

**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING AGENDA - REVISED**

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, October 25, 2023  
**6:30 PM**

E-mail: [admin@essexjunction.org](mailto:admin@essexjunction.org)

[www.essexjunction.org](http://www.essexjunction.org)

Phone: (802) 878-6944

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

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

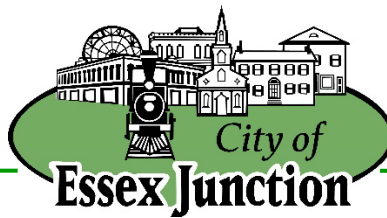
1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Tree Farm Management Group Season Summary Presentation
  - b. \*Interview & Consider Appointments to CCCUD (Chittenden County Communications Union District) and Brownell Library Trustees
  - c. Discussion & Consideration of Health Officer
  - d. Department Head Conversation with Chelsea Mandigo
  - e. Acting as the Cannabis Control Board Commission: Consider Approval of S-000004597, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT
  - f. Discussion and Consideration of an Application to the VLCT Welcoming and Engaging Communities Program
6. **CONSENT ITEMS**
  - a. Approve Check Warrant #24015 (10022023), #24016 (10132023), #24019 (10202023)
  - b. Approve Minutes: October 11, 2023
  - c. Acting as the Liquor Control Commission: Liquor License Approval
  - d. Approve the DWSRF Service Line Inventory Loan Agreement
7. **READING FILE**
  - a. Council Member & Manager Comments
  - b. Brownell Sustainable Library Certification
  - c. Howard Center Community Outreach FY23 Annual Report
  - d. Tree Advisory Committee Greatest Tree Contest Winners 2023
  - e. Capital Review Committee Minutes October 3, 2023
  - f. Planning Commission Minutes October 5, 2023
  - g. Development Review Board Minutes October 19, 2023
  - h. Tree Advisory Committee Minutes October 17, 2023
  - i. Bike Walk Committee Minutes October 16, 2023
  - j. Seven Days Article: "Chittenden County Homebuilding Campaign Is Falling Far Short of Its Goal"
8. **EXECUTIVE SESSION**
  - a. \*An executive session may be needed to discuss an Appointment of a Public Official
9. **ADJOURN**

*Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the*

**CITY OF ESSEX JUNCTION CITY COUNCIL**

**MEETING AGENDA – June 28, 2023**

*President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.*



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** October 25, 2023

**Subject:** Tree Farm Management Group Operation and Financial Season Summary

---

**Issue:** The issue is to provide a TFMG operational and financial season summary.

**Discussion:** Board members of the Tree Farm Management Group will present an operational and financial report. A condition of the lease agreement (item 3b) is to present to both legislative bodies between September – December of every year through the entirety of the Lease.

**Cost:** N/A

**Recommendation:** No action is needed at this time.

### Attachments:

Balance Sheet – 8.18.23

Physical Assets – 5.14.23

Financials – Jan 2023

Lease

Management Agreement

**TREE FARM MANAGEMENT GROUP**  
**Statement of Financial Position**  
**As of August 18, 2023**

**ASSETS**

**Current Assets**

Checking	\$35,248.50
Business Money Market	\$25,388.37
CD	\$25,000.00
	<b>\$85,636.87</b>

**Non-Current Assets**

Benches (20)	\$0.00
Corner Posts & Flags (70)	\$1,797.00
Goals - 8 Sets (Full Size)	\$0.00
Goals - 13 Sets (U12)	\$0.00
Nets - 8 sets (Full Size)	\$1,664.00
Nets - 13 sets (U12)	\$2,184.00
Sand Bags/ Water Weights (50)	\$1,800.00
Trash/ Recycle Bins (24)	\$0.00
Water Hoses (7)	\$1,400.00
Water Reels (4)	\$15,500.00
	<b>\$24,345.00</b>

**TOTAL ASSETS** **\$109,981.87**

**LIABILITIES**

**Current Liabilities** \$0.00

**Non Current Liabilities** \$0.00

**TOTAL LIABILITIES** \$0.00

**NET ASSETS** **\$109,981.87**

## List of Physical Assets

Location: Tree Farm Complex/Pole Barn

<b>ITEM</b>	<b>QUANTITY</b>	<b>OWNED BY</b>
Goals & nets (full-size)	8 sets (16 total)	TFMG = 7 sets Nordic = 1 set
Goals & nets (U12 size)	13 sets (26 total)	TFMG = 12 sets Nordic = 1 set
Goals & nets (U12 size – old)	6 sets (12 total)	TFMG = 3 sets Nordic = 3 sets
Paint machines	4	TFMG
Water cannon	3	TFMG
Water hoses	7 (approx.)	TFMG
Corner posts & flags	70 (approx.)	TFMG
Sand bags	50 (approx.)	TFMG
Trash barrels	24 (approx.)	TFMG
Wooden/team benches	20 (approx.)	TFMG

# Income & Expense Summary - 2023

1/1/2023 through 12/31/2023

5/14/2023

Page 1

Category	1/1/2023- 12/31/2023
<b>INCOME</b>	
Adult League	1,720.00
Interest Inc	75.30
Youth Club Field Reservations	19,853.54
<b>TOTAL INCOME</b>	<b>21,648.84</b>
<b>EXPENSES</b>	
Chemical Applications	6,042.68
Contract Services	3,000.00
Core Aeration	1,434.32
Core Dragging	448.54
Equipment Rental & Repair	0.00
Equipment, Goals & Nets	4,672.19
Fees & Charges	24.86
Field Lining	3,966.31
Field Maintenance	3,940.91
Insurance	-177.00
Irrigation	293.29
Mowing	0.00
Other Expense	1,544.00
Portolets	1,140.00
Postage	248.00
Rent & Utilities	526.51
Road Maintenance	1,670.42
Trash Removal	174.95
<b>TOTAL EXPENSES</b>	<b>28,949.98</b>
<b>OVERALL TOTAL</b>	<b>-7,301.14</b>

5/14/2023

### Cash Balances - As of 12/31/2023

Page 1

<u>Account</u>	<u>12/31/2023 Balance</u>
<b>Bank ...</b>	
BU...	50,281.95
CH...	40,096.60
<b>TO...</b>	<b>90,378.55</b>
<b>OVER...</b>	<b>90,378.55</b>

5/14/2023

### Income & Expense Report By Month - 2023

1/1/2023 through 12/31/2023

Category	1/1/2023-1/31/2023	2/1/2023-2/28/2023	3/1/2023-3/31/2023	4/1/2023-4/30/2023	5/1/2023-5/31/2023	6/1/2023-6/30/2023	7/1/2023-7/31/2023	8/1/2023-8/31/2023
<b>INCOME</b>								
Adult League	0.00	720.00	0.00	0.00	0.00	1,000.00	0.00	0.00
Interest Inc	21.33	24.84	29.13	0.00	0.00	0.00	0.00	0.00
Youth Club Field Reservations	0.00	0.00	0.00	0.00	0.00	19,853.54	0.00	0.00
<b>TOTAL INCOME</b>	<b>21.33</b>	<b>744.84</b>	<b>29.13</b>	<b>0.00</b>	<b>0.00</b>	<b>20,853.54</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>								
Chemical Applications	0.00	0.00	0.00	0.00	3,021.34	3,021.34	0.00	0.00
Contract Services	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00
Core Aeration	0.00	0.00	0.00	0.00	717.16	717.16	0.00	0.00
Core Dragging	0.00	0.00	0.00	0.00	224.27	224.27	0.00	0.00
Equipment Rental & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment, Goals & Nets	0.00	0.00	0.00	0.00	4,562.72	109.47	0.00	0.00
Fees & Charges	20.00	4.86	0.00	0.00	0.00	0.00	0.00	0.00
Field Lining	0.00	0.00	0.00	0.00	2,748.31	1,218.00	0.00	0.00
Field Maintenance	0.00	0.00	0.00	0.00	3,903.78	37.13	0.00	0.00
Insurance	0.00	-177.00	0.00	0.00	0.00	0.00	0.00	0.00
Irrigation	0.00	0.00	0.00	0.00	225.27	68.02	0.00	0.00
Mowing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Expense	1,544.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Portolets	0.00	0.00	0.00	0.00	1,140.00	0.00	0.00	0.00
Postage	0.00	248.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent & Utilities	21.51	23.62	25.03	0.00	430.69	25.66	0.00	0.00
Road Maintenance	0.00	0.00	0.00	0.00	1,074.42	596.00	0.00	0.00
Trash Removal	0.00	0.00	0.00	0.00	0.00	174.95	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>1,585.51</b>	<b>99.48</b>	<b>25.03</b>	<b>19,547.96</b>	<b>7,692.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-1,564.18</b>	<b>645.36</b>	<b>4.10</b>	<b>-19,547.96</b>	<b>13,161.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



5/14/2023

Category

9/1/2023- 10/1/2023- 11/1/2023- 12/1/2023- OVERALL  
 9/30/2023 10/31/2023 11/30/2023 12/31/2023 TOTAL

Income & Expense Report By Month - 2023  
 1/1/2023 through 12/31/2023

**INCOME**

Adult League	0.00	0.00	0.00	0.00	1,720.00
Interest Inc	0.00	0.00	0.00	0.00	75.30
Youth Club Field Reservations	0.00	0.00	0.00	0.00	19,853.54
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,648.84</b>

**EXPENSES**

Chemical Applications	0.00	0.00	0.00	0.00	6,042.68
Contract Services	0.00	0.00	0.00	0.00	3,000.00
Core Aeration	0.00	0.00	0.00	0.00	1,434.32
Core Dragging	0.00	0.00	0.00	0.00	448.54
Equipment Rental & Repair	0.00	0.00	0.00	0.00	0.00
Equipment, Goals & Nets	0.00	0.00	0.00	0.00	4,672.19
Fees & Charges	0.00	0.00	0.00	0.00	24.86
Field Lining	0.00	0.00	0.00	0.00	3,966.31
Field Maintenance	0.00	0.00	0.00	0.00	3,940.91
Insurance	0.00	0.00	0.00	0.00	-177.00
Irrigation	0.00	0.00	0.00	0.00	293.29
Mowing	0.00	0.00	0.00	0.00	0.00
Other Expense	0.00	0.00	0.00	0.00	1,544.00
Portolets	0.00	0.00	0.00	0.00	1,140.00
Postage	0.00	0.00	0.00	0.00	248.00
Rent & Utilities	0.00	0.00	0.00	0.00	526.51
Road Maintenance	0.00	0.00	0.00	0.00	1,670.42
Trash Removal	0.00	0.00	0.00	0.00	174.95
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,949.98</b>

<b>OVERALL TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,301.14</b>
----------------------	-------------	-------------	-------------	-------------	------------------

**Tree Farm Operations Plan**  
2023 Actuals vs 2023 Budget

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023 Total	2022 Actuals	2023 Forecast	Difference	Percent	
<b>INCOME</b>																		
Youth Club Field Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$19,853.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,853.54	\$87,433.13	\$96,000.00	(\$76,146.46)	10243313.00%	
Adult League Field Rental	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	\$30,834.00	\$34,000.00	(\$33,280.00)	3083400.00%	
Rugby/Other Field Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	\$5,000.00	\$4,980.00	504000.00%	
Tournaments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$4,980.00	0.00%
Field Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Income	\$21.33	\$24.84	\$29.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73.30	\$89.37	\$100.00	(\$24.70)	8937.00%	
Other Income/Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	100000.00%	
<b>TOTAL INCOME</b>	<b>\$21.33</b>	<b>\$744.84</b>	<b>\$29.13</b>	<b>\$0.00</b>	<b>\$20,853.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,848.84</b>	<b>\$124,396.50</b>	<b>\$163,100.00</b>	<b>(\$103,471.16)</b>	<b>-83.44%</b>	
<b>EXPENSES</b>																		
Field Mowing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,998.31	\$88,276.22	\$71,007.27	(\$71,007.27)	-100.00%
Field Lining (4-Crew)	\$0.00	\$0.00	\$0.00	\$2,748.31	\$1,218.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,966.31	\$14,313.41	\$14,313.41	(\$14,347.10)	1431341.00%	
Field Paint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,585.08	\$8,000.00	(\$8,000.00)	1558508.00%	
Field Maintenance	\$0.00	\$0.00	\$0.00	\$1,074.42	\$586.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,670.42	\$1,385.00	\$3,500.00	(\$1,829.58)	-52.27%	
Field Rehab	\$0.00	\$0.00	\$0.00	\$3,803.78	\$37.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,940.91	\$9,235.83	\$10,000.00	(\$6,059.09)	-60.59%	
Chemical Applications	\$0.00	\$0.00	\$0.00	\$177.16	\$717.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,434.32	\$5,593.28	\$6,000.00	(\$4,555.68)	-76.09%	
Core Aeration	\$0.00	\$0.00	\$0.00	\$224.27	\$224.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$448.54	\$0.00	\$0.00	\$293.29	#DIV/0!	
Core Dragging	\$0.00	\$0.00	\$0.00	\$225.27	\$68.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$293.29	\$0.00	\$0.00	(\$293.29)	-100.00%	
Irrigation Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,880.00	\$9,235.20	(\$8,095.20)	-87.65%	
Hydrant Blowout	\$0.00	\$0.00	\$0.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00	\$2,203.68	\$2,291.83	(\$2,116.89)	-92.37%	
Patriots	\$0.00	\$0.00	\$0.00	\$0.00	\$174.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$174.95	\$8,041.00	\$8,400.00	(\$5,400.00)	-64.29%	
Trash Removal	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$1,581.09	\$3,500.00	(\$2,973.49)	-84.96%	
Water & Electric	\$21.31	\$23.62	\$25.03	\$430.89	\$25.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$528.51	\$232.00	\$250.00	(\$2.00)	-8.00%	
Postage	\$0.00	\$248.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$248.00	\$0.00	\$35.00	(\$15.00)	-42.88%	
Business Registration Fees	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$6,108.89	\$6,000.00	(\$3,927.81)	-41.80%	
Equipment, Goods & Misc	\$0.00	\$0.00	\$0.00	\$4,562.72	\$109.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,672.19	\$2,603.91	\$4,000.00	(\$4,000.00)	-100.00%	
Equipment Rental & Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,308.00	\$1,500.00	(\$1,877.00)	-111.80%	
Insurance	\$0.00	(\$177.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$177.00)	\$1,544.00	\$1,550.00	(\$8.00)	-0.38%	
Software Fees	\$1,544.00	\$4.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.86	\$776.67	\$550.00	(\$495.14)	-99.03%	
Other Expense	\$0.00	\$93.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.48	\$147,596.34	\$152,682.71	(\$130,223.95)	-85.29%	
<b>TOTAL EXPENSE</b>	<b>\$1,585.51</b>	<b>\$93.48</b>	<b>\$25.03</b>	<b>\$19,547.96</b>	<b>\$7,692.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,949.98</b>	<b>\$147,596.34</b>	<b>\$152,682.71</b>	<b>(\$130,223.95)</b>	<b>-85.29%</b>	
<b>NET INCOME</b>	<b>(\$1,564.18)</b>	<b>645.36</b>	<b>4.10</b>	<b>(19,547.96)</b>	<b>13,161.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(7,301.14)</b>	<b>(23,199.84)</b>	<b>10,417.29</b>	<b>\$28,752.79</b>	<b>256.81%</b>	



## TREE FARM RECREATION FACILITY LEASE

This Tree Farm Recreation Facility Lease (hereinafter "Lease") is made by and between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452, and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 (herein also referred to jointly as "Lessor") and the Tree Farm Management Group Corporation ("TFMG" or "Lessee") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 05452

### **1. PROPERTY**

- a. Lessor does hereby lease and rent to Lessee, TFMG, property known as the Tree Farm Recreation Facility ("Property" or "Tree Farm"), which consists of approximately 99 acres of field and wooded areas in both the Town and City from the date of execution of this Lease through December 31, 2025.
- b. The Property includes the overflow parking lot off Old Colchester Road, next to the footbridge on the western side of the Property.
- c. The Property does not include the three buildings at the front of the complex, adjacent to the main access road.

### **2. TFMG'S RESPONSIBILITIES**

- a. This Lease incorporates herein and is made in connection with the Management Agreement executed by the City, Town and TFMG dated January 17, 2023 ("Management Agreement").
- b. TFMG shall obtain and maintain, at its own expense, all permits, or licenses required for permitted activities on the Property and shall comply with the terms and conditions of any of those permits or licenses including, but not limited to, any Town, City or Act 250 permits.
- c. TFMG shall develop, operate, and maintain the Property in a safe and sanitary condition, consistent with the intended use, as a facility dedicated to field-based and non-motorized sports, as defined in the Management Agreement and paragraph 3d below. All costs of such development, operation, and maintenance of the Property shall be the responsibility of TFMG. TFMG shall be entitled to use the pole barn (so-called) building on the Property.
- d. TFMG shall comply with all laws and regulations of the United States of America and the State of Vermont, and all applicable local ordinances, codes, and regulations.
- e. TFMG shall pay any and all taxes or assessments that may be lawfully levied against TFMG by reason of its operations on the Property.
- f. TFMG shall maintain commercial general liability and premises liability insurance for the Property and shall ensure that any renters or group users also maintain insurance for any events hosted at the Property consistent with the following limits:

- i. Workers Compensation Insurance in accordance with the laws of the State of Vermont covering all employees of TFMG or any sub-lessee.
- ii. Commercial General Liability for Bodily Injury and Property Damage – combined single limits of no less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- iii. Insurance policies shall be endorsed to show the Town and City are named as additional insureds.
- iv. TFMG shall provide a certificate of insurance to the municipal managers of the Town and City on an annual basis demonstrating that such policies have been issued and are in force, and that said insurance companies agree to notify the Municipalities/Lessor at least thirty (30) days prior to the date of termination or change in said policies.
- v. TFMG shall obtain a certificate of insurance that contains the same liability limits from any sub-tenant or sub-lessee using the Property for an event.

### 3. OTHER CONDITIONS

- a. Open Meeting Law: The TFMG shall comply with Vermont's Open Meeting Laws (1 V.S.A. §§ 310–314) for all management group meetings. Vermont's open meeting law requires all meetings of public bodies to be open to the public at all times unless a specific exception applies (i.e., Executive Session). The purpose of the law is to promote transparency, accountability, and better decision-making in government. The TFMG meeting schedule, agenda, and minutes will be posted on their regular media platforms and physically in the Town and City municipal buildings in addition to any other locations in order to comply with Open Meeting Law.
- b. TFMG will present to both legislative bodies (together or separately) a summary of the year's financials and overall operations between the months of September-December every year through the entirety of the Lease.
- c. By April 15, 2023 the composition of the 11 member TFMG Board of Directors shall be updated to meet the original intent of appointees from various organizations, municipalities, and interests, to address organizational changes and to ensure equal representation by the Town and City. Following this effort, TFMG will make every effort to fill all Board vacancies and maintain a full complement of Board members through the entirety of the Lease.
- d. The use of the Property shall be limited to passive recreation, associated uses, and field-based and non-motorized trail use, with exception to the parking lot, which may be used by other organizations for special events for no more than fifteen (15) days per calendar year (i.e., Champlain Valley Exposition, Essex High School, etc.) for overflow parking. Such use must be approved by the TFMG and agreed to by the Essex Police Department. TFMG shall not approve the use of the field space for parking or other use, except for

passive recreation and field sports, unless otherwise agreed to by the Essex Junction City Council and the Town of Essex Selectboard.

- e. TFMG will ensure inclusive and equitable field rental opportunities to current and future field-based recreation users to adapt to facility use needs and demands.
  - f. Finances:
    - i. A facility fee structure shall be established and posted by the TFMG for each of the next three operating seasons of this Lease, with the facility fee structure being included in the annual summary presented to the City Council and Town Selectboard each fall.
    - ii. Upon request, the TFMG shall make its financial records available for reasonable inspection and copying at reasonable times to the Lessor and the public.
  - g. It shall be made clear to the public, through signs and/or other mediums, that the Property is available to the general public for passive recreation and other uses, subject to reasonable regulations that may be adopted by the TFMG Board of Directors.
  - h. TFMG shall not discriminate based on race, religion, national origin, or sex, in any aspect of its operations, permitting, and approved sub-leases.
  - i. After the expiration of this Lease, neither the Town nor the City shall have any further obligation to TFMG, unless otherwise mutually agreed upon. TFMG shall leave the Property in a satisfactory condition or be financially responsible for the restoration of the Property by the Lessor or their private contractors.
4. **ASSIGNMENT:** This Lease may not be assigned without the prior written approval of the Town and City, which may be withheld for any reason. Assignment shall not be construed to mean regular field rentals, which are in the ordinary course of TFMG operations.
5. **TERMINATION:** This Lease may be terminated prior to its expiration in accordance with the provisions set forth in the Management Agreement under Section VIII.
6. **RELEASE OF LIABILITY.** – TFMG agrees to release, indemnify and hold harmless the Town and City, their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Property. Such indemnity shall include but not limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Lease or use of the Property by TFMG or its customers or users.

7. **INVALID PROVISIONS:** In the event that any covenant, condition, or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition, or provision shall not impact the remaining covenants, conditions or provisions, provided that the validity of any such covenant, condition or provision does not materially prejudice either the Town, City or TFMG in its respective rights and obligations contained in the valid covenants, conditions, or provisions of this Lease.
  
8. **PREVIOUS AGREEMENTS:** This writing supersedes and takes precedence over all other agreements written or oral, regarding the subject matter of this Lease, with the exception of the Management Agreement which is expressly made a part hereof and incorporated herein, and it is intended by the parties hereto as the final, complete, and exclusive expression of their agreement.

Dated at Essex Junction, Vermont, this 17 day of January, 2023.

Janet Bush  
 Witness  
 STATE OF VERMONT  
 COUNTY OF CHITTENDEN, SS

**TREE FARM MANAGEMENT GROUP**  
Jason Hennekey  
 It's Authorized Agent  
 Jason Hennekey

At Essex Junction in said County and State, this 17 day of January, 2023, personally appeared Jason Hennekey duly authorized agent of the Tree Farm Management Group, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Tree Farm Management Group.

Cheryl Brown  
 Notary Public State of Vermont  
 Commission #0009833  
 Commission Expires: 1/31/2023

Cheryl Brown Deputy Town Clerk <sup>Essex</sup>  
 Notary Public  
 Commission Expires 1/31/2023

Janet Brown  
 Witness

**TOWN OF ESSEX**  
Gregory S. Duggan  
 It's Authorized Agent  
 Gregory S. Duggan

STATE OF VERMONT  
 COUNTY OF CHITTENDEN, SS

Cheryl Brown  
 Notary Public State of Vermont  
 Commission #0009833  
 Commission Expires: 1/31/2023

Cheryl Brown  
 Cheryl Brown  
 Deputy Town Clerk Essex  
 Notary Public  
 Commission Expires 1/31/2023

At Essex Junction in said County and State, this 17<sup>th</sup> day of January 2023, personally appeared Gregory S. Duggan duly authorized agent of the Town of Essex, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Town of Essex.

Jon Beer  
Witness

CITY OF ESSEX JUNCTION

Regina Mahony  
It's Authorized Agent  
Regina Mahony

STATE OF VERMONT  
COUNTY OF CHITTENDEN, SS

At Essex Junction in said County and State, this 17 day of January, 2023, personally appeared Regina Mahony duly authorized agent of the City of Essex Junction, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the City of Essex Junction.

Cheryl Brown  
Notary Public State of Vermont  
Commission #0009833  
Commission Expires: 1/31/2023

Cheryl Brown  
Cheryl Brown Essex  
Deputy Town Clerk  
Notary Public  
Commission Expires 1/31/2023

State of Vermont  
County of Chittenden, SS



## Management Agreement

- I. This Management Agreement is made between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452 and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 and the Tree Farm Management Group Corporation ("TFMG") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 05452 ("Management Agreement") is made on this 17<sup>th</sup> day of January, 2023, and effective as of January 1, 2023.
- II. This Management Agreement governs the operation of approximately 98 acres of field and wooded areas at the Tree Farm Recreation Facility ("Facility"), which is currently and shall continue to be used exclusively for field-based sports, non-motorized trail use and associated uses as defined below. This Management Agreement is being entered into to ensure that the management of the Tree Farm Recreation Facility is coordinated jointly between the Town and the City.
- III. **Definitions** - Throughout this Management Agreement, the following definitions apply:
  - a. Facility - the field and wooded areas (comprising approximately 98 of the 99 acres) of the Tree Farm Recreation Facility. This does not include the approximately one-acre area where the Buildings (as defined in the 02/15/2010 memorandum of understanding between the Town and City) are located.
  - b. Field-based sports - refers to soccer, lacrosse, rugby, ultimate Frisbee, flag football, or other use deemed appropriate by the Town and City and in conformance with this Agreement.
  - c. Field area - refers to the area currently utilized for field-based sports, as indicated on the attached map in purple and green.
  - d. Wooded area - refers to the forested area, as indicated on the attached map in green/gray and dotted.
  - e. Existing Trails - refers to the trails already in use in the wooded area.
  - f. Proposed Trails - refers to all additions to the network of existing trails.
  - g. Non-motorized trail use - refers to the following uses of any existing or proposed trails except for the existing VAST snowmobile trail: walking, hiking, cross-country skiing,

snowshoeing, running, or other use deemed appropriate by the Town and City and in conformance with this Agreement.

- h. School - refers to any of the public schools serving the residents of Essex and Essex Junction.

**IV. Operations** - The following section governs the operations of the Facility:

- a. The Facility will be open for reservations from 8 a.m. until dusk each day, from late May – October. The Facility is accessible to the public year-round by ways of the recreation path, adjacent public roads or overflow parking area.
- b. TFMG will be responsible for setting and maintaining the Facility schedule. When the Facility schedule has been updated, copies will be provided to the Essex Parks and Recreation Department, the City of Essex Junction Recreation and Parks Department, and the Essex Police Department. This will also be posted on the TFMG website and linked to municipal websites.
- c. TFMG will be responsible for submitting a current profit and loss statement, and a complete list of assets and liabilities to the Town and City no later than April 15, 2023. The parties shall endeavor to mutually agree upon the list of assets and liabilities on or before June 1, 2023. This Lease shall be subject to termination procedures in the event the parties are unable to agree on TFMG's listing of assets and liabilities.
- d. TFMG will create and approve a management plan for its operations at the Facility and will provide copies of said plan to the managers of the Town and City for review and comment. The management plan should cover all aspects of TFMG's operational plans, including maintenance, event and activity management, rules and regulations, emergency response, capital planning, traffic, and insurance. The management plan shall be completed no later than 12/31/23.
- e. General use entry to the Facility will be via the main gate located along the northwest section of the Facility along Old Colchester Road. Facility users will be instructed to use the gate for entry and exit and to connect with Route 2A in accordance with agreed-upon traffic flow practices
- f. Parking is allowed at designated locations only. Providing overflow parking and any transportation to and from those lots is the responsibility of TFMG.
- g. A traffic management plan approved by the Essex Police Department shall be required for larger special events.
- h. TFMG shall be responsible for maintenance and oversight of the existing trail system in the wooded area. Construction of any proposed trail must first receive approval from the Town

and City. Trails may be used for non-motorized activities only, apart from the existing VAST trail. The Town Conservation & Trails Committee will be consulted regarding any proposed trail. TFMG will supply an annual report to the Conservation & Trails Committee regarding the trail network, conditions, and use. TFMG is permitted to utilize resources and connections with the School for necessary updates the trail network may need in preparation to host a race at the Facility.

