

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, December 20, 2023
6:30 PM

E-mail: admin@essexjunction.org

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. Discussion with HR Director Colleen Dwyer
 - b. Discussion and Consideration of Budget Engagement Options and Warn Two Budget Public Hearings
 - c. Discussion and Consideration of Capital Program Review Committee Policy and Local Option Tax Policy
 - d. Discussion and Consideration of Rental Registry & Inspection Ordinance and Warn Public Hearing
 - e. Discussion and Consideration of Urban Forestry Grant for Trees for Main St. Park
 - f. *Discussion regarding Contract
6. **CONSENT ITEMS**
 - a. Approve Check Warrant #24025 11/17/23 & #24027 120123
 - b. Approve Meeting Minutes: November 8, 2023
 - c. Approve Tobacco License for Ariana Natural Market LLC, 4 Pearl St.
 - d. Approve Council Meeting Policy – Second Version
 - e. Approve adding VMERS Defined Contribution Option
 - f. Approve Agreement with Chittenden County Regional Planning Commission for Transit Oriented Development Project
 - g. Approve Amtrak Project Pre-Award Authority Request and RFP Process
 - h. Approve Price Increase for Whitcomb Farm Biosolids Land Application Agreement
 - i. Approve Support for Vermont Access Network’s Proposed Legislation
 - j. Approve Re-appointment of M. Pauer Tursi to the Chittenden County Communications Union District
 - k. Approve Tree Farm Management Group non-profit status extension
7. **READING FILE**
 - a. Council Member & Manager Comments
 - b. Senior Update & SSTA Application
 - c. Essex Community Justice Center Newsletter
 - d. Champlain Valley Expo Permit
 - e. Efficiency Vermont Article featuring the Wastewater Treatment Plant
 - f. The Vermont GaN (V-GaN) Semiconductor Tech Hub
 - g. Brownell Library Report October 2023
 - h. Capital Review Committee Draft Minutes 11/7/23
 - i. Planning Commission Minutes 11/9/23 & 12/6/23
 - j. Development Review Board Minutes 11/16/23
 - k. Bike Walk Advisory Committee Minutes 11/20/23

- l. Tri-Town Joint Review Committee Minutes 11/30/23
- m. Brownell Trustee Draft Minutes 11/21/23

8. **EXECUTIVE SESSION**

- a. *An executive session may be needed to discuss a contract

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 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.

Memo

To: City Council

From: Colleen Dwyer

Meeting Date: December 20, 2024

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.)

- Personal Growth in the HR role with the City.
- The complexity of being a “new City”
- Stable workforce
- Open Enrollment
- Champlain Medical Urgent Care collaboration

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

- Contract Negotiations completed
- VLCT Welcoming and Engaging Communities Program
- More tools for staff via trainings

Anything you think the Council should know

- Appreciative of the staff we have currently and a vibrant community.



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: December 20, 2023
Agenda Item: City Council Budget Engagement

Issue: The Communications Department has drafted a Council and City Manager budget engagement schedule to inform and gather feedback from the residents. This schedule is for the Council to review and discuss any changes they would like to see made.

Discussion: The budget engagement schedule is broken into two sections, 1) feedback from residents and 2) education on the information on the ballot.

January 10-February 28 will focus on gathering feedback from the residents about the budget. In addition to the regular City Council meetings, there will be a Community Meal where residents will listen to a presentation about the budget and two Coffee Chats with the Community.

The Annual Meeting Warning must be finalized at the February 28th City Council meeting so that it can be printed on the ballot and in the City Newsletter and Annual Report.

March-April 8 will focus on educating and answering questions that are on the ballot. In addition to the regular City Council meetings, there will be two Coffee Chats with the Community.

Meetings with various groups will also be scheduled during this three-month window based on the availability of the groups. The City will also present budget and ballot information on Town Meeting TV. The Communications Department will also record Department Heads explaining their budgets that will be added to the City's website.

In addition to these dates, City staff asks that the Council set two public hearing dates to discuss the budget and ballot items. The City Charter only requires the City to hold one public hearing. The first public hearing could be held during the Community Meal on Saturday, January 27, 2024. This would allow residents the opportunity to give feedback on the budget that the Council could take action upon. The second public hearing must be held on February 28, 2024.

Cost: None

Recommendation: It is recommended that the two public hearings be held on January 27 during the Community Meal and on February 28 at the City Council meeting.

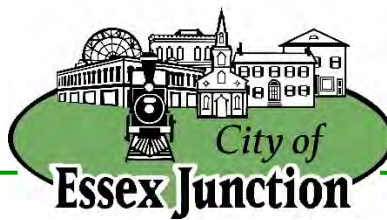
Recommended Motion: “I make a motion to set the public hearings on the FY25 Budget for Saturday, January 27, 2024 and Wednesday, February 28, 2024.”

Attachments: DRAFT Budget Engagement Schedule

Budget Engagement Schedule

December 13	Budget Day Work Session
January 10	CC Meeting/Work Session
January 17	Coffee Chat with Councilors and Manager 9 AM
January 24	CC Meeting/Work Session
January 27	Community Meal
February 6	Coffee Chat with Councilors and Manager 6 PM Virtual
February 14	CC Meeting/Work Session
February 28	CC Meeting/Work Session
March 13	CC Meeting
March 19	Coffee Chat with Councilors and Manager 9 AM
March 27	CC Meeting
March 28	Coffee Chat with Councilors and Manager 6 PM Virtual
TBD	Informational Meeting on Ballot Items
April 9	Australian Ballot Voting
The Council also plans to set up meetings to meet with groups such as seniors, apartment complexes, the Rotary Club, the Lion’s Club, etc.	

DRAFT



MEMORANDUM

To: Regina Mahony, City Manager; City Council
From: Jess Morris, Finance Director on behalf of the Capital Committee
Date: December 13, 2023
Subject: Capital Program Review Committee and Local Option Tax Policies

Issue

To review proposed updates to the Capital Program Committee Review Policy, and the new draft Local Option Tax Revenue Policy.

Discussion

The Capital Program Review Committee (Capital Committee) reestablished monthly meetings in June of 2023 and was tasked with updating the Capital Program Review Committee (Capital Committee) Policy, drafting the Local Option Tax (LOT) Revenue Policy, and to review and update the existing capital plan ranking and cost estimates.

The Capital Committee Policy has been updated to reflect necessary revisions due to the change from Village to City, current practices of the Committee, and increased membership as approved by the Council this year.

The City began collecting local option tax in October of 2022. The Capital Committee developed the draft LOT Revenue Policy to provide guidance on the use of LOT revenue based on some broad guidance from the City Council. Several other communities who also have a LOT were polled for samples of their existing policies/procedures (see attached chart of responses received during that process). The Committee reviewed all the documentation provided by those communities, and with the broad goals outlined by the Council, developed a draft policy that states all LOT revenues are to be used for capital projects with 25% of annual revenue to be applied directly to sidewalk improvements/repairs, with language that allows the Council to direct funds outside of those parameters upon approval by the full Council. This policy also outlines a process for reviewing, and amending the policy if needed, on a regular basis.

There has been some discussion at both the Council and Committee level to review and amend the existing Sidewalk Policy, with additional input from Staff and the City Engineers. This is something the Capital Committee could begin working on in January, if the Council desires. That policy is included for reference, with flags for potential policy discussion items. Staff is looking for guidance on whether the Council would like to add or remove any sections for review.

The link to the recent CCRPC sidewalk inventory tools presented to the Council in July 2023 is also included here for reference:

[CCRPC Sidewalk Inventory Map](#)
[CCRPC Sidewalk Distress Manual](#)

Cost

N/A

Recommendation

1. It is recommended that the Council accept the updated Capital Program Review Committee Policy.
Suggested motion – “to accept the updated Capital Program Review Committee Policy as presented”
2. It is recommended that the Council approve the Local Option Tax Revenue Policy as presented or with their suggested edits.
Suggested motions – “to accept the Local Option Tax Revenue Policy as presented” or “to accept the Local Option Tax Revenue Policy as presented with suggested Council edits”
3. It is recommended that the Council decide if they want the Capital Plan Review Committee to review the Sidewalk Policy, and if so, provide direction on policy aspects for review. No motion is needed for this recommendation.

Attachments

Capital Program Review Committee Policy

Local Option Tax Revenue Policy

Sidewalk Policy

**VILLAGE CITY OF ESSEX JUNCTION
TRUSTEES' CITY COUNCIL'S POLICY REGARDING
CAPITAL PROGRAM REVIEW COMMITTEE**

1. **Purpose:** To examine ~~all of the Village-City~~ of Essex Junction's municipal capital needs (~~streets and highway~~highways, water, buildings, vehicles~~roads, bridges, culverts, sidewalks, and waterlines~~). To develop a prioritized list of capital improvement projects including, but not limited to, street and sidewalk repairs, bridge repairs, other transportation infrastructure repairs, water line repairs, and building repairs or replacements. As per ~~Village-City~~ of Essex Junction policy, any purchase of \$10,000 or more is considered ~~to be~~ a capital project and will be prioritized through the Capital Program Review Committee, except for capital needs paid for through enterprise funds.

The Capital Program Review Committee will review all of the known ~~Village-City~~ capital needs expected in the next ten years and prioritize them into a proposed ~~Village-City five-year~~five-year Capital Plan for consideration by the ~~Village-City~~ Manager and approval by the ~~Board of Trustees~~City Council. The Capital Program Review Committee will provide recommendations for methods of paying for the prioritized projects for consideration by the ~~Village-City~~ Manager and approval by the ~~Board of Trustees~~City Council.

2. **Membership:** The Capital Program Review Committee will be comprised of one member of the ~~Board of Trustees~~City Council, one member of the Planning Commission, ~~and three five citizen-resident~~ volunteers and supported by ~~Village-City~~ sStaff as required and assigned by the ~~Village-City~~ Manager. Member terms will be for three (3) years once confirmed by a majority of the ~~Trustees~~Council, there shall be no term limits. Committee's first appointees will be appointed on staggered terms: ~~two three~~ (23) members for three (3) years; ~~three two~~ (23) members for two (2) years; ~~and one~~ (1) member for one (1) year.

The first meeting shall be the organizational meeting for the election of officers; ~~namely~~, the Chair and Vice-Chair. Vermont's Open Meeting Law will govern the meetings, including notice of meetings, quorum, minutes, and related requirements.

Committee members must remain objective when prioritizing ~~capital~~ capital projects which could directly impact ~~him/her~~them and ~~his/her~~their family. No committee member shall try to prioritize, or influence how any other committee ~~member's~~ members prioritize, any project higher or lower based on the possibility of present or future financial, political, or other personal gain. Any committee member may recuse ~~him/herself~~themselves from the process for any project in which ~~he/she~~ feel~~they feel~~ there may be a potential conflict of interest.

3. **Time Line:** The Capital Program Review Committee shall begin meeting in September of each year so that the information will be available for the next fiscal ~~year~~ year's budget. The committee shall define its scope of work and develop a work schedule during its initial meetings, and shall be allowed to establish sub-committees. The

committee shall continue meeting until the desired outcomes of the committee and the Trustees Council are completed.

Quarterly reports on the work of the committee committee's work will be provided to the Board of Trustees City Council.

4. Information Sources: The Capital Program Review Committee shall use existing information previously compiled by Village-City staff, the Village-City Engineer, and the public as the basis for its work, but may obtain additional information as needed. The committee is encouraged to engage the community throughout this process.

5. Outcome: The committee shall develop and/or update the Capital Improvement Project Rating System to assist with ~~the~~ identifying project priorities. The committee's prioritized list of capital projects will be used as a recommendation for formulating Essex Junction's Capital Plan and will also inform the Trustees Council, Village-City Manager, and Village-City sStaff about projected funding needs over ~~the course of~~ the next several years.

Adopted by the Village Trustees on 12/11/12, amended 8/13/13. Amended by the City Council 7/26X/XX/2023.

CITY OF ESSEX JUNCTION
LOCAL OPTION TAX ~~FUND~~ REVENUE POLICY

Purpose:

To define a process and procedure for allocating revenue from the local option tax (“LOT”) fund for the City of Essex Junction to certain expenditures.

Definitions:

Capital projects are defined as a physical improvement on roads, bridges, culverts, sidewalks, and waterlines~~the following~~ that exceeds \$10,000.00, ~~that and~~ is not recurring on an annual basis: ~~roads, bridges, culverts, sidewalks, and waterlines~~.

Capital projects **DO NOT** include the following: paving, rolling stock, sewer, and buildings.

Policy:

The general policy is that all revenues received through the imposition of the LOT shall be used for capital projects within the City of Essex Junction **except as specifically approved by the City Council**.

During the annual budgeting process, the City Council shall develop a plan which identifies the specific capital projects the LOT funds will be used for in the upcoming fiscal year. The specific capital projects do not need to be listed on the current Capital Program Review Committee priority projects but must include an annual set-aside of \$ ~~_____~~ 2025% of annual LOT revenue to be applied toward sidewalk improvements/repairs. The prioritization of sidewalk repairs shall be based on the most recent Chittenden County Regional Planning Commission (“CCRPC”) sidewalk assessment.

All revenues received by the City of Essex Junction as proceeds of the LOT fund, shall be set aside by the City Finance Director in a dedicated, restricted fund.

The LOT fund is subject to the City of Essex Junction Purchasing Policy.

A report of all revenues and expenditures of the LOT fund shall be prepared by the City Finance Director and included in the monthly financial statements, and annual City report.

The City Council shall review and amend (as applicable) this policy on a semi-annual basis.

Adopted by the City Council on _____, 2023:

Raj Chawla, President

Amber Thibeault, Vice President

Andrew Brown

Elaine Haney

Marcus Certa

VILLAGE OF ESSEX JUNCTION Trustees' Policy Regarding Sidewalks

A. PURPOSE & NEED

Essex Junction has always prided itself on being a pedestrian friendly community. Pedestrians have access to the Village's commercial districts, schools, parks and residential areas via the public sidewalk network.

The primary purpose of sidewalks is to provide connectivity and give residents the ability to circulate within the community in a safe manner. Sidewalks are also used for recreation, exercise and serve as a place for social interaction. Finally, sidewalks are important from an economic development standpoint by providing access to commercial businesses and jobs.

Essex Junction does not provide bus services for Village students, so it is essential that Essex Junction have an adequate pedestrian network in place, which is adequately maintained. It is expected that sidewalks will be plowed prior to the start of school to allow children to walk to school.

The expectation that sidewalks be cleared prior to the start of school, the demand placed on the road crew to maintain an expanding sidewalk network, and the cost of reconstructing sidewalks is straining our limited municipal resources. The intent of this sidewalk policy is to better allocate our resources to enhance the safety and connectivity of the sidewalk network, prioritize winter sidewalk plowing and to establish a policy to guide the long term maintenance and reconstruction of the sidewalk network. The overall goal of this policy is to maintain and enhance pedestrian connectivity while maximizing the use of public resources.

