.60	37925	01/21/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	12/20/21	RK Westford Snack 590034	259-5-30-15-610.000 General Supplies	118.93	37925	01/21/22
24830	REINHART FOODSERVICE	12/21/21	RK Fleming Snack CREDIT 590441	259-5-30-15-610.000 General Supplies	-17.02	37925	01/21/22
24830	REINHART FOODSERVICE	12/21/21	RK MSP Snack 590787	259-5-30-15-610.000 General Supplies	101.73	37925	01/21/22
21230	VISION SERVICE PLAN (CT)	01/19/22	Vision Prem Feb 22 Villag 02012022	259-5-30-15-210.000 Group Insurance	133.22	37941	01/21/22
21230	VISION SERVICE PLAN (CT)	01/19/22	Vision Prem Feb 22 Villag 02012022	259-5-30-16-210.000 Group Insurance	71.78	37941	01/21/22
31370	VT TENT CO INC	01/12/22	Memorial Day Parade Depos 874894 0122	259-5-30-14-850.150 Memorial Day Parade	670.88	37945	01/21/22
Report Total					186543.54		

...

Memo

TO: Evan Teich, Manager and the Selectboard

FROM: Dennis Lutz, P.E., Public Works Director

Owiso Makuku, Community Development Director

Annie Costandi, P.E, Stormwater Coordinator/Staff Engineer

DATE: 6 January 2022

SUBJECT: Request for Approval of CCRPC Unified Planning Work Program Projects (UPWP) for FY2023

ISSUE: The issue is whether to support applications for the Chittenden County Regional Planning Commission Unified Planning Work Program (UPWP) as referenced in this memorandum and to present the UPWP submittals as part of a regular Selectboard meeting for the purpose of providing the public with the opportunity to comment.

DISCUSSION: The CCRPC has funds available to local communities for planning, traffic counts and studies/evaluation of infrastructure. They are requesting that applications be submitted by Friday, January 21, 2022 and that governing boards approve the requests prior to the end of March 2022. The purpose of having the UPWP requests presented at a public meeting is to inform the community about the project requests, entertain comments and confirm the availability of local funds and staff “to assist with the projects as needed.

This year there are three elements of the Town’s UPWP request.

- 1) Continuation of televising and evaluating the older storm pipes in the urbanized area of the Town and the Village, many of which are over 60 years old. Similar work was funded through the CCRPC in two prior years at a funding level of \$50,000i each year. The prior funding allowed for televising selected storm drains in the Town. That effort is currently being used to develop a priority schedule for repair and replacement where needed and to fix pipes in need of repair , replacement or lining. The request for funding is \$100,000 with \$80,000 in UPWP funds and \$20,000 in local funds. The local funds will be provided through the Town’s Operating account. We have indicated that we would accept a partial grant of \$50,000.
- 2) The CCRPC assists the Town in conducting traffic counts on major roadways on a periodic and recurring basis. This work is part of the UPWP but is funded entirely by the CCRPC with the counts taken by summer interns.
- 3) The CCRPC assists the municipalities in performing road evaluations (condition assessments) for input into the Town’s Road Management program. This data was last collected in 2016 and needs updating. This work is part of the UPWP but is funded entirely by the CCRPC with the counts taken by summer interns.

The Town has the local funds within existing/proposed budgets to support the UPWP requests.

RECOMMENDATION: It is recommended that the Selectboard schedule the referenced UPWP request presentation for the Selectboard meeting on January 18, 2022 and upon completion of the presentation of the UPWP requests, authorize the Manager to sign the attached letter on behalf of the Selectboard in support of the UPWP requests.



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • **E-mail:** manager@essex.org • **Website:** www.essex.org

19 January 2022

Marshall Distell
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, Vermont 05404

Marshall,

The Selectboard of the Town of Essex presented the following UPWP requests at a Public Meeting on January 18, 2022 and provided the opportunity for public comment. The Selectboard approves the request for the listed UPWP projects. The Town has sufficient funds to support the local share of the proposed projects. The projects include the following:

- 1) A request for stormwater pipe CCTV inspection in the Town to continue the work started in the previous two years.
- 2) Requests for traffic counts.
- 3) Request for a condition assessment of Town roads.

The Selectboard has directed the Unified Manager to sign and forward this letter based on actions taken by the Selectboard at their January 18, 2022 meeting. The UPWP applications will be forwarded under separate cover.

Sincerely,

Evan Teich, Manager

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1342	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331

PROJECT APPLICATION FORM FY2023 Unified Planning Work Program

Applications should be no more than 6 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 21, 2022. Please email completed forms in Word format to mdistel@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Annie Costandi, P.E., Director of Stormwater Operations/Staff Engineer

Municipality/Agency/Organization: Town of Essex, VT

Telephone: 802 878-1344

Email: acostandi@essex.org

2. PROJECT INFORMATION

a. Project Title: Stormwater Pipe CCTV Inspection

b. Project Location (name of roadway, intersection, geographic area, etc.): The Town is interested in televising the following areas in general order of priority based on available funding. Maps of the general locations are included with the application.