- i. The TFMG shall obtain 501(c)3 non-profit status no later than 12/31/23. The TFMG shall maintain throughout this agreement positive standing with the State and Federal government as a recognized legal business entity and 501(c)3 non-profit organization. Failure to maintain either designation is grounds for the Municipalities to terminate this Management Agreement. A copy of TFMG's annual 990 federal filing shall be sent to the Municipalities upon completion each year.

**V. Fees** - TFMG shall set and retain all fees reasonably necessary to sustain the orderly and efficient operation of the Facility. This does not include fees related to municipal use by the Town and City, which will be set separately.

**VI. Insurance** – TFMG shall procure commercial general liability insurance and premises insurance for the Facility and shall include the Town of Essex and the City of Essex Junction named as additional insureds. Coverage shall be combined with single limits of \$1,000,000 for each occurrence and \$2,000,000 aggregate.

**VII. Indemnification and Hold-Harmless** – TFMG agrees to indemnify and hold harmless the Town and City, and their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Facility. Such indemnity shall include but not be limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Management Agreement or use of the Facility by TFMG or its customers or users.

**VIII. Miscellaneous** –

- a. Any use of the Facility not covered in this Agreement, shall be subject to mutual approval by the Town and City. All applicable covenants and restrictions on the property apply.
- b. The Town and City are not responsible for damaged or stolen property or equipment.
- c. Priority will be given to Town and City uses of the Facility when possible and in accordance with TFMG's management plan.

- d. All disputes regarding usage of the fields shall first be referred to TFMG for resolution. TFMG's decisions on field usage may be appealed to a special four-member panel consisting of two members of the Town Selectboard and two members of the City Council appointed by the respective bodies as necessary. In the event of a 2-2 vote on the special appeal panel, TFMG's decision on field usage will be upheld.
- e. Any forestry education activities pursued by the School first need the approval of the Town and City.
- f. Any proposed commercial activity inconsistent with the goal of preserving open space for recreational uses and natural resource protection is strictly prohibited. This does not include hosting of tournaments, league activity, temporary advertising (i.e., during league or tournament play), field sponsorship, or general concessions operated by TFMG. Any proposed commercial activity shall first be discussed by and between TFMG and the Town and City Managers and referred to the Town Selectboard and City Council for approval.
- g. TFMG will make its financial records available for inspection and copying upon request by the Town and/or City.
- h. If at any time, for any reason, the TFMG is no longer managing the Facility, pursuant to the TFMG's original and current by-laws, and aligned with the mutual goals of the Town, City and TFMG, TFMG shall dissolve as a Corporation and the assets of the Corporation, after all debts and liabilities identified pursuant to section IV.c above have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, equally to the Town of Essex and City of Essex Junction for the benefit of their Recreation and Parks Departments. This shall include all physical and financial assets of the Corporation. This will ensure the continued efficient and orderly operation of the Facility and be made in recognition that the assets were acquired by TFMG from rentals of the municipally owned Facility and for the benefits of the users and community.

**IX. Term** - This Agreement shall be in effect from the date of signing until December 31, 2025.

- a. The Agreement shall be reopened within the first 24 months of the current lease for the purpose of discussing another extension, amendment, termination, or other management agreement.
- b. The Town and City reserve the right to terminate this Agreement prior to its expiration if (1) TFMG is not adequately performing the duties described in either this Agreement or the Management Plan, or (2) any party to this Agreement has otherwise materially breached this Agreement. It shall be

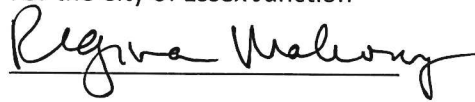
- within the sole discretion of the municipalities to determine whether TFMG is adequately performing its duties. The legislative body of both municipalities must each vote affirmatively to terminate this Agreement prior to its expiration.
- c. Prior to early termination of this Agreement, the party seeking to terminate the Agreement must notify the other parties in writing of any and all reasons the party is seeking to terminate the Agreement. Notice must detail the reasons set forth that the party is seeking termination and if termination is being sought on the basis of breach, the party alleging breach must set forth in detail the breach alleged. The breaching party shall be afforded 120 days to cure any alleged breach or deficiency prior to termination (“Corrective Action Period”).
  - d. Following the Corrective Action Period, the non-breaching party shall have 30 days to review the corrective actions taken by the alleged breaching party to determine whether the breaching party has achieved compliance with the terms of this Agreement or the Management Plan. If the compliance has not been achieved and the deficiency or breach has not been corrected, the non-breaching party may elect to proceed with terminating this Agreement. Both municipal legislative bodies must again vote affirmatively to terminate this Agreement prior to its expiration. Any joint determination shall be sent to the other party in writing.
  - e. TFMG may voluntarily terminate this Agreement upon 90 days advance, written notice to the Town and City. In so doing, TFMG forfeits all rights or claims to use of the Facility, and interim management of the Facility shall jointly be conducted by the Parks and Recreation Departments of the Town of Essex and City of Essex Junction, including all physical and financial assets after all debts have been satisfied for the continued operation of the Facility.
  - f. At the time of the termination of this Agreement, either at its expiration or prior to its expiration, the Parties hereto agree that, after all debts have been satisfied, TFMG shall transfer in equal shares to the Town and City any and all funds, monies or revenues earned and accrued, in its possession or control at the time of the termination of this Agreement. All unencumbered physical assets shall remain with the facility for the continued operation of the facility.

For the Town of Essex



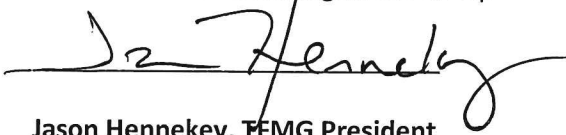
Greg Duggan, Town Manager

For the City of Essex Junction



Regina Mahony, City Manager

For the Tree Farm Management Group

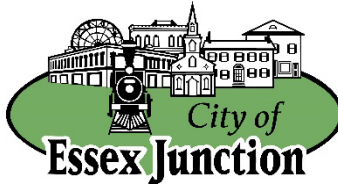


Jason Hennekey, TFMG President

Dated (Town): 1/17/23

Dated (City): 1/17/23

Dated (TFMG): 1/17/23



## Memo

To: Essex Junction City Council  
From: Ashley Snellenberger, Communications & Strategic Initiatives Director  
Meeting Date: October 25, 2023  
Agenda Item: Committee Appointments

---

**Issue:** The City has open positions on the following committees/boards/commissions.

- Brownell Library Trustee (1 opening)
- Chittenden County Communications Union District (CCUD) Governing Board (1 opening)

**Discussion:** The following applicant is attending the meeting in person or via Zoom and is available for the City Council to interview.

### **Brownell Library Trustee (1 opening)**

- Marta Pauer-Tursi

The following people were interviewed for this position at the October 11, 2023, City Council meeting.

- Karen Hergesheimer
- Mike Sullivan

### **Chittenden County Communications Union District (1 opening)**

- Marta Pauer-Tursi

**Cost:** None

**Recommendation:** It is recommended that the City Council enter an Executive Session to consider appointments to the various committees/boards/commissions.

**Recommended Motion:** Motion #1 "I move that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager."

Following Executive Session:

“I make a motion to appoint (Name) to the Brownell Library Trustees until the next annual election.”

“I make a motion to appoint (Name) to the Chittenden County Communication Union District Governing Board for a one-year term.”

**Attachments:** Applications for the Brownell Library Trustee and Chittenden County Communication Union District positions.



## View results

Respondent  
5 Anonymous

13:27  
Time to complete

1. Full name \*

Marta Pauer-Tursi

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? \*

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

I've been a member of this community for more than twenty years and have raised three daughters here. The library has always been a great resource for our family. We are all great story tellers, both personally and in our professional lives.

8. What about you education, experiences, and background will help you be a contributing member to this committee? \*

BA, Political Science  
MA, Applied Linguistics

I am a former editor writer for The New Yorker magazine and currently work as art reviewer for the Boston based arts magazine Artscope. I've also spent the mid part of my career as communications and crisis media manager for a Fortune 100 company.

9. What do you hope to accomplish during your term on this committee? \*

I would love to engage young readers and writers in the love of literature in different languages. I speak and read French, Hungarian and, of course English.

10. Is there anything else you would like to say about your interest and application? \*

See above.

## View results

Respondent  
2 Anonymous

16:49  
Time to complete

1. Full name \*

Marta Pauer-Tursi

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? \*

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

I'm interested in advancing open communications internally as well as externally to members of the community.

8. What about you education, experiences, and background will help you be a contributing member to this committee? \*

- Masters Degree in Applied Linguistics, St Mikes
- Bachelors Degree in Political Science, CUNY
- Former editor writer The New Yorker magazine (10 years)
- Former Corporate Communications and Crisis Media Manager at Fortune 100 global company (10 years)

9. What do you hope to accomplish during your term on this committee? \*

I would like to facilitate a clearer understanding in the community of the importance of civic engagement, responsibility of being informed of facts and general engagement of cooperation in getting things done.

10. Is there anything else you would like to say about your interest and application? \*

See above.

## View results

Respondent  
4 Anonymous

13:39  
Time to complete

1. Full name \*

Karen Hergesheimer

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? \*

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

I believe in libraries as a critical role in the community and want to help make it the best it can be for all community members.

8. What about your education, experiences, and background will help you be a contributing member to this committee? \*

As an immigrant and minority, I feel that I have a unique perspective of what helps people feel safe, welcome, and comfortable in a community. I have worked with many different people, from my work in NYC in theater and corporate America to the community justice center in Essex- I think I bring a healthy respect for what the library means to many people in our community. My ongoing support of the library personally and for my kids show my vested interest in its ongoing success.

9. What do you hope to accomplish during your term on this committee? \*

I'd like to further the goals and objectives of the library, bring new ideas, and help support the staff at Brownell and the work they are doing every day.

10. Is there anything else you would like to say about your interest and application? \*

I love the library. It has helped raise my children, I am the liaison/volunteer for must read Mondays, and I see Brownell as a central pillar of our community. I'm excited to see it continue to be a gathering place, an art hub, a place children feel safe and welcome, and for many people to come, a place of knowledge and information when they need and want it. I just want to be a part of it continuing to be that for many, many years!

## View results

Respondent  
3 Anonymous

17:06  
Time to complete

1. Full name \*

Michael

2. Phone number \*

Sullivan

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? \*

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

I'm an avid reader and a strong believer that learning is the essence of being human and an informed citizen. Libraries are intrinsic in learning.

8. What about you education, experiences, and background will help you be a contributing member to this committee? \*

My education as an engineer taught me the value of true and accurate information.

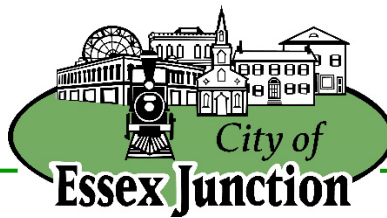
9. What do you hope to accomplish during your term on this committee? \*

Help keep Brownell a premier library that serves the city of Essex Junctions' and fosters engagement between our citizens.

10. Is there anything else you would like to say about your interest and application? \*

Nothing about my interest but you should correct the wording of question 8 of this form. It says: What about your education, experiences,... However, I think it should read: What about YOUR education, experiences,... --- just a thought.





## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** October 25, 2023  
**Subject:** Health Officer Appointment

---

**Issue:** The City needs a Health Officer.

### Discussion:

The previous health officer resigned with the last day being October 13, 2023. The city advertised the position both internally and externally.

Matt Smith is recommended for the position of Health Officer for the City. Matt is currently a city employee. He is a Maintenance Technician with EJRP. I believe that Matt has the right combination of technical and people skills for this position. His cover letter is attached.

Matt is aware of the temporary nature of the position as the city is planning to transition this responsibility into the full-time code enforcement/rental registry/health officer position.

The City Council must make a recommendation for appointment. The Commissioner of the Department of Health makes these appointments. The Department of Health needs the paperwork by Tuesday 10/31 to appoint Matt for 11/1.

As a reminder the Deputy Health Officer for the City is Sharon Kelley, who is the main Health Officer for the Town. The City and Town Health Officers support each other in this way.

For your information this presentation helps describe what the Health Officer does:

[https://www.healthvermont.gov/sites/default/files/documents/pdf/Env\\_THOPresentationDuties\\_100112.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/Env_THOPresentationDuties_100112.pdf)

**Cost:** The Health Officer is paid \$900/month.

### Recommendation:

Staff recommends that the City Council make a recommendation to the Department of Health to appoint Matthew Smith for the position of Health Officer for the City.

### Recommended Motion:

If the Council chooses to move forward with the recommendation, here is a suggested motion:

“I move that the City Council make a recommendation to the Department of Health to appoint Matthew Smith for the position of Health Officer for the City.”

### Attachments:

Cover Letter

Matthew Smith

Cell: [REDACTED]

Email: [REDACTED]

Hi,

I am writing to apply for the Health Officer position with the City of Essex Junction and explain why I'm interested in the job. I have 6 years of general building maintenance with increasing responsibility and enjoy the work very much. Currently, I am employed as a Maintenance Technician at Maple Street Park with the City of Essex Junction where my primary duties include upkeep of facilities, making sure buildings stay to code, inspecting and fixing playground equipment, and working with other municipal or state staff to maintain a safe and enjoyable park/amenities for our community.

I also have 5 years of employment with the Essex Junction Volunteer Fire Department and one year with Safety Systems of Vermont where I learned an immense amount of fire and safety code for residential, multifamily and commercial buildings. My time with the fire department and Safety Systems of Vermont made me acquire an eye for safety, but also allowed me to communicate with the public or building owners to resolve any code or health problems.

With my background in building maintenance and my years of being in the fire department I have seen some very concerning health and living environments and have always wondered how I could do more to help. I believe this role is the answer to be able to better help my community that I grew up in.

Please contact me at the email or phone number provided to arrange a time to talk in person. I welcome the opportunity to talk to you and thank you very much for your hiring consideration for the Health Officer position with the City of Essex Junction.

Sincerely,

**Matthew Smith**

## Memo

**To:** City Council

**From:** Chelsea Mandigo, Water Quality Superintendent

**Meeting Date:** 10/25/2023

**Agenda Item:** Department Head Conversation

---

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

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

- Wastewater
  - Filled 3 staffing vacancies (1 remains). Entire staff changed but WQS last 1.5 years.
  - Challenge-vast amount of historical knowledge (43, 39, 30 years) left in short amount of time. New phase of learning and teaching, encouraging strong teamwork
  - Created Wastewater Operator internship due to open vacancies and no applicants. Very successful, leading to potential future employee.
  - Aeration valve replacement capital project, partnership with Efficiency VT. Valve company will use our data as energy savings example for other facilities.
  - Cogeneration system replacement completed in July; energy cost savings will return.
  - Norwich University Senior Capstone project-potential expansion of solar power
  - Partnership with P&P (waste hauler who brings us the most material to process) to allow them to begin bringing material again after screen compactor broke in July with 6-month lead time for repair.
  - Chief Operator trained 2 days with Montpelier WWTF and equipment rep. on preventive maintenance of digester gas flare.
  - Partnerships-Efficiency VT, Montpelier WWTF, South Burlington WWTF, Vermont Rural Water Association, Essex High School, State of Vermont, Verily, CDC COVID monitoring, Norwich University, University of Vermont, Wasted\*
- Stormwater
  - Challenge-keeping up with workload due to staffing reduction 1 FTE to 0.5 FTE
  - Two summer interns to help with permit required inspections.
  - Continued inventory condition of stormwater pipes using cc TV through CCRPC grant funding, creating master plan for replacement (starting Phase 3).
  - Continue to serve as co-chair for MS4 Committee (education and outreach)
  - Work with CCRPC on mostly grant funded outlet stabilization projects.
  - Partnerships: Chittenden County Regional Planning (CCRPC)

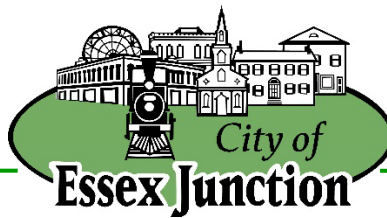
- Sanitation
  - In-house replacement of South St P.S internal components-extending life 20 yrs.
  - Completed study of three pump stations in need of replacement in next couple of years. One of the stations is cost shared with the Town of Essex.
  - Allocation and sewer connection fee based on gpd, established request/approval form for better capacity tracking.
  - Work closely with Public Works to create regular schedule and use of the new Supersucker to clean pump station wet wells, reducing call-ins.

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

- Wastewater
  - 10-year evaluation of facility underway-develop capital projects and upgrades needed
  - Pe-phlo project into next phase (mobile trailer)
  - Continue Wastewater Operator Internship- shortage of operators in VT and regionally.
  - Improve data management systems (reduce paper data tracking)
  - Continue to be proactive in maintenance.
  - Tri-town high strength waste ordinance
  - Next round of Norwich University Senior Capstone project- solar expansion to offset potential addition of UV disinfection.
- Stormwater
  - Formation of a Stormwater Utility
  - Develop and submit required plans to meet old and new requirements for the reissued MS4 stormwater permit.
  - Work on grant funded projects including MS4 Formula grant, Grant-in-aid, Better Roads
  - Investigate with 6 other municipalities using the Lake Champlain Sea Grant Fellowship program potential for regionalization of stormwater permit required programs.
- Sanitation
  - Work with Aldrich & Elliott to get three pump stations designed for potential bond vote November.
  - Develop a Sewer Capacity Ordinance
  - Further develop capacity tracking database, with help from Hamlin capacity study being conducted over next 3 years.

**Anything you think the Council should know.**

- Cost of Biosolids Management continues to be a looming issue that will become extremely difficult when Environmental Protection Agency issues PFAS limits in wastewater.
- Community acceptance of the formation of a Stormwater Utility
- Understanding capacity remaining of our collection systems especially as it relates to City's desired economic growth.



## MEMORANDUM

**To:** City Council

**From:** Christopher Yuen, Community Development Director

**Meeting Date:** October 25, 2023

**Subject:** Cannabis Legislation Recommendation Discussion (Continued from October 11, 2023 and the Memo has been updated as called out with a October 20, 2023 note)

---

**Issue:** City Council, acting as the Local Cannabis Control Commission, must review S-000004597, Outdoor Cultivator Tier 1 Small Cultivator Renewal and approve or deny the license renewal by October 30, 2023.

### Discussion:

Municipalities with a Local Cannabis Control Commission have some authority to regulate Cannabis Establishments in the city. These powers are established through [7 V.S.A. § 863](#) and outlined in Section 2.14 of Vermont Cannabis Control Board's [Rule 2: REGULATION OF CANNABIS ESTABLISHMENTS](#).

On August 31, 2023, the City received notification from the Vermont Cannabis Control (VCCB) that an Outdoor Cultivator Tier 1 Small Cultivator license Renewal (Application S-000004597), has been provisionally approved by the VCCB. Its issuance pending approval by the City's Local Control Commission (LCCC). The LCCC has 60 days from the date of this notification to approve or deny the local license.

The VCCB's [Local Commission Guidance document](#) states the following:

*"The role of the commission is to approve or deny a local control license based upon compliance with any bylaw adopted pursuant to 24 V.S.A. § 4414 or ordinances regulating signs or public nuisances adopted pursuant to 24 V.S.A. § 2291. (Outdoor cultivators are shielded from certain requirements.) Following issuance, the commission may suspend or revoke a local control license for a violation of any condition placed upon the license."*

The subject outdoor cultivation is located in the R1 Residential District, where zoning regulations prohibit cannabis cultivation. However, staff believes that the local zoning prohibition of cannabis cultivation in this district is preempted by State Statute, which severely restricts municipal jurisdiction on outdoor cultivation, particularly after the enactment of [H.20 \(Act 65\)](#). Staff's position on this issue is outlined in the attached memorandum dated July 20, 2023, with subject line "[REDACTED] Farm Determination and Cannabis Cultivation".

The City's Development Review Board (DRB) held a public hearing on a related appeal of the Administrative Officer's zoning enforcement decision on September 21. Council may wish to consider the DRB's findings of fact and conclusions of law in its decision to approve or deny the local license. This document is attached.

October 20 memo update: A member of city council asked whether the VCCB's Rule 2.4.5 allows LCCC members to inspect an applicant's site as a "Board designee" to determine security risks and visibility from a public road. I do not understand this to be true, as the Vermont Cannabis Control Board has not explicitly designated the Local Cannabis Control Commission to conduct this inspection. The VCCB has their own staff that conducts such inspections, and previous communications with the VCCB suggest that they have already conducted their own inspections. We can only assume their rules are met by the fact that they issued their license.

The Vermont Cannabis Control Board asks that municipalities treat information provided on cannabis establishment application materials as confidential. As such, the publicly visible version of the attached Local Cannabis License application has sensitive information redacted.

**Cost:** N/A

**Recommendation:** Staff recommends the City Council, acting as the Local Cannabis Control Commission, should approve the application, based on its interpretation of State Statute.

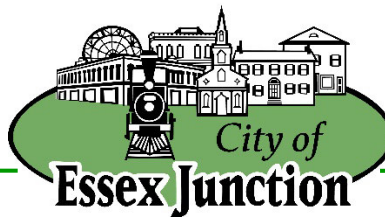
**Recommended Motion:**

If Council wishes to approve the Local Cannabis License for TrichomeVT:

- I move that the Essex Junction Local Cannabis Control Commission approve the Local Cannabis License for TrichomeVT's Tier 1 Outdoor Cultivation.

**Attachments:**

1. TrichomeVT Local Cannabis License Application
2. Memorandum dated July 20, 2023, with subject line "[REDACTED] Farm Determination and Cannabis Cultivation"
3. Development Review Board findings and decision for appeal of the Administrative Officer's zoning enforcement decision on September 21



**MEMORANDUM**

**To:** [REDACTED] File  
**From:** Christopher Yuen, Community Development Director  
**Date:** July 20, 2023  
**Subject:** [REDACTED] Farm Determination and Cannabis Cultivation

The intent of this memo is to clarify jurisdictional questions and enforcement avenues around the uses at [REDACTED] ducks and outdoor cannabis cultivation. These questions have come from both the property owner, neighbors and City Council; therefore, this memo to file is being provided to all parties.

1. Agriculture at [REDACTED]

The City is aware that Jason Struthers, resident of [REDACTED] has been raising ducks on the property. On May 4, 2023, the Vermont Agency of Agriculture issued a determination that the activities at [REDACTED] Essex Junction meet the definition of a farming operation subject to the State’s [Required Agricultural Practices \(RAPs\)](#).

[Section 4413\(d\) of Title 24 \(Municipal and County Government\) of Vermont Statutes Annotated \(V.S.A.\)](#) limits the application of municipal land use regulations on farm operations regulated under the RAP rules. 24 V.S.A. § 4413 states that:

*(d)(1) A bylaw under this chapter shall not regulate:*

*(A) required agricultural practices, including the construction of farm structures, as those practices are defined by the Secretary of Agriculture, Food and Markets;*

...

*(2) As used in this section:*

*(A) “Farm structure” means a building, enclosure, or fence for housing livestock, raising horticultural or agronomic plants, or carrying out other practices associated with accepted agricultural or farming practices, including a silo, as “farming” is defined in 10 V.S.A. § 6001(22), but excludes a dwelling for human habitation.*

...

*(3) A person shall notify a municipality of the intent to build a farm structure and shall abide by setbacks approved by the Secretary of Agriculture, Food and Markets. No municipal permit for a farm structure shall be required.*

While Table 622 of the City’s Land Development Code (our zoning bylaws) attempts to limit agriculture as a permitted use to the Planned Agriculture (PA) District, it conflicts with 24 V.S.A. § 4413, which prohibits municipalities from regulating agriculture through zoning bylaws. When municipal bylaws conflict with state statute, state statute prevails. As such, it is the understanding of Staff that the City cannot enforce the Land Development Code’s prohibition of agriculture outside of the PA zone, if the subject activity meets the State’s definition of a farming operation. This understanding is consistent with the 2013 “Moore

Accessory Structure Permit and Use” Vermont Supreme Court Case, which upheld the non-applicability of local zoning regulation to farm structures<sup>1</sup>.

In the future, the sections of the Land Development Code that regulate agriculture should be revisited and amended to be consistent with State Statute.

The City recognizes that agricultural activities occurring within an urbanized neighborhood can result in nuisance impacts on neighbors. While 24 V.S.A. § 4413 limits municipal authority over farm operations, the State’s Required Agricultural Practices (RAPs) do regulate environmental impacts, and some nuisances. For example, Section 6.02 of the RAPs regulate the storage of agricultural wastes and agricultural inputs. Section 6.08 of the RAPs regulate the management of animal mortalities, requiring that burial or compost sites be located a specified distance from property lines.

**More information on the RAP enforcement process, including how to make an anonymous complaint, can be found on the Agency of Agriculture’s webpage:**

<https://agriculture.vermont.gov/water-quality/enforcement-compliance>

It is important for all parties involved to clearly understand what a farm determination does and does not do. It is not a free pass to do whatever the operation pleases. An affirmative farm determination means that the operation is regulated by the RAPs, but doesn’t negate other applicable rules and regulations – such as [animal control](#) (crossing property boundaries and the humane treatment of animals) or the prevention of [public health hazards](#). The RAPs also do not regulate non-agriculture activities. Additionally, while enforced by the state instead of the City, the RAPs require that most farm structures meet local setback requirements.

## 2. Cannabis cultivation at [REDACTED]

The City is aware that Jason Struthers, a resident at [REDACTED] has been cultivating cannabis outdoors over the past several years. In accordance with the state’s cannabis statute (Sec. 6. 7 V.S.A. § 869 (d)), cannabis cultivators are required to comply with Sections 6, 8, and 12 of the Required Agricultural Practices. These sections regulate issues such as material discharges, the storage of agricultural wastes and inputs, the management of manure, and buffer zones. Cannabis cultivation is also required to comply with the State of Vermont Cannabis Control Board’s rules, which regulate aspects of outdoor cannabis cultivation such as fencing requirements, site security, and lighting. The operation, d.b.a. TrichomeVT received a State License for Tier 1 (0-1,000 sq ft canopy size) outdoor cannabis cultivation from the Vermont Cannabis Control Board in July 2022. The license needs to be renewed annually.

In September 2022, the City incorporated cannabis establishments into its Land Development Code (LDC) and established a Local Cannabis Control Board. Therefore, cannabis establishments in Essex Junction will need to comply with the LDC and get a Local Cannabis Control Board license. In this circumstance, the Use Table in Chapter 6 of the City’s LDC currently limits Cannabis Cultivation to the Planned Agriculture (PA) zoning district. [REDACTED] is not located within the PA zoning district. At first glance, it may appear that the outdoor Cannabis Cultivation is in contravention of local regulations and should not be allowed;

---

<sup>1</sup> In Moore Accessory Structure Permit And Use, 194 Vt. 159, No. 12–305 (2013), the court cited the following: “Certain buildings on farm used to process timber into lumber qualified as “farm structures” exempt from local zoning regulation, where statute placing limitations on municipal bylaws exempted from local zoning regulation buildings used for **carrying out “practices associated with” farming**, and processing lumber from timber harvested on site and using it for farm related purposes were practices long and intimately associated with farming in Vermont. 24 V.S.A. § 4413(d)(1).”



however, state statute limits municipal authority to enforce these rules. During the 2023 legislative session, the State House and Senate passed H.270, which amends cannabis regulation statewide.