B. EXISTING CONDITIONS

Sidewalk Network

The Village of Essex Junction currently has 38 total miles of sidewalk to plow, reconstruct and maintain (See Figure 1). The sidewalk network evolved over time on a development by development basis with no community sidewalk master plan to serve as a guide. As a result some major state highways with high vehicular and pedestrian travel have a sidewalk only on one side of the street and some low traveled residential streets have sidewalks on both sides of the street. Generally the higher the vehicular and pedestrian travel, the greater the potential conflict between the two modes of travel and the need for sidewalks on both sides of the street.

Class 1 State highways have the highest vehicular travel and for the most part have sidewalks on both sides of the street and traffic signals at major intersections. Class 2 highways are roads that connect state highways and/or other class 2 highways. They have the next highest volume of vehicular travel. Although South Street from its intersection with Park to the West Street intersection has sidewalks on both sides of the street, the remainder of Class 2 highways only have sidewalks on one side of the street. Class 3 roads are residential roads, which include some major collectors. They generally have the lowest volume of vehicular travel. Some Class 3 residential streets have no sidewalks; some have a sidewalk on one side of the street, and some have a sidewalk on both sides of the street.

C. FUTURE CONDITIONS

Methodology

Several site specific conditions were considered in developing the future sidewalk plan including, but not limited to, safety, physical barriers in the right-of-way, traffic volumes, connectivity, school connections and density. The effect of these criteria on the development of the future sidewalk plan will be discussed more fully in the following section on the plan.

A study done for the Federal Highway Administration (FHWA) on sidewalk placement and safety played a significant role in developing the sidewalk plan. The guidelines were attained from the book entitled Best Development Practices by Richard Ewing.¹ The FHWA study recommends using the guidelines listed in Table 1 to assist in determining the best location for sidewalks. The basis for the guidelines is that generally there is a direct correlation between density, traffic volumes and safety. However, Ewing does note that the issue of connectivity must be considered because some neighborhoods might meet the density requirement for a sidewalk, but because the neighborhood does not provide a through connection, a sidewalk may not be required.²

Commented [RM1]: Has guidance changed?

Table 1

Arterial Streets	Both Sides
Collectors	Both Sides
Residential Streets with a density greater than 4 units per acre	Both Sides
Residential Streets with a density between 1 and 4 units per acre	One Side
Residential Streets with a density of less than 1 unit per acre	None

D. GOALS AND OBJECTIVES

Based on the Purpose & Need and Existing Conditions, the following goals and objectives have been identified:

Goals

1. Maintain and enhance pedestrian connectivity
2. Reduce future capital reconstruction liability
3. Stabilize maintenance costs (i.e. snow plowing, etc.)

¹ R.L. Knobloch et al., Investigation of Exposure Based Pedestrian Accident Areas: Crosswalks, Sidewalks, Local Streets and Major Arterials, Federal Highway Administration, Washington, D.C. 1988, p. 143

² Ewing, Richard. Best Development Practices. Chicago, IL: American Planning Association, 1996

4. Establish a database to monitor the condition of the sidewalk network and prioritize future capital projects

Objectives**

1. Maintain one sidewalk on all residential streets that currently have at least one sidewalk
2. Sidewalks on both sides of Class 1 and 2 Highways and Major Collectors
3. Add sidewalks to Class 1 and 2 Highways that currently have only one sidewalk
4. Add one sidewalk to residential streets that currently have no sidewalks, a density between 1 and 4 units per acre AND which provide a key through connection
5. Add a second sidewalk on residential streets that have a density of at least 4 units per acre and provide an important pedestrian linkage
6. Remove sidewalks on residential streets with a density equal to or less than 4 units per acre and which do not provide a through connection
7. As resources become available a comprehensive inventory of the condition of the sidewalk infrastructure should be completed in concert with the roadway network. In the past, the Chittenden County Metropolitan Planning Organization (CCMPO) completed a similar assessment for the Village in 1990 and 1997. However, since that time the CCMPO has developed GIS based software to track the condition of infrastructure. The Village should develop a database of infrastructure conditions as resources permit.

Commented [RM2]: Review - is this still the right policy the City wants to follow?

E. SIDEWALK AND BIKE PATH PLAN

Figure 2 shows the Future Sidewalk & Bike Path network in Essex Junction. The plan was established using the objectives listed above as guidance for the removal of sidewalks and sidewalk additions. However, several other site specific factors mentioned above played a significant role in establishing where to propose sidewalk additions. Several residential streets in the Village meet the guidelines in Table 1 for the addition of one or more sidewalks, but are not included on the future sidewalk map. Physical barriers such as excessive slopes, street trees and infrastructure (power poles, fire hydrants, etc.) precluded the ability to provide a sidewalk addition on several residential streets, particularly in the Village's traditional neighborhoods. Neighborhoods such as Indian Acres and the Villa Drive neighborhood met the density requirement for at least one sidewalk, but due to the absence of through traffic, houses having shallow front setbacks, large street trees and narrow street design to slow traffic, sidewalks are not recommended for these neighborhoods. The overall goal of the plan, to increase the connectivity of the sidewalk network and to maximize Essex Junction's capital resources appears feasible with an overall reduction in the length of sidewalks by approximately 26,022 feet while at the same time improving connectivity where possible.

Table 2: Length of Sidewalk to be Added and Removed

Additions: 11,795 feet
Removed: 43,103 feet
Difference: -31,308 feet

**Does not include 8,672 Feet for Route15 bike path (not a Village project)

Commented [RM3]: Review and update with changes, and CCRPC sidewalk inventory.

Tables 3 and 4 list the sidewalks to be added and removed respectively.

Commented [RM4]: Review and update with changes, and CCRPC sidewalk inventory.

F. IMPLEMENTATION

The sidewalk plan will be implemented over an extended period of time. Essex Junction does not plan to immediately remove sidewalks. The Village will phase these sidewalks out over time in association with other reconstruction projects or when they are in a state of disrepair.

Removal of Sidewalks

Commented [RM5]: Review

Remove sidewalks on residential streets that currently have sidewalks on both sides when any of the following occur:

- a. The sidewalk conditions become unsafe or are not in compliance with the Americans with Disabilities Act.
- b. The street and/or the sidewalk on the other side of the street are reconstructed.
- c. A major repair or construction of other municipal infrastructure that would impact a significant portion of the sidewalk that is not on the Future Sidewalk & Bike Path Plan.
- d. A majority of the residents on a street request the sidewalk be removed AND it is approved by the Village Trustees.

Sidewalk Additions

Add sidewalks (as identified in Table 3) as money becomes available in the capital plan and/or outside funding sources are obtained. Also, the Planning Commission should require a developer to install future sidewalk and bike path connections that would service their development. The Official Map may be an effective tool for integrating private developments into the overall sidewalk plan or incorporation of the sidewalk and bike path plan into the Land Development Code.

G. PRIORITIZATION FOR ADDING SIDEWALKS

The following prioritization will be used in the expenditure of capital funds on the addition of sidewalks. The Village may choose to install a sidewalk that is lower on the priority list in association with the reconstruction of a sidewalk on the opposite side of the street

1. Add sidewalks on Class 1 Highways
2. Add sidewalks on Class 2 Highways
3. Add sidewalks on residential streets with a density of between 1 and 4 units and which provide a through connection
4. Add a second sidewalk on residential streets

H. PLOWING

Figure 3 shows the current sidewalk plowing plan, which is broken down into two distinct plow routes. Based on the purpose and need for a comprehensive sidewalk network, the goals of the plowing plan are to maximize the Village's Public Works resources while maintaining a safe, efficient and interconnected sidewalk network in the winter months that provides access to all areas currently served by the sidewalk network. It is essential that children and residents alike have the ability to safely and efficiently access the schools and employment centers prior to their opening in the morning. Therefore, to meet the goals of the sidewalk plan the following criteria were used as general guidelines in developing the plow routes:

Commented [RM6]: Review - if there is an appetite to change these guidelines, need an analysis to define capacity/resources to do more.

1. Plow both sides of Class 1 and 2 Highways
2. Plow one side of Class 3 Residential Streets*, except streets that have been identified as a key connection to Village Schools
3. Plow the right side of the dead end streets where sidewalks exist on both sides
4. Plow both sides of streets that provide key connections to the schools

*Residents of a Class 3 Residential Street can request that the Village switch sides for plowing if all households on the street sign a petition and submit it to the Village Manager.

TABLE 3
SIDEWALK ADDITIONS

Street Location	Between	Priority
West Side of Main Street	Educational Drive and Athens Drive	1
Route 15 Bikepath - Pearl St. and RR ROW	Park Street to Susie Wilson Road	N/A
Lincoln Street	56 Lincoln Street to St. James Place	1
River Street Sidewalk	Park Street to IBM Gate	2
Along the Railroad ROW	Main Street and Maple Street	N/A
West Side of West Street	South Street and Hiawatha Avenue	2
East Side of West Street	Killoran and West Street Ext.	2
North Side of Iroquois Avenue	Park Street and South Summit	4
South Side of Central Street	Railroad Avenue and Educational Drive	4
South Side of Park Terrace	Park Street and School Street	3

TABLE 4
SIDEWALKS TO BE REMOVED

Street Location	Between	Schedule Removal
Outside loop of Beech Street	All	
Western side of Aspen Drive	All	
Western side of Tamarack	All	
South side of Hubbel's Falls	Bridge and Beech Street	
Outer Loop of Vale Drive	All	
West side of Countryside Drive	All	
Eastern side of Corduroy Road	All	
Outer Loop of Kiln and Mason Drives	All	
Eastern side of Woods End Drive	All	
West side of Rivendell	All	
North Side of Briar Lane	All	FY 07'

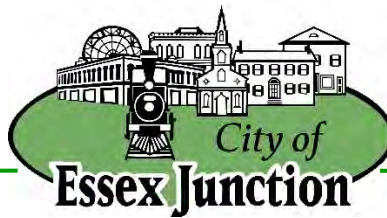
West side of Maplewood Lane	All	
South side of Taft Street	All	FY 08'
East side of Drury Drive	Upland and cul de sac	
North side of Crestview Drive	Drury and Upper Main	
North side of Densmore Drive	All	FY 10'
West side of Killoran Drive	All	
West side of Loubier Drive	All	
West side of Orchard Terrace	All	FY 07'
West side of Doon Way	All	
East side of Brownell Drive	All	
West side of Cascade Court	All	
Outer loop on Southhill Drive	All	
Outer loop of Greenwood and Redwood	All	
Eastern side of Southview Road	All	

Adopted by the Village Trustees 10/11/05. Revised 1/8/13.

Local Optio

Municipality	Policy/Documentation Attached
Brandon	yes
Brattleboro	no
Burlington	n/a
Colchester	yes
Dover	n/a
Manchester	no
Middlebury	yes
Rutland Town	no
South Burlington	no
St Albans Town	yes
Stowe	yes
Stratton	no
Williston	no
Wilmington	yes
Winhall	n/a
Winooski	no

n Tax Policy Survey Results
Notes
provided memos re: LOT implementation discussions
no response
no policy, there is language in the charter that directs LOT revenue
no response
used to reduce property taxes
no formal policy, their practice for applying LOT revenue is described
no policy, used to reduce property taxes and any remaining funds are transferred to PD for operations and capital needs
no policy, treated as general fund revenue
no specific LOT policy, it is referenced in their capital fund policy
no policy, used to reduce property taxes
no policy, used as general fund revenue
no policy, procedure for funding requests of the LOT revenue
no response
no policy



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: December 20, 2023
Subject: Rental Registry and Inspection Ordinance

Issue: This memorandum addresses feedback and questions on the proposed Rental Registry and Inspection Program raised by Council after the draft ordinance was introduced on November 8, 2023.

Discussion:

The draft ordinance has been further refined to correct errors and to address issues raised during the November 8 meeting, and to incorporate the feedback from legal review. The following is a summary of the major issues and tradeoffs considered in the latest version.

Regulation of Short-Term Rental Units

The latest draft would require the registration and inspection of all non-owner occupied short-term rental units. While the Vermont Rental Housing Health Code currently does not apply to short-term rentals, the Vermont Division of Fire Safety is undertaking a rulemaking to adopt the Rental Housing Health Code and begin enforcing it, pursuant to Act 181 of 2022, which transferred primary regulatory authority to enforce the rental health and safety code to the Division of Fire Safety. Act 181 included short-term rentals in the definition of rental housing, so the updated Rental Housing Code will include short-term rentals when the new rule becomes effective on December 31, 2023.

There has been some discussion about the inclusion short-term rentals in the ordinance. The regulation of Short-Term Rentals is a topic of concern in the City of South Burlington's ongoing development of their rental registry and inspection program. It is also the subject of litigation in the City of Burlington. However, the controversy surrounding the regulation of short-term rentals has been around owner-occupancy requirements as well as their outright prohibition. Both Burlington and South Burlington assess special fees on short-term rentals, well beyond annual registration fees for long-term rentals.

For simplicity, and to avoid legal uncertainty, staff recommends that the Essex Junction Rental Registry and Inspection ordinance focus on its public safety objective, and to treat non-owner occupied short-term rental units in a similar fashion as non-owner-occupied long-term rental units. If necessary, this policy can be adjusted in the future.

Exemption of Owner-Occupied Units from Registration and Inspection Requirements

During the previous meeting, council asked for clarification about registration and inspection requirements for [home-share](#) and other owner-occupied rental units. This may include situations where a homeowner leases out a room within their house that they live in themselves, sharing a common entrance and facilities such as a kitchen or bathroom with their tenant. Rental units of this type generally:

- Are still covered under the Vermont Rental Housing Health Code

- Are likely among the most affordable rental housing opportunities available
- Involve a different landlord-tenant relationship than typical rental units since the landlord lives on in the same unit and is likely to personally experience the impacts of their home maintenance decisions
- Are more difficult to identify based on ownership records

Given the unique characteristics of owner-occupied units that result in a lower risk of rental housing health code violations, the possibility that a rental registry fee may impose a hardship for seniors using the home-share program, and the complications that may result from the late discovery of owner-occupied rental units then liable for significant accrued fees, staff recommends that owner-occupied rental units be excluded from registration and inspection requirements. This exemption is reflected in the latest draft ordinance.

Fee and Inspection exemption for affordable housing units already inspected by other government agencies

Some affordable housing units have income qualification requirements and maximum allowable rents. An increase in cost burden on these units may threaten their viability. Most affordable housing units owned by a government agency or non-profit organization such as Cathedral Square’s Whitcomb Woods, are regularly inspected by another government agency. While their inspection criteria may differ from the City’s program, they are also designed to ensure safety and livability for tenants, and inspectors from these programs have the ability to forward concerns to the municipality or appropriate state agency as needed.

The draft ordinance requires registration of all rental housing units, but offers a fee and inspection requirement waiver for affordable housing units already inspected by other government agencies, during the compliance period. Depending on the program a housing unit is funded through, the compliance period may be anywhere from 5 years to perpetual.

Currently, there are 84 housing units operated by a non-profit housing provider, and up to 30 additional for-profit housing units that may qualify for this exemption in Essex Junction.