1. Heritage Estates Subdivision
2. Meadows Edge Subdivision
3. Pinewood/Perkins Bend Development
4. Old Stage Village/Mansfield Village Development
5. Shillingford Crossing Development

c. Project Description (100 words max):

The Town began the first phase of assessing the condition of stormwater pipes in 2020. The first phase covered the televising of specific areas within the Town and how the data was to be collected and analyzed. Phase 2 Funding was provided in FY22 for an additional \$50,000 and work under this phase is scheduled for the spring of 2022. Phase 3 funding is requested to continue funding the inspection of storm lines located in other areas of the Town.

Phase 3 consists of hiring a consultant to use a camera to televise the pipes in the areas identified above and generating a condition assessment report that will be consolidated with the condition assessment reports completed in the first two phases. The findings will be used to schedule implementation of pipe repairs, lining or replacement.

d. Budget, Scope of Work & Project Schedule:

Please describe the tasks and anticipated schedule to complete the project. If you are able to estimate the budget for each task, please include that information. CCRPC staff are available to assist you.

<i>Task (add rows if needed)</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Jet, televise stormwater pipes, provide condition assessment reports and other findings	April 2023 completion	\$100,000
<i>Be sure to include robust public engagement tasks:</i>		

Will you accept a partial award? (Yes/No)	Yes, this project can be split into a \$50,000 work effort in FY23 and another \$50,000 in a future year's application.
---	---

Is Request for CCRPC Staff Assistance Only? (Yes/No)	No
--	----

For Transportation and Transportation-related Land Use/Water Quality Project Requests:

Total Project Cost (100%)	\$100,000
Local Match Required (20% of Total Cost)	\$20,000

For Other Land Use Project Requests (this is a fee-for-service program, cost TBD with Staff):

CCRPC staff hours requested:	Minimal, given this would be the third year of this project.
------------------------------	--

Please contact Regina Mahony (rmahony@ccrpcvt.org, 802-846-4490 (ext. 128) to discuss land use project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht (dalbrecht@ccrpcvt.org, 802-861-0133) to discuss project and budget needs.

NOTE: Requested amount is expected to be spent by June 30, 2023.

e. Expected Deliverables:

- Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the Town.

- Prioritization and schedule of replacement to use for Capital planning

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups): N/A

g. Project Match Requirement:

Please refer to the **FY23 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

- **Transportation, Land Use, Energy Implementation Assistance and Stormwater Planning**
 - Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
 - Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality with no local match requirement.
 - Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek Municipal Planning Grants.
 - The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
- **Major or Minor Technical Assistance**
 - Transportation projects – no local match required.
 - Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$60 per hour.
- **Major Data Collection/Asset Management**
 - 20% non-federal cash match required.
- **Non-Municipal Partner Program Assistance**
 - 20% match required.

h. Public Meeting Requirement:

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2022. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by the January 21 deadline. Not applicable for “Minor Technical Assistance” projects identified in the FY23 UPWP PROGRAM SUMMARY packet.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

- From the 10 Actions:
 - Assist the State and municipalities in implementation of the Lake Champlain TMDL

and other water quality improvement efforts through participation in the Tactical Basin Plan, MRGP assistance, Rethink Runoff, etc.

- From the 8 Strategies:
 - Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there is a sense of urgency? Please describe.

The Town has focused on water quality improvement projects through the Flow Restoration Plans and the Lake Champlain Phosphorus TMDL. An area that the Town has not proactively focused on is aging infrastructure. The Town does not have a document in place that describes a long-term financial plan for rehabilitating or replacing existing stormwater conveyance system. The purpose of the first phase of this project was to use condition assessments to draft a report that will be used as the framework moving forward. The ultimate goal is to televise all the stormwater pipes within the Town to understand the current condition of the pipes and to create a plan that prioritizes infrastructure based on need and describes a timeline for replacement and how it will be financed. This is a necessity in order to strategically and proactively address the Town's aging infrastructure. Phase 3 will continue progress towards achieving this goal.

In addition, the Town has already moved forward to implement some of the findings from the First Phase of the televising work. It has expended in excess of \$140,000 lining stormwater pipes on sections of Sand Hill Road.

d. For other planning projects, please describe how the project benefits the local community.

This project helps to identify storm pipes that need rehabilitation and also those that do not. The identification and prioritization of work helps the Town targets its funding to correct problems in advance of pipe failures.

e. Consider the equity impacts and public engagement needs of your project:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) Identifying potential failing pipe systems and applying corrective repair techniques reduces the economic burden on all taxpayers that would occur if the pipes failed. Tax increases would impact the economically disadvantaged more heavily than those who are not economically disadvantaged.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

The framework of a replacement plan was developed in the first phase of the project. In order to make this plan comprehensive and complete, additional pipes need to be televised to determine their condition. As more pipes are televised, the Town will be better prepared in developing a long-term, cost-effective solution to this problem.

g. How will this project be implemented after planning is complete?