Under H.270, 7 V.S.A. § 869(f) has been amended such that all licensed outdoor cannabis cultivators shall be regulated in the same manner as “farming” and not as “development” for the purposes of permitting, and shall “*not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. § 4413(d)(1)(A)*”.

This means that the City cannot regulate outdoor cannabis cultivators any more than it can regulate agriculture. Issues, such as the height of structures, and lighting, when applied to outdoor cannabis cultivation, are beyond the municipal authority of the City, and fall under the jurisdiction of the State’s Cannabis Control Board.

Furthermore, H.270 amends 7 V.S.A. § 863 Regulation by Local Government, to state that:

*“The [Local cannabis control commission] may condition the issuance of a local control license upon compliance with any bylaw adopted pursuant to 24 V.S.A. § 4414 [zoning statute] or upon regulating signs or public nuisances adopted pursuant to 24 V.S.A. § 2291, except that ordinances may not regulate public nuisances as applied to outdoor cultivators that are regulated in the same manner as the Required Agricultural Practices under subdivision 869(f)(2) of this title.”*

As a result, municipalities now have limited authority to create and enforce ordinances that attempt to regulate the public nuisances, such as odor, or light, resulting from outdoor cannabis cultivation.

Furthermore, the purview of the Local Cannabis Control Board is limited and can be overturned by the VT Cannabis Control Board if they feel a municipality has overreached.

Notwithstanding the City’s limited authority to regulate both the farming operation, and cannabis cultivation directly, these uses are subject to the applicable rules and regulations of the Agency of Agriculture and Cannabis Control Board. Therefore, enforcement of issues associated with this property should be directed to:

1. For issues related to the ducks, if there appears to be a potential violation of the [Required Agricultural Practices \(RAPs\)](#)<sup>2</sup>, reports to the Agency of Agriculture can be made through [this website](#)<sup>3</sup>. Issues such as the storage of agricultural waste and inputs, the use of manure, and the handling of animal mortalities, are regulated by the RAPs.
2. For issues related to the outdoor cannabis cultivation, if there appears to be a potential violation of the applicable [Required Agricultural Practices \(RAPs\)](#), or other [Cannabis Control Board Rules](#)<sup>4</sup>, reports to the State of Vermont Cannabis Control Board can be made through the [Adult-use Program](#) Complaint process.
3. For issues related to the ducks and their humane treatment, sanitary conditions, or their crossing of property boundaries, reports can be made to the City’s [Animal Control](#) officer, at [epd.aco@essex.org](mailto:epd.aco@essex.org) or at 802-878-8331.
4. For issues related to public health hazards, reports can be made to the City’s Health Officer, at [ffoley@essexjunction.org](mailto:ffoley@essexjunction.org) or 802-878-6944 x 1609.

---

<sup>2</sup> <https://agriculture.vermont.gov/rap>

<sup>3</sup> <https://agriculture.vermont.gov/water-quality/enforcement-compliance>

<sup>4</sup> <https://ccb.vermont.gov/laws-rules-and-regulations>

**Attachments:**

Appendix A: Excerpts from the Required Agricultural Practices

Appendix B: Excerpts from the State of Vermont Cannabis Control Board Rule 2: Regulation of Cannabis Establishments

Some sections in the attachments are highlighted for emphasis.



## Development Review Board

### Appeal of Administrative Officer's enforcement decision at [REDACTED] in the R-1 District, by Stephen and Sharon Padnos, adjoining residents.

#### Findings of Fact and Decision

The City of Essex Junction Development Review Board ("DRB") held a Public Hearing on September 21, 2023 to review the Appeal of Administrative Officer's ("AO's") enforcement decision regarding property located at [REDACTED] in the R-1 Residential District ("Property"). The Property is being used for outdoor cannabis cultivation and for raising ducks. The City of Essex Junction, Vermont Land Development Code prohibits both uses within the R-1 zoning district.

A notice of hearing was provided to the Appellant and the Property owner.

**Property Location:** [REDACTED]

**Property Size:** 22651 sq ft. (0.52 acres)

**Existing Land Use:** Residential, Agricultural, and Outdoor Cannabis Cultivation

**Surrounding Land Use:** Residential

**Zoning District:** Residential 1 (R1)

**Appeal Description:**

Stephen Padnos, resident at 6 Taft Street, by and through William B. Towle, Esq., submitted a letter dated August 4, 2023, timely appealing a July 20, 2023 decision by the AO to not enforce against Jason Struthers ("Struthers") the Land Development Code's ("LDC's") prohibition of Agriculture and Cannabis Cultivation in the R-1 District related to Struthers property at [REDACTED]

**Background Facts:**

It is undisputed that Mr. Struthers raises ducks and cultivates cannabis on the Property. On or about May 4, 2023, the Vermont Agency of Agriculture, Food & Markets ("AAFM") issued a determination that activities occurring on .6 acres at [REDACTED] Essex Junction, Vermont meet the definition of farming per the State of Vermont's Required Agricultural Practices ("RAP") Regulations.

It was requested that the City take action to enforce its LDC. Specifically, Appellant has argued that Mr. Struthers is illegally engaged in agriculture on his property in violation of the LDC. Section 201(C)(11) of the LDC defines agriculture as "the use of property or structures for common farming-related activities

necessary for crop and animal production. A plant or tree nursery shall be deemed an agricultural related activity. The sale of agricultural products or by products on agricultural property is deemed an 'agriculture sales-related activity.'" Appellant argued that the Use Chart (Chapter 6, §622) in the LDC does not permit either cannabis cultivator establishments or agriculture in the R-1 zoning district. LDC p. 132-33.

The AO issued a memorandum dated July 20, 2023 opining on the issue, declining enforcement. The memoranda analyzed the question of whether the municipality was permitted by statute to enforce its LDC against the Property owner. The memoranda was distributed to residents who filed complaints concerning the activities on [REDACTED] including Mr. Padnos. The AO reasoned that 24 V.S.A. § 4413 prohibited the City from enforcing its regulations with respect to agricultural activities occurring on the Property. The AO cited, §4413(d), which provides in pertinent part:

(d)(1) A bylaw under this chapter shall not regulate:

(A) required agricultural practices, including the construction of farm structures, as those practices are defined by the Secretary of Agriculture, Food and Markets;

...

Mr. Struthers cannabis growing operation, d.b.a. TrichomeVT, received a State License as a Tier 1 outdoor cannabis cultivator (0-1000 sq ft canopy size) from the Vermont Cannabis Control Board in July 2022. The AO noted that the City of Essex Junction maintains a Local Cannabis Control Board and cannabis establishments must obtain a local CCB license.

The AO noted that, although the LDC limits cultivation to the PA, Planned Agriculture District and the Property is in the R1 District, municipal authority to enforce the LDC is limited by H270. Specifically, H270 (Act 65) amended 7 V.S.A. §869(f) to provide:

(a) A cannabis establishment shall not be regulated as "farming" under the Required Agricultural Practices, 6 V.S.A. chapter 215, or other State law, and cannabis produced from cultivation shall not be considered an agricultural product, farm crop, or agricultural crop for the purposes of 32 V.S.A. chapter 124, 32 V.S.A. §9741, or other relevant State law.

...

(f) Notwithstanding subsection (a) of this section, a cultivator licensed under this chapter who initiates cultivation of cannabis outdoors on a parcel of land shall:

(1) be regulated in the same manner as "farming" and not as "development" on that tract of land where cultivation occurs for the purposes of permitting under 10 V.S.A. chapter 151;

(2) not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. §4413(d)(1)(A);

(3) be eligible to enroll in the Use Value Appraisal Program under 32 V.S.A. chapter 124 for the cultivation of cannabis;

. . . .

Accordingly, the AO determined that 7 V.S.A. §869(f) limits the City's authority to enforce the provision of its LDC with regard to the location of outdoor cannabis cultivation in a particular zoning district in the same way as it does with farming. See AO July 20, 2023 memorandum.

Mr. Padnos's counsel filed a notice of appeal on or about August 4, 2023.

The following persons testified at the hearing:

Stephen Padnos; Rebecca Dwyer ; Greg Dwyer; Sharon Wille Padnos; Jason Hemenway; Pat Bouchard; Kelly Turman.

The following documents were submitted into evidence at the hearing:

Padnos Exhibits:

- Padnos 1-4 – Vermont Agency of Agriculture Farm Operation Determination for Jason Struthers;
- Padnos 5-23 – Jason Struthers Farm Determination application supporting documents and communications with Agency of Agriculture;
- Padnos 24-26 – Excerpt from Required Agricultural Practices Rule - Section 3. Required Agricultural Practices Activities and Applicability;
- Padnos 27 – Excerpt from Required Agricultural Practices Rule – Section 4. Small Farm Certification and Training Requirements;
- Padnos 28 – Excerpt from 24 V.S.A. § 4414 (d)(1);
- Padnos 29-30 – Aerial Imagery of [REDACTED] property and neighborhood from Google Maps;
- Padnos 31 – Screenshot of Aerial View of [REDACTED] property from Vermont Center for Geographic Information Parcel Viewer;
- Padnos 32 – Photograph of the front of 6 Taft Street taken from Taft Street;
- Padnos 33 – Photograph of the front of [REDACTED] taken from Taft Street;
- Padnos 34-47 – Photographs of the [REDACTED] side and back yard taken from the 6 Taft Street property.

No party raised objections to the admission of the above exhibits.

In accordance with Section 1702.C, the DRB held and closed the public hearing on September 21, 2023. The DRB then entered deliberative session. After concluding the deliberative session, the DRB re-entered open session and rendered a unanimous decision.

Based on the testimony and evidence submitted into the record, the Development Review Board memorializes its September 21, 2023 determination through the issuance of the following Findings of Fact and Conclusions of Law:

**Findings of Fact:**

1. Jason Struthers is the owner of residential property located at [REDACTED] Essex Junction.
2. Mr. Struthers raises ducks and grows cannabis on the Property.
3. Mr. Struthers obtained a farm designation from the AAFM on or about May 4, 2023.

4. Mr. Struthers cannabis growing operation, d.b.a. TrichomeVT, received a State License as a Tier 1 outdoor cannabis cultivator (0-1000 sq ft canopy size) from the Vermont Cannabis Control Board in July 2022.
5. ██████████ Essex Junction is located in the R-1 District.
6. The Use Chart (Chapter 6, §622) in the LDC does not permit either cannabis cultivator establishments or agriculture in the R-1 zoning district. LDC p. 132-33.

**Conclusions of Law:**

A. Agriculture.

1. 24 V.S.A. §4413(d)(1)(A) provides that “[a] bylaw under this chapter shall not regulate: (A) required agricultural practices, including the construction of farm structures, as those practices are defined by the Secretary of Agriculture, Food and Markets ”
2. The City of Essex Junction’s LDC does not regulate required agricultural practices when it establishes the districts in which agriculture may take place. The City is merely setting forth the zoning districts where farming may be conducted. It is not regulating the farming activities themselves.
3. “The RAPs are standards to which all types of farms must be managed.” Vermont Required Agricultural Practices Rule November 23, 2018 at 2.
4. The RAP effectively regulates water quality.
5. By establishing zoning districts in which farming may be conducted, the City is not seeking to regulate the management of farms or water quality. It is merely prescribing where farming may and may not be conducted.
6. Accordingly, this DRB reverses in part the portion of the July 20, 2023 determination of the City of Essex Junction AO which concludes that the City may not enforce its LDC against Mr. Struthers with regards to his farming activities, specifically raising ducks.

B. Cannabis Cultivation.

7. 7 V.S.A. §869(f) addresses the regulation of cannabis cultivation and provides:
  - (a) A cannabis establishment shall not be regulated as “farming” under the Required Agricultural Practices, 6 V.S.A. chapter 215, or other State law, and cannabis produced from cultivation shall not be considered an agricultural product, farm crop, or agricultural crop for the purposes of 32 V.S.A. chapter 124, 32 V.S.A. §9741, or other relevant State law.

...

(f) Notwithstanding subsection (a) of this section, a cultivator licensed under this chapter who initiates cultivation of cannabis outdoors on a parcel of land shall:

(1) be regulated in the same manner as “farming” and not as “development” on that tract of land where cultivation occurs for the purposes of permitting under 10 V.S.A. chapter 151;

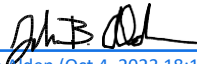
(2) not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. §4413(d)(1)(A);

(3) be eligible to enroll in the Use Value Appraisal Program under 32 V.S.A. chapter 124

for the cultivation of cannabis;

.....

8. As 7 V.S.A. §869(f) specifically sets out that cannabis cultivation is not considered land development and may not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117.
9. 7 V.S.A. §863(d) provides that “[a] municipality shall not: (1) prohibit the operation of a cannabis establishment within the municipality through an ordinance adopted pursuant to 24 V.S.A. §2291 or a bylaw adopted pursuant to 24 V.S.A. §4414, or regulate a cannabis establishment in a manner that has the effect of prohibiting the operation of a cannabis establishment.....”
10. The language of the statutes set forth in paragraph 6 and 8 above, along with the establishment of the State of Vermont Cannabis Control Board, suggests that the legislature did not intend to grant municipalities the authority to regulate the location of cannabis cultivation through zoning bylaws.
11. Applying the LDC use table to the Property and disallowing this cannabis cultivation establishment in the R-1 District would effectively prohibit a cannabis establishment within the municipality based on a bylaw established pursuant to 24 V.S.A. §4414.
12. Accordingly, the DRB upholds the portion of the AO’s July 20, 2023 determination that concludes that the City of Essex Junction lacks the authority to enforce against the Property owner for the operation of a cannabis cultivation establishment in the R-1 District in violation of the LDC.

  
John Alden (Oct 4, 2023 18:12 EDT)

John Alden, Chair

Oct 4, 2023


Date

  
Cristin Gildea (Oct 5, 2023 12:20 EDT)

Cristin Gildea, Board Member

October 5, 2023

Date

  
Maggie Massey (Oct 6, 2023 12:24 EDT)

Maggie Massey, Board Member

Oct 6, 2023


Date

  
Robert Mount (Oct 6, 2023 13:15 EDT)

Robert Mount, Board Member

Oct 6, 2023

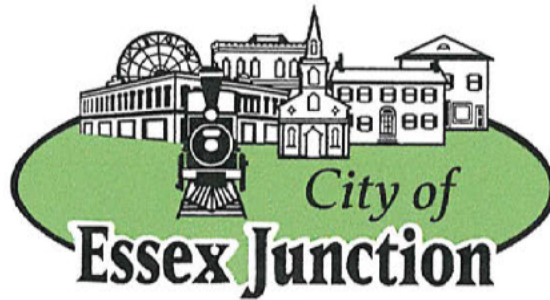
Date

  
Dylan Zwicky (Oct 6, 2023 14:26 EDT)

Dylan Zwicky, Board Member

Oct 6, 2023

Date



Application for Local Cannabis License  
City of Essex Junction

\*\*\*Return complete applications to the City for processing\*\*\*

On July 14, 2022, the Essex Junction City Council adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The City Council will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the City of Essex Junction. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: Jason Struthers  
Doing Business As: Trichome VT LLC  
Mailing Address: [REDACTED]  
Telephone Number: 802-738-6927

2. Owner/Agent Contact Information

Name: Jason struthers  
Mailing Address: [REDACTED]  
Telephone Number: 802-738-6927  
Email: Jay Struthers @ Gmail . COM

3. Address where use will occur in the City

[REDACTED]



4. Licensing Information

Type of License Requested (check all that apply)

License Type		Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
<input checked="" type="checkbox"/>	Outdoor Cultivation*	1	APR. 1 2023	SCLT0055
<input type="checkbox"/>	Indoor Cultivation*			
<input type="checkbox"/>	Mixed Cultivation*			
<input type="checkbox"/>	Retail			
<input type="checkbox"/>	Manufacturing*			
<input type="checkbox"/>	Testing			
<input type="checkbox"/>	Wholesale			

Note: \* Requires indication of tier. For more information on tiers, visit [www.ccb.vermont.gov](http://www.ccb.vermont.gov)

5. Local Compliance Information

Compliance Questions	Answer
<b>Land Use</b>	
Has the Zoning Administrator been contacted regarding your proposed use?	NO
Is the use permitted by local zoning bylaws in the location you have identified?	Yes
If yes, is a zoning permit required?	NO
If a zoning permit is required, what is the date the complete application was submitted for review?	N/A
Has the zoning permit been issued? Is yes, please attach to application.	N/A
<b>Utility</b>	
Is an allocation for water being requested?	N/A
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	N/A
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	N/A
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	N/A

**6. Acknowledgement & Signature**

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the City of Essex Junction and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature Jason Struthers Date 05 September 2023

Printed Name Jason Struthers

Please return the application to City of Essex Junction - 2 Lincoln St, Essex Junction VT 05452.

Official Use Only - Do Not Write Below This Line

RECEIVED  
 SEP 05 2023  
 City of Essex Junction  
 DEPARTMENT

Parcel Code: \_\_\_\_\_

Received By: \_\_\_\_\_

**Department Sign Offs**

Fire: N/A

Police: N/A

Planning & Zoning: \_\_\_\_\_

Wastewater: N/A

Recommended

Action: \_\_\_\_\_

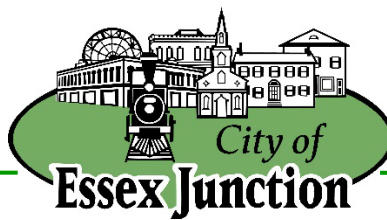
**Cannabis Control Commission Review**

License/Application #: \_\_\_\_\_

Date of CCC Meeting: \_\_\_\_\_

Action by CCC: \_\_\_\_\_

Date Follow-up sent: \_\_\_\_\_



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** October 25, 2023  
**Subject:** VLCT Welcoming and Engaging Communities Program

---

**Issue:** The issue is for the Council to decide whether they want to apply for the VLCT Welcoming and Engaging Communities Program.

### Discussion:

As described on the [application page](#):

“The VLCT Welcoming and Engaging Communities Cohort is a partnership with Vermont cultural transformation consultancy Abundant Sun that offers municipal leaders participation in the firm’s Ethical Performance Improvement Campaign (E.P.I.C.). The E.P.I.C. Journey is a strategic methodology based on data and science aimed at catalyzing organizations to build better cultures from within. Participants will join up to eight Vermont municipalities on a six-month journey including eight two-hour workshops on topics that include “Equality, Equity, Diversity & Inclusion,” “Employee Engagement & Client Service,” and “Data Analytics & Building Strategy”. The sessions are paired with an opportunity for municipalities to collect and analyze key inclusion and belonging metrics by surveying elected officials, appointed officials, and paid staff using Abundant Sun’s Inclusion and Belonging Survey.

VLCT subsidizes ninety percent of the cost of participation in the Welcoming and Engaging Communities Cohort. The cohort program is akin to “cultural transformation 101” aimed at helping communities enhance their equity journey. Each selected municipality will be asked to enroll three municipal officials to the cohort. Eligible officials who can enroll in the cohort include members of a municipality’s legislative body (city council, selectboard, trustees), a city or town manager or town administrator, a mayor, a clerk, or a department head. ”

I just started when this application was due last year, and we couldn’t get an application in. I am very glad this program is running again this year. I believe the organization (both staff, Council and Committees) will greatly benefit from this program; and I believe folks are yearning for it.

I am recommending Raj Chawla, Council President; Colleen Dwyer, HR Director; and myself as the participants for the city.

**Cost:** \$500 will be billed at the end of the program. However, if the majority of the municipalities’ cohort members attend at least 80 percent of the meetings, VLCT will reduce the cost to \$100 (thanks to a grant from VLCT’s risk pool, VLCT PACIF).

### Recommendation:

Staff recommends that the City Council sign the letter of interest and authorize the City Manager to apply for the VLCT Welcoming and Engaging Communities Program.

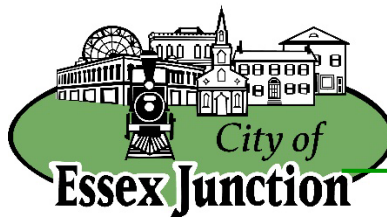
### Recommended Motion:

If the Council chooses to move forward with the recommendation, here is a suggested motion:

“I move that the City Council sign the letter of interest and authorize the City Manager to apply for the VLCT Welcoming and Engaging Communities Program.”

**Attachments:**

Letter of Interest



October 25, 2023

*Sent via online application*

Dear VLCT Equity Committee,

On behalf of the City of Essex Junction, we are pleased to submit this application for the next cohort of the VLCT Welcoming and Engaging Communities Program. Essex Junction, Vermont's newest city, has gone through a lot of change over the last two years. We are now well poised to intentionally focus on our commitment to equity, inclusion, and transparency.

While the demographics of the city have changed and will continue to change, we do not see these same populations reflected in our elected officials and positions of power. An intentional focus on cultural competency within our organization will be an important step toward ensuring we are welcoming to staff, elected officials, committee members and the community as a whole.

The City Council is appointing Raj Chawla, Council President; Regina Mahony, City Manager; and Colleen Dwyer, HR Director to participate in this cohort. All three have enthusiastically agreed to participate. We feel this team is well suited for both an internal focus and the ability to lay the groundwork to radiate this out into the organization.

The City Council agrees to pay \$500 to participate in the program; and greatly appreciates VLCT's support of this work.

Please let us know if you have any questions or require any further information.

Thank you for your consideration.

Sincerely,

---

Raj Chawla, President

---

Amber Thibeault, Vice President

---

Marcus Certa, Clerk

---

Andrew Brown

---

Elaine Haney

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
39475	09/22/23	CLAUSSEN'S INC Linc Hall mum 8" QYT 12 31583	210-5-40-12-571.000 Streetscape Maintenance	90.00	50762	10/02/23
35260	01/17/23	EAST COAST PRINTERS INC 24 C21 735 Black/ Grey 05022214	210-5-40-12-612.000 Uniforms	210.00	50764	10/02/23
35260	05/03/23	EAST COAST PRINTERS INC 1 Embroidery on supplied 05022302	210-5-40-12-612.000 Uniforms	10.00	50764	10/02/23
35260	06/01/23	EAST COAST PRINTERS INC 4 Portwest S378 safety te 05192361	210-5-40-12-612.000 Uniforms	92.00	50764	10/02/23
35260	09/19/23	EAST COAST PRINTERS INC Portwest US366 raincoat 09192313	210-5-40-12-612.000 Uniforms	60.00	50764	10/02/23
35260	12/20/22	EAST COAST PRINTERS INC 5 Carhartt Pants Navy 38x 11282232	210-5-40-12-612.000 Uniforms	200.00	50764	10/02/23
23000	09/18/23	F W WHITCOMB Outbound crushed glass 00017206	210-5-40-12-451.000 Summer Construction Servi	219.95	50765	10/02/23
25140	09/25/23	PIKE INDUSTRIES INC Asphalt 1251150	210-5-40-12-605.000 Summer Construction Suppl	607.00	50768	10/02/23
02050	09/19/23	RON BUSHEY'S SUNOCO Truck # 4 Tire repair 10856	210-5-40-12-430.000 R&M Vehicles & Equipment	29.95	50769	10/02/23
37965	05/23/23	S D IRELAND CONCRETE Total : Cust Job: CENTRAL 101561	210-5-40-12-451.000 Summer Construction Servi	375.00	50770	10/02/23
23395	09/15/23	VILLAGE HARDWARE - WILLIS DURA 4PK C Alk Battery 517259	210-5-40-12-610.000 General Supplies	11.39	50771	10/02/23
23395	09/19/23	VILLAGE HARDWARE - WILLIS PT2X120Z SatNutmegPaint 517269	210-5-40-12-610.000 General Supplies	6.93	50771	10/02/23
35260	09/18/23	EAST COAST PRINTERS INC 5 Portwest S378 08112311	254-5-54-20-612.000 Uniforms	440.00	50764	10/02/23
04940	08/23/23	COMCAST internet only 03160280823	255-5-55-30-530.000 Communications	258.34	50763	10/02/23
04940	09/23/23	COMCAST internet only 03160280923	255-5-55-30-530.000 Communications	258.34	50763	10/02/23
V10407	09/21/23	KIMBALL MIDWEST LUBRICANT Grease 101465493	255-5-55-30-570.000 Other Purchased Services	343.55	50766	10/02/23
V9862	09/22/23	PERCY RENTALS, SALES & SE REMOVE ENGINE - REINSTALL 40323	255-5-55-30-430.000 R&M Vehicles & Equipment	75.22	50767	10/02/23

10/02/23

City of Essex Junction Accounts Payable

05:08 pm

Check Warrant Report # 24015 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/02/23 To 10/02/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				3287.67		

To the Treasurer of City of Essex Junction, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*\*3,287.67  
Let this be your order for the payments of these amounts.