Out of State Ownership

The previous draft of the ordinance treated “out-of-state ownership” as a risk factor for determining inspection frequency. Based on recommendations from legal review, this has been removed.

Local Emergency Contact

Based on recommendations from legal review, this latest draft maintains the requirement for building owners to provide a local emergency contact located within Chittenden County other than the tenant. The City Attorney reasoned that the tenants have a different financial interest in the property than the owner, and may be unable to make some urgent decisions about the property when necessary.

Public Nuisance and Attractive Nuisance

The latest draft ordinance removes “The physical condition or use of the property constitutes a public nuisance” from being a condition for the that results in a dwelling unit being deemed uninhabitable under Section 20.08.I. Based on discussion during the November Council meeting, public nuisances regulations should be enforced through existing ordinances and zoning bylaws to prevent undue impact on renters in otherwise safe housing units.

However, the City Attorney suggested that the attractive nuisances clause (Section 20.08.I.1) be

maintained, since attractive nuisances are generally seen as dangerous. For example, if the landlord stores unused appliances that may be dangerous for children within a rental unit’s basement, it would make sense for the City to require that a landlord provide a lockable door that would prevent children from accessing them.

Next Steps

In early January, the Community Development Department will mail information on the proposed ordinance to property owners for housing units that our data analysis indicates are likely to be rentals. An invitation to provide comments at the public hearing will also be included.

The next step is to warn a public hearing for the adoption of the ordinance on January 24, 2024.

Cost:

The program is estimated to cost about \$168,000 during the first year.

Revenue:

The proposed annual fee has been adjusted from \$115 per unit to \$120 per unit.

The proposed fee is intended to cover the full costs of this program and related staffing. To ensure that this program has no impact on property taxes through the General Fund, the program’s target revenue has been increased to cover the upfront cost of the vehicle. Additionally, the annual fee exemption for qualified low-income housing has been reflected.

Year 1 Revenue Projections				
Unit Type	Unit Count	Fee per unit	Total	Comments
Registry Fee for all residential units	1841	\$ 120.00	\$ 154,644.00	Data suggests there are 1955 rental units, but up to 114 may be exempt due to being affordable housing already subject to other inspection. Revenue assumes 70% compliance for the first year. Although missing fees will be collected retroactively, initial compliance may affect cash flow

Revenues will likely increase over time as more landlords register. If program revenues exceed costs in future years, there may be an opportunity to allocate the surplus towards a housing trust fund.

Recommendation:

Staff recommends the Council warn a public hearing for the Rental Registry and Inspection Ordinance to be held on January 24, 2024.

Recommended Motion:

I move that City Council warn a public hearing for the Rental Registry and Inspection Ordinance to be held on January 24, 2024.

Attachments:

1. Draft Ordinance and Fee Schedule
2. Gantt chart of proposed schedule



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Chapter 20 - Rental Registry and Inspection

ARTICLE I - PURPOSE AND OBJECTIVES

It is the purpose of this ordinance to set forth the type of buildings, schedule, certificate(s) and fees required for those buildings subject to the Rental Registry and Inspection Program.

The objectives of the Rental Registry and Inspection program are to:

- A. Ensure the adequate life and safety of all residential rental properties.
- B. Develop inventory of residential rental properties in Essex Junction
- C. Improve opportunities to connect landlords to adequate resources for improving their properties.

ARTICLE II - TABLE OF CONTENTS

Article I	Purpose and Objectives
Article II	Table of Contents
Article III	Definitions
Article IV	Rental Registry
	Section 20.01 Registry Required
	Section 20.02 Administration
	Section 20.03 Registry Information Required
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	Section 20.05 Inspection Requirements
	Section 20.06 Scheduling Inspection
	Section 20.07 Certificate of Fitness
	Section 20.08 Issuance of Certificates and Terms of Inspections
	Section 20.09 Issuance of a Conditional Certificate
	Section 20.10 Fees
	Section 20.11 Fines and Penalties

ARTICLE III - DEFINITIONS

BUILDING INSPECTOR shall mean the duly appointed building inspector of the City or his/her designated assistant.



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CODE ENFORCEMENT OFFICER shall mean the Director of Code Enforcement or duly authorized municipal official.

HEALTH OFFICER shall mean the appointed municipal health official as defined in 18 V.S.A. § 613. The Health Officer may also serve as the Building Inspector and Code Enforcement Officer.

CERTIFICATE OF FITNESS shall mean the written approval, signed by the Code Enforcement Officer, or duly authorized municipal official, setting forth that the building, structure, and premises comply with duly adopted life safety and housing codes. This Certificate of Fitness is required prior to a Rental Housing unit or Short-Term Rental unit, to be occupied.

CERTIFICATE OF OCCUPANCY shall mean the written approval of the Zoning Administrator certifying that a newly constructed structure, addition and or alterations to an existing structure, or an existing structure undergoing a change in use is in full compliance with the zoning provisions of Municipal By-laws, Ordinances and Codes adopted under the authority of the City Charter.

OWNER shall mean the owner or owners of the freehold of the premises or lessor estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm, or corporation in control of a building or any duly authorized agent thereof.

RENTAL HOUSING means "all dwellings, dwelling units, rooming houses, rooming units, or mobile home lots let by the owner to one or more persons to be used as a regular residence, or as defined in the current version of Vermont Rental Housing Health Code.

SHORT TERM RENTAL (STR) shall mean a dwelling unit that is rented to guests for less than thirty (30) consecutive days and for more than 14 days per calendar year, is subject to the Vermont rooms and meals tax, and is either a: (a) Partial Unit, meaning a room located within a host's primary residence that is used primarily for sleeping purposes by human occupants and that contains at least seventy (70) square feet of floor area; or (b) Whole Unit, meaning an entire dwelling unit.

COMMERCIAL RENTAL UNIT shall mean all real estate units let by the owner to one or more businesses to be used as for commercial purposes or as a place of employment.



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ARTICLE IV – RENTAL REGISTRY

SECTION 20.01 - REGISTRY REQUIRED

- A. The City of Essex Junction Code Enforcement Department is responsible for ensuring that all Rental Housing Units and Short-Term Rental Units in the City of Essex Junction are maintained at established and adopted standards to protect the health, safety, and welfare of the occupants.
- B. A Certificate of Fitness shall be issued prior to the occupancy of any residential rental dwelling unit within the city. All residential rental property owners shall file a yearly Registry Application identifying their properties subject to the inspection requirements in the City of Essex Junction.

SECTION 20.02. - ADMINISTRATION

- A. Administration and enforcement of the residential rental registry is the responsibility of the City of Essex Junction Code Enforcement Office. Enforcement will be provided by any duly authorized municipal official.
- B. All records, including inspection reports, records of complaints received and investigated, and plans for inspections of residential rental properties, shall be available for public inspection.

SECTION 20.03 - REGISTRY INFORMATION REQUIRED

- A. Rental Housing and Short-Term Rental property owners must provide the following information to the department:
 - 1. The address of the property.
 - 2. The number of units at that address.
 - 3. The mailing address of each unit.
 - 4. The number of bedrooms, if applicable.
 - 5. The name, address and phone number of the property owner, corporation, or registered corporate agent.
 - 6. The name, address and phone number of any managing agent.
 - 7. The name, address and phone number of a local emergency



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contact other than the tenant located in Chittenden County and/or a designated person within the state responsible for services on the property.

- B. Upon purchase or transfer of each property containing one or more residential rental units, the purchaser shall file a new landlord registration application within 60 days of assuming ownership.
- C. Prior to occupancy of any newly constructed rental unit, conversion of the use to a rental unit, or the addition or removal of new bedrooms and major renovations, the owner shall file a new or updated application for landlord registration with the community development department. If no additional unit is created during the renovation, no additional Rental Registry fee shall be assessed by the City.
- D. It shall be a violation of this Chapter for an owner of any residential rental property within the City to fail to register as required by this section.
- E. Property owners shall have a continuing obligation to notify the City of any changes in the information required above during the periods between filings of the landlord registration application.

SECTION 20.04 - INSPECTION CYCLE

- A. All Rental Housing units and Short-Term Rental units are subject to inspection pursuant to this Chapter.
- B. At least every five (5) years, a housing code inspection for each Rental Housing unit and Short-Term Rental unit is required. A Certificate of Fitness will be issued when the results of the inspection indicate that the unit passes all requirements as set forth herein.
- C. Notwithstanding the existence of the valid Certificate of Fitness, the Community Development Department, Fire Chief, or health officer may cause the subject building to be inspected as often as may be necessary for the purpose of ascertaining and causing to be corrected any violations of the provisions of the laws, ordinances, or rules that fall under their respective



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jurisdictions.

SECTION 20.05 - INSPECTION REQUIREMENTS

- A. The Code Enforcement Officer shall make scheduled, periodic inspections of all Rental Housing units and Short-Term Rental units within the City.
- B. The following rental housing units may be excluded from periodic inspection with approval of the City:
 - 1. Rental Housing Units owned by a government agency that conducts annual inspections under the HUD (Housing and Urban Development) Program.
 - 2. Rental Housing Units within buildings owned by nonprofit organizations under housing requirements and inspected by another government authority.
 - 3. Rental Housing Units under State or Federal affordable housing development funding programs, which are owned by individuals, corporations, partnerships or organizations, and are subject to inspections by another government authority.
- C. All buildings that are excluded from this program as pursuant to Section 20.05(B) shall provide an inspection report to the City for review.

Commented [A1]: Note to council: In the previous version, there was a requirement for this inspection to be done by a certified fire inspector. Since our program would not be staffed by a certified fire inspector, it makes sense not to require a higher standard for units under Section 20.05

SECTION 20.06 - SCHEDULING INSPECTION

- A. The Code Enforcement Officer shall schedule with the property owner or their agent the date and time for an inspection. The owner or the agent shall arrange for the inspection within sixty days of the initial request by the City, and shall provide the occupant(s) with notice of an inspection not less than forty-eight (48) hours prior to the actual inspections as provided in 9 V.S.A. § 4460(b) for all Rental Housing units and Short-Term Rental units. During the inspection, the owner shall provide access to the rental units and all building common areas, including basements and other spaces.
- B. If an inspection does not occur within two months of the first request by the City for any reason other than delay on the part of the Code Enforcement



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Officer, it shall constitute a violation of this ordinance subject to forfeiture and / or withdrawal of any Certificate of Fitness.

- C. If the Code Enforcement Officer has reason to believe that an emergency situation exists tending to create an immediate danger of serious bodily injury or death of the occupants of any dwelling unit or the general public, he/she may enter, examine and inspect the Rental Housing unit and Short-Term Rental unit at any time. The Code Enforcement Officer shall coordinate any entrance with the Essex Police Department or Essex Fire Department.
- D. Persons requesting inspections for buildings lacking a valid Certificate of Occupancy recorded in the land records in order to refinance or to transfer ownership of the property will do so in writing. These out-of-cycle inspections will be scheduled as soon as possible and no later than sixty (60) days from receipt of a written request.

SECTION 20.07 - CERTIFICATE OF FITNESS

- A. It shall be a violation of the Essex Junction Municipal Code for an owner of a Rental Housing unit and Short-Term Rental unit within the city that is subject to inspections pursuant to this chapter to rent or allow any person to occupy any residential unit without a valid Certificate of Fitness.
- B. Certificates of Occupancy will not be issued for Rental Housing units and Short-Term Rental units without current and approved Residential Rental Registry Applications and a current Certificate of Fitness on file.

SECTION 20.08 - ISSUANCE OF CERTIFICATES AND TERMS OF INSPECTIONS

- A. All residential rental properties receive a Provisional Certificate of Fitness upon registration and are subject to inspection.
- B. A Certificate of Fitness will be issued based on a passing inspection. The valid period of the certificate of fitness varies between one and five years, pursuant to a risk-evaluation scoring matrix developed by the City. This matrix shall be available upon request, and shall be based on risk factors



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including, but not limited to: inspection violation history of the unit, building, and property management company, age of building and complaints history.

- C. Upon expiry, the Certificate of Fitness returns to provisional status and the property is subject to re-inspection.
- D. Upon completion of an inspection, if a Rental Housing unit or Short-Term Rental unit is found to be in compliance with all adopted applicable Federal, State, and Municipal Codes, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years, pursuant to a risk-evaluation scoring matrix developed by the City. This matrix shall be available upon request, and shall be based on risk factors including, but not limited to: inspection violation history of the unit, building, and property management company, age of building and complaints history.
- E. Upon completion of an inspection of a Rental Housing unit or Short-Term Rental unit, if an individual unit is cited for five (5) or less minor non life-threatening violations of the life safety and housing codes, and if violations have been corrected within the time set for compliance, upon correction of the violations, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years, pursuant to a risk-evaluation scoring matrix developed by the City. This matrix shall be available upon request, and shall be based on risk factors including, but not limited to: inspection violation history of the unit, building, and property management company, age of building and complaints history.
- F. Upon completion of an inspection of a Rental Housing property or Short-Term Rental property, if any individual unit is cited for more than five (5) minor non life-threatening violations of life safety and housing codes, and if violations have been corrected within the time set for compliance, the department shall issue a Certificate of Fitness, valid for only one year.
- G. Inspection Requests. All properties in the city, including Rental Housing properties or Short-Term Rental properties, shall remain subject to inspection requests. The building department, fire department, and health department shall continue to inspect residential rental dwelling units based



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on tenant or resident requests or complaints.

- H. For the first 90 days after an initial inspection where the Code Enforcement Officer identifies necessary corrective actions, there shall be no fee for follow-up inspections for verification by the Code Enforcement Officer that corrective actions have been completed. Re-inspections for noncompliance to applicable standards after 90 days shall be assessed a fee as prescribed in the City of Essex Junction Development Fee Schedule each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- I. Upon completion of the initial or any subsequent inspection of a Rental Housing property or Short-Term Rental property, if any individual unit is cited for any of the following conditions, the Code Enforcement Officer may declare the dwelling unit uninhabitable and deny the issuance of a Certificate of Fitness:
 - 1. Any physical condition, use or occupancy of any Rental Housing property, Short-Term Rental property, or their appurtenances that is considered an attractive nuisance to children, including, but not limited to, abandoned vehicles, appliances, basements and unsafe fences and structures;
 - 2. Any Rental Housing Unit or Short-Term Rental Unit that has unsanitary sewage or plumbing facilities;
 - 3. Any Rental Housing unit or Short-Term Rental unit that is designated as unsafe for human habitation or use;
 - 4. Any Rental Housing property or Short-Term Rental property that is determined to be a fire hazard or is manifestly unsafe or unsecured so as to endanger life, limb or property;
 - 5. Any Rental Housing property or Short-Term Rental property from which the plumbing, heating, fire protection systems, fire detection systems, or other facilities required by law have been removed, or from which utilities have been disconnected, destroyed, removed, or rendered ineffective, or the required precautions against trespassers have not been provided;
 - 6. Any Rental Housing property or Short-Term Rental property that is unsanitary or which is littered with rubbish or garbage, pests, or



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- rodents;
7. Any Rental Housing property or Short-Term Rental Property that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent of not providing shelter; in danger of collapse or failure and dangerous to anyone on or near the dwelling.
 8. Any Rental Housing unit or Short-Term Rental unit that is determined to be a health hazard, i.e., high carbon monoxide levels, unmitigated lead paint hazard, poisons present, and improper storage of flammables.
- J. The department shall issue a Certificate of Fitness for a term of five (5) years for a newly constructed Rental Housing unit or Short-Term Rental unit, upon final inspection of the duly authorized municipal official.
- K. If necessary, based on a complaint or observation, nothing in this section shall preclude the inspection of said Rental Housing unit or Short-Term Rental unit more frequently than the term of the Certificate of Fitness.
- L. A Certificate of Fitness may be revoked if a subsequent inspection finds that any Rental Housing unit or Short-Term Rental unit is no longer in compliance with the provisions of the Vermont Rental Housing Health Code and other applicable rules.
- M. Prior to the issuance of a Certificate of Fitness, all registration and additional inspection fees shall be paid to the City.
- N. The City retains the right to require Rental Housing unit or Short-Term Rental unit to be subject to a more frequent inspection cycle for repeat violations and noncompliance, pursuant to a scoring matrix developed by the City. This matrix shall be available upon request.