The Town will work with the CCRPC to hire a qualified contractor to televise the lines and provide a condition assessment report in PACP form and digital videos. The Town will use this information to build upon the framework established in Phase 1 and 2 and to determine what changes need to be made to the prioritization. Work will begin to move this framework into a plan. The Town will develop a schedule to televise other areas in the community with the goal of reaching all areas of the stormwater collection system in a timely manner. Newly televised areas will be incorporated into the long-term schedule and financial plan for replacement as determined by the condition assessments.

The Town has already completed the relining of pipes identified in Phase 1 and will continue this process as data is obtained from untelevised areas



the Commons at Meadows Edge

Lot #	APN	Parcel Number
1A	10	2-077-003-01
1B	10	2-077-003-02
1C	10	2-077-003-03
2A	10	2-077-003-201
2B	10	2-077-003-202
2C	10	2-077-003-203
3A	10	2-077-003-301
3B	10	2-077-003-302
3C	10	2-077-003-303
4A	10	2-077-003-401
4B	10	2-077-003-402
4C	10	2-077-003-403
5A	10	2-077-003-501
5B	10	2-077-003-502
5C	10	2-077-003-503
6A	10	2-077-003-601
6B	10	2-077-003-602
6C	10	2-077-003-603
7A	10	2-077-003-701
7B	10	2-077-003-702
7C	10	2-077-003-703
8A	10	2-077-003-801
8B	10	2-077-003-802
8C	10	2-077-003-803
9A	10	2-077-003-901
9B	10	2-077-003-902
9C	10	2-077-003-903
9D	10	2-077-003-904

Original DED 12/21/2004 : 1 inch = 100 feet
 Printed on 11/14/04 10:28:27 Friday
 Last revision: July 2004
 The information displayed here is approximate only and is not to be used for legal conveyances.

Meadows Edge



Printed: 05/24/08 11:33:23 Wednesday
 Date printed: March 2008
 Scale: 1 inch = 125 feet
 Copyright © 1997 by Esri
 The information depicted here is approximate only and is not to be used for any of conveyance.