---



---



---



---



---



---



Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	09/23/23	MSP Internet October	01763150923	210-5-41-26-530.000 Communications	404.26	50773	10/13/23
04940	09/23/23	Park St Internet October	02109080923	210-5-41-23-530.000 Communications	251.54	50773	10/13/23
03020	10/02/23	Hydraulic Cutters	217148	210-5-25-10-750.000 Machinery & Equipment	12000.00	50775	10/13/23
12890	09/15/23	bond payments Nov 2023	091523 VMBBE	210-5-95-00-950.903 Capital Imp Principal	135300.00	50776	10/13/23
12890	09/15/23	bond payments Nov 2023	091523 VMBBE	210-5-95-00-955.903 Capital Imp Interest	29255.87	50776	10/13/23
36130	09/19/23	cell phones 9/20 to 10/19	9944784873	210-5-40-12-530.000 Communications	192.65	50777	10/13/23
29825	09/22/23	MSP Gas Oct	15787560923	210-5-41-26-621.000 Natural Gas/Heating	44.68	50778	10/13/23
29825	09/22/23	service 8/17 to 9/19/2023	23653	210-5-40-12-621.000 Natural Gas/Heating	80.21	50778	10/13/23
29825	09/22/23	service 8/17 to 9/19/2023	23653	210-5-41-21-621.000 Natural Gas/Heating	95.75	50778	10/13/23
29825	09/22/23	service 8/17 to 9/19/2023	23653	210-5-41-20-621.000 Natural Gas/Heating	82.94	50778	10/13/23
29825	09/22/23	service 8/17 to 9/19/2023	23653	210-5-41-22-621.000 Natural Gas/Heating	60.21	50778	10/13/23
29825	09/22/23	service 8/17 to 9/19/2023	23653	210-5-41-23-621.000 Natural Gas/Heating	87.27	50778	10/13/23
29825	09/22/23	MSP Gas Oct	8100440923	210-5-41-26-621.000 Natural Gas/Heating	70.53	50778	10/13/23
41630	10/03/23	Marriage fees to state	20230930	210-2-00-00-215.003 Due to VT Marriage Lic	520.00	50779	10/13/23
25715	08/14/23	Crescent Connector Phase	22 822 2	230-5-16-10-890.824 Cres. Connector	99805.53	50774	10/13/23
23435	09/30/23	Water Sep 2023	093023	254-5-54-20-411.000 CWD Water Purchase	1235.90	50772	10/13/23
23435	09/30/23	Water Sep 2023	093023	254-5-54-70-411.400 CWD Water Purchase - Glob	5454.65	50772	10/13/23
23435	09/30/23	Water Sep 2023	093023	254-5-54-20-411.000 CWD Water Purchase	67504.86	50772	10/13/23
23435	09/30/23	Water Sep 2023	093023	254-5-54-70-411.400 CWD Water Purchase - Glob	297932.98	50772	10/13/23
12890	09/15/23	bond payments Nov 2023	091523 VMBBE	254-2-00-00-250.001 Series 3 Bond	29700.00	50776	10/13/23
12890	09/15/23	bond payments Nov 2023	091523 VMBBE	254-5-54-70-955.000 Bond Interest Expense	6422.02	50776	10/13/23
12890	09/15/23	bond payments Nov 2023	091523 VMBBE	254-2-00-00-250.002 2022-2 Main St Water Line	102343.00	50776	10/13/23
12890	09/15/23	bond payments Nov 2023	091523 VMBBE	254-5-54-70-955.000 Bond Interest Expense	59849.65	50776	10/13/23
36130	09/19/23	cell phones 9/20 to 10/19	9944784873	254-5-54-20-530.000 Communications	176.96	50777	10/13/23
29825	09/22/23	service 8/17 to 9/19/2023	23653	254-5-54-20-621.000 Natural Gas/Heating	45.13	50778	10/13/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12890	U S BANK	09/15/23	bond payments Nov 2023 091523 VMBBE	255-2-00-00-250.002 RZEDB	55000.00	50776	10/13/23
12890	U S BANK	09/15/23	bond payments Nov 2023 091523 VMBBE	255-5-55-70-955.002 RZEDB Interest	18263.48	50776	10/13/23
29825	VT GAS SYSTEMS	09/22/23	service 8/17 to 9/19/2023 23653	255-5-55-30-621.000 Natural Gas/Heating	693.75	50778	10/13/23
VI633	WILMINGTON TRUST	09/27/23	RF1-148 payment 110123	255-2-00-00-250.003 RF1-148	611044.01	50780	10/13/23
VI633	WILMINGTON TRUST	09/27/23	RF1-148 payment 110123	255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	179406.57	50780	10/13/23
36130	VERIZON WIRELESS VSAT	09/23/23	Pump Stations 8/24 to 9/2 9945208907	256-5-56-40-434.001 Susie Wilson PS Costs	77.68	50777	10/13/23
36130	VERIZON WIRELESS VSAT	09/23/23	Pump Stations 8/24 to 9/2 9945208907	256-5-56-40-434.002 West Street PS Costs	77.67	50777	10/13/23
36130	VERIZON WIRELESS VSAT	09/23/23	Pump Stations 8/24 to 9/2 9945208907	256-5-56-40-431.000 R&M Buildings & Grounds	301.57	50777	10/13/23
29825	VT GAS SYSTEMS	09/22/23	service 8/17 to 9/19/2023 23653	256-5-56-40-434.001 Susie Wilson PS Costs	48.07	50778	10/13/23
29825	VT GAS SYSTEMS	09/22/23	service 8/17 to 9/19/2023 23653	256-5-56-40-434.002 West Street PS Costs	50.01	50778	10/13/23
29825	VT GAS SYSTEMS	09/22/23	service 8/17 to 9/19/2023 23653	256-5-56-40-621.000 Natural Gas/Heating	52.60	50778	10/13/23
Report Total					1713932.00		

To the Treasurer of City of Essex Junction, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*1,713,932.00  
Let this be your order for the payments of these amounts.

---



---



---



---



---

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	10/06/23	Maint Supplies 552327921444	210-5-30-12-610.000 General Supplies	68.12	50782	10/20/23
05290	ADVANCE AUTO PARTS	09/29/23	Oil 7252902	210-5-30-12-610.000 General Supplies	22.50	50782	10/20/23
05290	ADVANCE AUTO PARTS	10/02/23	STRust Almun 1 EA RS 1 E 7552963	210-5-40-12-610.000 General Supplies	12.87	50782	10/20/23
05290	ADVANCE AUTO PARTS	10/03/23	Rust-Oleum 7640858	210-5-40-12-610.000 General Supplies	12.87	50782	10/20/23
28555	ALLEGIANCE TRUCKS	07/19/23	Aerial Service R12200285601	210-5-25-10-430.000 R&M Vehicles & Equipment	3941.71	50785	10/20/23
28555	ALLEGIANCE TRUCKS	08/29/23	Ladder Diagnostics R12200305601	210-5-25-10-430.000 R&M Vehicles & Equipment	180.00	50785	10/20/23
19815	AMAZON CAPITAL SERVICES	10/12/23	BL ACOLREPL-SPPLY OCT23 11HRGXHJGKK7	210-5-35-10-640.201 Adult Collection	438.03	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/12/23	BL ACOLREPL-SPPLY OCT23 11HRGXHJGKK7	210-5-35-10-610.000 General Supplies	31.98	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/12/23	BL ACOLREPL-SPPLY OCT23 11HRGXHJGKK7	210-5-90-00-640.201 Adult Collection replacem	25.46	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/27/23	BL AColl SEP23 13WVX3RG6FQJ	210-5-35-10-640.201 Adult Collection	132.63	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/01/23	BL AColl-AProg OCT23 16GTQ4GY147P	210-5-35-10-840.201 Adult Programs	10.99	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/01/23	BL AColl-AProg OCT23 16GTQ4GY147P	210-5-35-10-640.201 Adult Collection	243.84	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/01/23	BL AColl OCT23 1D6WJDGN17V6	210-5-35-10-640.201 Adult Collection	-1.10	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/12/23	BL JPROG OCT23 1GTKQ79LC99T	210-5-35-10-840.202 Childrens Programs	35.52	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/14/23	BL LibDon OCT23 1K9MV696RQG6	210-5-90-00-991.000 Library Donation Expense	49.98	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/24/23	BL SUPP-AColl-POST SEP23 1KDQC9YGX31C	210-5-35-10-610.000 General Supplies	8.99	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/24/23	BL SUPP-AColl-POST SEP23 1KDQC9YGX31C	210-5-35-10-560.000 Postage	3.99	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/24/23	BL SUPP-AColl-POST SEP23 1KDQC9YGX31C	210-5-35-10-640.201 Adult Collection	6.99	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/29/23	BL AColl SEP23 1NPPYHR3N33Y	210-5-35-10-640.201 Adult Collection	48.07	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/04/23	BL AColl OCT23 1TFK1LCVV9CR	210-5-35-10-640.201 Adult Collection	57.46	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/29/23	BL SUPPLY SEP23 1WMYW4J1LYY6	210-5-35-10-610.000 General Supplies	88.88	50786	10/20/23
30125	BIEBER PHILLIP	07/17/23	BWAC Meeting July 23 071723PBiebe	210-5-16-10-190.000 Board member Payments	50.00	50791	10/20/23
30125	BIEBER PHILLIP	08/21/23	BWAC Meeting Aug 23 082123PBiebe	210-5-16-10-190.000 Board member Payments	50.00	50791	10/20/23
30125	BIEBER PHILLIP	09/18/23	BWAC Meeting Sept 23 091823PBiebe	210-5-16-10-190.000 Board member Payments	50.00	50791	10/20/23
80025	BILLADO DEBORAH	10/18/23	1029062000 Tax Ref 2023 062000 REF23	210-2-00-00-200.002 Overpayments Payable	3444.40	50792	10/20/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02235	09/28/23	BOUND TREE MEDICAL LLC EMS Supplies 85105679	210-5-25-10-613.000 Program Supplies	145.08	50793	10/20/23
80017	08/21/23	BOWKER ERIC BWAC Meeting Aug 23 082123EBowke	210-5-16-10-190.000 Board member Payments	50.00	50794	10/20/23
80017	09/18/23	BOWKER ERIC BWAC Meeting Sept 23 091823EBowke	210-5-16-10-190.000 Board member Payments	50.00	50794	10/20/23
00530	09/12/23	BRODART CO BL JColl-Supply SEP23 B6660229	210-5-35-10-640.202 Juvenile Collection	16.87	50795	10/20/23
00530	09/12/23	BRODART CO BL JColl-Supply SEP23 B6660229	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	09/14/23	BRODART CO BL LibDon-Supply SEP23 B6661990	210-5-35-10-610.000 General Supplies	3.20	50795	10/20/23
00530	09/14/23	BRODART CO BL LibDon-Supply SEP23 B6661990	210-5-90-00-991.000 Library Donation Expense	64.25	50795	10/20/23
00530	09/18/23	BRODART CO BL JColl-Supply SEP23 B6663250	210-5-35-10-640.202 Juvenile Collection	57.14	50795	10/20/23
00530	09/18/23	BRODART CO BL JColl-Supply SEP23 B6663250	210-5-35-10-610.000 General Supplies	4.80	50795	10/20/23
00530	09/18/23	BRODART CO BL JColl-Supply SEP23 B6663304	210-5-35-10-640.202 Juvenile Collection	8.89	50795	10/20/23
00530	09/18/23	BRODART CO BL JColl-Supply SEP23 B6663304	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	09/18/23	BRODART CO BL JColl-Supply SEP23 HOL B6663305	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	09/18/23	BRODART CO BL JColl-Supply SEP23 HOL B6663305	210-5-35-10-640.202 Juvenile Collection	17.79	50795	10/20/23
00530	09/21/23	BRODART CO BL AColl-Supply SEP23 B6665371	210-5-35-10-610.000 General Supplies	1.60	50795	10/20/23
00530	09/21/23	BRODART CO BL AColl-Supply SEP23 B6665371	210-5-35-10-640.201 Adult Collection	48.43	50795	10/20/23
00530	09/21/23	BRODART CO BL AColl-Supply SEP23 B6665507	210-5-35-10-610.000 General Supplies	2.40	50795	10/20/23
00530	09/21/23	BRODART CO BL AColl-Supply SEP23 B6665507	210-5-35-10-640.201 Adult Collection	54.52	50795	10/20/23
00530	09/28/23	BRODART CO BL LibDon-Supply SEP23 B6669140	210-5-35-10-610.000 General Supplies	2.40	50795	10/20/23
00530	09/28/23	BRODART CO BL LibDon-Supply SEP23 B6669140	210-5-90-00-991.000 Library Donation Expense	48.03	50795	10/20/23
00530	09/28/23	BRODART CO BL LibDon-Supply SEP23 B6669182	210-5-90-00-991.000 Library Donation Expense	255.55	50795	10/20/23
00530	09/28/23	BRODART CO BL LibDon-Supply SEP23 B6669182	210-5-35-10-610.000 General Supplies	12.00	50795	10/20/23
00530	09/28/23	BRODART CO BL LibDon-Supply SEP23 B6669220	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	09/28/23	BRODART CO BL LibDon-Supply SEP23 B6669220	210-5-90-00-991.000 Library Donation Expense	16.20	50795	10/20/23
00530	10/03/23	BRODART CO BL AColl OCT23 B6672185	210-5-35-10-640.201 Adult Collection	118.70	50795	10/20/23
00530	10/04/23	BRODART CO BL AColl-Supply OCT23 B6672935	210-5-35-10-640.201 Adult Collection	15.09	50795	10/20/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	10/04/23	BL AColl-Supply OCT23 B6672935	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	10/04/23	BL ARepl-Supply OCT23 B6673042	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	10/04/23	BL ARepl-Supply OCT23 B6673042	210-5-90-00-640.201 Adult Collection replacem	22.21	50795	10/20/23
00530	10/04/23	BL AColl-Supply OCT23 B6673043	210-5-35-10-610.000 General Supplies	12.00	50795	10/20/23
00530	10/04/23	BL AColl-Supply OCT23 B6673043	210-5-35-10-640.201 Adult Collection	267.87	50795	10/20/23
00530	10/04/23	BL AColl-Supply OCT23 B6673146	210-5-35-10-610.000 General Supplies	1.60	50795	10/20/23
00530	10/04/23	BL AColl-Supply OCT23 B6673146	210-5-35-10-640.201 Adult Collection	56.05	50795	10/20/23
00530	10/04/23	BL AColl-Supply OCT23 B6673147	210-5-35-10-610.000 General Supplies	0.80	50795	10/20/23
00530	10/04/23	BL AColl-Supply OCT23 B6673147	210-5-35-10-640.201 Adult Collection	22.21	50795	10/20/23
00530	10/06/23	BL AColl-Supply OCT23 B6674476	210-5-35-10-640.201 Adult Collection	257.08	50795	10/20/23
00530	10/06/23	BL AColl-Supply OCT23 B6674476	210-5-35-10-610.000 General Supplies	12.80	50795	10/20/23
16030	10/09/23	Location: Lincoln/ North 38184	210-5-40-12-572.000 Traffic Control	2389.50	50797	10/20/23
16030	10/09/23	Pearl St install new pol 38185	210-5-40-12-610.200 Streetlight Supplies	603.20	50797	10/20/23
80025	10/18/23	1089001010 Tax Ref 2023 001010 REF23	210-2-00-00-200.002 Overpayments Payable	388.22	50798	10/20/23
80025	10/18/23	1028260000 Tax Ref 2023 260000 REF23	210-2-00-00-200.002 Overpayments Payable	1681.34	50800	10/20/23
30360	10/01/23	BL Comm SEP23 BT 100123	210-5-41-21-530.000 Communications	331.10	50801	10/20/23
80025	10/18/23	1037012000 Tax Ref 2023 012000 REF23	210-2-00-00-200.002 Overpayments Payable	2246.91	50802	10/20/23
25765	09/25/23	MSP Sprinkler Inspection 12954	210-5-30-12-330.000 Professional Services	372.50	50805	10/20/23
V0461	10/04/23	BL AColl SEP23 114	210-5-35-10-640.201 Adult Collection	295.00	50806	10/20/23
21120	10/01/23	Vaccination 00062858-00	210-5-40-13-330.000 Professional Services	97.00	50807	10/20/23
21120	10/01/23	Physical 00062870-00	210-5-25-10-330.000 Professional Services	390.00	50807	10/20/23
45120	10/03/23	Equipment Touch Up CC06916	210-5-30-12-610.000 General Supplies	51.72	50808	10/20/23
15285	09/30/23	background checks 997903	210-5-10-10-330.000 Professional Services	25.00	50810	10/20/23
15285	09/30/23	background checks 997903	210-5-35-10-505.000 Tech. Subs, Licenses	25.00	50810	10/20/23
12435	09/29/23	County Basic Course for 2 02	210-5-25-10-500.000 Training, Conf, Dues	200.00	50811	10/20/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23455	10/18/23	CHITTENDEN SOLID WASTE DI	18 GALLON BG small bag ro	210-5-40-12-610.000	3.00	50812	10/20/23
			3500382	General Supplies			
21210	09/28/23	CINTAS LOC # 68M 71 M	SM SHOP TWL-RED-	210-5-40-12-610.000	103.92	50813	10/20/23
			4169144957	General Supplies			
21210	10/10/23	CINTAS LOC # 68M 71 M	COLD RELIEF MED supplies	210-5-40-12-612.000	94.88	50813	10/20/23
			5179026188	Uniforms			
21210	10/01/23	CINTAS LOC # 68M 71 M	WATERBREAK COOLER LEASE	210-5-40-12-610.000	50.00	50813	10/20/23
			9241721536	General Supplies			
25120	10/05/23	CLICKTIME.COM	EJRP Timesheets Sept	210-5-30-10-330.000	824.00	50816	10/20/23
			412247	Professional Services			
30100	10/15/23	COBRAHELP	Cobra 10-2023	210-5-10-10-210.000	38.40	50817	10/20/23
			296565	Group Insurance			
80049	08/01/23	COLLINS KEVIN W	CRC Meeting Aug 23	210-5-13-10-190.000	50.00	50818	10/20/23
			080123KColli	Board Member Payments			
80049	10/03/23	COLLINS KEVIN W	CRC Meeting Oct 23	210-5-13-10-190.000	50.00	50818	10/20/23
			100323KColli	Board Member Payments			
04940	09/27/23	COMCAST	Internet	210-5-41-22-530.000	172.90	50819	10/20/23
			01792101023	Communications			
17025	10/03/23	COONRADT AMY	CC Minutes 09272023	210-5-11-10-330.000	102.78	50820	10/20/23
			0147	Professtional Services			
17025	10/10/23	COONRADT AMY	PC meeting October 5 2023	210-5-16-10-330.000	137.04	50820	10/20/23
			0149	Professional Services			
38280	10/10/23	CRYSTAL ROCK BOTTLED WATE	2 Lincoln Bottled Water	210-5-41-20-610.000	32.97	50821	10/20/23
			177222771010	General Supplies			
11870	10/04/23	CVC PAGING	NP88 and new spare pager	210-5-40-12-530.000	76.95	50822	10/20/23
			10396635	Communications			
31275	10/10/23	DON WESTON EXCAVATING INC	Repaired light pole base	210-5-40-12-610.200	4370.00	50823	10/20/23
			10833	Streetlight Supplies			
25715	10/05/23	DONALD L. HAMLIN CONSULT	Engineering fees 2 River	210-1-00-00-130.002	176.00	50824	10/20/23
			23806 100523	Exchange - Billable			
35260	10/18/23	EAST COAST PRINTERS INC	1 Embroidery on supplied	210-5-40-12-612.000	10.00	50827	10/20/23
			10172324	Uniforms			
25290	10/09/23	EBSCO SUBSCRIPTION SERVIC	BL TechSubs OCT23	210-5-35-10-505.000	1510.00	50828	10/20/23
			10002180261	Tech. Subs, Licenses			
25290	10/13/23	EBSCO SUBSCRIPTION SERVIC	BL AColl CREDIT OCT23	210-5-35-10-640.201	-265.02	50828	10/20/23
			2400783	Adult Collection			
05550	09/06/23	ESO SOLUTIONS INC	ESO Yearly Subscription	210-5-25-10-570.000	5053.88	50833	10/20/23
			ESO-120135	Other Purchased Services			
23000	09/29/23	F W WHITCOMB	SHUR-PAC	210-5-40-12-605.000	668.00	50836	10/20/23
			17491	Summer Construction Suppl			
20705	10/04/23	FARRELL-LEA FARM	Hedge Pruning - old Colch	210-5-40-12-571.000	2230.00	50837	10/20/23
			4875	Streetscape Maintenance			
04640	07/05/23	FASTENAL INDUSTRIAL & CON	First Aid Supplies	210-5-30-10-610.000	25.76	50838	10/20/23
			VTBUR321128	General Supplies			
03020	09/19/23	FIRE TECH & SAFETY OF NE	Mounting Hardware	210-5-25-10-750.000	587.00	50839	10/20/23
			216856	Machinery & Equipment			
80021	09/18/23	FIRST NATIONAL BANK OF OM	printer ribbons for land	210-5-12-10-570.023	15.91	50840	10/20/23
			09182023JP	Records Preservation			
80021	09/18/23	FIRST NATIONAL BANK OF OM	printer ribbon for typewr	210-5-10-10-610.000	16.04	50840	10/20/23
			09182023JPA	General Supplies			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	09/22/23	FIRST NATIONAL BANK OF OM	2 Lincoln General Supplie	210-5-10-10-610.000	42.38	50840	10/20/23
			09222023JP	General Supplies			
80021	10/01/23	FIRST NATIONAL BANK OF OM	GOCO HRIS OCT 23	210-5-10-10-340.000	659.72	50840	10/20/23
			132356	Technical Services			
80021	10/03/23	FIRST NATIONAL BANK OF OM	Carbonless Forms	210-5-25-10-613.000	176.50	50840	10/20/23
			2237986593	Program Supplies			
80021	10/05/23	FIRST NATIONAL BANK OF OM	Admin ClickTime Oct 23	210-5-10-10-505.000	350.00	50840	10/20/23
			412180	Tech. Subs, Licenses			
80021	10/05/23	FIRST NATIONAL BANK OF OM	Brownell ClickTime Oct 23	210-5-10-10-505.000	180.00	50840	10/20/23
			412646	Tech. Subs, Licenses			
80021	09/26/23	FIRST NATIONAL BANK OF OM	Cleaning Supplies	210-5-25-10-610.000	82.92	50840	10/20/23
			45015201447	General Supplies			
80021	10/03/23	FIRST NATIONAL BANK OF OM	Stamps	210-5-12-10-560.000	66.00	50840	10/20/23
			6001323	Postage			
80021	09/20/23	FIRST NATIONAL BANK OF OM	Municipal Day CYuen S McC	210-5-16-10-500.000	105.00	50840	10/20/23
			7780453059	Training, Conf, Dues			
80021	10/03/23	FIRST NATIONAL BANK OF OM	Mailing Overnight Letter	210-5-10-10-560.000	28.75	50840	10/20/23
			EI43081941	Postage			
21835	09/25/23	FIRST NATIONAL BANK OMAHA	Microsoft 365 due 10/20	210-5-25-10-570.000	99.99	50841	10/20/23
			09/25/23	Other Purchased Services			
19005	10/01/23	FIRSTLIGHT FIBER	2 Lincoln Phones Septembe	210-5-41-20-530.000	1001.99	50843	10/20/23
			15288650	Communications			
19005	10/01/23	FIRSTLIGHT FIBER	communications	210-5-40-12-530.000	215.77	50844	10/20/23
			15288695	Communications			
19005	10/01/23	FIRSTLIGHT FIBER	Telephone	210-5-25-10-530.000	343.95	50845	10/20/23
			15288697	Communications			
19005	10/01/23	FIRSTLIGHT FIBER	MSP Internet Oct	210-5-41-26-530.000	360.00	50846	10/20/23
			15289151	Communications			
34895	10/01/23	GAUTHIER TRUCKING, INC.	WEST ST	210-5-40-12-425.000	30.00	50848	10/20/23
			1745313	Trash Removal			
34895	10/01/23	GAUTHIER TRUCKING, INC.	11 JACKSON ST	210-5-40-12-425.000	133.13	50848	10/20/23
			1745781	Trash Removal			
34895	10/01/23	GAUTHIER TRUCKING, INC.	2 Lincoln Garbage	210-5-41-20-425.000	322.01	50848	10/20/23
			1745782	Trash Removal			
34895	10/01/23	GAUTHIER TRUCKING, INC.	RAILROAD AVE	210-5-40-12-425.000	533.21	50848	10/20/23
			1745783	Trash Removal			
34895	10/01/23	GAUTHIER TRUCKING, INC.	BEECH ST	210-5-40-12-425.000	76.19	50848	10/20/23
			1745943	Trash Removal			
34895	10/01/23	GAUTHIER TRUCKING, INC.	MSP Trash Removal	210-5-41-26-425.000	409.58	50848	10/20/23
			1746686	Trash Removal			
34895	10/16/23	GAUTHIER TRUCKING, INC.	Pavilion Roof Dumping Fee	210-5-30-12-610.000	748.35	50848	10/20/23
			1748647	General Supplies			
20470	09/30/23	GLOBAL MONTELLO GROUP	Sept vehicle fuel	210-5-41-22-626.000	524.85	50849	10/20/23
			305692	Gasoline			
20470	09/30/23	GLOBAL MONTELLO GROUP	Sept vehicle fuel	210-5-41-26-626.000	435.15	50849	10/20/23
			305692	Gasoline			
20470	09/30/23	GLOBAL MONTELLO GROUP	Sept vehicle fuel	210-5-40-12-626.000	2692.07	50849	10/20/23
			305692	Gasoline			
11260	09/24/23	GOLD STAR DOG TRAINING	BL AProg SEP23	210-5-35-10-840.201	75.00	50850	10/20/23
			0090	Adult Programs			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	10/10/23	GREEN MOUNTAIN POWER CORP	MSP GMP Oct 102023 75 MA	210-5-41-26-622.000 Electricity	60.36	50853	10/20/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	MSP GMP Oct 102023 75 MB	210-5-41-26-622.000 Electricity	869.83	50854	10/20/23
80046	08/31/23	HAGESTAD CHRISTINA	PCAB Meeting Aug 23 083123CHages	210-5-11-10-190.000 Board Member Payments	50.00	50855	10/20/23
80046	09/26/23	HAGESTAD CHRISTINA	PCAB Meeting Sept 23 092623CHages	210-5-11-10-190.000 Board Member Payments	50.00	50855	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-40-12-210.000 Group Insurance	108.00	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-35-10-210.000 Group Insurance	270.00	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-16-10-210.000 Group Insurance	90.00	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-13-10-210.000 Group Insurance	90.00	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-10-10-210.000 Group Insurance	225.00	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-40-13-210.000 Group Insurance	14.85	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-30-10-210.000 Group Insurance	225.00	50856	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	210-5-30-12-210.000 Group Insurance	90.00	50856	10/20/23
37715	10/13/23	INTEGRITY COMMUNICATIONS	updates to phones at 2 Li 43022	210-5-14-10-330.000 Professional Services	120.00	50858	10/20/23
11710	10/02/23	INVEST EAP	Invest EAP 10022023	210-5-25-10-290.000 Other Employee Benefits	216.00	50860	10/20/23
V10347	09/20/23	J C EHRLICH	2 Lincoln Pest Control Se 51197851	210-5-41-20-431.000 R&M Buildings & Grounds	128.31	50862	10/20/23
15145	10/10/23	JOBTARGET LLC	JOB ADS for open position INV82797	210-5-35-10-540.000 Advertising	250.00	50863	10/20/23
15145	10/10/23	JOBTARGET LLC	JOB ADS for open position INV82797	210-5-10-10-330.000 Professional Services	250.00	50863	10/20/23
80025	10/18/23	LAW ROBIN	1036100001 Tax Ref 2023 100001 REF23	210-2-00-00-200.002 Overpayments Payable	1530.33	50865	10/20/23
33195	09/27/23	LIMOGES & SONS GARAGE DOOR	Garage Door Service 81783TE	210-5-41-22-431.000 R&M Buildings & Grounds	303.30	50867	10/20/23
15350	07/17/23	LINCOLN V TACY	BWAC Meeting July 23 071723TLinco	210-5-16-10-190.000 Board member Payments	50.00	50868	10/20/23
15350	08/21/23	LINCOLN V TACY	BWAC Meeting Aug 23 082123TLinco	210-5-16-10-190.000 Board member Payments	50.00	50868	10/20/23
27840	10/19/23	MADISON NATIONAL LIFE INS	Life Ins Nov 2023 1585555	210-5-16-10-210.000 Group Insurance	103.85	50869	10/20/23
27840	10/19/23	MADISON NATIONAL LIFE INS	Life Ins Nov 2023 1585555	210-5-35-10-210.000 Group Insurance	256.20	50869	10/20/23
27840	10/19/23	MADISON NATIONAL LIFE INS	Life Ins Nov 2023 1585555	210-5-40-13-210.000 Group Insurance	12.08	50869	10/20/23
27840	10/19/23	MADISON NATIONAL LIFE INS	Life Ins Nov 2023 1585555	210-5-10-10-210.000 Group Insurance	204.47	50869	10/20/23



Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	10/19/23	Life Ins Nov 2023	1585555	210-5-40-12-210.000 Group Insurance	86.82	50869	10/20/23
27840	10/19/23	Life Ins Nov 2023	1585555	210-5-13-10-210.000 Group Insurance	109.80	50869	10/20/23
27840	10/19/23	Life Ins Nov 2023	1585555	210-5-30-10-210.000 Group Insurance	183.00	50869	10/20/23
27840	10/19/23	Life Ins Nov 2023	1585555	210-5-30-12-210.000 Group Insurance	73.20	50869	10/20/23
80025	09/15/23	Liquor license withdrn Man	20230915	210-4-12-10-030.001 Liquor Licenses	115.00	50870	10/20/23
26920	10/09/23	CRC Minutes 10032023	8	210-5-13-10-330.000 Professional Services	34.26	50871	10/20/23
26920	10/16/23	City Council Minutes 2023	9	210-5-11-10-330.000 Professtional Services	102.78	50871	10/20/23
80012	09/23/23	BL J PROG SEP23	SEP 2023	210-5-35-10-840.202 Childrens Programs	100.00	50873	10/20/23
V10462	09/30/23	legal Sept 2023	Sep 2023	210-5-16-10-320.000 Legal Services	2192.59	50874	10/20/23
V10462	09/30/23	legal Sept 2023	Sep 2023	210-5-10-10-320.000 Legal Services	421.50	50874	10/20/23
13475	09/19/23	Brownell Light Fixtures	S6093523001	210-5-41-21-431.000 R&M Buildings & Grounds	261.98	50875	10/20/23
13475	09/26/23	MSP Flag Light Replacemen	S6096007001	210-5-30-12-431.000 R&M Buildings & Grounds	373.65	50875	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-30-12-210.000 Group Insurance	104.53	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-35-10-210.000 Group Insurance	443.03	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-40-13-210.000 Group Insurance	22.62	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-40-12-210.000 Group Insurance	310.66	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-16-10-210.000 Group Insurance	140.51	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-13-10-210.000 Group Insurance	233.97	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-10-10-210.000 Group Insurance	431.96	50878	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	210-5-30-10-210.000 Group Insurance	647.20	50878	10/20/23
44745	07/21/23	BL BLDG ALARMS JUL23	1000194	210-5-41-21-431.000 R&M Buildings & Grounds	407.50	50879	10/20/23
19325	10/01/23	managed services Oct 2023	20803	210-5-14-10-330.000 Professional Services	8400.00	50880	10/20/23
19325	10/01/23	Office 365 Oct 2023	20830	210-5-14-10-505.000 Tech. Subs, Licenses	2541.60	50880	10/20/23
19325	10/01/23	security Oct 2023	20842	210-5-14-10-505.000 Tech. Subs, Licenses	1632.00	50880	10/20/23
19325	10/01/23	backups Oct 2023	20951	210-5-14-10-505.000 Tech. Subs, Licenses	122.61	50880	10/20/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
27240	08/14/23	BL BDContrServ SEP23	BL BDContrServ SEP23	210-5-41-21-400.000	339.98	50881	10/20/23
			I00401281713	Contracted Services			
V10729	09/30/23	BL AColl SEP23	BL AColl SEP23	210-5-35-10-640.201	5.98	50882	10/20/23
			01459SV23340	Adult Collection			
V10729	09/13/23	BL JColl SEP23	BL JColl SEP23	210-5-35-10-640.202	707.11	50882	10/20/23
			59DA23320083	Juvenile Collection			
V10729	09/26/23	BL AColl SEP23	BL AColl SEP23	210-5-35-10-640.201	1512.26	50882	10/20/23
			59DA23334898	Adult Collection			
V10554	09/29/23	BL AColl-JColl SEP23	BL AColl-JColl SEP23	210-5-35-10-640.202	14.39	50886	10/20/23
			923958	Juvenile Collection			
V10554	09/29/23	BL AColl-JColl SEP23	BL AColl-JColl SEP23	210-5-35-10-640.201	212.69	50886	10/20/23
			923958	Adult Collection			
25140	09/29/23	Asphalt	Asphalt	210-5-40-12-605.000	453.72	50887	10/20/23
			1252417	Summer Construction Suppl			
25140	09/28/23	Asphalt	Asphalt	210-5-40-12-605.000	380.00	50887	10/20/23
			1252762	Summer Construction Suppl			
25140	10/17/23	Asphalt	Asphalt	210-5-40-12-605.000	379.24	50887	10/20/23
			1255243	Summer Construction Suppl			
25635	09/27/23	Field Paint	Field Paint	210-5-30-12-610.000	712.00	50888	10/20/23
			904020	General Supplies			
80050	08/01/23	CRC Meeting Aug 23	CRC Meeting Aug 23	210-5-13-10-190.000	50.00	50889	10/20/23
			080123MPlage	Board Member Payments			
80050	10/03/23	CRC Meeting Oct 23	CRC Meeting Oct 23	210-5-13-10-190.000	50.00	50889	10/20/23
			100323MPlage	Board Member Payments			
80025	10/18/23	1037070000 Tax Ref 2023	1037070000 Tax Ref 2023	210-2-00-00-200.002	2882.54	50890	10/20/23
			070000 REF 2	Overpayments Payable			
05380	10/05/20	2 Lincoln postage suppli	2 Lincoln postage suppli	210-5-10-10-560.000	569.89	50892	10/20/23
			100520234061	Postage			
18010	09/26/23	meters and chargers	meters and chargers	210-5-25-10-750.000	5120.10	50894	10/20/23
			3430125	Machinery & Equipment			
02050	09/27/23	Trk#1 Tire Repair	Trk#1 Tire Repair	210-5-40-12-430.000	25.00	50895	10/20/23
			9630	R&M Vehicles & Equipment			
37965	09/20/23	Total : Cust Job: 94 BEEC	Total : Cust Job: 94 BEEC	210-5-40-12-451.000	557.50	50896	10/20/23
			105455	Summer Construction Servi			
37965	09/26/23	Total : Cust Job: LINCOLN	Total : Cust Job: LINCOLN	210-5-40-12-451.000	409.50	50896	10/20/23
			105611	Summer Construction Servi			
03180	10/01/23	Central Station Monitorin	Central Station Monitorin	210-5-41-22-431.000	300.00	50897	10/20/23
			23341	R&M Buildings & Grounds			
03180	10/01/23	Central Station Monitorin	Central Station Monitorin	210-5-40-12-431.000	300.00	50897	10/20/23
			23342	R&M Buildings & Grounds			
03180	10/01/23	2 Lincoln Alarm Monitorin	2 Lincoln Alarm Monitorin	210-5-41-20-400.000	300.00	50897	10/20/23
			23343	Contracted Services			
03180	09/08/23	BL BD.RM SEP23	BL BD.RM SEP23	210-5-41-21-431.000	150.00	50897	10/20/23
			23387	R&M Buildings & Grounds			
09105	10/03/23	EJRP Shred Service Oct	EJRP Shred Service Oct	210-5-30-10-330.000	24.00	50900	10/20/23
			437230	Professional Services			
42565	10/04/23	DRB ad for October 19 202	DRB ad for October 19 202	210-5-16-10-550.000	65.00	50901	10/20/23
			233540	Printing and Binding			
29835	09/29/23	Gallon SPR EXT SA ULTRA	Gallon SPR EXT SA ULTRA	210-5-40-12-610.000	24.45	50902	10/20/23
			96387	General Supplies			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
05590	09/20/23	STONE ENVIRONMENTAL INC	Indian Brook Flow Monitor	210-5-40-13-510.000	1036.53	50903	10/20/23
			16005	Permit, License, Registra			
29090	10/03/23	SUNBELT RENTALS	4 GLASSESSAFET	210-5-40-12-612.000	16.96	50904	10/20/23
			145432169	Uniforms			
29090	10/06/23	SUNBELT RENTALS	6 CS HP ULTRA 2-CYCLE ENG	210-5-40-12-610.000	261.80	50904	10/20/23
			145605187 01	General Supplies			
29090	10/11/23	SUNBELT RENTALS	1 NARROW V-BELT 10/6-859	210-5-40-12-610.000	40.07	50904	10/20/23
			145761732 01	General Supplies			
14800	10/01/23	TECH GROUP INC	SecureCare Security Servi	210-5-25-10-570.000	64.00	50906	10/20/23
			202060	Other Purchased Services			
80048	08/31/23	TEGANYI GUILLAUME	PCAB Meeting Aug 23	210-5-11-10-190.000	50.00	50907	10/20/23
			083123GTegan	Board Member Payments			
29700	09/30/23	VERMONT INFORMATION CONSO	DMV background check annu	210-5-10-10-505.000	75.00	50911	10/20/23
			1676346	Tech. Subs, Licenses			
22070	09/29/23	VILLAGE COPY & PRINT INC.	Land Development Codes	210-5-16-10-550.000	166.50	50913	10/20/23
			9336	Printing and Binding			
23395	10/04/23	VILLAGE HARDWARE - WILLIS	PT2X 120Z ALU Spr Paint	210-5-40-12-610.000	20.78	50914	10/20/23
			517329	General Supplies			
23395	10/11/23	VILLAGE HARDWARE - WILLIS	NUTS-BOLTS-SCREWS	210-5-40-12-610.000	41.42	50914	10/20/23
			517351	General Supplies			
23395	10/11/23	VILLAGE HARDWARE - WILLIS	NUTS-BOLTS-SCREWS	210-5-40-12-610.000	3.30	50914	10/20/23
			517352	General Supplies			
23395	10/12/23	VILLAGE HARDWARE - WILLIS	2PK1/4x1-3/4 Wire Pin	210-5-40-12-610.000	14.40	50914	10/20/23
			517358	General Supplies			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-30-10-210.000	125.65	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-30-12-210.000	23.69	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-10-10-210.000	87.97	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-16-10-210.000	33.36	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-13-10-210.000	48.82	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-40-12-210.000	60.31	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-35-10-210.000	96.20	50915	10/20/23
			819055529	Group Insurance			
21230	10/19/23	VISION SERVICE PLAN (CT)	Vision Nov 2023	210-5-40-13-210.000	4.63	50915	10/20/23
			819055529	Group Insurance			
30210	10/13/23	VLCT	muni budget Maynard	210-5-13-10-500.000	10.00	50916	10/20/23
			3486	Training, Conf, Dues			
30210	10/16/23	VLCT	AD Workshop October 2023	210-5-10-10-500.000	10.00	50916	10/20/23
			3524	Training, Conf, Dues			
V2371	10/05/23	VMCTA	MemberDues D Brown	210-5-12-10-500.000	35.00	50917	10/20/23
			2023-2024	Training Conf Dues			
V2371	10/03/23	VMCTA	Dues SMH	210-5-12-10-500.000	35.00	50917	10/20/23
			2023-24	Training Conf Dues			
V2371	10/05/23	VMCTA	Membership Dues - prev ye	210-5-12-10-500.000	35.00	50917	10/20/23
			27	Training Conf Dues			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	10/02/23	Office Supplies	241541153	210-5-30-10-610.000 General Supplies	117.98	50920	10/20/23
07565	10/04/23	Office Supplies	241630975	210-5-30-10-610.000 General Supplies	51.98	50920	10/20/23
07565	10/06/23	Park St Trash Bags	241686338	210-5-30-12-610.000 General Supplies	43.49	50920	10/20/23
07565	10/06/23	MSP Maint Supplies	241686349	210-5-30-12-610.000 General Supplies	414.32	50920	10/20/23
80025	10/18/23	1088001120 Tax Ref 2023	001120 REF23	210-2-00-00-200.002 Overpayments Payable	954.91	50922	10/20/23
03280	09/30/23	Brickyard culvert PR5_las	PR5	230-5-40-13-895.830 BC2058 Brickyard Culvert	114773.30	50831	10/20/23
V10462	09/30/23	legal Sept 2023	Sep 2023	230-5-40-13-895.830 BC2058 Brickyard Culvert	67.50	50874	10/20/23
V10462	09/30/23	legal Sept 2023	Sep 2023	230-5-16-10-890.824 Cres. Connector	613.00	50874	10/20/23
29090	09/29/23	1 BARHITCH Ball trailer	145247788	231-5-40-12-750.005 Landscape Trailer	53.98	50904	10/20/23
29090	09/29/23	1 BALLTRAILER 2	145247788 01	231-5-40-12-750.005 Landscape Trailer	53.98	50904	10/20/23
39425	10/13/23	2 Lincoln Renovations Oct	4851	232-5-41-20-890.832 2 Lincoln Street Renovati	4290.00	50898	10/20/23
23000	10/04/23	MSP Shur-Pac park pathway	900230001760	233-5-00-00-740.001 Landscaping	357.28	50836	10/20/23
23000	10/05/23	MSP SHUR-PAC Park pathway	900230001764	233-5-00-00-740.001 Landscaping	989.76	50836	10/20/23
31275	07/21/23	City of Essex Junction- w	10822	254-5-54-70-723.004 Main St Water Line	14809.02	50823	10/20/23
31275	09/27/23	Water tap on Central Stre	10873	254-5-54-20-430.000 R&M Vehicles & Equipment	1200.00	50823	10/20/23
40025	10/10/23	3/4 BALL CURB QUICK Lead	6243403	254-5-54-20-610.000 General Supplies	493.92	50825	10/20/23
03280	09/15/23	Re: EJ Main Street Waterl	6668	254-5-54-70-723.004 Main St Water Line	117225.09	50831	10/20/23
20470	09/30/23	Sept vehicle fuel	305692	254-5-54-20-626.000 Gasoline	285.60	50849	10/20/23
21240	09/30/23	FY24 Q1 Advisory	28991	254-5-54-20-210.000 Group Insurance	108.00	50856	10/20/23
27840	10/19/23	Life Ins Nov 2023	1585555	254-5-54-20-210.000 Group Insurance	87.84	50869	10/20/23
10110	09/27/23	Residential Water Meter R	1970	254-5-54-70-750.001 Meter Replacement Program	583.33	50872	10/20/23
10110	10/18/23	Residential / Commercial	1979	254-5-54-70-750.001 Meter Replacement Program	350.00	50872	10/20/23
24960	10/16/23	Dental Nov 2023	101623 6197	254-5-54-20-210.000 Group Insurance	310.66	50878	10/20/23
V2227	10/13/23	3/4" EPDM Rubber Meter Wa	0163107	254-5-54-70-750.001 Meter Replacement Program	19.22	50908	10/20/23
21230	10/19/23	Vision Nov 2023	819055529	254-5-54-20-210.000 Group Insurance	60.31	50915	10/20/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	09/28/23	ADVANCE AUTO PARTS	Permatex 7133753	255-5-55-30-610.000 General Supplies	18.20	50782	10/20/23
42625	10/01/23	ALDRICH & ELLIOTT PC	10 yr eval Aug-Sep 2023 b 81667	255-5-55-70-730.003 10 Year Engineer Evaluati	1434.00	50784	10/20/23
11375	10/01/23	CASELLA WASTE MANAGEMENT	2YD FL SERVICE MSW recycl 3489878	255-5-55-30-421.000 Grit Disposal	1189.45	50803	10/20/23
V9533	10/06/23	CCP INDUSTRIES	FLANNEL, RECLAIMED 50# SW 03381627	255-5-55-30-610.000 General Supplies	390.75	50804	10/20/23
26290	08/03/23	CHAMPLIN ASSOC. INC.	Cornell pump part 4067	255-5-55-30-570.000 Other Purchased Services	105.00	50809	10/20/23
23455	08/31/23	CHITTENDEN SOLID WASTE DI	AUG23 Biosolids 17716	255-5-55-30-568.000 Biosolids Subcontractor	10806.77	50812	10/20/23
17895	10/18/23	CLEAN NEST	WWTF Sept cleaning 13507	255-5-55-30-330.000 Professional Services	212.00	50814	10/20/23
V10411	09/28/23	CLEAN WATERS, INC.	Charge-Pack 155 (2,290 13214	255-5-55-30-568.000 Biosolids Subcontractor	6863.84	50815	10/20/23
V10411	10/12/23	CLEAN WATERS, INC.	Poly-Solv 02 cleaner poly 13240	255-5-55-30-570.000 Other Purchased Services	471.81	50815	10/20/23
11870	09/25/23	CVC PAGING	AIRTIME FEE 10/01/13 to 9 10396542	255-5-55-30-530.000 Communications	115.20	50822	10/20/23
V10734	09/19/23	ENCORE ESSEX JUNCTION SOL	Fixed Monthly Payment (8/ 2309-WWTP	255-5-55-30-622.000 Electricity	2969.11	50829	10/20/23
06870	09/27/23	ENDYNE INC	TKN 463816	255-5-55-30-340.001 Lab Testing	35.00	50830	10/20/23
06870	09/29/23	ENDYNE INC	North Williston C.C: Land 464184	255-5-55-30-568.000 Biosolids Subcontractor	6304.00	50830	10/20/23
06870	10/03/23	ENDYNE INC	BOD-5day 465184	255-5-55-30-340.001 Lab Testing	105.00	50830	10/20/23
06870	10/03/23	ENDYNE INC	TKN 465232	255-5-55-30-340.001 Lab Testing	35.00	50830	10/20/23
06870	10/11/23	ENDYNE INC	TKN 466032	255-5-55-30-340.001 Lab Testing	35.00	50830	10/20/23
V10616	10/16/23	EVOQUA WATER TECH LLC	BIOXIDE OCT 906141841	255-5-55-30-619.000 Chemicals	11280.90	50834	10/20/23
38955	09/25/23	F W WEBB COMPANY	#. 2400-65-3P CI CIRC PUM 82402502	255-5-55-30-570.000 Other Purchased Services	2331.20	50835	10/20/23
38955	09/26/23	F W WEBB COMPANY	UN 1/2 COPx COP LF BRZ 633 82485224	255-5-55-30-570.000 Other Purchased Services	87.96	50835	10/20/23
04640	09/19/23	FASTENAL INDUSTRIAL & CON	Strapping 322864	255-5-55-30-570.000 Other Purchased Services	424.75	50838	10/20/23
04640	10/02/23	FASTENAL INDUSTRIAL & CON	P2860-10 VY End 323216	255-5-55-30-570.000 Other Purchased Services	296.54	50838	10/20/23
19005	10/01/23	FIRSTLIGHT FIBER	telephone 15288649	255-5-55-30-530.000 Communications	542.82	50842	10/20/23
20470	09/30/23	GLOBAL MONTELLO GROUP	Sept vehicle fuel 305692	255-5-55-30-626.000 Gasoline	499.00	50849	10/20/23
24785	10/03/23	GRAINGER	BLOWER, 485 CFM, 115V, 1.35A 9858327183	255-5-55-30-570.000 Other Purchased Services	157.33	50852	10/20/23
21240	09/30/23	HICKOK & BOARDMAN HRI	FY24 Q1 Advisory 28991	255-5-55-30-210.000 Group Insurance	165.15	50856	10/20/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V1093	08/16/23	Sodium Bisulfite Solution	255-5-55-30-619.000	5925.00	50857	10/20/23
		PI22992	Chemicals			
V1093	10/05/23	Sodium Aluminate	255-5-55-30-619.000	20722.03	50857	10/20/23
		PI23952	Chemicals			
23980	10/03/23	SLA0959 1B 6 12 SLA 250	255-5-55-30-610.000	126.00	50859	10/20/23
		903201018220	General Supplies			
23980	10/13/23	batteries for UPS	255-5-55-30-610.000	156.60	50859	10/20/23
		903201018264	General Supplies			
27840	10/19/23	Life Ins Nov 2023	255-5-55-30-210.000	244.12	50869	10/20/23
		1585555	Group Insurance			
23945	10/04/23	Polymer catchment system	255-5-55-30-570.000	1027.50	50876	10/20/23
		24119148 00	Other Purchased Services			
V1661	09/25/23	Lab Supplies	255-5-55-30-618.000	139.99	50877	10/20/23
		493260	Laboratory Supplies			
24960	10/16/23	Dental Nov 2023	255-5-55-30-210.000	294.38	50878	10/20/23
		101623 6197	Group Insurance			
19325	10/01/23	Pump station comms OCT	255-5-55-30-340.000	130.00	50880	10/20/23
		20888	Technical Services			
03160	10/02/23	POLYMER FOR DEWATERING	255-5-55-30-568.000	9108.00	50883	10/20/23
		20477	Biosolids Subcontractor			
12775	09/30/23	Troubleshoot Clarifier 3 s	255-5-55-30-570.000	250.00	50891	10/20/23
		10829	Other Purchased Services			
03180	10/01/23	Central Station Monitorin	255-5-55-30-530.000	410.00	50897	10/20/23
		23344	Communications			
03180	09/15/23	Fire Alarm Service -Labor	255-5-55-30-570.000	389.98	50897	10/20/23
		23411	Other Purchased Services			
V2159	09/29/23	Sodium Hypochlorite	255-5-55-30-619.000	11574.82	50905	10/20/23
		381121	Chemicals			
02970	09/28/23	Chessell Circular Chart B	255-5-55-30-570.000	759.68	50910	10/20/23
		00148212	Other Purchased Services			
23395	10/11/23	3PK Raid Max Fogger	255-5-55-30-610.000	28.47	50914	10/20/23
		517353	General Supplies			
23395	10/12/23	8CUFT Poly Wheelbarrow	255-5-55-30-610.000	170.03	50914	10/20/23
		517355	General Supplies			
21230	10/19/23	Vision Nov 2023	255-5-55-30-210.000	71.76	50915	10/20/23
		819055529	Group Insurance			
38680	10/02/23	Apprenticeship Program fo	255-5-55-30-500.000	1500.00	50919	10/20/23
		10022023 D	Training, Conf, Dues			
26290	10/12/23	Cascade South PS level	256-5-56-40-431.000	3363.89	50809	10/20/23
		4115	R&M Buildings & Grounds			
26290	10/12/23	Gas Detection HSP	256-5-56-70-722.007	7080.00	50809	10/20/23
		4116	HS PS Gas Detection System			
20470	09/30/23	Sept vehicle fuel	256-5-56-40-626.000	762.69	50849	10/20/23
		305692	Gasoline			
21240	09/30/23	FY24 Q1 Advisory	256-5-56-40-210.000	99.00	50856	10/20/23
		28991	Group Insurance			
V9454	09/29/23	uniforms	256-5-56-40-612.000	375.00	50866	10/20/23
		3504786	Uniforms			
27840	10/19/23	Life Ins Nov 2023	256-5-56-40-210.000	117.12	50869	10/20/23
		1585555	Group Insurance			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
10110	09/27/23	Residential Water Meter R 1970	256-5-56-70-750.001 Meter Replacement Program	1166.67	50872	10/20/23
10110	10/18/23	Residential / Commercial 1979	256-5-56-70-750.001 Meter Replacement Program	700.00	50872	10/20/23
24960	10/16/23	Dental Nov 2023 101623 6197	256-5-56-40-210.000 Group Insurance	292.43	50878	10/20/23
19325	10/01/23	Pump station comms OCT 20888	256-5-56-40-340.000 Technical Services	560.00	50880	10/20/23
V2227	10/13/23	3/4" EPDM Rubber Meter Wa 0163107	256-5-56-70-750.001 Meter Replacement Program	38.45	50908	10/20/23
21230	10/19/23	Vision Nov 2023 819055529	256-5-56-40-210.000 Group Insurance	58.20	50915	10/20/23
25445	10/14/22	RK MSP Program 11/13 00626	259-5-30-15-330.000 Professional Services	275.00	50781	10/20/23
25445	10/14/22	RK MSP Program 11/15 00627	259-5-30-15-330.000 Professional Services	275.00	50781	10/20/23
07305	09/30/23	Pool Chemicals 5502183901	259-5-30-11-610.000 General Supplies	309.80	50783	10/20/23
19815	10/16/23	Pumpkin Event Supplies 117WH47X1NDH	259-5-30-14-610.000 General Supplies	151.90	50786	10/20/23
19815	10/01/23	Behavior Support Supplies 14X9YYQTYWG4	259-5-30-15-610.000 General Supplies	83.98	50786	10/20/23
19815	10/05/23	RK FMS Supplies 16H4HJGX3QGJ	259-5-30-15-610.000 General Supplies	6.99	50786	10/20/23
19815	10/12/23	RK MSP Supplies 16PGNYPL36V3	259-5-30-15-610.000 General Supplies	34.97	50786	10/20/23
19815	09/26/23	Halloween Event 16YGTWVQ76VJ	259-5-30-14-610.000 General Supplies	331.35	50786	10/20/23
19815	10/03/23	PS Supplies 17JR7TRFLFR7	259-5-30-16-610.000 General Supplies	51.97	50786	10/20/23
19815	10/01/23	Behavior Support Supplies 197VHRLJXCL9	259-5-30-15-610.000 General Supplies	211.57	50786	10/20/23
19815	10/02/23	Program Supplies 19YTMG63HQM	259-5-30-14-610.000 General Supplies	97.45	50786	10/20/23
19815	09/21/23	Halloween Event 1C3CGXLGFPV9	259-5-30-14-610.000 General Supplies	330.30	50786	10/20/23
19815	09/12/23	Construction Junction 1DXQ469W6VMC	259-5-30-14-610.000 General Supplies	67.73	50786	10/20/23
19815	09/26/23	Halloween Event Supplies 1FLQ7HFCMY7	259-5-30-14-610.000 General Supplies	104.80	50786	10/20/23
19815	10/10/23	RK FMS Supplies 1JYMD7FK6LQV	259-5-30-15-610.000 General Supplies	250.38	50786	10/20/23
19815	10/10/23	RK Hiawatha Supplies 1JYMD7FK7VKW	259-5-30-15-610.000 General Supplies	91.18	50786	10/20/23
19815	10/01/23	Behavior Support Supplies 1L9J6TLQYYV	259-5-30-15-610.000 General Supplies	26.99	50786	10/20/23
19815	10/03/23	RK Supplies 1MLPX3X6L4HP	259-5-30-15-610.000 General Supplies	39.51	50786	10/20/23
19815	10/02/23	Behavior Support Supplies 1MQCLM6GFJ61	259-5-30-15-610.000 General Supplies	49.29	50786	10/20/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	10/12/23 RK Summit Supplies 1N4P61DJ4YY7	259-5-30-15-610.000 General Supplies	28.84	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/27/23 RK MSP Supplies 1NJLFTNM719V	259-5-30-15-610.000 General Supplies	105.24	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/05/23 RK Summit Supplies 1P61H6PD69Y3	259-5-30-15-610.000 General Supplies	201.33	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/02/23 Program Supplies 1P6PLT7RHX4K	259-5-30-14-610.000 General Supplies	113.93	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/05/23 RK MSP Supplies 1PNFY34P6LLY	259-5-30-15-610.000 General Supplies	220.20	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/01/23 Behavior Support Supplies 1QFP4MJQYQDF	259-5-30-15-610.000 General Supplies	54.93	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/01/23 RK FMS Supplies 1RH43L7N6RLN	259-5-30-15-610.000 General Supplies	149.99	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/04/23 Program Supplies 1RH43L7NRF9J	259-5-30-14-610.000 General Supplies	22.10	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/09/23 RK FMS Supplies 1RHDTClXRTTG	259-5-30-15-610.000 General Supplies	53.17	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	09/30/23 PS Supplies 1VRKXMQTRJDV	259-5-30-16-610.000 General Supplies	113.96	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/11/23 RK MSP Supplies 1WXH4FR4MVLL	259-5-30-15-610.000 General Supplies	54.98	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/03/23 RK EES Supplies 1X371NRXM4WP	259-5-30-15-610.000 General Supplies	27.98	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/09/23 RK Fleming Supplies 1XG9G7RKTJ7R	259-5-30-15-610.000 General Supplies	76.32	50786	10/20/23
19815	AMAZON CAPITAL SERVICES	10/11/23 RK EES Supplies 1XLD6QPKM4NC	259-5-30-15-610.000 General Supplies	80.75	50786	10/20/23
25955	AT&T MOBILITY	09/27/23 RK Cell Phones Oct 8730181 1023	259-5-30-15-530.000 Communications	810.68	50790	10/20/23
80025	BULAKOWSKI LAUREN	10/16/23 Bulakowski RefundSwish Pr 172938	259-4-30-14-020.311 Youth Programs	150.00	50799	10/20/23
23455	CHITTENDEN SOLID WASTE DI	09/29/23 RK Fridge Disposal 3496781	259-5-30-15-610.000 General Supplies	10.00	50812	10/20/23
29970	EAST COAST ICE	09/27/23 RK MSP Trip 1090	259-5-30-15-610.000 General Supplies	195.00	50826	10/20/23
20680	EPIC DRIVING LLC	09/20/23 Drivers Ed Fall 306	259-5-30-14-330.000 Professional Services	14535.00	50832	10/20/23
25590	FUN EXPRESS LLC	09/20/23 Halloween Event 72654043301	259-5-30-14-610.000 General Supplies	492.72	50847	10/20/23
25590	FUN EXPRESS LLC	09/20/23 Halloween Event 72654371301	259-5-30-14-610.000 General Supplies	69.55	50847	10/20/23
20470	GLOBAL MONTELO GROUP	09/30/23 Sept vehicle fuel 305692	259-5-30-15-626.000 Gasoline	93.80	50849	10/20/23
11260	GOLD STAR DOG TRAINING	09/10/23 Dog Program Oct 88	259-5-30-14-330.000 Professional Services	2900.00	50850	10/20/23
04035	GOT THAT RENTAL & SALES I	10/17/23 MSP Tower Lights Rental 16440422	259-5-30-12-442.000 Rental Vehicles/Equip	1280.00	50851	10/20/23
21240	HICKOK & BOARDMAN HRI	09/30/23 FY24 Q1 Advisory 28991	259-5-30-16-210.000 Group Insurance	135.00	50856	10/20/23