SECTION 20.09 - ISSUANCE OF A CONDITIONAL CERTIFICATE

The City may issue a Conditional Certificate of Fitness whenever the Code Enforcement Officer is unable to inspect a Rental Housing unit or Short-Term Rental unit after the expiration of an existing certificate, or more time is required to remedy a minor code



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violation cited on an inspection report, when the inability to inspect is not due to obstruction by the property owner or agent.

SECTION 20.10 - FEES

As prescribed in Essex Junction Development Fee Schedule.

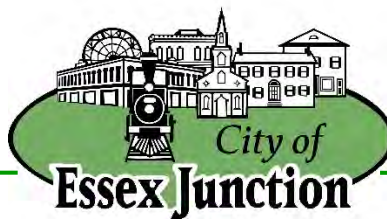
SECTION 20.11 - FINES AND PENALTIES

- A. Unless otherwise stated, any violation of this Chapter shall be a civil violation and subject to civil penalties and enforcement as provided for in Chapter 9 of Essex Junction Municipal Code.
- B. Any person in violation of any provisions of this chapter shall be fined a civil penalty of up to \$800 dollars per violation and may be subject to enforcement pursuant to Chapter 9, Section 905 Essex Junction Municipal Code and 24 V.S.A. §1974a(d)
- C. In addition, if the City determines that a person has failed to pay the registration fee due under this section, the City of Essex Junction shall mail to such person a statement showing the balance due and shall add thereto a twenty-five (\$25.00) late payment fee plus interest at a rate of twelve (12%) percent per year. The unpaid balance and penalty shall be subject to interest at a rate of twelve (12%) percent per year from the due date until the date of payment.
- D. The charges levied in this chapter shall constitute a lien upon the property on which the Rental Housing unit or Short-Term Rental unit is situated and may be enforced within the time and manner provided for collection of taxes on property.

Proposed City of Essex Junction Development Fee Schedule Addition

RENTAL REGISTRY AND INSPECTION FEES

- **Rental Registry Application Fee: \$115 per unit per year**
Pursuant to Section 20, the Registration and Inspection of all rental dwelling units including attached units subject to Rental Registry and Inspection program, will be required in order to issue Certificate of Fitness. The property owner shall file the Registry Application each year and pay an annual fee of one hundred fifteen dollars (\$115.00) per unit. The fees are due by April 1st, of the programmed year.
- **Re-inspection fee for Noncompliance after 90 days: \$115 per re-inspection per unit**
Re-inspections for noncompliance to applicable standards shall be assessed a fee of one hundred fifteen dollars (\$115.00) per dwelling units each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- **Time of Sale or out of Cycle Inspections \$125 per inspection per unit** - Inspection of properties for "Real estate" transactions or inspections requested by property owners for properties with current Certificate of Fitness shall be subject to a fee of one hundred twenty-five dollars (\$125.00) per inspection per unit.



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: 12/20/2023

Subject: 1 Main Street Park Communities Caring for Canopy Tree Grant

Issue

A grant for tree planting is available through the Vermont Urban & Community Forestry Program and is due on January 5, 2024. This can be used to enhance 1 Main Street Park.

Discussion

The current budget for the 1 Main Street Park project includes \$200,000 from the Vermont Downtown Transportation Fund and \$278,002.46 from the City of Essex Junction Economic Development Fund. This reflects a scaled-down design of the park as discussed during the December 14, 2022 City Council meeting.

The community development department is seeking council approval to apply for the Vermont Urban & Community Forestry Program's (VT UCF) Communities Caring for Canopy grant. This competitive grant could partially offset the cost of tree planting and lower the municipal contribution.

The Communities Caring for Canopy grant provides \$5,000 to \$20,000 of funding, with a 1:1 cost-share requirement. The municipal contribution exceeds the match the 20% local match requirement for the Downtown Transportation Fund, and can also be used to cover the local match for the Communities Caring for Canopy grant, even if we are awarded the full amount.

NOTE: At the Council's budget day conversation on 12/13/23, the Council prioritized the Amtrak station project over the Main Street park project. Therefore, staff will be working to get answers to the questions raised over the next few weeks. If it proves feasible to delay the Main St. Park project, staff will not likely apply for this grant. However, this is the only Council meeting prior to the grant application deadline, and therefore staff needs approval to apply now. Staff will also investigate if this grant can be used for something else.

Cost

There is no incremental cost to this grant, as the local match requirements can be met within the existing budget.

Recommendation

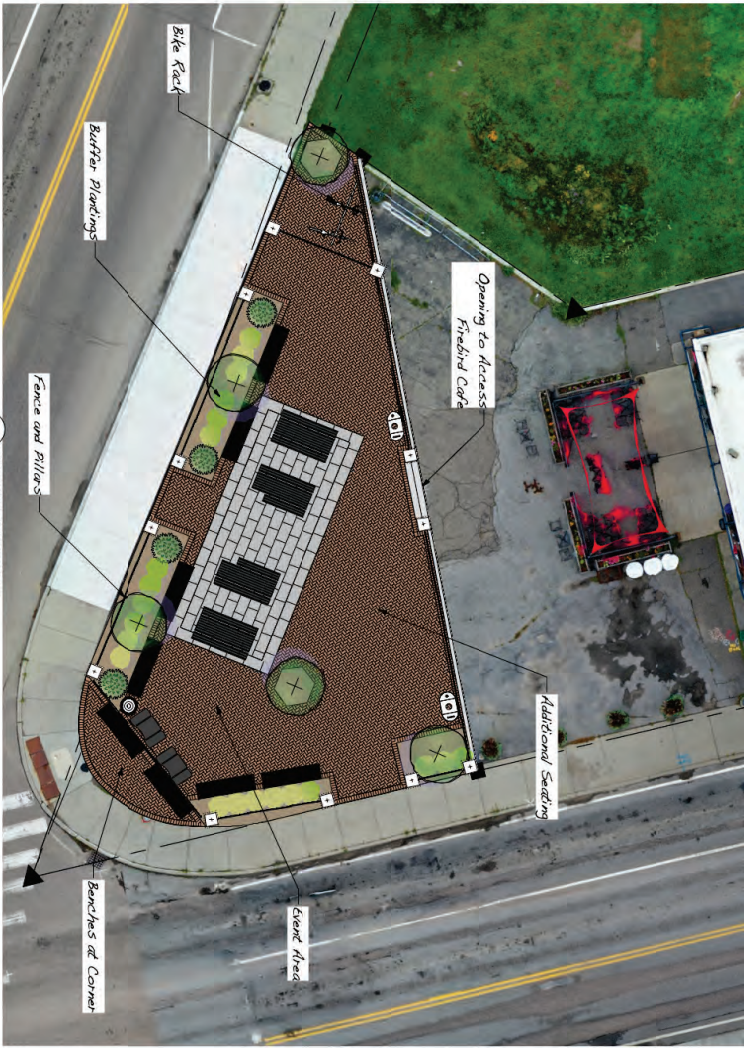
Staff recommends that the Council authorize City Staff to apply for the Communities Caring for Canopy grant as discussed above.

Recommended Motion

I move that Council authorize City Staff to apply for the Communities Caring for Canopy grant, unless this park project will be delayed.

Attachment:

1. Current park plans to be included in grant application



1 Pocket Park Plan View
Scale: 1/8" = 1'-0"



2 Maple St. Perspective View
Scale: 1" = 15'-0"



3 Firebird Cafe Perspective view
Scale: 1" = 20'-0"



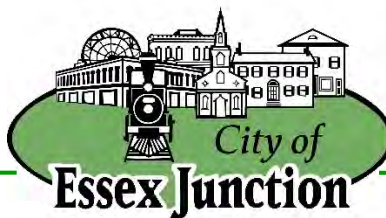
4 Main St. Perspective
Scale: 1" = 20'-0"



5 Main St. Perspective - Mature Trees
Scale: 1" = 20'-0"



6 Existing and Proposed Views
Scale: N/A



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: December 20, 2023
Subject: Executive session for Contract

Issue: The issue is whether the City Council will enter executive session to discuss a contract.

Discussion: To have a complete and thorough discussion about this topic, an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Contracts can be a protected discussion.

Cost: N/A at this time

Recommendation:

If the City Council wishes to enter executive session, the following motions are recommended:

Motion #1

"I move that the City Council make the specific finding that general public knowledge of a contract would place the City at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager."