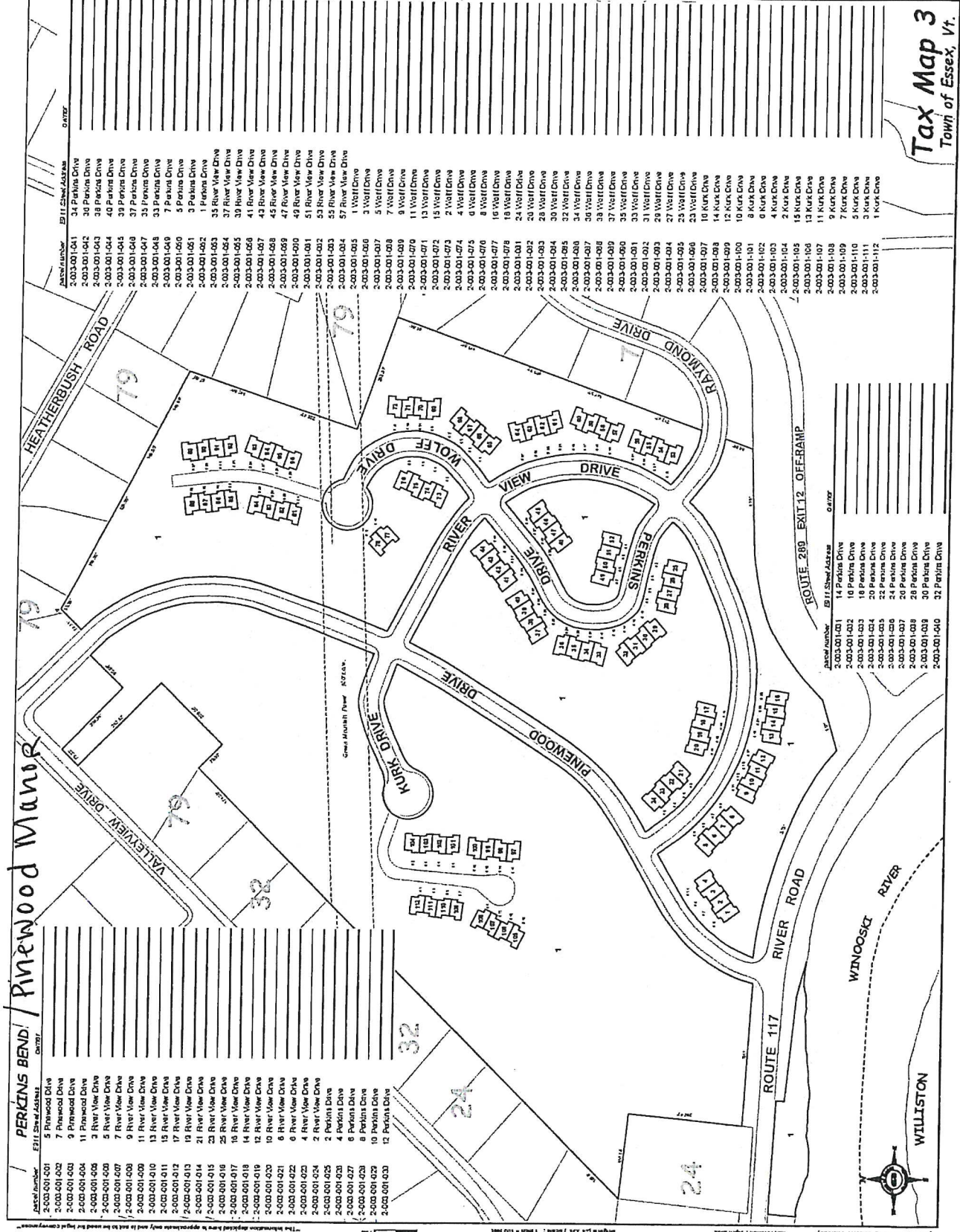
Steeplebush at Meadows Edge

Lot #	EST Street/Address	Parcel Number	Owner
2	2 Steeplebush	2-000-020-022	
3	3 Steeplebush	2-000-020-023	
4	4 Steeplebush	2-000-020-024	
5	5 Steeplebush	2-000-020-025	
6	6 Steeplebush	2-000-020-026	
7	7 Steeplebush	2-000-020-027	
8	8 Steeplebush	2-000-020-028	
9	9 Steeplebush	2-000-020-029	
10	10 Steeplebush	2-000-020-030	
11	11 Steeplebush	2-000-020-031	
12	12 Steeplebush	2-000-020-032	
13	13 Steeplebush	2-000-020-033	
14	14 Steeplebush	2-000-020-034	
15	15 Steeplebush	2-000-020-035	
16	16 Steeplebush	2-000-020-036	
17	17 Steeplebush	2-000-020-037	
18	18 Steeplebush	2-000-020-038	
19	19 Steeplebush	2-000-020-039	
20	20 Steeplebush	2-000-020-040	
21	21 Steeplebush	2-000-020-041	
22	22 Steeplebush	2-000-020-042	
23	23 Steeplebush	2-000-020-043	
24	24 Steeplebush	2-000-020-044	
25	25 Steeplebush	2-000-020-045	
26	26 Steeplebush	2-000-020-046	
27	27 Steeplebush	2-000-020-047	
28	28 Steeplebush	2-000-020-048	
29	29 Steeplebush	2-000-020-049	
30	30 Steeplebush	2-000-020-050	
31	31 Steeplebush	2-000-020-051	
32	32 Steeplebush	2-000-020-052	
33	33 Steeplebush	2-000-020-053	
34	34 Steeplebush	2-000-020-054	
35	35 Steeplebush	2-000-020-055	
36	36 Steeplebush	2-000-020-056	
37	37 Steeplebush	2-000-020-057	