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21240	09/30/23	FY24 Q1 Advisory 28991	259-5-30-15-210.000 Group Insurance	315.00	50856	10/20/23
11410	10/02/23	RK MSP Trips 10/35 100223D	259-5-30-15-330.000 Professional Services	600.00	50861	10/20/23
15145	10/10/23	JOB ADS for open position INV82797	259-5-30-15-330.000 Professional Services	500.00	50863	10/20/23
28895	10/02/23	EJRP Kindermusik Oct 1017	259-5-30-14-330.000 Professional Services	1232.00	50864	10/20/23
27840	10/19/23	Life Ins Nov 2023 1585555	259-5-30-15-210.000 Group Insurance	365.49	50869	10/20/23
27840	10/19/23	Life Ins Nov 2023 1585555	259-5-30-16-210.000 Group Insurance	180.96	50869	10/20/23
24960	10/16/23	Dental Nov 2023 101623 6197	259-5-30-16-210.000 Group Insurance	395.97	50878	10/20/23
24960	10/16/23	Dental Nov 2023 101623 6197	259-5-30-15-210.000 Group Insurance	284.43	50878	10/20/23
29425	09/27/23	RK FMS Snack 932627	259-5-30-15-610.000 General Supplies	267.76	50884	10/20/23
29425	09/27/23	RK Hiawatha Snack 932667	259-5-30-15-610.000 General Supplies	208.73	50884	10/20/23
29425	09/27/23	RK EES Snack 932786	259-5-30-15-610.000 General Supplies	294.99	50884	10/20/23
29425	09/27/23	RK Westford Snack 933032	259-5-30-15-610.000 General Supplies	146.16	50884	10/20/23
29425	09/28/23	RK MSP Snack 933659	259-5-30-15-610.000 General Supplies	216.59	50884	10/20/23
29425	10/03/23	RK Summit Snack 936634	259-5-30-15-610.000 General Supplies	422.63	50884	10/20/23
29425	10/04/23	RK Hiawatha Snack 936841	259-5-30-15-610.000 General Supplies	49.01	50884	10/20/23
29425	10/04/23	RK FMS Snack 936897	259-5-30-15-610.000 General Supplies	156.68	50884	10/20/23
29425	10/04/23	RK EES Snack 936975	259-5-30-15-610.000 General Supplies	197.25	50884	10/20/23
29425	10/05/23	RK MSP Snack 938171	259-5-30-15-610.000 General Supplies	144.49	50884	10/20/23
29425	10/10/23	RK Fleming 938785	259-5-30-15-610.000 General Supplies	178.01	50884	10/20/23
29425	10/11/23	RK Hiawatha Snack 941060	259-5-30-15-610.000 General Supplies	109.12	50884	10/20/23
29425	10/11/23	RK Westford Snack 941062	259-5-30-15-610.000 General Supplies	176.16	50884	10/20/23
29425	10/11/23	RK EES Snack 941174	259-5-30-15-610.000 General Supplies	197.26	50884	10/20/23
29425	10/11/23	RK MSP Snack 941218	259-5-30-15-610.000 General Supplies	196.72	50884	10/20/23
29425	10/12/23	RK FMS Snack 941792	259-5-30-15-610.000 General Supplies	144.91	50884	10/20/23
20620	10/07/23	Playgroup Sept 100723D	259-5-30-14-330.000 Professional Services	225.00	50893	10/20/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10435	10/03/23	SCREENMYLOGO.COM Fall Basketball Shirts 20304	259-5-30-14-610.000 General Supplies	686.00	50899	10/20/23
10435	10/03/23	SCREENMYLOGO.COM Running Series Shirts 20305	259-5-30-14-610.000 General Supplies	420.75	50899	10/20/23
26445	10/01/23	TUDOR CHRISTOPHER L Pickleball Clinics Sept 338	259-5-30-14-330.000 Professional Services	225.00	50909	10/20/23
25315	09/18/23	VESPA'S PIZZA PASTA & DEL RK Training 9/18 091823D	259-5-30-15-610.000 General Supplies	184.00	50912	10/20/23
21230	10/19/23	VISION SERVICE PLAN (CT) Vision Nov 2023 819055529	259-5-30-15-210.000 Group Insurance	72.04	50915	10/20/23
21230	10/19/23	VISION SERVICE PLAN (CT) Vision Nov 2023 819055529	259-5-30-16-210.000 Group Insurance	83.62	50915	10/20/23
25945	10/10/23	VT AFTERSCHOOL VT Afterschool Conf. 7	259-5-30-15-330.000 Professional Services	1800.00	50918	10/20/23
05915	10/18/23	WUNDERLES BIG TOP ADVENTU Halloween Event 10/28 101823D	259-5-30-14-330.000 Professional Services	1000.00	50921	10/20/23
Report Total				497914.46		

To the Treasurer of City of Essex Junction, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*497,914.46  
Let this be your order for the payments of these amounts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF ESSEX JUNCTION  
CITY COUNCIL MEETING MINUTES  
WEDNESDAY OCTOBER 11, 2023

**COUNCILORS PRESENT:** Raj Chawla, President; Amber Thibeault, Vice-President; Andrew Brown; Marcus Certa

**ADMINISTRATION and STAFF:** Regina Mahoney, City Manager; Chelsea Mandigo, Water Quality Superintendent; Claudine Safar, City Attorney; Kristen Shamis, City Attorney

**OTHERS PRESENT:** Raju Badireddy; Colleen Ballard, Essex Rescue; Charlie Baker, CCRPC; Dorothy Bergenthal; Heidi Clark; Annie Cooper; Joe Cornacchio; James Grimsley; Karen Hergesheimer; Tim Miller; Peter Mutolo, Essex Rescue; Steven Padnos; Brian Shelden; Mike Sullivan; Ann Wadsworth; Sharon Wille Padnos; Essex ReTorter

**1. CALL TO ORDER**

Ms. Chawla called the meeting of the City Council to order at 6:30 PM.

**2. AGENDA ADDITIONS/ CHANGES**

Ms. Mahoney requested that Item 5G, Discuss Potential Litigation, be added to the agenda.

**3. APPROVE AGENDA**

**RAJ CHAWLA made a motion, seconded by MARCUS CERTA, to approve the agenda as amended. Motion passed 4-0.**

**4. PUBLIC TO BE HEARD**

**a. Comments for Public on Items not on Agenda**

Ms. Bergenthal said that she contacted SSTA for transportation, and that bus service is only available to diagnosed disabled people, with a doctor's note. The approval process takes 3-4 weeks after the paperwork is submitted. All riders must be picked up within  $\frac{3}{4}$  of a mile of a bus stop, which would require extensive walking for many. She said that this is not a substitute for the Essex Senior Van, which is open to all seniors and picks up riders at home. In response, Ms. Mahoney said that most of the City of Essex Junction is within  $\frac{3}{4}$  mile of a bus stop and said that home pickup is available for some. Mr. Brown said that anyone who lived within  $\frac{3}{4}$  of a mile of any bus stop in Essex Junction would qualify and said that this may need clarification with SSTA's customer service.

Mr. Cornacchio expressed concern about the condition of the Essex Junction Train Station, stating that it needs paint and significant improvements. Mr. Chawla said that he has heard the discussion about the issue, and that staff are working on potential grants to improve the property. He apologized that this issue has taken so long to address with the various entities who manage and/or own the station. Mr. Chawla said that the City does not own the building, but that taxpayer-funded matching grant funds will be used to improve the property. Mr. Cornacchio suggested that the Council communicate status updates with the public. Mr. Grimsley suggested that this be a hempcrete building, which is a type of animal bedding. He discussed more ethical options for painting.

**5. BUSINESS ITEMS**

**a. Interview & Consider Appointments to ~~CCCUD (Chittenden County Communications Union District)~~ and Brownell Library Trustees**

50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96

Ms. Hergesheimer said that she loves the library and would like to give back to the community. Mr. Certa asked her what her favorite program at the library is, and she said that she enjoys Must Read Mondays and spoke highly of children’s programming. Answering a question from the Council, she said that more could be done to make the library accessible to new Americans. Mr. Chawla asked what Ms. Hergesheimer what she believes will change in the library in the next 10-15 years. She said she sees the library becoming more of a community space, and more than just a location to get books.

Mr. Sullivan said that he is very concerned about recent efforts to ban books across the country. He said that he is happy for the opportunity to interview but feels that the other candidates are more qualified than him. Mr. Certa asked where Mr. Sullivan believes the library needs more support, Mr. Sullivan said clear and easy communication and transportation options. He believes that the library will be utilizing more technology over the next decade. Ms. Mahoney clarified that this opening would last until April, when the appointee will have the opportunity to put their name on the ballot for further service.

**b. Chittenden County Regional Planning Commission Presentation**

Mr. Baker said that this is his organization’s annual check-in with the City. He discussed the budget, board makeup, and examples of the work that the Chittenden County Regional Planning Commission (CCRPC) has conducted for the City. Mr. Chawla said that the City is considering working with the CCRPC to identify rental housing stock in the City. Ms. Mahoney and Mr. Baker explained the process of requesting or soliciting work from the CCRPC. Mr. Chawla expressed a desire to have the West Street Extension/Susie Wilson Road redesign project moved along. Mr. Baker highlighted some upcoming projects and grants awarded that will impact Essex Junction. He spoke of the CCRPC’s regional plan update, and their work with engaging marginalized communities. He said that the CCRPC has been working on housing, energy, clean water, and emergency management projects. Mr. Brown asked how communities can best work together to address the housing crisis, and combat resistance to growth. Mr. Baker detailed efforts at the statehouse to address the housing crisis, and the CCRPC’s work supporting communities with zoning updates. Mr. Chawla expressed concern about the City’s bus service, which has been cut due to driver shortages, and a disconnect on the state level for funding public transit.

**c. Essex Rescue Presentation**

Ms. Ballard, Executive Director, and Mr. Mutolo, Board President, presented on behalf of Essex Rescue. Ms. Ballard said that the last few years have been challenging with workforce and financial shortages. She discussed a statewide effort to improve Vermont EMS services and encouraged City officials to send feedback about challenges by filling out a survey or by attending public meeting. Ms. Ballard said that Essex Rescue’s call volume is up significantly, and averages 8-9 calls a day. She said that Essex Rescue has begun compensating volunteers and has had a growing number of applicants for positions. She said that Essex Rescue hopes to bring on a second ambulance because of increased staffing. She discussed changes to call coverage, as Williston is now able to cover more of the City than St. Michaels College Rescue. She said that the increased funding from member municipalities has allowed Essex Rescue to fund its capital reserve this year. Mr. Certa asked for clarification on what “cancelled mutual aid” is and its impact on Essex Rescue. Ms. Ballard said that these are calls with no patient contact, such as a medical alert call. Ms. Ballard said that these calls will be decreasing as Essex Rescue will be able to respond to more of their own calls. Mr. Certa asked what the average cost of transport is. Ms. Ballard said that it varies widely between \$300 and \$4,000 depending on the condition of the patient. She detailed other costs associated with transport for both Essex Rescue and patients.

97 Mr. Mutolo said that the current headquarters is not meeting the needs for Essex Rescue, and that they ha  
98 been embarking on a Capital Campaign to raise funds prior to COVID. Essex Rescue has purchased property  
99 near Lang Farm and has other sites where they are considering building jointly with other organizations. Ms.  
100 Ballard said that Essex Rescue has a subscription program where households will not be charged for costs  
101 associated for treatment if services are dispatched. Essex Rescue will now be holding patients accountable  
102 for non-transit costs. This is due to changes in state law requiring ambulance service providers to perform a  
103 non-transit report. This can take between 1-2 hours of time for paramedics. Previously, Essex Rescue had  
104 written off charges of less than \$250, however this was too significant of a loss for the organization to  
105 continue to do so. Essex Rescue has responded to 854 calls in Essex Junction since the start of this year.  
106

107 In public comment, Ms. Cooper asked if there was an opportunity for individuals to donate memberships to  
108 families in need. Ms. Ballard said that she thinks that this is a great idea and suggested that some type of  
109 voucher be created.  
110

111 **d. Acting as the Cannabis Control Board Commission: Consider Approval of S-000004597, Outdoor**  
112 **Cultivator Tier 1 Small Cultivator for TrichomeVT**

113 Ms. Mahoney said that the City Council has sixty days to make this decision. She said that information from  
114 the DRB decision related to this property is in the packet. This case relates to an appeal of the Zoning  
115 Administrator’s decision not to act on outdoor cultivation, which the DRB upheld. Ms. Mahoney said that  
116 she recommends that this license be issued but said that there are a lot of questions around the state statute  
117 and the DRB decision itself. She said that the applicant, Mr. Struthers, was not invited to the hearing. She  
118 said that this was an oversight and suggested that the hearing be continued because of this. Mr. Certa asked  
119 if an inspection had been done of this property and cited an appropriate state statute to allow this. Ms.  
120 Mahoney said that she will investigate this. In public comment, Mr. Grimsley said that the stalks and skin  
121 of cannabis can be used for building purposes and suggested that this be considered in future policy decisions.  
122

123 **e. Discussion & Consideration of State Cannabis Legislation Recommendation**

124 Ms. Mahoney said that changes to state legislation have made the City Land Development Code out of  
125 compliance, as local municipalities are no longer able to use zoning or other regulations to control outdoor  
126 cannabis consumption. She said that she has heard from residents that the smell of outdoor cannabis has  
127 made it difficult to enjoy their property and suggested that the City Council make a recommendation to the  
128 legislature of how this can be separated by rural and urban environments. Mr. Chawla discussed  
129 conversations that had been previously had at the state level, and concern with how the state will relegate  
130 communities to rural or urban. He expressed concern about favoring one industry over the quality of life of  
131 those around them. Mr. Certa said that he would like Essex Junction to be able to gain the ability to zone for  
132 marijuana cultivation to minimize nuisance issues. Mr. Chawla said that there is no way to do so. He said  
133 that these regulations impacted preexisting conditions, which has not been the case with previous regulations.  
134 He expressed frustration about the inability of municipalities to make any significant decisions on cannabis  
135 cultivation. Mr. Certa asked about the state definition of rural/urban being considered an area that does or  
136 does not have public water/sewer. Ms. Mahoney said that this is a less difficult way to distinguish rather  
137 than zoning districts. Mr. Chawla said that this could impact the state’s ability to designate a farm, as some  
138 could be in areas served by sewers.  
139

140 In public comment Mr. Padnos discussed inconsistencies in state statute and said that he was not sure if  
141 asking for rule changes was an appropriate thing for the City Council to do. He suggested that there be a  
142 prohibition against outdoor cultivation in the same area that would ban retail sales. He suggested that there  
143 be something written in the law that all can look to handle marijuana. He said that the state must take into  
144 consideration preexisting conditions when making regulations. Ms. Cooper asked for clarification on state

145 laws. Mr. Chawla said that he is unsure about the details of the personal growth aspect of the law, and that  
146 this was not something that was being discussed by the Council. Ms. Cooper encouraged the Council to  
147 obtain additional information about this issue. Mr. Grimsley said that someone had complained to the state  
148 about an outhouse on his property and encouraged a conversation on composting and creating guidelines for  
149 such.

150  
151 **MOTION by ANDREW BROWN, seconded by MARCU CERTA to authorize the City Manager write**  
152 **a letter with this request to the legislature and authorize the Council President to sign this letter on**  
153 **behalf of the Council. Motion passed 4-0.**

154  
155 **f. Discussion and Consideration of an Executive Session to discuss a contract**  
156 This was discussed during Executive Session.

157  
158 **g. Discuss Potential Litigation**  
159 This was discussed during Executive Session.

160  
161 **6. CONSENT ITEMS**

162 **Motion by ANDREW BROWN, seconded by MARCUS CERTA, to approve the consent agenda.**  
163 **Motion passed 4-0.**

164 **a. Approve Check Warrant #24012 (09292023)**

165 **b. Approve Minutes: September 27, 2023**

166 **c. Approve Adjustment of Meeting Dates for November and December Meetings**

167 **d. Approve Lake Champlain Sea Grant Fellowship Research Project Match**

168  
169 **7. READING FILE**

170 **a. Council Member & Manager Comments:** Ms. Mahoney said that the Strategic Planning Process is  
171 underway and encouraged all to fill the associated survey. This project will begin with forming high-level  
172 ideas followed by specific action items.

173 **b. Designation Renewal for Essex Junction Village Center/Neighborhood Development Area**

174 **c. Chittenden County Communications Union District Public Hearing Notice**

175 **d. September Financial Report**

176 **e. Traffic Calming Speed Study**

177 **f. Development Review Board Minutes, September 21st**

178 **g. Brownell Library Trustee Minutes, September 19th**

179 **h. Bike Walk Advisory Board Minutes, September 18th**

180 **i. Tree Advisory Committee Minutes, September 19<sup>th</sup>**

181  
182 **8. EXECUTIVE SESSION**

183 **a. An executive session was needed to discuss an Appointment of Public Official**

184 **RAJ CHAWLA made a motion, seconded by MARCUS CERTA that the City Council make the**  
185 **specific finding that premature disclosure of the contractual matters would place the city at a**  
186 **substantial disadvantage. Motion passed 4-0 at 9:01 PM.**

187  
188 **RAJ CHAWLA made a motion, seconded by MARCUS CERTA that the City Council enter into**  
189 **executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council,**  
190 **City Manager, Water Quality Superintendent and Appala Raju Badireddy. Motion passed 4-0.**

191  
192 **b. Executive Session for Potential Litigation**

193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214

**MARCUS CERTA made a motion, seconded by ANDREW BROWN that the City Council make the specific finding that general public knowledge of pending or probable civil litigation or prosecution to which the public body is or may be a party would place the City at a substantial disadvantage.**

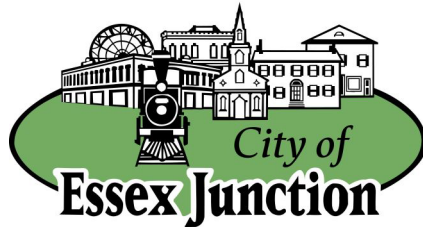
**MARCUS CERTA made a motion, seconded by ANDREW BROWN that the City Council enter into Executive Session to discuss pending or probable civil litigation or prosecution to which the public body is or may be a party pursuant to 1 V.S.A. § 313(a)(1)(E) to include the City Council, City Manager, and City Attorneys Claudine Safar and Kristin Shamis.**

**MARCUS CERTA made a motion, seconded by ANDREW BROWN to exit executive session at 10:21 PM.**

**9. ADJOURN**

**RAJ CHAWLA made a motion, seconded by ANDREW BROWN, to adjourn. Motion passed 4-0 at 10:21 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording secretary



## **Memorandum**

**To:** City Council, Regina Mahony, City Manager

**CC:** Ron Hoague, Police Chief

**From:** Susan McNamara-Hill, Clerk

**Re:** Liquor license applications

**Date:** October 25, 2023

---

## **Issue**

The issue is whether the Council will approve the Liquor License application for a business in the City of Essex Junction listed in the October 10, 2023 memorandum from Police Chief Ron Hoague re: "Liquor License Applications".

## **Discussion**

AGS Vermont, Inc. will be purchasing Mac's Market on November 7, 2023. The new owners will need a second class liquor license in their name in order to continue selling beer and wine at the market. AGS Vermont, Inc. has applied for a second class license through the state Department of Liquor. The police department has reviewed the application and background information and do not have any concerns (see memo). The following application for a business in the city is recommended for approval.

2<sup>nd</sup> class:

- AGS Vermont Inc. dba Essex Junction Market (formerly Mac's Market)

## **Recommendation**

Staff recommends that the Council approve the Liquor License application for businesses located in the City of Essex Junction listed in the October 10, 2023 memorandums re: "Liquor License Applications."



# DEPARTMENTAL MEMORANDUM



Date: October 10, 2023

---

**To:** Regina Mahony  
City Manager

**From:** Ron Hoague  
Chief of Police

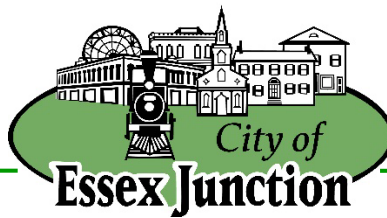
**Subject:** Liquor License Applications

The police department conducted records review of the following second class liquor license applicants. There was nothing of concern found:

**Town of Essex**

AGS Vermont Inc.

DBA: Essex Junction Market  
101 Pearl Street  
Essex Junction, VT 05452



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** 10/25/2023

**Subject:** Execute the Drinking Water State Revolving Fund Loan for the Water Service Line Inventory

---

### Issue

The issue is the City of Essex Junction needs to conduct a water service line inventory by October 2024. This is a federal requirement to identify lead service lines and prepare replacement plans where the lead service lines are found.

### Discussion

Following the voter's authorization of the planning loan on 4/11/23, the Council signed the loan application on 4/26/23. The loan has now been approved. The agreement has been reviewed by the City Attorney. The Council now needs to sign the agreement. The loan agreement is attached.

### Recommendation

Staff recommends the City Council execute the agreement for the planning loan through the Drinking Water State Revolving Fund for a project in the Water Enterprise Fund to complete a service line inventory and lead service line replacement plan in an amount not to exceed \$433,700 to be financed over a period not to exceed ten years.

### Attachment

Loan Agreement, Vermont State Revolving Fund, Loan RF3-511-1.0 Loan Amount: \$430,000.00

EXHIBIT A: Project description and conditions

EXHIBIT B: List of Federal Laws and Authorities

EXHIBIT C: General Obligation Note

EXHIBIT D: Resolution and Certificate

## LOAN AGREEMENT

### Vermont State Revolving Fund

Loan RF3-511-1.0

Loan Amount: \$430,000.00

1. City of Essex Junction, the Municipality, hereby certifies to the Vermont Municipal Bond Bank (“Bond Bank”) that:
  - (a) It will secure all state and federal permits, licenses and approvals necessary to construct and operate the improvements to be financed by the Loan (the “Project”), if any, as described in Exhibit A;
  - (b) It has established, or covenants with the Bond Bank to establish, by ordinance, rule or regulation, a rate charge or assessment schedule which will generate annually sufficient revenue to pay:
    - (i) Principal, administrative fees and interest of the Municipal Note, as the same becomes due; and
    - (ii) reasonably anticipated cost of operating and maintaining the improvements to be financed by the Loan, if any, and the system of which is a part;
  - (c) It has duly established a fund under Title 24 of the Vermont Statutes Annotated, or by other means permitted by law which, for so long as the Municipal Note shall remain outstanding, shall be maintained and replenished from time to time, and used solely to repair, replace, improve and enlarge the improvement to be financed by the Loan, if any.
2. The Municipality shall make funds sufficient to pay the principal, administrative fees and interest as the same matures (based upon the Maturity Schedule appended hereto as Exhibit C) available to the Bond Bank at least five business days prior to each principal payment date.
3. The Bond Bank and Municipality agree that Loan proceeds will be paid to the Municipality as Project costs are incurred and paid by the Municipality over the course of the Project, but in no event shall payments be made more often than monthly, and only on Municipality’s certification, through its authorized representative, that such costs have been paid.
4. The Municipality is obligated to make the principal, administrative fee and interest portion of the Municipal Note payments scheduled by the Bond Bank on an annual basis. The Municipality may prepay the Loan at its option without penalty.
5. The Municipality shall be obligated to inform in writing to the Bond Bank, or such agent designated by the Bond Bank, at least thirty days prior to each principal payment date of any changes to the name of the official or address to whom invoices for the payment of principal, administrative fees and interest should be sent.

6. The period of performance for this agreement begins upon execution and ends five years after execution.
7. Notwithstanding paragraph 14 hereof, prior to payment of the amount of the Loan, or any portion thereof, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder and after payment of any portion thereof to require a refund of amounts paid if:
  - (a) Any representation made by the Municipality to the Bond Bank in connection with its application for a loan or additional loans shall be incorrect or incomplete in any material respect; or
  - (b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.
8. The Municipality shall at all times comply with all applicable federal and state requirements pertaining to the Project, including but not limited to requirements of Federal Safe Drinking Water Act, Title 24 of the Vermont Statutes Annotated, and the list of Federal Laws and Authorities included as Exhibit B. The enumeration of the Federal Laws and Authorities in Exhibit B shall not be construed as a waiver by the Municipality of any exemption or exception, jurisdictional or otherwise.
9. If any provisions of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.
10. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.
11. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement. Any delay in exercising rights or requirements of the Loan Agreement does not constitute a waiver of such rights or requirements.
12. The Municipality agrees to the extent permitted by law to indemnify and hold the Bond Bank, the state, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Municipality or any of its officials, agents, or employees of the Municipality's obligations under this Agreement, as it may be amended or supplemented from time to time. It is further understood that such indemnity shall not be limited by an insurance coverage.
13. The Municipality agrees that the Loan will be adjusted upon final audit to an amount equal to or less than the project costs determined eligible by the Department of Environmental Conservation and recommended to the Bond Bank for loan participation.