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06490	10/25/23	MSP Double Pipe Gate 102523D	210-5-30-12-431.000 R&M Buildings & Grounds	1727.00	51019	11/17/23
06490	10/25/23	MSP Dugout Fence 102523DA	210-5-30-12-431.000 R&M Buildings & Grounds	1299.57	51019	11/17/23
05290	10/27/23	RV ANTIFREEZE -50 1 GA P 0021883	210-5-40-12-610.000 General Supplies	81.58	51020	11/17/23
05290	11/01/23	TRAILER CONNECTOR 1 EA 64 0553715	210-5-40-12-610.000 General Supplies	4.74	51020	11/17/23
05290	11/02/23	shop supplies 0653759	210-5-40-12-610.000 General Supplies	251.57	51020	11/17/23
05290	11/03/23	FUEL FILTER 1 EA CQBLU 0734145	210-5-40-12-430.000 R&M Vehicles & Equipment	79.06	51020	11/17/23
05290	11/06/23	trailer 1041643	210-5-40-12-610.000 General Supplies	35.14	51020	11/17/23
05290	11/08/23	HDMO 15W40 5 GL FMHD Bat 1253910	210-5-40-12-610.000 General Supplies	71.28	51020	11/17/23
05290	11/09/23	Wd 40 and trailer Connect 3417101	210-5-40-12-610.000 General Supplies	26.42	51020	11/17/23
28555	11/01/23	DEF2.5, FLEETRITE DEF, 2.5 X12202429501	210-5-40-12-626.000 Gasoline	89.94	51023	11/17/23
28555	11/06/23	FILTER, KIT, FUEL FILTER E X40102988201	210-5-40-12-430.000 R&M Vehicles & Equipment	118.53	51023	11/17/23
19815	11/12/23	Ethernet Supplies 1FNCIGC3CJTP	210-5-30-10-610.000 General Supplies	17.95	51024	11/17/23
19815	11/11/23	Office Supply 1FT9M4L3GTQG	210-5-30-10-610.000 General Supplies	8.98	51024	11/17/23
19815	11/11/23	Office Supplies 1H7DH37KC3XV	210-5-30-10-610.000 General Supplies	41.47	51024	11/17/23
19815	11/11/23	MPR Broom 1HJLT11NDVDW	210-5-30-12-610.000 General Supplies	8.88	51024	11/17/23
19815	10/31/23	BL ACol1 OCT23 1LYMGF3VVRW	210-5-35-10-640.201 Adult Collection	19.96	51024	11/17/23
19815	11/06/23	BL ACol-AProg NOV23 1PRHTVMG1VRY	210-5-35-10-640.201 Adult Collection	33.99	51024	11/17/23
19815	11/06/23	BL ACol-AProg NOV23 1PRHTVMG1VRY	210-5-35-10-840.201 Adult Programs	46.50	51024	11/17/23
19815	11/13/23	BL ACOLL-CREDIT NOV23 1VXCCGFPRHRF	210-5-35-10-640.201 Adult Collection	-30.98	51024	11/17/23
19815	11/07/23	BL_JColl NOV23 1YLKXD911MPW	210-5-35-10-640.202 Juvenile Collection	45.52	51024	11/17/23
24780	10/26/23	Electric Salter Motor 30354	210-5-40-12-430.000 R&M Vehicles & Equipment	595.00	51028	11/17/23
29075	07/06/23	BL FURNFIX JUL23 411422	210-5-35-10-750.000 Machinery & Equipment	2950.00	51030	11/17/23
00530	08/14/23	BL JCOLL-SUPPLY AUG23 B6647140	210-5-35-10-640.202 Juvenile Collection	55.45	51031	11/17/23
00530	08/14/23	BL JCOLL-SUPPLY AUG23 B6647140	210-5-35-10-610.000 General Supplies	3.20	51031	11/17/23
00530	08/15/23	BL LibDon-SUP AUG23 B6647669	210-5-90-00-991.000 Library Donation Expense	17.99	51031	11/17/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	08/15/23	BL LibDon-SUP AUG23 B6647669	210-5-35-10-610.000 General Supplies	0.80	51031	11/17/23
00530	10/19/23	BL ACOLL-SUPPLY OCT23 B6681132	210-5-35-10-640.201 Adult Collection	24.99	51031	11/17/23
00530	10/19/23	BL ACOLL-SUPPLY OCT23 B6681132	210-5-35-10-610.000 General Supplies	1.01	51031	11/17/23
00530	10/19/23	BL ACOL-SUPPLY OCT23 B6681141	210-5-35-10-640.201 Adult Collection	219.24	51031	11/17/23
00530	10/19/23	BL ACOL-SUPPLY OCT23 B6681141	210-5-35-10-610.000 General Supplies	12.12	51031	11/17/23
00530	10/19/23	BL ACOLL-SUPPLY OCT23 B6681367	210-5-35-10-640.201 Adult Collection	453.89	51031	11/17/23
00530	10/19/23	BL ACOLL-SUPPLY OCT23 B6681367	210-5-35-10-610.000 General Supplies	26.26	51031	11/17/23
00530	10/19/23	BL ACOLL-SUPPLY OCT23 B6681740	210-5-35-10-640.201 Adult Collection	33.42	51031	11/17/23
00530	10/19/23	BL ACOLL-SUPPLY OCT23 B6681740	210-5-35-10-610.000 General Supplies	2.02	51031	11/17/23
00530	10/19/23	BL ACOL-SUPPLY OCT23 B6681741	210-5-35-10-640.201 Adult Collection	16.20	51031	11/17/23
00530	10/19/23	BL ACOL-SUPPLY OCT23 B6681741	210-5-35-10-610.000 General Supplies	1.01	51031	11/17/23
00530	10/19/23	BL ARepl-SUPPLY OCT23 B6681766	210-5-90-00-640.201 Adult Collection replacem	68.57	51031	11/17/23
00530	10/19/23	BL ARepl-SUPPLY OCT23 B6681766	210-5-35-10-610.000 General Supplies	4.04	51031	11/17/23
00530	10/19/23	BL LibDON-SUPPLY OCT23 B6681800	210-5-90-00-991.000 Library Donation Expense	77.71	51031	11/17/23
00530	10/19/23	BL LibDON-SUPPLY OCT23 B6681800	210-5-35-10-610.000 General Supplies	5.05	51031	11/17/23
00530	10/24/23	BL ACOL OCT23 B6682850	210-5-35-10-640.201 Adult Collection	112.39	51031	11/17/23
00530	11/01/23	BL JCo1 NOV23 B6687472	210-5-35-10-640.202 Juvenile Collection	105.62	51031	11/17/23
00530	11/01/23	BL JCo1 NOV23 B6687472	210-5-35-10-610.000 General Supplies	10.10	51031	11/17/23
00530	11/01/23	BL JCOL NOV23 B6687560	210-5-35-10-640.202 Juvenile Collection	96.57	51031	11/17/23
00530	11/01/23	BL JCOL NOV23 B6687560	210-5-35-10-610.000 General Supplies	9.09	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6691923	210-5-35-10-640.201 Adult Collection	51.23	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6691923	210-5-35-10-610.000 General Supplies	3.03	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6691983	210-5-35-10-640.201 Adult Collection	74.73	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6691983	210-5-35-10-610.000 General Supplies	5.05	51031	11/17/23
00530	11/09/23	BL ACOLL SUPPLY NOV23 B6692094	210-5-35-10-640.201 Adult Collection	49.67	51031	11/17/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	11/09/23	BL ACOLL SUPPLY NOV23 B6692094	210-5-35-10-610.000 General Supplies	3.03	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6692128	210-5-35-10-640.201 Adult Collection	318.69	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6692128	210-5-35-10-610.000 General Supplies	16.16	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6692129	210-5-35-10-640.201 Adult Collection	16.20	51031	11/17/23
00530	11/09/23	BL ACOLL-SUPPLY NOV23 B6692129	210-5-35-10-610.000 General Supplies	1.01	51031	11/17/23
16030	11/08/23	materials to troubleshoot 38304	210-5-40-12-610.200 Streetlight Supplies	2098.51	51033	11/17/23
26395	09/30/23	July-Sept GIS services 2022-897	210-5-40-13-899.000 Matching Grant Funds	840.00	51035	11/17/23
26395	09/30/23	July-Sept GIS services 2022-897	210-5-16-10-330.000 Professional Services	1440.00	51035	11/17/23
V04609	08/01/23	BL ACOLL AUG23 2030069	210-5-35-10-640.201 Adult Collection	98.28	51036	11/17/23
V04609	10/01/23	BL ACOLL OCT23 2044620	210-5-35-10-640.201 Adult Collection	98.28	51036	11/17/23
V04609	11/01/23	BL ACOll NOV23 2050798	210-5-35-10-640.201 Adult Collection	98.28	51036	11/17/23
V0461	11/08/23	BL ACOLL OCT23 115	210-5-35-10-640.201 Adult Collection	312.00	51037	11/17/23
17895	10/01/23	City Bldgs Cleaning Sept 13506	210-5-41-21-420.000 Cleaning Services	1888.20	51041	11/17/23
17895	10/01/23	City Bldgs Cleaning Sept 13506	210-5-41-20-420.000 Cleaning Services	1608.47	51041	11/17/23
04940	10/23/23	MSP Internet Nov 01763151023	210-5-41-26-530.000 Communications	405.40	51042	11/17/23
04940	10/27/23	Internet November service 01792101023A	210-5-41-22-530.000 Communications	172.90	51043	11/17/23
04940	10/23/23	Park St Internet Nov 02109081023	210-5-41-23-530.000 Communications	252.24	51044	11/17/23
17025	10/31/23	CC Meeting Minutes 102520 0151	210-5-11-10-330.000 Professtional Services	137.04	51045	11/17/23
17025	11/13/23	City Council Minutes 1108 0153	210-5-11-10-330.000 Professtional Services	205.56	51045	11/17/23
19065	10/17/23	Brownell Ceiling Heater/B 1908	210-5-41-21-431.000 R&M Buildings & Grounds	1495.00	51046	11/17/23
38280	11/07/23	\$40.97 722277110723	210-5-41-20-610.000 General Supplies	40.97	51047	11/17/23
23660	11/06/23	BL FireExt Insp NOV23 INV60305	210-5-41-21-400.000 Contracted Services	75.00	51048	11/17/23
25715	11/03/23	Engineer assist 2 river s 23806 110323	210-1-00-00-130.002 Exchange - Billable	352.00	51050	11/17/23
25715	11/03/23	Capital comm. Sept 2382311323	210-5-40-12-330.000 Professional Services	1904.00	51050	11/17/23
35260	11/03/23	uniforms 10122365	210-5-40-12-612.000 Uniforms	201.00	51051	11/17/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
01420	11/01/23	EASTERN SALES INC AP City Checks 2M 16255	210-5-13-10-550.000 Printing and Binding	315.00	51052	11/17/23
25290	11/01/23	EBSCO SUBSCRIPTION SERVIC BL AJCo11 NOV23 8007388	210-5-35-10-640.201 Adult Collection	6901.65	51054	11/17/23
25290	11/01/23	EBSCO SUBSCRIPTION SERVIC BL AJCo11 NOV23 8007388	210-5-35-10-640.202 Juvenile Collection	586.35	51054	11/17/23
V0777	10/31/23	ESSEX REPORTER Ad for Strategic Plan Oct 365788	210-5-10-10-540.000 Advertising	850.00	51058	11/17/23
80021	10/16/23	FIRST NATIONAL BANK OF OM 2 Lincoln Supplies Oct 20 10042023JP	210-5-10-10-610.000 General Supplies	21.37	51061	11/17/23
80021	10/16/23	FIRST NATIONAL BANK OF OM 2 Lincoln Supplies Oct 20 10042023JP	210-5-16-10-610.000 General Supplies	28.89	51061	11/17/23
80021	10/16/23	FIRST NATIONAL BANK OF OM 2 Lincoln Supplies Oct 20 10042023JP	210-5-12-10-570.023 Records Preservation	25.99	51061	11/17/23
80021	10/19/23	FIRST NATIONAL BANK OF OM Supplies for Council Minu 10162023JP	210-5-12-10-570.023 Records Preservation	105.00	51061	11/17/23
80021	10/17/23	FIRST NATIONAL BANK OF OM TAC Contest Gift Card 23 101723TAC	210-5-40-12-810.112 Tree Advisory Committee	105.95	51061	11/17/23
80021	10/26/23	FIRST NATIONAL BANK OF OM Think Tank Supplies 10232023JP	210-5-11-10-610.000 General Supplies	40.19	51061	11/17/23
80021	10/24/23	FIRST NATIONAL BANK OF OM Lunch for City Council To 10242023	210-5-11-10-610.000 General Supplies	25.03	51061	11/17/23
80021	10/26/23	FIRST NATIONAL BANK OF OM Food for City Council Tou 10262023	210-5-11-10-610.000 General Supplies	26.57	51061	11/17/23
80021	11/05/23	FIRST NATIONAL BANK OF OM 2 Lincoln Supplies Nov 20 10302023JP	210-5-10-10-610.000 General Supplies	37.98	51061	11/17/23
80021	11/05/23	FIRST NATIONAL BANK OF OM 2 Lincoln Supplies Nov 20 10302023JP	210-5-12-10-610.000 General Supplies	22.36	51061	11/17/23
80021	11/05/23	FIRST NATIONAL BANK OF OM 2 Lincoln Supplies Nov 20 10302023JP	210-5-16-10-610.000 General Supplies	6.13	51061	11/17/23
80021	10/31/23	FIRST NATIONAL BANK OF OM Coffee for Think Tank No 10312023TT	210-5-11-10-610.000 General Supplies	247.40	51061	11/17/23
80021	11/01/23	FIRST NATIONAL BANK OF OM HRIS nov 2023 133085	210-5-10-10-340.000 Technical Services	652.34	51061	11/17/23
80021	11/02/23	FIRST NATIONAL BANK OF OM Nov Admin time tracking 414405	210-5-10-10-340.000 Technical Services	350.00	51061	11/17/23
80021	11/09/23	FIRST NATIONAL BANK OF OM November Brownell time tr 414891	210-5-10-10-340.000 Technical Services	180.00	51061	11/17/23
80021	11/08/23	FIRST NATIONAL BANK OF OM Concrete Clean Home Depot 45010254029	210-5-41-22-610.000 General Supplies	69.86	51061	11/17/23
80021	10/24/23	FIRST NATIONAL BANK OF OM 9V Batteries Fire102423	210-5-25-10-610.000 General Supplies	72.20	51061	11/17/23
19005	11/01/23	FIRSTLIGHT FIBER 2 Lincoln Phones Oct 2023 15549650	210-5-41-20-530.000 Communications	1003.59	51064	11/17/23
19005	11/01/23	FIRSTLIGHT FIBER Telephone communications 15549696	210-5-25-10-530.000 Communications	216.14	51065	11/17/23
19005	11/01/23	FIRSTLIGHT FIBER Telephone 15549698	210-5-41-22-530.000 Communications	344.52	51066	11/17/23
19005	11/01/23	FIRSTLIGHT FIBER MSP Internet November 15550160	210-5-41-26-530.000 Communications	360.00	51067	11/17/23