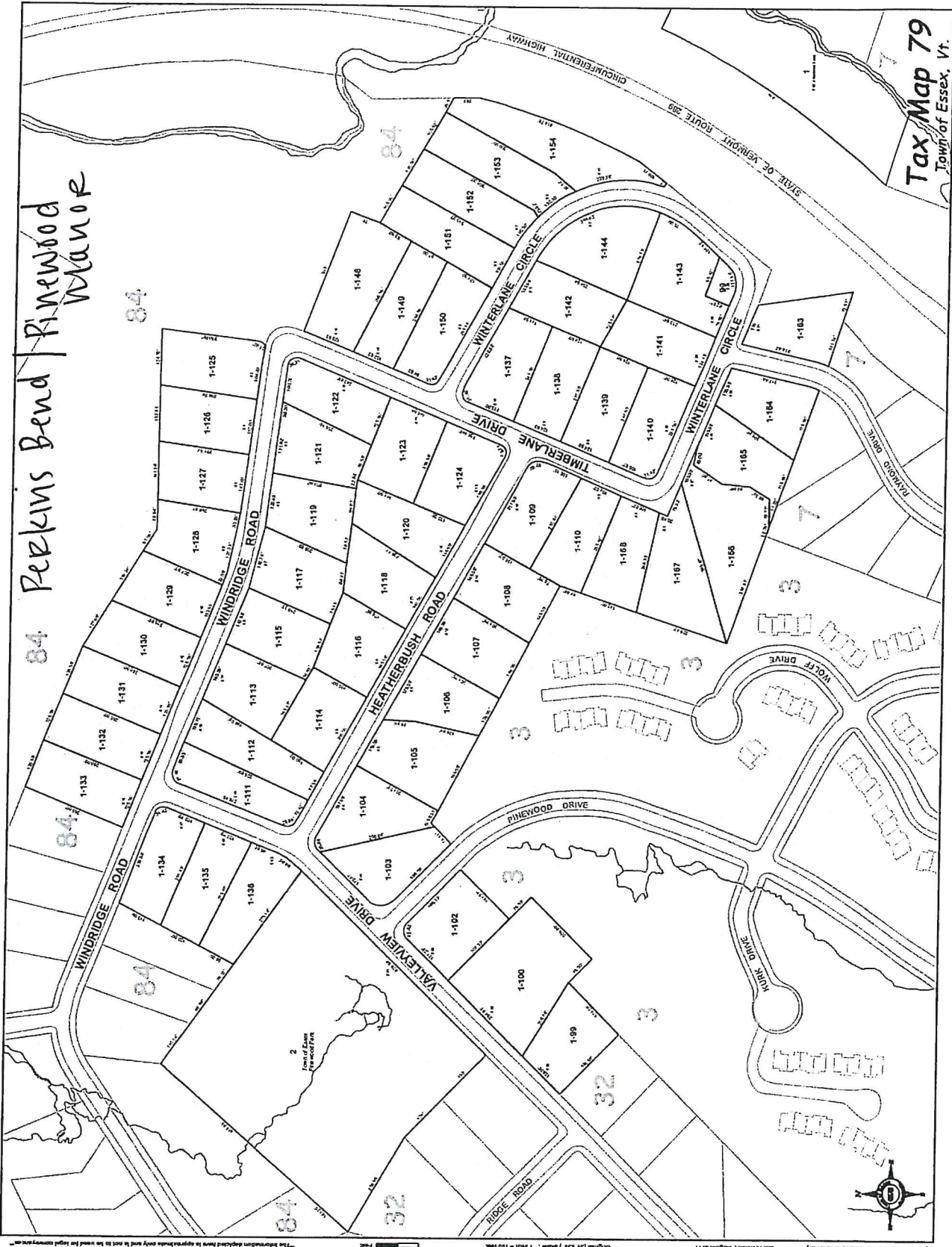
Steeplebush West

Lot #	EST Street/Address	Parcel Number	Owner
1	1 Steeplebush West	2-000-020-058	
2	2 Steeplebush West	2-000-020-059	
3	3 Steeplebush West	2-000-020-060	
4	4 Steeplebush West	2-000-020-061	
5	5 Steeplebush West	2-000-020-062	
6	6 Steeplebush West	2-000-020-063	
7	7 Steeplebush West	2-000-020-064	
8	8 Steeplebush West	2-000-020-065	
9	9 Steeplebush West	2-000-020-066	
10	10 Steeplebush West	2-000-020-067	
11	11 Steeplebush West	2-000-020-068	
12	12 Steeplebush West	2-000-020-069	
13	13 Steeplebush West	2-000-020-070	
14	14 Steeplebush West	2-000-020-071	
15	15 Steeplebush West	2-000-020-072	
16	16 Steeplebush West	2-000-020-073	
17	17 Steeplebush West	2-000-020-074	
18	18 Steeplebush West	2-000-020-075	
19	19 Steeplebush West	2-000-020-076	
20	20 Steeplebush West	2-000-020-077	
21	21 Steeplebush West	2-000-020-078	
22	22 Steeplebush West	2-000-020-079	
23	23 Steeplebush West	2-000-020-080	
24	24 Steeplebush West	2-000-020-081	
25	25 Steeplebush West	2-000-020-082	
26	26 Steeplebush West	2-000-020-083	
27	27 Steeplebush West	2-000-020-084	
28	28 Steeplebush West	2-000-020-085	
29	29 Steeplebush West	2-000-020-086	
30	30 Steeplebush West	2-000-020-087	
31	31 Steeplebush West	2-000-020-088	
32	32 Steeplebush West	2-000-020-089	
33	33 Steeplebush West	2-000-020-090	
34	34 Steeplebush West	2-000-020-091	
35	35 Steeplebush West	2-000-020-092	
36	36 Steeplebush West	2-000-020-093	
37	37 Steeplebush West	2-000-020-094	

Tax Map 98
 Town of Essex, Vt.



Tax Map 3
Town of Essex, Vt.



84 Perkins Bend Pinewood Manor

Tax Map 79
Town of Essex, Vt.

Printed: 03-10-11 08:26:32 Wednesday
Last revision: August 2011
Original (24'x36') Scale: 1 inch = 100 feet
The information depicted here is approximate only and is not to be used for legal purposes.