14. The Municipality agrees that if actual final eligible costs are less than the amount paid under the Loan Agreement, repayment of the excess funds will be made within sixty days of the request made by the Department of Environmental Conservation.
15. Increases, amendments, or modifications to the project during construction will be processed for record keeping purposes only, except for the addition of major approved Project Elements, Exhibit A. The Loan Agreement will also be amended upon completion of the project based upon final audited eligible costs, and any increases in the Loan will be made contingent upon availability of funds. All Project records will be retained by the Municipality and made available for state inspection upon request for three years after Project completion or until any audit questions have been resolved, whichever is later.
16. The Municipality will obtain flood insurance for any insurable portion of the Project.
17. The Municipality agrees to use the Loan proceeds solely for the Project for which the Loan is made and any approved amendments thereto. The Municipality further agrees to make prompt payment to the contractors and to apply any interest received to the Project. Once payment has been made to contractors, the applicant shall submit a payment request to the Department of Environmental Conservation (DEC). Disbursements from DEC are made on a reimbursement basis. Funds will be disbursed from Federal Award ID Number FS991218## (## equals last two digits of award year). Upon disbursement, DEC will notify the Municipality of the standard terms and conditions applicable based on the exact amount of federal funds disbursed and relevant capitalization grant being drawn down. Please see <https://dec.vermont.gov/water-investment/water-financing/srf/reimbursement-help> for the standard terms and conditions. If the foregoing link is not accessible, contact DEC for assistance.
18. The terms of this Loan Agreement shall be controlling over those of any prior Agreement with respect to this Loan Agreement. However, this Loan Agreement shall not otherwise supersede the terms of any other agreements between the Municipality and the State.
19. The Municipality agrees to furnish to the Bond Bank such financial statements as the Bond Bank may reasonably request, which statements and supporting records shall be prepared and maintained in accordance with Generally Accepted Accounting Principles (GAAP).
20. This agreement will be funded by approximately 80 percent federal funds. These funds are being awarded in accord with the Federal Drinking Water State Revolving Fund, CFDA number 66.468, under the authority of the Environmental Protection Agency. This is not a research and development award. For any accounting year in which the Municipality expends Loan proceeds and other Federal funds of \$750,000.00 or more from all Federal sources, the Municipality shall have an audit performed in accord with the Federal Single Audit Act and furnish a copy to the Vermont Department of Environmental Conservation within 9 months of the end of Municipality's accounting period.
21. By acceptance of this Agreement, the Municipality agrees to complete a Subrecipient Annual Report as provided by the Department of Finance. Prior to submitting the Subrecipient Annual Report, the Municipality must review previous fiscal year disbursements from the Facilities Engineering Division to determine the actual amount of federal funds disbursed from the

loan proceeds. The Subrecipient Annual Report must then be submitted to the State of Vermont Department of Finance within 45 days after its fiscal year end, informing the State whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Municipality will submit a copy of the audit report to the Vermont Department of Environmental Conservation within 9 months of its fiscal year end. If a single audit is not required, only the Subrecipient Annual Report to the State Department of Finance is required.

22. The Municipality understands that the provisions of the Davis-Bacon Act, which is codified at Subchapter IV of Chapter 31 of Title 40 of the United States Code and U.S. Department of Labor Memorandum No. 208 ("Memorandum 208"), apply to the Project, and the Municipality certifies and agrees that with respect to the Project, it has complied and will continue to comply with the requirements of the Davis-Bacon Act and Memorandum 208.

23. The effective date of the Loan Agreement is the execution date of the General Obligation Note.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Attest:

  
\_\_\_\_\_  
Secretary

VERMONT MUNICIPAL BOND BANK

By:   
\_\_\_\_\_  
Executive Director

Attest:

\_\_\_\_\_  
Clerk

City of Essex Junction

By: \_\_\_\_\_  
Chair of the Governing Body

And by:

\_\_\_\_\_  
Treasurer

Date \_\_\_\_\_

List of Loan Exhibits

- EXHIBIT A: Project description and conditions
- EXHIBIT B: List of Federal Laws and Authorities
- EXHIBIT C: General Obligation Note
- EXHIBIT D: Resolution and Certificate

## EXHIBIT A

### PROJECT DESCRIPTION AND CONDITIONS FOR THIS AGREEMENT

#### Description:

This loan is for the purpose of completing a service line inventory.

#### Conditions:

- 1) Repayment of this loan shall commence five (5) years after the execution of the loan, unless the terms of the loan indicate the loan principal will be completely forgiven.
- 2) If this loan does not result in a service line inventory by the anticipated repayment start date, repayment shall commence immediately.
- 3) After completion of planning, if project construction is to be fully funded by grants and/or loans administered by other federal, state, or local funding agencies (referred to as “alternative funding”), the Applicant will, within sixty (60) days of receiving alternative funds, repay the entire portion of the DWSRF planning loan. Under certain circumstances partial or full planning loan forgiveness may be allowable, such as when planning costs are not being paid for from alternative funds.
- 4) The engineer will meet with the Drinking Water and Groundwater Protection Division (DWGWPD) to present work summaries at 30% work completion, 60% work completion, and 90% work completion, or as otherwise directed by the DEC engineer. Disbursements will not be made without each required meeting and disbursements above 90% of the loan amount will not be made until the final documents have been received, reviewed, and approved by DWGWPD.
- 5) The Applicant shall, as a condition of the loan, provide the Department with a digitally formatted copy of any plan or surveys developed with funds awarded under the loan, if the Applicant or any subcontractor develops plans or surveys in digital format. By acceptance of the loan, the Applicant agrees to pass through this requirement to any subcontracts awarded and funded by the loan. This condition is included pursuant to Section 56 of Act 233 of 1994. Such digital formats are subject to the Federal Freedom of Information Act and the State Access to Public Records and Document Statute and, unless otherwise restricted, the Department will release copies of such information to the general public upon request. It shall be acceptable to submit read only copies or copies marked archival copies only. The Applicant, by acceptance of this loan agrees not to copyright any plans or surveys developed pursuant to this action. Acceptable electronic formats include pdf and pdf/A.

## EXHIBIT B

### LIST OF FEDERAL LAWS AND AUTHORITIES WHERE APPLICABLE

#### ENVIRONMENTAL:

- “American Iron and Steel” requirements of P.L. 113-76 the Consolidated Appropriations Act of 2014
- Archeological and Historic Preservation 16 USC §469a-1
- Bald and Golden Eagle Protection Act, 16 USC §668-668c
- Clean Air Act, 42 USC §7401
- Coastal Barrier Resources Act, 16 USC §3501
- Coastal Zone Management 16 USC §1451
- Davis-Bacon Act (40 CFR '31.36(i)(5))
- Davis Bacon and Related Acts Wage Rate Requirements (29 CFR 5.5)
- Endangered Species Act, 16 USC §1531
- Floodplain Management, Executive Order 11988, as amended by Executive Order 12148
- Protection of Wetlands, Executive Order 11990 (1977) as amended by Executive Order 12608 (1997)
- Environmental Justice, Executive Order 12898
- Protection and Enhancement of the Cultural Environment, Executive Order 11990 (1977), as amended by Executive Order
- Farmland Protection Policy Act, 7 USC §4201
- Fish and Wildlife Coordination Act, 16 USC §661
- Magnuson-Stevens Fishery Conservation and Management Act, 16 USC §1801 *et seq.*
- Marine Mammal Protection Act, 16 USC §7703 *et seq.*
- Migratory Bird Act 16 USC Chapter 7, Subchapter II: Migratory Bird Treaty
- National Historic Preservation Act 54 USC § 300101 *et seq.*
- Rivers and Harbors Act, 33 USC §403
- Safe Drinking Water Act, 42 USC §300f
- Wild and Scenic Rivers Act 16 USC §1271

#### ECONOMIC:

- Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754 as amended
- Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans

#### SOCIAL LEGISLATION:

- Age Discrimination Act, PL 94-135
- Civil Rights Act of 1964, PL 88-352
- Disadvantaged Business Enterprise, 49 USC § 47113 - Minority and disadvantaged business participation
- Equal Employment Opportunity, Executive Order 11264



- Women's and Minority Business Enterprise, Executive Orders 11625 and 12138
- Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
- Rehabilitation Act of 1973, PL 93-112 (including Executive Orders 11914 and 11250)

MISCELLANEOUS AUTHORITY:

- Executive Order 12549 - Debarment and Suspension
- Trafficking and Violence Protection Act of 2000 (P.L. 106-386)
- Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646
- Signage requirements per 2015 EPA guidance
- 2 CFR 200.216 and section 889 of Public Law 115-232, Prohibition of certain telecommunication and video surveillance services or equipment
- Build America, Buy America (BABA) provisions of the Federal Infrastructure Investment and Jobs Act (IIJA)

UNITED STATES OF AMERICA  
 STATE OF VERMONT  
 City of Essex Junction  
 GENERAL OBLIGATION NOTE

The City of Essex Junction (hereinafter called the “Municipality”), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Bond Bank, or registered assigns, the not-to-exceed sum of \$430,000.00 with a preliminary interest at the rate of 0.00% per annum and with a preliminary administrative fee of 0.00%, subject to change based on final disbursed value, beginning on 7/1/2028 as follows:

Vermont EPA Drinking Water State Revolving Fund						
Essex Junction, Vermont						
Loan RF3-511-1.0						
Prepared on 7/14/2023						
Loan Terms						
Loan Amount:	\$430,000.00					
Loan Term Years	5					
Interest rate:	0.0000%					
Administrative Fee	0.0000%					
Repayment Date	Payment Number	Principal Due	Principal Payment	Interest Payment	Administrative Fees	Total Payment
7/1/2028	1	430,000.00	86,000.00	0.00	0.00	86,000.00
7/1/2029	2	344,000.00	86,000.00	0.00	0.00	86,000.00
7/1/2030	3	258,000.00	86,000.00	0.00	0.00	86,000.00
7/1/2031	4	172,000.00	86,000.00	0.00	0.00	86,000.00
7/1/2032	5	86,000.00	86,000.00	0.00	0.00	86,000.00
			430,000.00	0.00	0.00	430,000.00
For planning purposes only. Figures subject to change based on actual disbursement.						

EXHIBIT C

This Note is payable in lawful money of the United States at M&T Bank in the City of Burlington, State of Vermont. Repayment terms shall comply with 24 V.S.A. Chapter 120, §4755 which prohibits deferral of payment. Final payment of this Note shall be made upon surrender of this Note for cancellation.

This Note is issued by the Municipality for the purpose of financing planning of infrastructure improvements under and by virtue of Title 24 of the Vermont Statutes Annotated, and a vote of the governing body of the Municipality duly passed on 4/27/2023.

This Note is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Note have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Note to be signed by its Treasurer, and a majority of its Selectboard and its seal to be affixed hereto.

City of Essex Junction

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Majority of its Governing Body

\_\_\_\_\_  
Treasurer

EXHIBIT C

\$430,000.00

City of Essex Junction  
GENERAL OBLIGATION NOTE

CERTIFICATE OF REGISTRATION

It is hereby certified that this Note is a fully registered Note payable only to the holder of record as appears of record in the office of the Treasurer of the issuing Municipality. This Note may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at his office and he shall record such transfer in his records and on the Note. The name and address of the original registered owner of this Note is Vermont Bond Bank, 100 Bank St., Suite 401, Burlington, VT 05402.

\_\_\_\_\_  
Treasurer

EXHIBIT D

RESOLUTION AND CERTIFICATE  
(General Obligation)  
(Vermont Drinking Water State Revolving Fund)

WHEREAS, at meetings of the municipal legislative body of the City of Essex Junction (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held as appears of record, it was found and determined that the public interest and necessity required certain public water system improvements described in Exhibit A, and it was further found and determined that the cost of making such public improvements would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same shall be submitted to the legal voters at meetings thereof, and it will be ordered, all of which action will be hereby ratified and confirmed; and

WHEREAS, the Municipality has applied for financial assistance in planning for the authorized improvements which application has been approved by the Department of Environmental Conservation and the Vermont Municipal Bond Bank, as evidenced by the Funding Application Approval, the terms and conditions of which are found in Exhibit A; and

WHEREAS, pursuant to powers vested in them by law the said governing board is about to enter into a Loan Agreement on behalf of the Municipality with the Vermont Municipal Bond Bank respecting a Loan from said Bank in the amount of \$430,000.00, to be discounted by the amount of up to \$0, repayable with interest at the rate of 0.00% per annum, together with an administrative fee of 0.00%.

AND WHEREAS, the Note to be given by the Municipality to the Vermont Municipal Bond Bank at the time of receiving the proceeds of said Loan shall be substantially in the form found in Exhibit C;

THEREFORE, be it resolved that the Governing Body proceed forthwith to cause said Note to be executed and delivered to the Vermont Municipal Bond Bank upon the price and terms stated, and be registered as the law provides; and

BE IT FURTHER RESOLVED, that the Note when issued and delivered pursuant to law and this Resolution shall be the valid and binding obligation of the said Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, there shall annually be assessed and collected in the manner provided by law each year until the Note, or any bond or bonds issued to refund or replace the same, is fully paid, a tax, charge or assessment sufficient to pay the note and bond or bonds as the same shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Vermont Municipal Bond Bank is hereby authorized, the presiding officer of the legislative body and Treasurer of the borrower being directed to execute said Loan Agreement on behalf of the Municipality and the legislative branch thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in Exhibit A to be delivered in connection with the issuance and sale of the Note, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in said Loan Agreement are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Governing Body, in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Note in the face amount of \$430,000.00 to the Vermont Municipal Bond Bank, execution and delivery of the Note, this Resolution Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that M&T Bank in the City of Burlington, Vermont, is hereby designated the Municipality's paying agent with respect to the Note and the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Note payable as aforesaid, and reciting that it is issued under and pursuant to the vote herein above mentioned, and we also certify that the Note is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the said officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Note is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We further certify that no litigation is pending or threatened affecting the validity of the Note nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Note, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

EXHIBIT D

ATTEST:

\_\_\_\_\_  
Clerk

City of Essex Junction

By: \_\_\_\_\_

\_\_\_\_\_

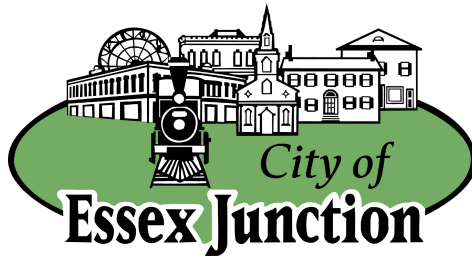
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Majority of its Governing Body

And By:

\_\_\_\_\_  
Its Treasurer



## **MEMORANDUM**

**TO:** City Council and City Manager, Regina Mahony  
**FROM:** Wendy Hysko Brownell Library Director  
**DATE:** 10/6/2023  
**SUBJECT:** Sustainable Libraries Initiative

### **Issue**

An update on Brownell Library's Sustainable Libraries Initiative participation and certification

### **Discussion**

One of the longtime benefits of libraries is sharing resources to reduce the ecological footprint of a community. Several library staff have been invested in making steps towards sustainability beyond sharing resources for years to shift towards sustainable products when they are cost effective. Assistant Youth Librarian Erna Deutsch became interested in the national Sustainable Libraries Initiative after learning about it from a cohort of Vermont libraries that signed up to pursue certification, and wanted to pursue it for Brownell, noting we have also achieved several of the recommended steps.

The mission of the Sustainable Libraries Initiative is "The Sustainable Libraries Initiative (SLI) provides library leaders with a proven path forward to co-create libraries and communities that will thrive in the coming years. The Sustainable Library Certification Program and the SLI community of practice focuses your leadership to enable your library, and ultimately your community, to become more environmentally sound, socially equitable and economically feasible."

Brownell Library became a member of this initiative in 2022 and this is an update on what we have achieved in the Sustainable Libraries certification process:



- Changed the lightbulbs throughout the building to be LED
- Buys local, refillable soap for our bathroom and kitchen soap dispensers
- Changed the paper towels in the public bathrooms to hand dryers
- Uses post-consumer, recycled paper in the receipt printers, BPA-free and recyclable
- Has a rain garden
- Prohibits smoking
- Has Indoor plants
- Has Bike racks - several staff walk or bike to work regularly - we also lend bike locks
- Staff turns off all lights at night
- Has an HVAC/ heat maintenance plan
- Has an EV charging station nearby (Fire station)
- Reuses office paper
- Recycles toner
- Started composting
- Has programmable thermostats
- Offers free battery recycling program
- Encourages reusable bags and the Brownell Library Foundation sells them
- Offers programs celebrating diversity (e.g.Holi, Chinese New Year's celebrations)
- Has a health/wellness program for employees through the City
- Did a Waste Audit (executed with teen help)
- Added flexible workstations, like standing desks and a bike desk

### **Cost**

There is no cost outside of the regular Library budget

### **Recommendation**

This is an informational update.

## HOWARD CENTER COMMUNITY OUTREACH FY23 ANNUAL REPORT (7/1/22 – 6/30/23)

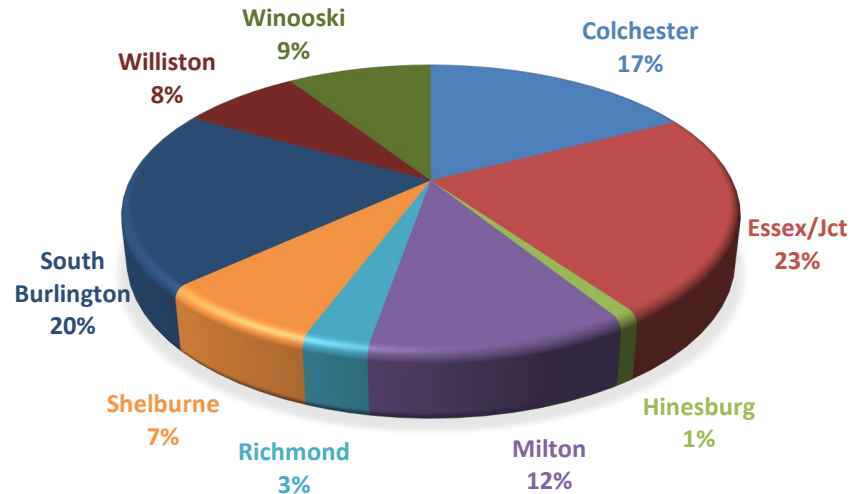
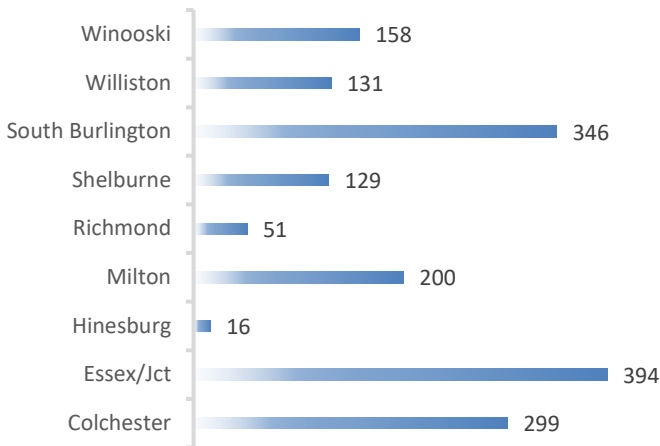
Three Year Comparison	FY21	FY22	FY23
Total Number of Services (Each service may include multiple calls)	2,707	2,326	1,701
Phone	6,561	6,944	4,753
Face-to-Face Contacts	1,110	1,161	751
Unique Client Count	1,084	898	799
% Adult (Unique client count)	84%	80%	90%
Adult	896	715	702
Youth (< 18 yrs)	120	155	77
Age unknown	68	28	23
% Services with Active Designated Agency Enrollment	55%	58%	61%
Active Howard Center Services	1,404	1,166	1,039
Not Active Howard Center Services	949	546	584
Unknown	322	396	44
Referrals total:	1,982	1,240	1,302
Behavioral Health Care	715	467	454
Social Services (Economic, Housing, Basic Needs, Employment)	648	307	518
Medical Health Care	144	137	141
FCCC	331	329	219
Police-Involved Contacts	1,044	927	602
Assisting Police or Co-Response	503	367 (under-reported)	278
Diverting Police	211	516	184
Police Resource Time Saved (hours)	193	514	212
Proactive/Engaging Community Outreach Supports	2,100	883	508
Outcome to the Emergency Department	153	167	84
Medically Necessary (only)	25	16	13
Psychiatrically Necessary (only)	78	108	58
Both Medically & Psychiatrically Necessary	50	43	40
Transportation Means to the ED			
Ambulance	78	67	60
Police	55	59	25
Outreach Staff Transport	5	18	12
Family/Other Transport	11	23	11
Level of Distress: Total services where distress rated	1,272	1,431	1,407
Maintaining or improvement by pre-post encounter	99%	100%	99.5%
If distressed, % showing improvement by end of service	65%	92%	91%
Escalating in distress at end of service	<1%	0%	<1%

Who Initiated the Call?			
	FY21	FY22	FY23
Client/self/Community Member	614	333	252
Police	1,285	1,031	851
Providers	130	109	54
Community Outreach staff	367	267	141
Schools	30	22	9
Family/Parent/Guardian/Friend	139	131	100
FCCC	85	155	112
Other (DOC, DCF, business)	133	84	118

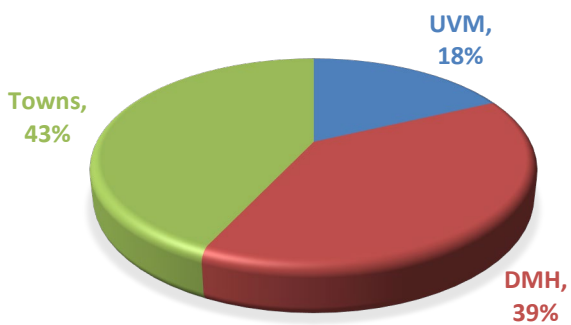
Primary Concern			
	FY21	FY22	FY23
Emotional/Behavior/Mental Health	2,345	1,796	1205
Housing instability	53	78	90
Family/Relational Conflict	96	84	74
Homeless	102	50	62
Domestic Violence	10	25	18
Legal	16	24	15
Medical	26	39	22
Substance Use/Abuse	53	35	36
Suicidal ideation/behaviors	7	11	30
Other or Missing Info	38	32	123

# FY23: CONTACTS BY TOWN

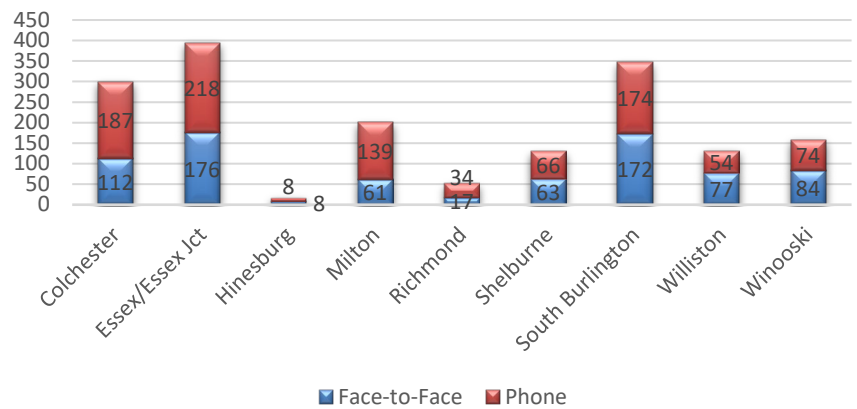
\*Contacts by town can overlap as services cross town borders



## PARTNERSHIP FUNDING DISTRIBUTION

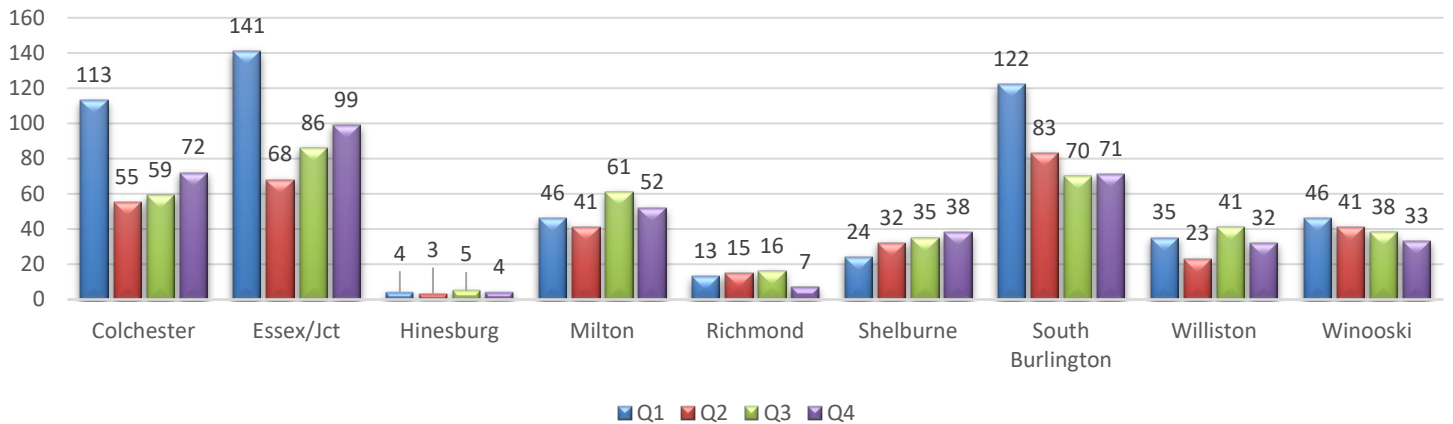


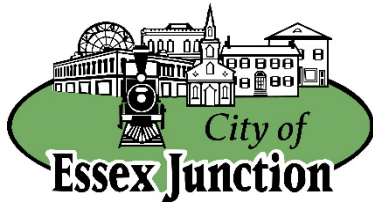
## FY23 Service Type by Town



## FY23 SERVICES BY TOWN

\*each service may include multiple calls





FOR IMMEDIATE RELEASE

Contact:  
Ashley Snellenberger  
Communications & Strategic Initiatives Director  
City of Essex Junction  
[asnellenberger@essexjunction.org](mailto:asnellenberger@essexjunction.org)  
Office: 802-878-6944  
Cell: 479-857-4361

## TREE ADVISORY COMMITTEE ANNOUNCES GREATEST TREE CONTEST WINNERS

ESSEX JUNCTION, Vt. (October 17, 2023) — The Tree Advisory Committee (TAC) has selected their Greatest Tree Contest winners. The TAC selected the Village Cemetery tree nominated by Andy, Emma, and Jesse Lawrence as the first place winner, the Summit Street School tree nominated by Luisa Alvez-Georgeoglou as the second place winner, and the 35 Woods End Drive tree nominated by Celia Ekstrom as the third place winner. The winners were recognized at the TAC monthly meeting on October 17, 2023. The first-place winner received \$100 donated by Northfield Savings Bank, and the runners-up received prizes donated by Brownell Library and the community. The Tree Advisory Committee received 15 nominations for this initial contest.

"Thank you to everyone who nominated a tree for our first Greatest Tree Contest," said Nicole Klett, Tree Advisory Committee member. "The Tree Advisory Committee would also

## GREATEST TREE WINNERS - 2

like to thank Northfield Savings Bank and Brownell Library for sponsoring our contest and providing prizes for our winners."

The TAC Greatest Tree Contest encouraged residents to spend some time around the City studying our amazing trees and then choosing one to nominate as the City's greatest tree during September.

###

**CITY OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
MINUTES OF MEETING  
OCTOBER 3, 2023**

**COMMITTEE:** Amber Thibeault, Chair; Kevin Collins; Karen Dolan; Scott McCormick; Mike Plageman; Justin Rabidoux

**ADMINISTRATION:** Ricky Jones, Public Works Superintendent; Rick Hamlin, City Engineer; Jess Morris, Finance Director

**OTHERS PRESENT:**

**1. CALL TO ORDER**

Ms. Thibeault called the meeting to order at 6 PM.