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16000	08/01/23	credit 293412766	210-5-40-12-610.000 General Supplies	-32.56	51068	11/17/23
16000	09/19/23	CLEANERS 293435373	210-5-40-12-610.000 General Supplies	47.39	51068	11/17/23
16000	10/31/23	HYDRAULIC FLUID Snow Plow 293440797	210-5-40-12-430.000 R&M Vehicles & Equipment	68.04	51068	11/17/23
16000	11/03/23	sidewalk plow air filter 293441432	210-5-40-12-430.000 R&M Vehicles & Equipment	57.59	51068	11/17/23
16000	11/08/23	Truck #6 maint 293441937	210-5-40-12-430.000 R&M Vehicles & Equipment	68.74	51068	11/17/23
34895	11/01/23	trash removal on West St 1751728	210-5-40-12-425.000 Trash Removal	50.00	51069	11/17/23
34895	11/01/23	MSP Trash Removal Oct 1753102	210-5-41-26-425.000 Trash Removal	409.58	51069	11/17/23
34895	11/02/23	RECYCLE WOOD and couch 1754901	210-5-40-12-425.000 Trash Removal	775.00	51069	11/17/23
20470	10/31/23	Oct Vehicle Fuel 306834	210-5-40-12-626.000 Gasoline	2312.31	51070	11/17/23
20470	10/31/23	Oct Vehicle Fuel 306834	210-5-41-26-626.000 Gasoline	356.00	51070	11/17/23
20470	10/31/23	Oct Vehicle Fuel 306834	210-5-41-22-626.000 Gasoline	593.78	51070	11/17/23
04035	11/01/23	Maint Supplies 120284	210-5-30-12-610.000 General Supplies	102.87	51071	11/17/23
4610	11/08/23	salary study 2nd payment. 2-11-23-674	210-5-10-10-570.000 Other Purchased Services	11520.00	51072	11/17/23
24785	11/08/23	STRIPPING PAD,20 IN,BLACK 9898483814	210-5-41-22-610.000 General Supplies	140.86	51073	11/17/23
24250	11/10/23	Park St Extinguisher Main 25025691	210-5-41-23-400.000 Contracted Services	285.00	51074	11/17/23
24250	11/10/23	MSP Extinguisher Insp 25025702	210-5-41-26-400.000 Contracted Services	333.75	51074	11/17/23
33495	11/10/23	BL A COLL NOV23 78779573	210-5-35-10-640.201 Adult Collection	22.50	51075	11/17/23
33495	11/12/23	BL A COLL NOV23 78794538	210-5-35-10-640.201 Adult Collection	18.74	51075	11/17/23
03525	10/26/23	FY23 audit 90805	210-5-13-10-335.000 Audit	7264.89	51077	11/17/23
29585	10/18/23	Safe Routes to School Sum 10182023D	210-5-16-10-500.000 Training, Conf, Dues	25.00	51078	11/17/23
33195	11/02/23	Maint Bldg Maintenance 82300TE	210-5-30-12-330.000 Professional Services	517.60	51080	11/17/23
V10130	10/23/23	858977 K8 AIR HAMMER W/ C 01897	210-5-25-10-610.000 General Supplies	44.16	51081	11/17/23
27840	11/15/23	Life Ins Dec 2023 1590987	210-5-10-10-210.000 Group Insurance	204.47	51082	11/17/23
27840	11/15/23	Life Ins Dec 2023 1590987	210-5-13-10-210.000 Group Insurance	109.80	51082	11/17/23
27840	11/15/23	Life Ins Dec 2023 1590987	210-5-40-12-210.000 Group Insurance	86.82	51082	11/17/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	11/15/23	Life Ins Dec 2023	1590987	210-5-40-13-210.000 Group Insurance	12.08	51082	11/17/23
27840	11/15/23	Life Ins Dec 2023	1590987	210-5-35-10-210.000 Group Insurance	256.20	51082	11/17/23
27840	11/15/23	Life Ins Dec 2023	1590987	210-5-16-10-210.000 Group Insurance	103.85	51082	11/17/23
27840	11/15/23	Life Ins Dec 2023	1590987	210-5-30-10-210.000 Group Insurance	183.00	51082	11/17/23
27840	11/15/23	Life Ins Dec 2023	1590987	210-5-30-12-210.000 Group Insurance	73.20	51082	11/17/23
26920	11/09/23	CRC Meeting Minutes 11072	10	210-5-13-10-330.000 Professional Services	33.12	51084	11/17/23
80012	10/20/23	BL JProg OCT23	OCT 2023	210-5-35-10-840.202 Childrens Programs	100.00	51086	11/17/23
V9970	10/24/23	BL JCOL OCT23	504536338	210-5-35-10-640.202 Juvenile Collection	83.21	51087	11/17/23
V9970	10/31/23	BL JCOL OCT23	504552748	210-5-35-10-640.202 Juvenile Collection	228.15	51087	11/17/23
V10462	10/31/23	October legal	Oct2023	210-5-10-10-320.000 Legal Services	975.00	51089	11/17/23
V10462	10/31/23	October legal	Oct2023	210-5-10-10-320.000 Legal Services	225.00	51089	11/17/23
V10462	10/31/23	October legal	Oct2023	210-5-16-10-320.000 Legal Services	1262.80	51089	11/17/23
37605	08/21/23	grand list separation fro	53339	210-5-13-10-330.000 Professional Services	1375.00	51090	11/17/23
37605	10/19/23	CD PR/AP seminar	53686	210-5-30-10-500.000 Training, Conf, Dues	175.00	51090	11/17/23
37605	11/07/23	AP custom report update	53828	210-5-13-10-330.000 Professional Services	110.00	51090	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-10-10-210.000 Group Insurance	431.96	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-13-10-210.000 Group Insurance	233.97	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-40-12-210.000 Group Insurance	310.66	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-40-13-210.000 Group Insurance	22.62	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-35-10-210.000 Group Insurance	443.03	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-16-10-210.000 Group Insurance	140.51	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-30-10-210.000 Group Insurance	647.20	51092	11/17/23
24960	11/15/23	Dental Dec 2023	111523 6197	210-5-30-12-210.000 Group Insurance	104.53	51092	11/17/23
45250	11/13/23	July 4th PREPAY FY25	11/13/23	210-1-00-00-120.000 Prepaid Expenses	10000.00	51093	11/17/23
15725	10/26/23	Fluid Film	5680392007	210-5-40-12-610.000 General Supplies	51.99	51094	11/17/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19325	OPEN APPROACH INC	11/01/23	November managed services	210-5-14-10-330.000	9085.00	51095	11/17/23
			21060	Professional Services			
19325	OPEN APPROACH INC	11/01/23	November O365	210-5-14-10-505.000	2573.96	51095	11/17/23
			21087	Tech. Subs, Licenses			
19325	OPEN APPROACH INC	11/01/23	November security	210-5-14-10-505.000	2040.00	51095	11/17/23
			21096	Tech. Subs, Licenses			
19325	OPEN APPROACH INC	11/01/23	November backups	210-5-14-10-505.000	123.21	51095	11/17/23
			21209	Tech. Subs, Licenses			
19325	OPEN APPROACH INC	10/31/23	phase I	210-5-14-10-330.000	4232.70	51095	11/17/23
			21258	Professional Services			
19325	OPEN APPROACH INC	10/31/23	phase II progress fee	210-5-14-10-330.000	2178.90	51095	11/17/23
			21259	Professional Services			
19325	OPEN APPROACH INC	10/31/23	battery replacement	210-5-14-10-735.000	67.50	51095	11/17/23
			21276	Tech Hardware, Software,			
19325	OPEN APPROACH INC	10/31/23	Council laptop replacemen	210-5-14-10-735.000	135.00	51095	11/17/23
			21282	Tech Hardware, Software,			
V10729	OVERDRIVE INC	11/13/23	BL ACOLL NOV23	210-5-35-10-640.201	547.26	51096	11/17/23
			01459DA23416	Adult Collection			
V10729	OVERDRIVE INC	10/12/23	BL JCOLL OCT23	210-5-35-10-640.202	579.74	51096	11/17/23
			59DA23377239	Juvenile Collection			
V10729	OVERDRIVE INC	10/31/23	BL ACOLL OCT23	210-5-35-10-640.201	8.97	51096	11/17/23
			59SV23401106	Adult Collection			
V10554	PHOENIX BOOKS BURLINGTON	11/04/23	BL ACOLL NOV23	210-5-35-10-640.201	17.60	51100	11/17/23
			50247	Adult Collection			
V10554	PHOENIX BOOKS BURLINGTON	11/09/23	BL LibDon NOV23	210-5-90-00-991.000	403.71	51100	11/17/23
			960475	Library Donation Expense			
V10554	PHOENIX BOOKS BURLINGTON	11/09/23	BL ACOLL NOV23	210-5-35-10-640.201	83.19	51100	11/17/23
			960478	Adult Collection			
25140	PIKE INDUSTRIES INC	10/31/23	Asphalt	210-5-40-12-451.000	531.76	51101	11/17/23
			1257828	Summer Construction Servi			
25140	PIKE INDUSTRIES INC	11/07/23	cold patch	210-5-40-12-451.000	1347.84	51101	11/17/23
			1259171	Summer Construction Servi			
80054	PLAYAWAY PRODUCTS LLC	10/04/23	BL JREPL OCT23	210-5-90-00-640.202	123.73	51102	11/17/23
			443452	Juvenile Collection repl			
24410	PRIORITY EXPRESS INC	09/30/23	BL Courier-10 SEP23	210-5-35-10-560.000	231.02	51103	11/17/23
			80272339	Postage			
24410	PRIORITY EXPRESS INC	10/31/23	BL Courier-9 OCT23	210-5-35-10-560.000	210.02	51103	11/17/23
			80272344	Postage			
V1875	QUALITY BAKE SHOP	11/04/23	Food for Think Tank Nov 2	210-5-11-10-610.000	71.97	51104	11/17/23
			11042023TT	General Supplies			
24350	QUESTICA LTD	05/31/23	budgeting/reporting softw	210-5-13-10-505.000	8306.13	51105	11/17/23
			INV116465	Tech. Subs, Licenses			
37430	R R CHARLEBOIS INC	10/27/23	parts Truck # 34	210-5-40-12-430.000	70.52	51106	11/17/23
			IE42745	R&M Vehicles & Equipment			
37430	R R CHARLEBOIS INC	11/02/23	oil filters for trucks #	210-5-40-12-430.000	171.18	51106	11/17/23
			IE43595	R&M Vehicles & Equipment			
37430	R R CHARLEBOIS INC	10/17/23	Repair Truck #6	210-5-40-12-430.000	11935.72	51106	11/17/23
			RC83442	R&M Vehicles & Equipment			
37430	R R CHARLEBOIS INC	11/02/23	2013 dump truck VT Insp r	210-5-40-12-430.000	1506.53	51106	11/17/23
			RC83663	R&M Vehicles & Equipment			

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24325	10/27/23	RADIO NORTH GROUP INC Pager Maintenance 24145655	210-5-25-10-611.000 Small Tools and Equipment	238.00	51107	11/17/23
18010	11/01/23	REYNOLDS & SON, INC. Pant repair 10 12 2023 3431896	210-5-25-10-612.000 Uniforms	134.33	51109	11/17/23
18010	11/01/23	REYNOLDS & SON, INC. soft goods kit- 3431897	210-5-25-10-612.000 Uniforms	94.50	51109	11/17/23
43275	11/09/23	RYCANDON MECHANICAL, INC. Park St HVAC Maint 15051	210-5-41-23-400.000 Contracted Services	648.00	51111	11/17/23
00275	04/29/22	SB SIGNS INC American Flag on 3/8" sta 26212	210-5-25-10-750.000 Machinery & Equipment	136.30	51112	11/17/23
00275	11/11/22	SB SIGNS INC Banner Date Change 26949	210-5-25-10-750.000 Machinery & Equipment	75.00	51112	11/17/23
00275	11/10/23	SB SIGNS INC FLAGS 30049	210-5-40-12-571.000 Streetscape Maintenance	1027.60	51112	11/17/23
29470	10/19/23	SIKORA SERVICE CENTER State Inspection 22 Silve 36475	210-5-40-12-430.000 R&M Vehicles & Equipment	60.00	51114	11/17/23
29470	10/20/23	SIKORA SERVICE CENTER State Inspection 2019 sil 36489	210-5-40-12-430.000 R&M Vehicles & Equipment	60.00	51114	11/17/23
23855	11/03/23	SOUTHWORTH-MILTON, INC. Filter A Element As INV3071121	210-5-40-12-430.000 R&M Vehicles & Equipment	216.14	51115	11/17/23
23855	10/31/23	SOUTHWORTH-MILTON, INC. 8L3 Generator Service SCINV761676	210-5-25-10-430.000 R&M Vehicles & Equipment	760.55	51115	11/17/23
23855	10/31/23	SOUTHWORTH-MILTON, INC. Fire Station Generator Se SCINV761735	210-5-41-22-400.000 Contracted Services	736.27	51115	11/17/23
23855	10/31/23	SOUTHWORTH-MILTON, INC. 8E5 Generator Service SCINV761742	210-5-25-10-430.000 R&M Vehicles & Equipment	760.55	51115	11/17/23
14800	11/01/23	TECH GROUP INC SecureCare Security Servi 202615	210-5-25-10-570.000 Other Purchased Services	64.00	51116	11/17/23
36130	10/18/23	VERIZON WIRELESS VSAT Verizon shared 10/19 to 1 9947126305	210-5-25-10-530.000 Communications	280.07	51119	11/17/23
36130	10/18/23	VERIZON WIRELESS VSAT Verizon shared 10/19 to 1 9947126305	210-5-40-12-530.000 Communications	40.01	51119	11/17/23
23395	11/13/23	VILLAGE HARDWARE - WILLIS keys for the shop 517455	210-5-40-12-610.000 General Supplies	35.47	51122	11/17/23
23395	11/13/23	VILLAGE HARDWARE - WILLIS Dual CHR Aerator 517457	210-5-40-12-610.000 General Supplies	6.64	51122	11/17/23
30210	11/13/23	VLCT Cannabis Webinar Nov 2023 3939	210-5-11-10-500.000 Training, Conferences, Du	30.00	51123	11/17/23
30210	11/13/23	VLCT Cannabis Webinar Nov 2023 3939	210-5-10-10-500.000 Training, Conf, Dues	10.00	51123	11/17/23
V2380	11/13/23	VLCT PACIF deductible accident claim 20230360A01	210-5-40-12-521.000 Insurance Deductibles	1000.00	51124	11/17/23
29825	10/23/23	VT GAS SYSTEMS MSP Gas November 15787561023	210-5-41-26-621.000 Natrual Gas/Heating	70.39	51125	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	210-5-40-12-621.000 Natural Gas/Heating	76.78	51126	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	210-5-41-21-621.000 Natrual Gas/Heating	236.45	51126	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	210-5-41-20-621.000 Natrual Gas/Heating	159.13	51126	11/17/23

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29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	210-5-41-22-621.000 Natrual Gas/Heating	62.86	51126	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	210-5-41-23-621.000 Natrual Gas/Heating	159.37	51126	11/17/23
29825	10/23/23	VT GAS SYSTEMS MSP Gas Nov 8100441023	210-5-41-26-621.000 Natrual Gas/Heating	108.55	51127	11/17/23
07565	10/12/23	W B MASON CO INC BL SUPPLY OCT23 241815411	210-5-35-10-610.000 General Supplies	115.98	51128	11/17/23
07565	10/24/23	W B MASON CO INC Brownell Maint. Supplies 242069363	210-5-41-21-431.000 R&M Buildings & Grounds	153.97	51128	11/17/23
07565	10/31/23	W B MASON CO INC Park St Floors 242226083	210-5-41-23-420.000 Cleaning Services	39.99	51128	11/17/23
07565	11/01/23	W B MASON CO INC MSP Cleaner 242260859	210-5-30-12-610.000 General Supplies	127.96	51128	11/17/23
07565	11/01/23	W B MASON CO INC PS Cleaner 242260967	210-5-30-12-610.000 General Supplies	31.99	51128	11/17/23
07565	11/06/23	W B MASON CO INC Office Supplies 242367982	210-5-30-10-610.000 General Supplies	167.96	51128	11/17/23
07565	11/07/23	W B MASON CO INC check printer toner, misc 242379052	210-5-13-10-610.000 General Supplies	198.98	51128	11/17/23
07565	11/07/23	W B MASON CO INC check printer toner, misc 242379052	210-5-10-10-610.000 General Supplies	8.98	51128	11/17/23
26380	10/31/23	WINOOSKI VALLEY PARK DIST FY2024 Appropriation FY2024	210-5-19-10-800.109 Winooski Valley Park Dist	30300.00	51130	11/17/23
09325	11/01/23	DJ'S TREE SERVICE & LOGGI Pine tree removal HOA Bri 26494	230-5-40-13-895.830 BC2058 Brickyard Culvert	3450.00	51049	11/17/23
25715	10/26/23	DONALD L. HAMLIN CONSULT Project 12-152 Crescent C 22822102623	230-5-16-10-890.824 Cres. Connector	34808.37	51050	11/17/23
25715	11/14/23	DONALD L. HAMLIN CONSULT the Crescent Connector Pr 22822111423	230-5-16-10-890.824 Cres. Connector	15311.89	51050	11/17/23
03280	10/31/23	ENGINEERS CONSTRUCTION IN Crescent Connector Phase 6	230-5-16-10-890.824 Cres. Connector	327768.66	51056	11/17/23
V10462	10/31/23	MONAGHAN SAFAR DUCHAM PL October legal Oct2023	230-5-16-10-890.824 Cres. Connector	1280.00	51089	11/17/23
23435	10/31/23	CHAMPLAIN WATER DISTRICT Water Oct 2023 103123	254-5-54-20-411.000 CWD Water Purchase	960.75	51038	11/17/23
23435	10/31/23	CHAMPLAIN WATER DISTRICT Water Oct 2023 103123	254-5-54-70-411.400 CWD Water Purchase - Glob	4260.50	51038	11/17/23
23435	10/31/23	CHAMPLAIN WATER DISTRICT Water Oct 2023 103123	254-5-54-20-411.000 CWD Water Purchase	52476.17	51038	11/17/23
23435	10/31/23	CHAMPLAIN WATER DISTRICT Water Oct 2023 103123	254-5-54-70-411.400 CWD Water Purchase - Glob	232708.51	51038	11/17/23
25715	10/05/23	DONALD L. HAMLIN CONSULT August 1- 31 water line r 2180610523	254-5-54-70-723.004 Main St Water Line	27481.94	51050	11/17/23
25715	11/03/23	DONALD L. HAMLIN CONSULT September 1- 30 water lin 2180611323	254-5-54-70-723.004 Main St Water Line	24876.30	51050	11/17/23
03280	11/08/23	ENGINEERS CONSTRUCTION IN Project 1461-001 ESSEX JU 16277	254-5-54-70-723.006 Service Line Inventoy	31834.03	51056	11/17/23
20470	10/31/23	GLOBAL MONTELLO GROUP Oct Vehicle Fuel 306834	254-5-54-20-626.000 Gasoline	184.82	51070	11/17/23