Perkins Bend / Pinewood Manor



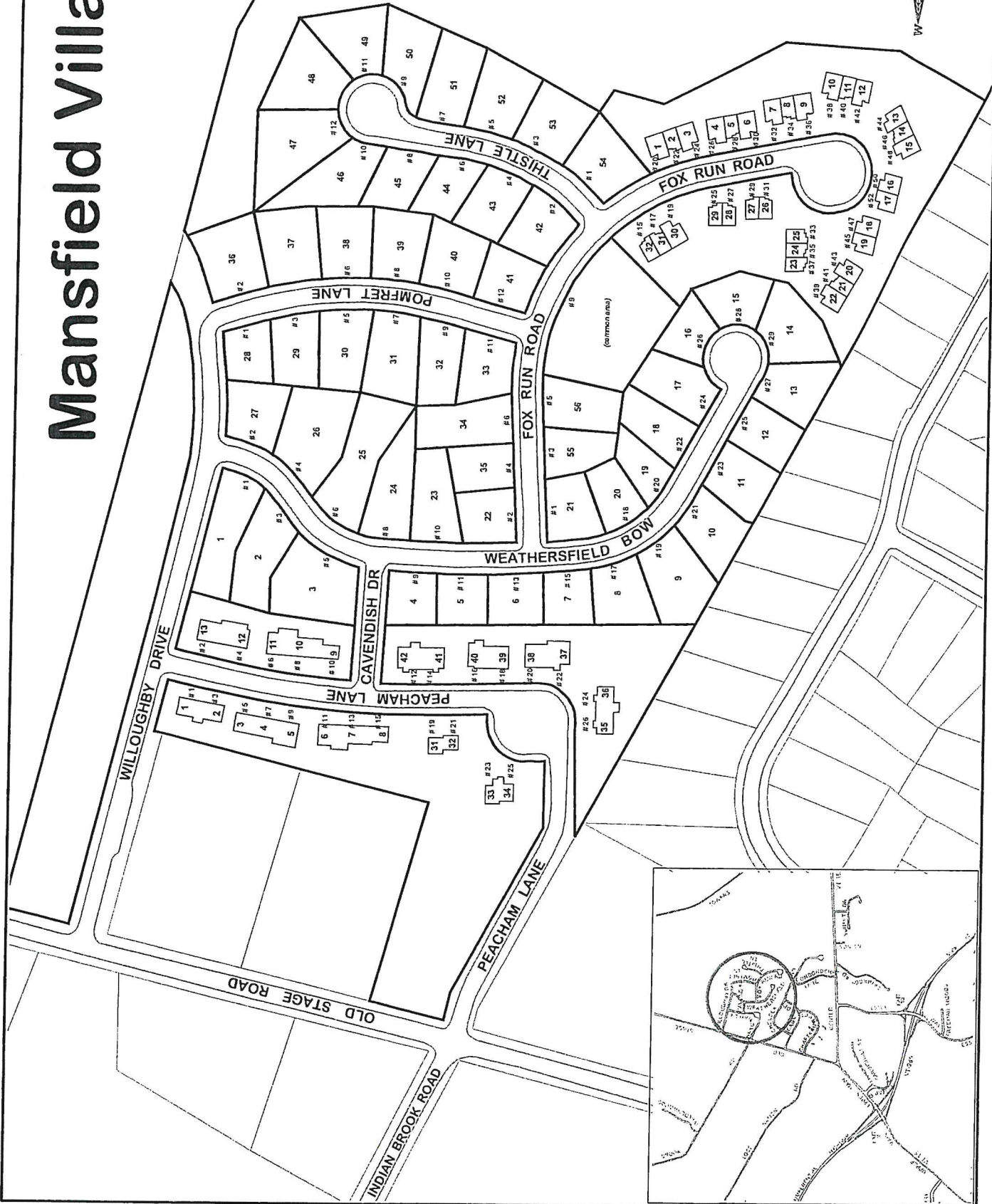
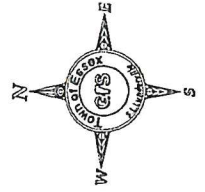
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Tax Map 31
Town of Essex, Vt.

Printed: 14-AUG-07 09:23:23 Tuesday
Last revision: August 2007
Original (37x57) scale: 1 inch = 100 feet
The information displayed here is approximate only and is not to be used for legal conveyance.

Mansfield Village





INVENTORY REQUEST FORM FY2023 Unified Planning Work Program

Please submit one form per inventory request. Forms should be emailed as a Word attachment to: mdistel@ccrpcvt.org. This form can be downloaded from the CCRPC website at: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

Submitted by (Name, Title)	Aaron Martin, P.E., Director of Public Works Operations
Municipality/Agency/Organization:	Town of Essex
Telephone	(802) 878-1344
Email	amartin@essex.org
Date of Submittal	1/21/2022

TYPE OF INVENTORY:

Sidewalks	<input type="checkbox"/>	Any time sensitive restrictions to be aware of? (paving of roads or other planned construction projects)	
Signs	<input type="checkbox"/>		
Culverts	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Pavement (using PAVER software)	<input checked="" type="checkbox"/>	If yes, please list segments:	

Other Comments (are there any changes to the existing pre-defined data model?)

The Town of Essex worked with the Village of Essex Junction and the CCRPC in 2016 to completely inventory, rate, and classify all paved roads within the Town of Essex. A Pavement Condition Index was calculated for each segment of road and ranked by condition. Town of Essex has used the current PCI ranking to prioritize and schedule the paving of road segments throughout the community over the past five years. Being the data is now more than five years old, and the PCI of each road has changed due to a pavement reconditioning event or by further deterioration, the Tow would like an updated survey and pavement ranking throughout all the paved roads within the Town of Essex to be completed this summer. The Town will provide all updated documentation and additional field assistance as needed.