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. PUBLIC COMMENTS**

There were no comments from the public.

**4. DISCUSSION ITEMS**

**a. LOT Policy Discussion**

Mr. Rabidoux presented a list of Vermont municipalities who have a Local Options Tax (LOT) and detailed their plans (if any) for using such funds. Some communities use LOT funds as a source of general revenue, and others have allocated these funds for specific purposes. He said that Essex Junction's options are open for utilizing the LOT in whatever model they feel is best. Mr. Rabidoux said that two municipalities have suggested waiting to determine how to use the funds until a few budget cycles have passed, noting recent natural disasters and uncertain economic times.

Ms. Dolan said that it is important to keep in mind why the LOT was originally developed. Ms. Thibeault said that it was intended for capital projects, which could be anything above \$10,000 with some exceptions. There is no clear definition of a capital project. Ms. Thibeault discussed the importance of maintaining an emergency fund and noted that there have been concerns from the public that some of the LOT funds have been allocated to non-capital projects, such as strategic planning and rebranding. Ms. Morris said that the original ballot item did not state that the LOT funds would be used for capital spending, however the discussions prior to the vote implied that it would be used for such.

Mr. McCormick said that the Planning Commission has been working on a rental registry and suggested that some of these funds be allocated to create a program to incentive landlords to make necessary repairs on rental units. Ms. Thibeault suggested that this be discussed after the registry is in place. Mr. Plageman expressed concern about the idea, and Ms. Thibeault said that she would suggest that this idea be reviewed by legal counsel. Mr. McCormick said that this would most likely fall under the Housing Trust Fund mechanism.

Ms. Thibeault said that she would be happy to use the town of Brandon as a model policy, as all members appeared to like it. She said that the updated figures on sidewalk costs would be available at the next meeting. Mr. Collins said that he thinks that it is a good idea to go through a few funding years prior to

---

coming up with a plan. Mr. Rabidoux asked if there were any audit findings that showed any shortfalls or other concerns, of which the LOT funds could help remedy. Ms. Morris said no but said that the general fund balance could be increased to be in line with best practice. Ms. Thibeault said that this would be a City Council decision to make, and that this committee should focus on capital projects. Mr. Hamlin said that completing capital projects is an ongoing job, and that there will always be a need to fund other projects. Mr. Hamlin discussed different sidewalk types and what the best type of investment would be. Mr. Collins said that he had been getting questions from voters as to how the LOT is spent, and Mr. Hamlin said that the Capital Committee was instituted to allow the public more of a direct role in how projects are prioritized. Ms. Thibeault said that the City is launching a strategic planning process which will better determine how the public would best give input. Ms. Morris said that she would like to state that the LOT policy needs to be subject to the City Purchasing Policy for legal reasons. Ms. Thibeault said that the City Council will be working on the budget in December and said that she is unsure if this policy will be able to be approved by the next budget cycle.

**5. REVIEW AND APPROVE MINUTES:**

**a. Approve Minutes: August 1, 2021**

**SCOTT MCCORMICK made a motion, seconded KEVIN COLLINS by to approve the minutes of August 1, 2023. Motion passed 6-0.**

**6. ADJOURN**

**KEVIN COLLINS made a motion, seconded by SCOTT MCCORMICK, to adjourn the meeting. The motion passed 6-0; the meeting adjourned at 6:48 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary

**CITY OF ESSEX JUNCTION  
PLANNING COMMISSION  
PUBLIC HEARING  
MINUTES OF MEETING  
October 5, 2023  
DRAFT**

**MEMBERS PRESENT:** Patrick Scheld; Scott McCormick; Elijah Massey.

**MEMBERS ABSENT:** Philip Batalion, Diane Clemens

**ADMINISTRATION:** Chris Yuen, Community Development Director; Jennifer Marbl, City Planner.

**OTHERS PRESENT:** Marcus Certa, Karla C., Lexi Dane, Bernard Greene, Samuel Jones, Steve M., Dennis Thibeault, Jake Z.

**1. CALL TO ORDER**

Patrick Scheld called the meeting to order at 6:31 PM.

**2. AGENDA ADDITIONS/CHANGES**

Planning Commissioners said they would like to discuss what projects should come next for discussion and consideration, once rental registry work is completed.

**3. PUBLIC TO BE HEARD**

a. Comments from Public on Items Not on Agenda

**4. MINUTES**

a. September 14, 2023

**MOTION by SCOTT McCORMICK, SECOND by ELIJAH MASSEY, to approve the minutes of September 14, 2023 as drafted. VOTING: unanimous (3-0); motion carries.**

**5. BUSINESS ITEMS**

a. Introduce Jennifer Marbl – new City Planner in Community Development Department  
Community Development Director Yuen introduced Jennifer Marbl, the new City Planner, noting that she is taking on a significant role in staffing the Development Review Board. City Planner Marbl spoke about her past experience in architecture as an architectural draftsman, noting that she is relatively new to planning.

b. Global Foundries Solar Installation letter to Public Utilities Commission  
Community Development Director Yuen introduced this item and asked whether the Planning Commission approves the letters to the Public Utilities Commission regarding the Global Foundries Solar Installation.

**MOTION by ELIJAH MASSEY, SECOND by SCOTT McCORMICK, to authorize Patrick Scheld to sign the letters of support to the Public Utilities Commission on behalf of the Essex Junction Planning Commission. VOTING: unanimous (3-0); motion carries.**

c. Rental Registry & Inspection Program



- Updated draft of Ordinance

Community Development Director Yuen reviewed the updated draft ordinance for the rental registry and inspection program. He noted that the changes were limited to what had been discussed at its September meeting. He asked whether Commissioners had questions or comments. Commissioner Scheld approved of the nomenclature change to “rental housing units” instead of “residential rental properties”, and Community Development Director Yuen noted that this was to align with language used in the Land Development Code (LDC) and Statute.

Commissioner McCormick asked about a comment within the document regarding inspection of rental housing units, which stated that if the City does not have a building code and can only enforce the Rental Housing Code, it may not have the authority to inspect for anything. Community Development Director Yuen replied that the City does not have a municipal building code but relies on the LDC, and would be enforcing the Rental Housing Code on behalf of the State. Commissioner Scheld suggested raising this question with the City counsel to obtain a legal opinion on whether the City has the authority to inspect rentals on a regular basis, other than performing an initial inspection during the registration process.

Commissioner McCormick asked whether a fee schedule should be included in the ordinance. Community Development Director Yuen replied that it is a separate document, though it was included with the ordinance for the Planning Commission’s review and discussion.

**MOTION by SCOTT McCORMICK, SECOND by Elijah MASSEY, to approve the draft Rental Registry & Inspection Program Ordinance as presented for consideration by the City Council. VOTING: unanimous (3-0); motion carries.**

- Potential rental units data analysis update

City Planner Marbl provided an overview of the rental units data analysis conducted for the City of Essex Junction. She noted that the data sources for this analysis is the grand list, so it may be slightly out of date. She said that there were a total of 258 estimated rental properties, 1904 estimated total rented units, and 116 estimated rented condo properties. She said that 79% of rental units were commercial, 6% were condos, and 15% were other. She noted the locations of rental units in the City, showing where there were larger or smaller concentrations of rental properties. She spoke about the number of units each rental property had, noting that over half of the properties consist of individual units (not part of a larger complex), noting that only 4% of rental properties contain 31 or more units. She noted that by contrast, major rental units are owned by landlords who manage up to four properties, and landlords who manage properties of five or more units comprise over 80% of the rental units in Essex Junction. She noted four of the most prominent landlords in Essex Junction, saying that combined, their properties comprise 54.6% of Essex Junction’s rental units.

Commissioner Massey asked about next steps for this data, such as checking with landlords to confirm the number of units. Community Development Director Yuen replied that from this analysis they can develop a mailing list and confirm rental properties and counts with owners. He said that they can then set a deadline for registering these rental properties and assessing fees.

- d. Review of recent DRB decisions and policy implications

Community Development Director Yuen provided updates on recent DRB decisions. He began with the Autumn Pond Phase 2 development, which would include 117 units. He noted that it is very similar to Autumn Pond 1, which is generally considered a successful development. He said that one interesting feature of the plan had to do with the private street within the development and the fact that it does not include a sidewalk or lighting. He noted that the DRB's decision was to require striping of the road to delineate where pedestrians should travel but deemed that a sidewalk and lighting were not deemed necessary. Commissioner McCormick asked whether the DRB discussed having affordable housing rather than market rate housing. Community Development Director Yuen replied that the DRB is limited in terms of what it can prescribe for affordable housing outside of requirements through the LDC. He noted that density and height bonuses are available for developments that include more affordable housing.

Community Development Director Yuen then spoke about 1 Jackson Street, which is an industrial building. He said that the owners are looking to add 6 units on the second floor of the building. He said that this received DRB approval easily, after lighting concerns were addressed.

Community Development Director Yuen then spoke about 227-229 Pearl Street. He said that this, along with many of the other projects, had waivers for dimensional standards. He noted that the DRB often waives these standards within the LDC and said it could be a good point for discussion in future. In terms of this project specifically, he said that this is for 34 multi-family residential units. He noted that between preliminary and final approval, the entire property had to be reconfigured in order to meet 15-foot buffer requirements between multi-family and single-family properties.

Community Development Director Yuen then spoke about 161 Pearl Street, which is an 18-unit multi-family residential building and would require shared parking. He said that through the review process, the DRB required the developer to modify the front entrance to make it more accessible.

Community Development Director Yuen then spoke about 8 Railroad Street, noting that this is to replace a property that burned down. He said that it is next to Gaines Court, which is a private driveway. He said that the DRB had issues with the design, and that the project was redesigned and brought back to the DRB. He noted that when it was redesigned and brought back, to the DRB there was also a concern cited about the 15-foot buffer, which could be waived if no adverse impact for neighboring properties could be determined. He noted that the building was reconfigured to accommodate the 15-foot buffer, which was made possible by reducing the amount of parking.

Commissioner Scheld asked about the timeline to break ground on these properties. Community Development Director Yuen noted that several of the projects are going through an Act 250 review currently, which can take time. He noted that none of the approved buildings have permits yet.

Councilor Certa asked whether the 15-foot buffer is a radius or a straight line. Community Development Director Yuen replied that it should mean radius, and that the DRB was comfortable with the project.

Community Development Director Yuen then spoke about 132 Pearl Street. He said that this was a relatively small complex (18 units), and that it was able to move forward once the parking requirements were decreased. He said that they were also able to receive additional flexibility around buffers and

setbacks by going through the review process as a Planned Unit Development (PUD). He noted that this property has been approved at the conceptual stage, not the final stage.

Community Development Director Yuen then provided a brief procedural update on the appeal for 8 Taft Street.

**6. READING FILE –**

- a. Village Center renewal

**7. MEMBER UPDATES –**

Commissioner McCormick provided a brief update of the Capital Project Review Committee’s meeting on Tuesday, which centered on a discussion around the local option tax and how that revenue should be applied. He noted that current projections put the fiscal year revenue at around \$1 million. He said that they have decided that the initial LOT revenue be used for capital projects, though they also discussed establishing a housing trust fund or a revolving loan fund for rehabilitating old houses to convert to rental units. He additionally spoke about the initial meeting for the City of Essex Junction Vision & Strategic Plan Steering Committee, noting that the project will launch on October 6, 2023 and will field a survey to residents, and will also involve a large brainstorming session in early November to review the results of the survey. He noted that City staff will also draft and post communications regarding the survey. He said that they are hoping to receive around 1,000 responses to the survey.

Commissioner Scheld asked what projects the Planning Commission can initiate based on its list of priorities, now that the rental registry work is nearing completion. Commissioner McCormick noted that the Planning Commission’s priorities are around housing, business development, Design Five Corners, and climate adaptations. He said that given what they are experiencing related to weather irregularities, he would like to pursue something around climate change action and mitigation. City Planner Marbl noted that she recently attended a summit related to climate mitigation measures such as flood mitigation and said that she would explore further how to develop a plan to implement something. Commissioner McCormick also noted conversations about making increased temperatures more comfortable, such as increasing green spaces and shaded areas in municipalities, as well as increasing solar energy works. Commissioner Scheld also said that he would be interested in pursuing additional public art in Essex Junction to make the community more welcoming. He also said he would be interested in helping to implement a Farmer’s Market in Essex Junction, since it doesn’t currently have one, and potentially holding pop-up events to support Design Five Corners. Community Development Director Yuen said that he would like the Planning Commission to also discuss potential future LDC amendments, an exploratory discussion about the Highway Arterial Zoning District, and the Five Corners Intersection Redesign. Commissioner Scheld said it would be good to continue talking about these items at the next Planning Commission meeting.

**8. STAFF UPDATES –**

None at this time.

**9. ADJOURNMENT**

**MOTION by SCOTT McCORMICK, SECOND by ELIJAH MASSEY, to adjourn the meeting. VOTING: unanimous (3-0); motion carries.**

The meeting was adjourned at 8:26 P.M.

*RScty: AACoonradt*

**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
OCTOBER 20, 2023  
DRAFT**

**MEMBERS PRESENT:** John Alden, Chair; Robert Mount, Vice Chair; Christin Gildea, Maggie Massey.

**MEMBERS ABSENT:** Dylan Zwicky.

**ADMINISTRATION:** Jennifer Marbl, City Planner.

**OTHERS PRESENT:** Dianne Clemens in person and Steven Eustis via zoom.

**1. CALL TO ORDER/ADDITIONS OR AMENDMENTS TO AGENDA**

Chair Alden called the meeting to order at 6:33 P.M.

There were no additions or amendments to the agenda.

**2. PUBLIC TO BE HEARD**

Dianne Clemens and Steven Eustis specified that they both were interested in contributing to the discussion of 2 River Street. These will be presented at the next meeting, when the item is discussed.

**3. MINUTES**

A. Regular Meeting – September 21, 2023

**MOTION by ROBERT MOUNT, SECOND by CRISTIN GILDEA, to approve the minutes as presented. The motion passed 4-0.**

**4. PUBLIC HEARING**

2 River Street

On the recommendations of staff comments regarding property boundary compliance with Land Development Code, the applicant requested a continuance in order to prepare a suitable revision.

**MOTION by ROBERT MOUNT, SECOND by CRISTIN GILDEA, to table the item for the following meeting. The motion passed 4-0.**

**5. OTHER DEVELOPMENT REVIEW BOARD ITEMS**

None.

**6. ADJOURNMENT**

**MOTION by JOHN ALDEN, SECOND by ROBERT MOUNT, to adjourn the meeting. The motion passed 4-0.**

The meeting was adjourned without objection at 6:41 P.M.

**City of Essex Junction  
Tree Advisory Committee  
Minutes of Meeting  
October 17, 2023**

Members Present: Nick Meyer, Rich Boyers, Nicole Klett, Max Seaton  
In attendance: Ashley Snellenberger, Winners of the Tree contest with names below and friends and family and other members of the public

**I. Call To Order**

The meeting was called to order at 5:02 pm by Nick, second by Nicole.

**II. Additions or Amendments to Agenda**

No additions or amendments.

**III. Approval of Meeting Minutes**

A motion to approve the September 2023 meeting minutes was made by Nick, second by Max.

**IV. Greatest Tree Contest**

“It is a tree I had a lot of memories with and have a lot of fun playing with now.”-Celia Ekstrom shared about her backyard family tree that won third place as TAC welcomed the winners of the tree contest and their friends and family.

Rich and Nicole stated their appreciation for public support, the participants, the committee, and a big thank you to Ashley Snellenberger.

Nick told the the story of how the judges got to be on a treasure hunt to find the various trees sometimes in yards and sometimes nominated by past homeowners

Kate Vanni was here to take pictures of the winners and the awarding of prizes including:

FIRST: Village Cemetery Tree-a sugar maple from Andy, Emma, and Jesse Lawrence awarded a \$100 Gift card provided by Northfield Bank

SECOND: Summit Street School Tree -a Mulberry-by Luisa Alvez-Georgeoglou awarded a Maple Syrup Sampler provided by Brownell Library

THIRD: 35 Woods End Drive- a White Pine -Celia Ekstrom awarded an Original Birdhouse made with the help of Kyle Albee and a student.

The committee explained the purpose of the committee and its work around the Junction. There was a nice conversation about trees and community amongst the winners and other spectators that filled the seats for the public to attend meetings.

TAC will plan to go over the tree contest plans for next year based on this year and get thank you notes ready to our sponsors. The Essex Reporter will have a report on the contest and winners 10/18/2023.

## **V. Proposal for Maple Street**

Nicole updated information she had received including that Mark from EJRP is on board with the changes that TAC is thinking about for the walk.

And shared the opinion/insights from Brian Neufeld, Science Teacher, on signage and park accessibility from an educator's point of view after hearing from the high school students proposal last meeting. He invited TAC to look at the signage for a Niquette Park sign.

Also, Ashley discussed that QR codes can be used for both the entry sign and individual trees so the goal of adding more info can be accessible including types of trees/tree facts/tips for growing trees.

Nick said he thinks we need new sign at entryway with QR code and Individual trees with QR codes for tree facts would be ideal.

Rich reached out to a design tech teacher who knew another expert but hasn't heard back due to an illness from the teacher.

TAC discussed the idea of reviewing the park as individuals.

Action steps for next meeting:

Review park and trees to make sure map is correct/or suggest changes

Ashley to reach out for sign options that city has used for signage and other metal laser engraved with QR

Nicole to reach out to CTE or EHS Science classes for design collaboration

Consider QR code at front and at individual trees with attached PDFs and have audio recordings and see how that might work

Aim for Arbor Day as a grand opening.

## **VI. City is starting Visioning and Strategic Planning**

Ashley let the TAC know that the city is busy with building an action plan for 5 years and vision of what the city will be. Future IQ is the consulting co with survey out to citizens available in multiple venues.

Nov 2 and Nov are Think Tank sessions that are focus groups with looking at data and narrowing down directions the city is moving in. In February, the plan will be complete and then presented to City Council and implemented by city employees.

Ashley encourages citizens, employees in the city and committee members to take survey and participate in focus groups.

## **VII. Planting**

Steve will pick up tree sticks and bags from the tree planting from this past year and Max will help as well.

**VII. Other Business**

None

**IX. Date for Next Meeting**

The Committee will meet on October 17 at 4:30 p.m with agreement from committee members for the time change.

**Adjournment**

Nick made a motion to adjourn at 5:56 p.m. 2nd Nick.

<b>January</b> -Planning Calendar
<b>February</b> -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-HOLD for 2024
<b>March</b> -Public Education around Thinking about planting a tree?
<b>April</b> - Potential Tree Keeper Training/Dip and Bag 28th and Tree Sale 29th/National Arbor Day 28th
<b>May</b> -Tree Planting 6th/VT Arbor Day 5th/Hiawatha
<b>June</b> -Tree Walk 3rd
<b>July</b> -Public Education around Tree Planting/Maintenance/Watering
<b>August</b> -Advertise Tree Contest
<b>September</b> -Form Submission for Tree Contest open after Labor Day
<b>October</b> -Judging and Announcement of Tree Contest Winner
<b>November</b> -Public Education around Trees in Fall (Best Handling of Leaves, etc)
<b>December</b> -Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree



**City of Essex Junction**  
**Bike/Walk Advisory Committee Meeting Minutes**  
**October 16, 2023**

**Meeting Attendees:** Micah Hagan, Chris Kline, Mark Breslin, Tacy Lincoln, Eric Bowker

**Meeting Called to Order:** at 7:06 p.m.

**Meeting Minutes:** Tacy Lincoln volunteered to take minutes for the meeting.

**Changes to Agenda/Review/Approval of Minutes:** Minutes from the September 18th meeting were unanimously approved. Tacy Lincoln requested an addition to the October 16th agenda to provide an update to BWAC members regarding the City of Essex Junction Vision and Strategic Action Plan.

**Public to be Heard:** see below.

**RRFB Update:** The last RRFB was installed at Lincoln and North Streets and is functioning.

**Request regarding West Street Bike Lane Signage:** Mark will contact the City's Police Chief to ascertain the number of reported traffic/bike/pedestrian incidents along that corridor to help determine the need for such signage.

**Future BWAC Projects:** The Bike Rack Inventory is on-going and continues to be a point of discussion for the Committee. Eric proposed that the BWAC sponsor a Bike Safety event in the spring (and, perhaps another one before the start of the school year.) The Committee will continue to work on determining dates and locations for a spring event. Eric will contact Susan at Local Motion to inform her of this initiative as well as to explore the possibility of distributing "safety lights" to attendees.

**Pearl Street Bike Lanes:** Concerns were brought forward regarding the lack of bike lane connections on Rt. 15 between Big Lots and Mac's Market as well as the area around Pearl Street Park. While bike lanes are being planned for those sections, the time-line for placement is still to be determined. Additionally, there was a discussion about the increased use of e-bikes and the impact they have on the various thoroughfares that are both marked and unmarked. It is a topic that the BWAC will take into consideration and pursue in future meetings.

**Installation of Public Water Fountains:** Mark shared information about two different products with the Committee. Both were in the \$5,000 range (not including installation). This is a topic that will require input and approval from several other City Committees before the BWAC can take any next steps.

**Next BWAC Meeting:** November 20, 2023 at 7:00 p.m.

**Meeting Adjournment:** 8:02 p.m.

NEWS + OPINION » HOUSING CRISIS

## Chittenden County Homebuilding Campaign Is Falling Far Short of Its Goal

By [ANNE WALLACE ALLEN](#) [@ANNEWALLALLEN](#)

Published October 23, 2023 at 11:15 a.m.



© ANDRII YALANSKYI | DREAMSTIME

A prominent housing campaign in Vermont's most populous region is falling far short of its goal to build 1,000 new units of housing annually in Chittenden County.

The Building Homes Together campaign, a project of the Chittenden County Regional Planning Commission and the developers Champlain Housing Trust and Evernorth, counted 594 new homes in the county last year — just 59 percent of the goal they announced in 2021. This year, it's projecting 532 will be constructed by the end of the year. In 2024, 808 are expected to be built.

That rate of construction will make it difficult to reach the 5,000 in five years that the coalition called for as awareness of Vermont's housing crisis was growing.

The groups are also falling far short of their goal to build 250 units of permanently affordable housing each year. Just 151 units were built in 2021, and 110 in 2022. This year, 113 are expected to be completed.

### RELATED



#### **Burlington Plans a Winter Homeless Shelter Downtown**

BY DEREK BROUWER

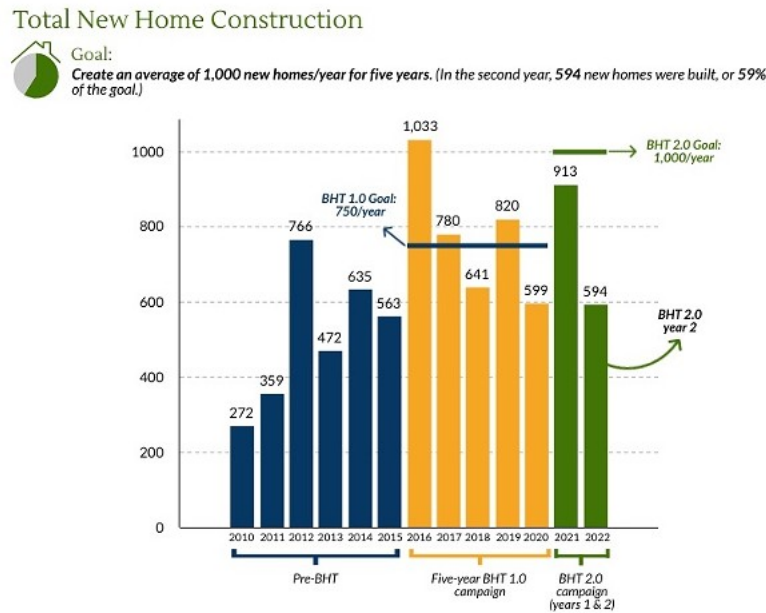
On Monday, members of the campaign thanked lawmakers for millions of dollars in new spending for housing, starting with the \$37 million housing bond approved in 2017. In each of the past three years, the legislature has allocated between \$110 million and \$140 million in state and federal funding to housing, according to Building Homes Together. They said on Monday that it's critical to

keep the money coming.

“The housing shortage developed over decades; this recent level of investment from the state needs to continue for several more years,” the campaign said.

The housing shortage is causing pain for renters and homeowners who are being priced out of the places they want to live and exacerbating misery for people who cannot find a home at all and are in temporary shelters or outside. It’s also creating havoc at the many companies that are trying to hire new workers, said Charlie Baker, the executive director of the Chittenden County Regional Planning Commission.

“I don’t know how much more employers can sustain this,” said Baker, who described the situation as a housing market failure. “We know there are a lot of jobs going unfilled.”



r.

COURTESY CHAMPLAIN HOUSING TRUST

Vermont’s longtime housing problem, detailed in the *Seven Days* series *Locked Out*, is complex. High materials prices, a low supply of labor, and local and state permitting restrictions all play a role. Growth in Chittenden County’s population over the past few years has added to the pressure, and a recent spike in interest rates has curtailed borrowing, making development even more difficult.

The campaign’s solutions are complex, too. It’s working with cities and towns to ease regulations, but some groups and individuals are concerned that changes could damage community character, quality of life and environmental goals. Baker also hopes to chip away at Act 250, the statewide land-use law, which limits development.

“I’ll be encouraging the legislature to look at the state’s role in regulatory barriers,” Baker said. Policy makers have been studying proposed changes to Act 250 this year. “There will need to be some thoughtful work done there.”

Last year, Vermont lawmakers passed a package of legislation called the HOME Act, or Housing Opportunities for Everyone, that whittled back some of the permitting rules that block home construction. Baker hopes lawmakers will build on that foundation when they return to the Statehouse in January.

The legislative panel where the HOME Act originated last year, the Senate Committee on Economic Development, Housing and General Affairs, is already at work on next year’s housing bill. Members are discussing ways to reduce duplication in the permitting process and to help people who lost their homes in the July flooding, chair Sen. Kesha Ram Hinsdale (D-Chittenden Southeast) said on Sunday.

“Some people are calling it HOME Act II,” Ram Hinsdale said. “It’s my major priority in the upcoming session.”

Since Building Homes Together set its initial goal in 2021, demand has actually grown beyond what the campaign projected, and even 5,000 new homes in five years wouldn't be enough, according to a housing needs assessment that the town of Williston completed earlier this year. Only 463 new homes are expected to be built in Williston through 2025; the plan says Williston needs about 594 in that time to create a balanced housing market. With a rental vacancy rate at less than 1 percent, the homes that are available are not affordable to many.

"Most people who work in Williston cannot afford to live in Williston," the assessment said.

## related stories



### **'We Must Act Now': Burlington Council Passes Resolution on Drug Crisis, Public Safety**

By Courtney Lamdin



### **Burlington Plans a Winter Homeless Shelter Downtown**

By Derek Brouwer



### **MacKenzie Scott Donates \$20 Million to Champlain Housing Trust**

By Anne Wallace Allen

---

All content © 2023 Da Capo Publishing, Inc. 255 So. Champlain St. Ste. 5, Burlington, VT 05401

[Advertising Policy](#) | [Privacy Policy](#) | [Contact Us](#) | [About Us](#) | [Help](#)