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03525	10/26/23	FY23 audit 90805	254-5-54-20-335.000 Audit	3632.44	51077	11/17/23
27840	11/15/23	Life Ins Dec 2023 1590987	254-5-54-20-210.000 Group Insurance	87.84	51082	11/17/23
10110	11/06/23	Residential Water Meter R 1988	254-5-54-70-750.001 Meter Replacement Program	1283.34	51085	11/17/23
03070	10/31/23	October 2023 Mailing for 57446	254-5-54-20-560.000 Postage	172.74	51088	11/17/23
24960	11/15/23	Dental Dec 2023 111523 6197	254-5-54-20-210.000 Group Insurance	310.66	51092	11/17/23
24350	05/31/23	budgeting/reporting softw INV116465	254-5-54-20-505.000 Tech. Subs, Licenses	1900.41	51105	11/17/23
23855	10/26/23	TROUBLESHOOT - Bucket pin 760591	254-5-54-20-430.000 R&M Vehicles & Equipment	387.84	51115	11/17/23
29825	10/23/23	service period 9/18 to 10 23729	254-5-54-20-621.000 Natural Gas/Heating	47.00	51126	11/17/23
42625	11/01/23	Professional Services fro 81727	255-5-55-70-730.003 10 Year Engineer Evaluati	2390.00	51022	11/17/23
07465	10/31/23	TWINE TW NYLON #21X430 Ca 49426 5	255-5-55-30-610.000 General Supplies	26.98	51029	11/17/23
11375	11/01/23	2YD FL SERVICE MSW recycl 3501655	255-5-55-30-421.000 Grit Disposal	1189.45	51034	11/17/23
26290	11/01/23	Gravabelt Water Pump-gbt 4179	255-5-55-30-570.000 Other Purchased Services	5037.30	51039	11/17/23
23455	09/30/23	Biosolids - Grasslands INV18033	255-5-55-30-568.000 Biosolids Subcontractor	8898.94	51040	11/17/23
26440	11/14/23	Essex Jct biosolids suppo 2023	255-5-55-30-568.000 Biosolids Subcontractor	2430.00	51053	11/17/23
06870	11/07/23	Essex Jct. WWTF TKN Only 469382	255-5-55-30-340.001 Lab Testing	35.00	51055	11/17/23
06870	11/07/23	TKN 469383	255-5-55-30-340.001 Lab Testing	35.00	51055	11/17/23
06870	11/08/23	BOD-5day 469413	255-5-55-30-340.001 Lab Testing	105.00	51055	11/17/23
06870	11/08/23	Twincraft Greywater 469420	255-5-55-30-340.001 Lab Testing	50.00	51055	11/17/23
V10134	10/31/23	525QR Complex Nutrients, 058826	255-5-55-30-340.001 Lab Testing	220.05	51057	11/17/23
38955	10/31/23	ADPT 1/2 PVC FIPTxINS Lin 82989455	255-5-55-30-570.000 Other Purchased Services	80.72	51059	11/17/23
38955	10/30/23	PIPE 829899732	255-5-55-30-570.000 Other Purchased Services	111.54	51059	11/17/23
04640	10/18/23	S/S TRUBOLT 1/2X5.5 for P VTBUR323651	255-5-55-30-570.000 Other Purchased Services	135.50	51060	11/17/23
19005	11/01/23	Communication /Telephone 15549649	255-5-55-30-530.000 Communications	542.70	51063	11/17/23
20470	10/31/23	Oct Vehicle Fuel 306834	255-5-55-30-626.000 Gasoline	152.52	51070	11/17/23
04035	04/13/23	EXCAVATOR, VIO25 W/-rexa 110710	255-5-55-70-730.001 Energy Conservation	435.00	51071	11/17/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
04035	GOT THAT RENTAL & SALES I	06/02/23	PUMP, TRASH 3" 396GPM lab 113402	255-5-55-30-442.000 Rental Vehicles/Equip	210.00	51071	11/17/23
04035	GOT THAT RENTAL & SALES I	06/21/23	PUMP, TRASH 114190	255-5-55-30-442.000 Rental Vehicles/Equip	70.00	51071	11/17/23
04035	GOT THAT RENTAL & SALES I	10/16/23	SIMPSON 4400PSI 4GPM pres 118761	255-5-55-30-570.000 Other Purchased Services	1833.33	51071	11/17/23
03525	KITTELL BRANAGAN & SARGEN	10/26/23	FY23 audit 90805	255-5-55-30-335.000 Audit	3441.22	51077	11/17/23
V1301	LAKESIDE EQUIPMENT CORPOR	09/21/23	Skimmer arm for clarifer 904464	255-5-55-30-570.000 Other Purchased Services	234.00	51079	11/17/23
33195	LIMOGE & SONS GARAGE DOOR	10/25/23	Serviced SEVERAL DOORS - 82175TE	255-5-55-30-431.000 R&M Buildings	295.20	51080	11/17/23
27840	MADISON NATIONAL LIFE INS	11/15/23	Life Ins Dec 2023 1590987	255-5-55-30-210.000 Group Insurance	244.12	51082	11/17/23
V1423	MAHER CORPORATION	11/01/23	Bredel 10 Assembly 2x bis 29072	255-5-55-30-570.000 Other Purchased Services	14786.00	51083	11/17/23
V1661	NORTH CENTRAL LABORATORIE	10/24/23	Lab Supplies Oct 494690	255-5-55-30-618.000 Laboratory Supplies	615.18	51091	11/17/23
24960	NORTHEAST DELTA DENTAL	11/15/23	Dental Dec 2023 111523 6197	255-5-55-30-210.000 Group Insurance	294.38	51092	11/17/23
19325	OPEN APPROACH INC	11/01/23	Monthly Billing for Novem 21146	255-5-55-30-340.000 Technical Services	130.00	51095	11/17/23
03160	P & H SENESAC INC	10/30/23	POLYMER FOR DEWATERING 20481	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	51097	11/17/23
24350	QUESTICA LTD	05/31/23	budgeting/reporting softw INV116465	255-5-55-30-505.000 Tech. Subs, Licenses	3251.64	51105	11/17/23
11555	RUSSELL RESOURCES INC	11/08/23	OD heavy duty sample tubi 235663	255-5-55-70-722.015 Automatic Samplers	349.22	51110	11/17/23
11555	RUSSELL RESOURCES INC	11/14/23	WAVE VACUUM SAMPLER -ALL 235677	255-5-55-70-722.015 Automatic Samplers	8620.00	51110	11/17/23
11555	RUSSELL RESOURCES INC	11/14/23	WAVE VACUUM SAMPLER -ALL 235679	255-5-55-70-722.015 Automatic Samplers	8878.00	51110	11/17/23
23855	SOUTHWORTH-MILTON, INC.	10/31/23	01 SERVICE CONTRACT - oil SCINV761857	255-5-55-30-570.000 Other Purchased Services	670.45	51115	11/17/23
02970	USA BLUE BOOK INC	10/13/23	4"Liq Fill Gauge 0-100 PS 00163999, 10	255-5-55-30-570.000 Other Purchased Services	198.59	51118	11/17/23
36130	VERIZON WIRELESS VSAT	10/18/23	Verizon shared 10/19 to 1 9947126305	255-5-55-30-530.000 Communications	187.79	51119	11/17/23
23395	VILLAGE HARDWARE - WILLIS	10/31/23	3/4x60' Elec Tape joint p 517415	255-5-55-30-570.000 Other Purchased Services	46.49	51122	11/17/23
23395	VILLAGE HARDWARE - WILLIS	11/08/23	100PK Blade Dispenser 517437	255-5-55-30-610.000 General Supplies	67.42	51122	11/17/23
29825	VT GAS SYSTEMS	10/23/23	service period 9/18 to 10 23729	255-5-55-30-621.000 Natural Gas/Heating	588.72	51126	11/17/23
24310	WALSH ELECTRIC SUPPLY	10/31/23	31-344 2200FT 500LB PULL 159056200	255-5-55-30-570.000 Other Purchased Services	96.80	51129	11/17/23
20470	GLOBAL MONTELLO GROUP	10/31/23	Oct Vehicle Fuel 306834	256-5-56-40-626.000 Gasoline	279.03	51070	11/17/23
03525	KITTELL BRANAGAN & SARGEN	10/26/23	FY23 audit 90805	256-5-56-40-335.000 Audit	1911.45	51077	11/17/23

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27840	11/15/23	MADISON NATIONAL LIFE INS Life Ins Dec 2023 1590987	256-5-56-40-210.000 Group Insurance	117.12	51082	11/17/23
10110	11/06/23	MCGOVERN MECHANICAL CORP Residential Water Meter R 1988	256-5-56-70-750.001 Meter Replacement Program	641.66	51085	11/17/23
03070	10/31/23	MINUTEMAN PRESS October 2023 Mailing for 57446	256-5-56-40-560.000 Postage	350.70	51088	11/17/23
24960	11/15/23	NORTHEAST DELTA DENTAL Dental Dec 2023 111523 6197	256-5-56-40-210.000 Group Insurance	292.43	51092	11/17/23
19325	11/01/23	OPEN APPROACH INC Monthly Billing for Novem 21146	256-5-56-40-340.000 Technical Services	560.00	51095	11/17/23
24350	05/31/23	QUESTICA LTD budgeting/reporting softw INV116465	256-5-56-40-505.000 Tech. Subs, Licenses	1041.82	51105	11/17/23
36130	10/23/23	VERIZON WIRELESS VSAT PS 9/24 to 10/23/23 9947645012	256-5-56-40-434.001 Susie Wilson PS Costs	78.22	51120	11/17/23
36130	10/23/23	VERIZON WIRELESS VSAT PS 9/24 to 10/23/23 9947645012	256-5-56-40-434.002 West Street PS Costs	78.22	51120	11/17/23
36130	10/23/23	VERIZON WIRELESS VSAT PS 9/24 to 10/23/23 9947645012	256-5-56-40-431.000 R&M Buildings & Grounds	303.66	51120	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	256-5-56-40-434.001 Susie Wilson PS Costs	51.02	51126	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	256-5-56-40-434.002 West Street PS Costs	47.16	51126	11/17/23
29825	10/23/23	VT GAS SYSTEMS service period 9/18 to 10 23729	256-5-56-40-621.000 Natural Gas/Heating	56.86	51126	11/17/23
17895	10/01/23	CLEAN NEST City Bldgs Cleaning Sept 13506	258-5-33-13-330.000 Professional Services	216.66	51041	11/17/23
05290	11/03/23	ADVANCE AUTO PARTS Pool Closing Supplies 52330741550	259-5-30-11-431.000 R&M Buildings & Grounds	80.60	51020	11/17/23
05290	11/06/23	ADVANCE AUTO PARTS Pool Closing 52331053841	259-5-30-11-431.000 R&M Buildings & Grounds	8.54	51020	11/17/23
07305	10/31/23	AIRGAS USA LLC Pool Chemicals 5502891937	259-5-30-11-431.000 R&M Buildings & Grounds	325.96	51021	11/17/23
19815	11/01/23	AMAZON CAPITAL SERVICES RK MSP Supplies 11VKLJNTGG6R	259-5-30-15-610.000 General Supplies	26.97	51024	11/17/23
19815	10/31/23	AMAZON CAPITAL SERVICES RK MSP Supplies 14739YJF9YTX	259-5-30-15-610.000 General Supplies	72.05	51024	11/17/23
19815	11/01/23	AMAZON CAPITAL SERVICES RK EES Supplies 14WXR1TLD1G7	259-5-30-15-610.000 General Supplies	66.83	51024	11/17/23
19815	11/12/23	AMAZON CAPITAL SERVICES PS Supplies 1FNQGC3CN7KV	259-5-30-16-610.000 General Supplies	149.24	51024	11/17/23
19815	11/08/23	AMAZON CAPITAL SERVICES RK EES Supplies 1GC33TVW1D71	259-5-30-15-610.000 General Supplies	54.47	51024	11/17/23
19815	11/11/23	AMAZON CAPITAL SERVICES Pool Closing 1GQLVMKFL4H	259-5-30-11-431.000 R&M Buildings & Grounds	66.77	51024	11/17/23
19815	11/07/23	AMAZON CAPITAL SERVICES Vac Camp Supplies 1HKWD1XY17GF	259-5-30-15-610.000 General Supplies	3.96	51024	11/17/23
19815	11/13/23	AMAZON CAPITAL SERVICES RK FMS Supplies 1LDL7YFVPLC	259-5-30-15-610.000 General Supplies	303.76	51024	11/17/23
19815	11/05/23	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1LH9HJYNJ74D	259-5-30-15-610.000 General Supplies	45.94	51024	11/17/23

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19815	AMAZON CAPITAL SERVICES	11/05/23 PS Supplies 1NPLT4PHHM6D	259-5-30-16-610.000 General Supplies	134.33	51024	11/17/23
19815	AMAZON CAPITAL SERVICES	11/03/23 RK FMS Supplies 1PGY49J63P69	259-5-30-15-610.000 General Supplies	94.38	51024	11/17/23
19815	AMAZON CAPITAL SERVICES	11/02/23 RK Hiawatha Supplies 1PVF66MT4FHM	259-5-30-15-610.000 General Supplies	52.59	51024	11/17/23
19815	AMAZON CAPITAL SERVICES	11/08/23 PS Supplies 1THJ6KKF7KJ3	259-5-30-16-610.000 General Supplies	29.96	51024	11/17/23
19815	AMAZON CAPITAL SERVICES	11/03/23 RK Summit Supplies 1VGNRJG7433M	259-5-30-15-610.000 General Supplies	16.99	51024	11/17/23
19815	AMAZON CAPITAL SERVICES	11/13/23 RK Summit Supplies 1WDRKCWDV9N9	259-5-30-15-610.000 General Supplies	140.18	51024	11/17/23
25955	AT&T MOBILITY	10/27/23 EJRP Cell Phones Nov 87301811123	259-5-30-15-530.000 Communications	806.56	51027	11/17/23
38955	F W WEBB COMPANY	11/06/23 Pool Closing 83094974	259-5-30-11-431.000 R&M Buildings & Grounds	63.26	51059	11/17/23
38955	F W WEBB COMPANY	11/07/23 Pool Closing Supplies 83099391	259-5-30-11-431.000 R&M Buildings & Grounds	85.43	51059	11/17/23
04640	FASTENAL INDUSTRIAL & CON	11/01/23 Park St First Aid VTBUR324068	259-5-30-16-610.000 General Supplies	15.84	51060	11/17/23
04640	FASTENAL INDUSTRIAL & CON	11/01/23 First Aid Supplies VTBUR324077	259-5-30-15-610.000 General Supplies	7.75	51060	11/17/23
20470	GLOBAL MONTELLO GROUP	10/31/23 Oct Vehicle Fuel 306834	259-5-30-15-626.000 Gasoline	102.83	51070	11/17/23
04035	GOT THAT RENTAL & SALES I	11/02/23 Pumpkin Event Scaffolding 119444	259-5-30-14-610.000 General Supplies	200.00	51071	11/17/23
04035	GOT THAT RENTAL & SALES I	11/03/23 Pool Closing 120349	259-5-30-11-431.000 R&M Buildings & Grounds	255.00	51071	11/17/23
15145	JOBTARGET LLC	11/10/23 Afterschool care job ad INV85536	259-5-30-15-330.000 Professional Services	1000.00	51076	11/17/23
27840	MADISON NATIONAL LIFE INS	11/15/23 Life Ins Dec 2023 1590987	259-5-30-15-210.000 Group Insurance	365.49	51082	11/17/23
27840	MADISON NATIONAL LIFE INS	11/15/23 Life Ins Dec 2023 1590987	259-5-30-16-210.000 Group Insurance	180.96	51082	11/17/23
24960	NORTHEAST DELTA DENTAL	11/15/23 Dental Dec 2023 111523 6197	259-5-30-15-210.000 Group Insurance	284.43	51092	11/17/23
24960	NORTHEAST DELTA DENTAL	11/15/23 Dental Dec 2023 111523 6197	259-5-30-16-210.000 Group Insurance	395.97	51092	11/17/23
45250	NORTHSTAR FIREWORK DISPLA	11/13/23 July 4th PREPAY FY25 11/13/23	259-1-00-00-120.000 Prepaid Expenses	4400.00	51093	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/02/23 RK Westford Snack 954175	259-5-30-15-610.000 General Supplies	91.83	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/07/23 RK Hiawatha Snack 956690	259-5-30-15-610.000 General Supplies	185.65	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/07/23 RK Snack 957405	259-5-30-15-610.000 General Supplies	20.98	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/07/23 RK Fleming Snack 957406	259-5-30-15-610.000 General Supplies	142.02	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/08/23 RK EES Snack 957413	259-5-30-15-610.000 General Supplies	203.90	51098	11/17/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	11/08/23	RK Snack 957419	259-5-30-15-610.000 General Supplies	240.73	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/08/23	RK Westford Snack 957420	259-5-30-15-610.000 General Supplies	87.08	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/08/23	RK Summit Snack 957716	259-5-30-15-610.000 General Supplies	292.18	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/15/23	RK EES Snack 960848	259-5-30-15-610.000 General Supplies	170.05	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/15/23	RK Hiawatha Snack 960866	259-5-30-15-610.000 General Supplies	80.94	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/14/23	RK MSP Snack 960941	259-5-30-15-610.000 General Supplies	158.16	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/14/23	RK Summit Snack 961158	259-5-30-15-610.000 General Supplies	373.71	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/15/23	RK Westford Snack 961505	259-5-30-15-610.000 General Supplies	72.94	51098	11/17/23
29425	PERFORMANCE FOOD SERVICE	11/15/23	RK Fleming Snack 961840	259-5-30-15-610.000 General Supplies	151.41	51098	11/17/23
20620	RASCO LAURA	11/07/23	PS Playgroup October 110723D	259-5-30-14-330.000 Professional Services	270.00	51108	11/17/23
00275	SB SIGNS INC	05/19/23	Memorial Day Parade Banne 27894	259-5-30-14-850.150 Memorial Day Parade	150.00	51112	11/17/23
10435	SCREENMYLOGO.COM	10/27/23	Halloween Hustle Inv Upda 20359Adjust	259-5-30-14-610.000 General Supplies	24.75	51113	11/17/23
26445	TUDOR CHRISTOPHER L	11/01/23	Pickleball Clinics - Octo 339	259-5-30-14-330.000 Professional Services	375.00	51117	11/17/23
36130	VERIZON WIRELESS VSAT	10/18/23	Verizon shared 10/19 to 1 9947126305	259-5-30-16-610.000 General Supplies	65.93	51119	11/17/23
25315	VESPA'S PIZZA PASTA & DEL	11/07/23	RK FMS Staff Mtg 110723D	259-5-30-15-610.000 General Supplies	31.20	51121	11/17/23
25315	VESPA'S PIZZA PASTA & DEL	11/14/23	Pumpkin Event Pizza 111423D	259-5-30-14-610.000 General Supplies	125.75	51121	11/17/23
07565	W B MASON CO INC	10/31/23	RK MSP EES Supplies 242215879	259-5-30-15-610.000 General Supplies	32.99	51128	11/17/23