TURNING MOVEMENT COUNT REQUEST FORM
FY2023 Unified Planning Work Program

Please submit one form per count request. Forms should be emailed as a Word attachment to: mdistel@ccrpcvt.org. This form can be downloaded from the CCRPC website at: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

Submitted by (Name, Title)	Dennis Lutz, PE
Municipality/Agency/Organization:	Town of Essex
Telephone	802 8781344
Email	dlutz@essex.org
Date of Submittal	1/21/2022

Location (Please be as specific as possible. Feel free to attach maps)
Weed Road between Essex Highlands and Sleepy Hollow Road Essex Way between the Circ Highway and the Post office Kellogg Road between Morse drive and Susie Wilson Road Lower Sand Hill Road approaching Vt117 Pinecrest Drive near Susie Wilson Road Thompson Drive NOTE: there may be other roads substituted for the referenced list later in the spring

Peak Hour (7-9 am, 4-6 pm)	<input type="checkbox"/>	Should this count be completed during the academic school year? If so, when does your local school end? When is the last date of regular school bus travel?
12 hour (6 am – 6 pm)	<input checked="" type="checkbox"/>	
Custom (describe below)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Prefer weekday counts		

Other Comments (are there specific dates, unique turning movements, or variables you would like to capture?)
Truck traffic and total traffic on lower Sand Hill Road, Thompson Drive and Kellogg Rd if possible

From: Elaine Haney

Subject: Input regarding discussion of shared EDC

Date: January 18, 2022 at 10:51:36 PM EST

To: Andrew Brown <abrown@essexjunction.org>, Raj Chawla <rchawla@essexjunction.org>, George Tyler <gt Tyler@essexjunction.org>, Dan Kerin, Thibeault Amber <AThibeault@essexjunction.org>

Cc: Brad Luck <bluck@ejrp.org>

Dear Village Trustees,

I am writing regarding the upcoming discussion with the Selectboard regarding boards and commissions and whether the Town should continue to have a joint Economic Development Commission with the City of Essex Junction after separation.

As a resident and former elected member of both boards, I believe continuing to share the EDC would not be in the best interest of the city. I recommend creating a new entity that reports solely to the new city council and not to the Selectboard, with a jurisdiction limited to city boundaries.

For many years the Selectboard has had a very different approach to economic development from the Trustees. The Selectboard maintains distance from its EDC—and all its committees in general—and is not directly involved in Town economic development. The [mission of the EDC](#) is “to serve as an *advisory resource* [emphasis theirs] to relevant staff departments, town commissions and committees, and to the governing board(s) of the Essex Community.” I recall few, if any, interactions over the last several years in which the EDC advised the Selectboard, or that the Selectboard requested input from the EDC.

The EDC currently is not charged with any duties other than to communicate with Town government an “understanding of the state of existing businesses” and “appreciation for the impact of emerging issues, trends or state policies.” This narrow charge and laissez faire approach is the Selectboard’s preference, but it limits the commission’s potential in a way that I believe would be counter to the goals and needs of the City of Essex Junction.

The EDC has certainly been at the table for conversations with key employers, but various efforts to enhance the economic future of the Town have not gained traction, and economic development activity has been mostly undertaken by Town staff. While the EDC definitely advises the staff in some respects, I believe the City of Essex Junction will require more input and support than the current EDC is empowered to provide.

In addition, one of the many consequences of being an incorporated Village is that the Selectboard has traditionally not needed to pay much attention to Village economic development because the Village government has always been responsible for it. As a result, Selectboard members have been largely unaware of economic development in

the Village; my experience as a Selectboard member bears this out. I believe the City of Essex Junction will require more, not less engagement and direction from elected officials.

The two communities' future development needs are also divergent. The Town Plan is an exciting vision for its economic future that is very different from the Village Plan. It will involve not just building a new Town Center, but also developing the industrial areas at Saxon Hill and Allen Martin Drive, and maintaining open space. The city will have very different needs involving infill and density, transportation hub planning, and downtown revitalization. I believe having separate economic development entities will allow each municipality to focus on its own, very different priorities.

In contrast to the Selectboard, the Village Trustees' approach to economic development has been much more hands-on, pointing to a need for a more proactive economic development entity. Here are just a few examples of recent initiatives in which the Trustees have taken an active interest or had a part in bringing about:

-
- The Crescent Connector project
-
-
- The pocket park at Five Corners
-
-
- The investment of \$100,000 in the Park Street parking garage
-
-
- Years' worth of effort to revitalize the train station
-

I believe the future economic development needs of Essex Junction will require our own, proactive economic development entity that is charged with a greater scope of responsibility that can enhance and support the work of staff. Here are some examples of those needs:

- The Trustees have demonstrated over many years a commitment to our village center / downtown area. The existing Village Center Designation will need to be converted to a Downtown Designation if we become a city, requiring the creation of an organization tasked with ensuring the ongoing vitality of the area, especially in light of recent and expected population growth.

- The continued development of the Five Corners area will result in more retail space availability and a need to recruit new businesses. These new businesses will need support.
- Essex Junction's transportation hub requires continued participation in planning locally, regionally, and at the state level regarding passenger rail and buses.
- We must reestablish and maintain effective, positive relationships with Global Foundries, CVE, and the scores of businesses located in Essex Junction.
- Potentially closing a portion of Main Street for pedestrians will require ongoing public engagement.

I believe residents and businesses alike will benefit from the clarity and predictability separation will bring. As an independent municipality, we will no longer have duplicative processes, codes, committees, and staff. It follows that we should also have our own economic development entity.

I believe that upon separation the Town and City should regard each other as neighboring municipalities, just like we regard Williston and Colchester, and work together when the situation warrants. The Tri-Town Agreement for wastewater is a great example of this.

The Village Trustees are developing a strong vision for our future that the new city council will carry forward. An economic development entity specific to the city that is not tied to the goals and preferences of another municipality will help make that vision real.

I would appreciate it if this letter could be included in the reading file of the packet for the meeting when this topic is discussed. Thanks very much for your consideration.

Best,

Elaine Haney
(she/her)

TOWN OF ESSEX, VERMONT

RULE REQUIRING WEARING FACE COVERINGS INDOORS IN PUBLIC SPACES

Section 1. Authority.

This Rule is adopted by the Selectboard of the Town of Essex under authority of Act 1, an act relating to temporary municipal rules in response to COVID-19 (2021), [effective December 7, 2021](#).

Section 2. Purpose.

The purpose of this Rule is to require all individuals to wear face coverings while indoors at locations that are open to the public in order to prevent and mitigate the spread of COVID-19 and protect the public health and safety of the Town of Essex.

Section 3. Requirement to Wear Face Coverings.

All individuals in the Town of Essex shall wear face coverings while indoors at locations that are open to the public, and these locations shall prominently display this requirement at their entrance.

Section 4. Exceptions.

Face coverings are not required for:

- Children under 2 years
- A person with a disability who cannot wear a face covering or cannot safely wear a face covering for reasons related to the disability
- A person for whom wearing a face covering would create a risk to workplace health, safety, or job duty as determined by the workplace risk assessment
- Any person while eating or drinking inside any establishment that serves food or beverage

Section 5. Other Laws.

This Rule is in addition to all other ordinances and rules of the Town of Essex and all applicable laws of the State of Vermont. All ordinances, rules, or parts of ordinances, rules, resolutions, regulations, or other documents inconsistent with the provisions of this Rule are hereby repealed to the extent of such inconsistency.

Section 6. Severability.

If any section or provision of this Rule is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this Rule.

Section 7. Effective Period.

This Rule shall take effect [immediately on December 7, 2021](#) upon the approval by the Selectboard and shall remain in effect for a period not to exceed 45 days following its initial adoption, [through January 21, 2022](#). The Selectboard shall meet during the 45-day period in which this initial Rule is in effect and vote either to rescind this Rule or to

extend it for an additional 30 days. Thereafter, the Selectboard shall meet at a minimum once every 30 days to reconsider this Rule, at which meeting the Selectboard shall vote either to rescind this Rule or to extend it for an additional 30-day period, [not to extend beyond April 30, 2022 in accordance with Act 1](#). The filing of a petition under 24 V.S.A. §§ 1972 and 1973, shall not govern the taking effect of this Rule.

ADOPTED by the Selectboard of the Town of Essex of at its meeting on this 6th day of December, 2021; [and extended through February 20, 2022 by the Selectboard at its meeting on the 18th day of January, 2022.](#)

Andy Watts, Chair

Patrick Murray, Vice Chair

Tracey Delphia, Clerk

Susan Cook

Dawn Hill-Fleury



Vermont Facility
1000 River Road – B966
Essex Junction, VT 05452

January 7, 2022

Re: Public Notice of Modification to GLOBALFOUNDRIES Hazardous Waste Facility Permit

To Whom It May Concern:

I am writing to inform you about the following modifications to the GLOBALFOUNDRIES hazardous waste facility permit.

Pursuant to Vermont Hazardous Waste Management Regulations, Subchapter 5, Section 7-507 and 40 CFR Part 270.42(a)(1)(i), GLOBALFOUNDRIES is providing notice of a Class 1 modifications to its RCRA Certification Number VTR000524868. Per Appendix I to 40 CFR 270.42, this modification did not require prior approval.

GLOBALFOUNDRIES has completed the following modification;

- 10/27/2021 GLOBALFOUNDRIES replaced 12 ft of black iron stainless steel piping of the General Solvent 1 waste line in Building 963 with stainless steel piping of the same configuration and diameter.

The above modification under 40 CFR 270.42 Appendix I (A)(3) Equipment replacement or upgrading with functionally equivalent components would be considered Class 1 permit modifications. This modification was necessary to continue manufacturing plant operations.

Pursuant to Title 40, Code of Federal Regulations, Section 270.42(a)(1)(ii), GLOBALFOUNDRIES is notifying the individuals and organizations on its facility mailing list.

If you would like additional information or would like to be removed from this mailing list, please contact Andrea McCullen at (802) 288-6030, or email at andrea.pomroy-mccullen@globalfoundries.com.

Sincerely,

A handwritten signature in dark ink, appearing to read "Andrew J.", with a long horizontal flourish extending to the right.

Andrew Lacourciere
Northeast Regional Environmental Manager