11/17/23

City of Essex Junction Accounts Payable

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03:45 pm

Check Warrant Report # 24025 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 11/17/23 To 11/17/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				1024242.33		

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 \$ *1,024,242.33
 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
05375	11/10/23	Payroll Transfer PR-11/10/23	210-2-00-00-210.005 Misc Deductions Payable	52.00	12011	12/01/23
05375	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.005 Misc Deductions Payable	60.00	12012	12/01/23
17140	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.005 Misc Deductions Payable	232.75	12013	12/01/23
17425	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.004 Retirement Payable	100.00	12014	12/01/23
V1160	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.004 Retirement Payable	2911.82	12015	12/01/23
V1161	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.004 Retirement Payable	5517.52	12016	12/01/23
V1165	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.002 Federal Inc Tax W/H	42274.48	12017	12/01/23
V2413	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.003 State Inc Tax W/H	5242.94	12018	12/01/23
05290	10/27/23	NATRL SHINE PROTECT 16 0041387	210-5-40-12-610.000 General Supplies	8.27	51131	12/01/23
05290	11/16/23	CARB/ CHOKE SPRY CLNR 2022348	210-5-40-12-610.000 General Supplies	17.91	51131	12/01/23
05290	11/20/23	new hose for Trk 6 salt s 2454040	210-5-40-12-430.000 R&M Vehicles & Equipment	52.77	51131	12/01/23
05290	11/20/23	INTERIOR DETAILER 12 OZ 2454053	210-5-40-12-610.000 General Supplies	13.78	51131	12/01/23
05290	11/21/23	HOSE CLAMP - 2554061	210-5-40-12-610.000 General Supplies	19.40	51131	12/01/23
05290	11/21/23	FOCUS Wiper Blade 1 2554062	210-5-40-12-610.000 General Supplies	84.41	51131	12/01/23
05290	11/21/23	WHEEL STUD INSTALLER 1 2554065	210-5-40-12-610.000 General Supplies	40.93	51131	12/01/23
05290	11/21/23	GREASE-WHITE LITHIUM 1 E 2554066	210-5-40-12-610.000 General Supplies	26.19	51131	12/01/23
05290	11/27/23	QUICK DISCONNECT 1 EA 3154178	210-5-40-12-610.000 General Supplies	45.22	51131	12/01/23
05290	11/29/23	oil for SS7000 3354305	210-5-40-12-610.000 General Supplies	18.49	51131	12/01/23
28555	10/03/23	EV Repair R12200316101	210-5-25-10-430.000 R&M Vehicles & Equipment	1211.86	51132	12/01/23
28555	11/15/23	DEF2.5, FLEETRITE DEF, 2.5 X12202470301	210-5-40-12-626.000 Gasoline	59.96	51132	12/01/23
19815	11/15/23	Train Hop Supplies 14RRCJWD131L	210-5-17-10-850.000 Community Events and Cele	178.04	51134	12/01/23
19815	11/19/23	BL APROG NOV23 16HLRDQYNTPT	210-5-35-10-840.201 Adult Programs	47.96	51134	12/01/23
19815	11/20/23	Electrical Supplies 1KRPQ4FP4G3T	210-5-30-12-610.000 General Supplies	9.69	51134	12/01/23
19815	11/17/23	BL JPROG NOV23 1QPDM7X66RNY	210-5-35-10-840.202 Childrens Programs	52.76	51134	12/01/23
19815	11/19/23	Maint Supplies 1WLD36RPTXJV	210-5-30-12-610.000 General Supplies	18.49	51134	12/01/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25055	11/08/23	AQUARIUS LANDSCAPE SPRINK winterization of sprinkle 5578920	210-5-40-12-571.000 Streetscape Maintenance	106.00	51135	12/01/23
25055	11/08/23	AQUARIUS LANDSCAPE SPRINK Winterization of sprinkle 5578921	210-5-41-20-431.000 R&M Buildings & Grounds	166.00	51135	12/01/23
19630	11/16/23	BP WASTEWATER SERVICES LL fix pump at public works 21837	210-5-40-12-431.000 R&M Buildings & Grounds	960.00	51138	12/01/23
00530	11/14/23	BRODART CO BL LibDon-Supply NOV23 B6694554	210-5-35-10-610.000 General Supplies	2.02	51139	12/01/23
00530	11/14/23	BRODART CO BL LibDon-Supply NOV23 B6694554	210-5-90-00-991.000 Library Donation Expense	31.31	51139	12/01/23
00530	11/14/23	BRODART CO BL LibDon-Supply NOV23 B6694594	210-5-35-10-610.000 General Supplies	5.05	51139	12/01/23
00530	11/14/23	BRODART CO BL LibDon-Supply NOV23 B6694594	210-5-90-00-991.000 Library Donation Expense	78.80	51139	12/01/23
00530	11/14/23	BRODART CO BL JColl NOV23 B6694792	210-5-35-10-640.202 Juvenile Collection	29.99	51139	12/01/23
00530	11/15/23	BRODART CO BL JColl-SUPPLY NOV23 B6695300	210-5-35-10-610.000 General Supplies	8.08	51139	12/01/23
00530	11/15/23	BRODART CO BL JColl-SUPPLY NOV23 B6695300	210-5-35-10-640.202 Juvenile Collection	87.08	51139	12/01/23
00530	11/15/23	BRODART CO BL JColl-Supply NOV23 B6695368	210-5-35-10-610.000 General Supplies	1.01	51139	12/01/23
00530	11/15/23	BRODART CO BL JColl-Supply NOV23 B6695368	210-5-35-10-640.202 Juvenile Collection	16.93	51139	12/01/23
00530	11/15/23	BRODART CO BL JColl-Supply NOV23 B6695374	210-5-35-10-640.202 Juvenile Collection	119.63	51139	12/01/23
00530	11/15/23	BRODART CO BL JColl-Supply NOV23 B6695374	210-5-35-10-610.000 General Supplies	7.07	51139	12/01/23
00530	11/16/23	BRODART CO BL AColl-Supply NOV23 B6696093	210-5-35-10-610.000 General Supplies	10.10	51139	12/01/23
00530	11/16/23	BRODART CO BL AColl-Supply NOV23 B6696093	210-5-35-10-640.201 Adult Collection	178.23	51139	12/01/23
00530	11/16/23	BRODART CO BL AREPL-Supply NOV23 B6696114	210-5-35-10-610.000 General Supplies	1.01	51139	12/01/23
00530	11/16/23	BRODART CO BL AREPL-Supply NOV23 B6696114	210-5-90-00-640.201 Adult Collection replacem	16.19	51139	12/01/23
00530	11/16/23	BRODART CO BL AColl-Supply NOV23 B6696141	210-5-35-10-610.000 General Supplies	2.02	51139	12/01/23
00530	11/16/23	BRODART CO BL AColl-Supply NOV23 B6696141	210-5-35-10-640.201 Adult Collection	22.67	51139	12/01/23
00530	11/16/23	BRODART CO BL AColl-Supply NOV23 B6696144	210-5-35-10-610.000 General Supplies	5.05	51139	12/01/23
00530	11/16/23	BRODART CO BL AColl-Supply NOV23 B6696144	210-5-35-10-640.201 Adult Collection	91.91	51139	12/01/23
20840	11/17/23	BULLDOG FIRE APPARATUS OF Air Eject P0163204	210-5-25-10-430.000 R&M Vehicles & Equipment	437.47	51140	12/01/23
30360	12/01/23	BURLINGTON TELECOM BL COMM NOV23 BT 122023	210-5-41-21-530.000 Communications	335.02	51141	12/01/23
22670	11/15/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Oct/Nov 65081123	210-5-30-10-505.000 Tech. Subs, Licenses	703.43	51142	12/01/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	11/15/23	EJRP Credit Card Oct/Nov 65081123	210-5-17-10-850.000 Community Events and Cele	4.99	51142	12/01/23
22670	CAPITAL ONE CREDIT CARD -	11/15/23	EJRP Credit Card Oct/Nov 65081123	210-5-30-12-610.000 General Supplies	115.92	51142	12/01/23
22670	CAPITAL ONE CREDIT CARD -	11/15/23	EJRP Credit Card Oct/Nov 65081123	210-5-30-10-610.000 General Supplies	226.93	51142	12/01/23
23455	CHITTENDEN SOLID WASTE DI	11/16/23	used oil drop off 11003599	210-5-40-12-626.000 Gasoline	72.50	51145	12/01/23
21210	CINTAS LOC # 68M 71 M	11/22/23	SHOP TWL-RED Soap disp. 4174848646	210-5-40-12-610.000 General Supplies	126.03	51146	12/01/23
21210	CINTAS LOC # 68M 71 M	11/27/23	WATER COOLER CLEANED med 5185579056	210-5-40-12-610.000 General Supplies	38.53	51146	12/01/23
21210	CINTAS LOC # 68M 71 M	11/01/23	WATERBREAK COOLER LEASE 9245883833	210-5-40-12-610.000 General Supplies	50.00	51146	12/01/23
17895	CLEAN NEST	11/01/23	EJRP Cleaning October 13516	210-5-41-26-420.000 Cleaning Services	2196.08	51147	12/01/23
17895	CLEAN NEST	11/01/23	EJRP Cleaning October 13516	210-5-41-23-420.000 Cleaning Services	2196.07	51147	12/01/23
17895	CLEAN NEST	11/01/23	City Buildings Cleaning O 13517	210-5-41-20-420.000 Cleaning Services	1340.54	51147	12/01/23
17895	CLEAN NEST	11/01/23	City Buildings Cleaning O 13517	210-5-41-21-420.000 Cleaning Services	2335.80	51147	12/01/23
30100	COBRAHELP	11/15/23	COBRA provider Nov-23 298908	210-5-10-10-210.000 Group Insurance	37.60	51148	12/01/23
80049	COLLINS KEVIN W	11/07/23	CRC Meeting Stipend Nov 2 110723Collin	210-5-13-10-190.000 Board Member Payments	50.00	51149	12/01/23
04940	COMCAST	11/19/23	2 Lincoln Internet Nov 23 01363431123	210-5-41-20-530.000 Communications	198.39	51150	12/01/23
04940	COMCAST	11/03/23	Cable TV 02077221123	210-5-41-22-530.000 Communications	21.53	51151	12/01/23
17025	COONRADT AMY	11/17/23	PC meeting November 9 202 0154	210-5-11-10-330.000 Professtional Services	148.46	51153	12/01/23
25715	DONALD L. HAMLIN CONSULT	10/05/23	Paving Eng assist August 238040823	210-5-40-12-451.000 Summer Construction Servi	842.55	51155	12/01/23
25715	DONALD L. HAMLIN CONSULT	11/03/23	Sept Cascade St 23807110323	210-5-30-13-330.000 Professional Services	132.00	51155	12/01/23
25715	DONALD L. HAMLIN CONSULT	11/03/23	Various City Projects Sep 23810 1123	210-5-16-10-330.000 Professional Services	220.00	51155	12/01/23
25715	DONALD L. HAMLIN CONSULT	11/03/23	Various City Projects Sep 23810 1123	210-5-40-12-330.000 Professional Services	345.00	51155	12/01/23
25715	DONALD L. HAMLIN CONSULT	10/05/23	Pub Works Eng Assist 8/1 23816100523	210-5-40-12-330.000 Professional Services	132.00	51155	12/01/23
25715	DONALD L. HAMLIN CONSULT	10/05/23	Eng assist Water Quality 23817100523	210-5-40-13-330.000 Professional Services	352.00	51155	12/01/23
25715	DONALD L. HAMLIN CONSULT	10/05/23	EJ-Capital Estimates 23823 0823	210-5-40-12-330.000 Professional Services	400.00	51155	12/01/23
31875	ESSEX TOWN WATER DEPT	11/08/23	Sewer Maint Bldg 322597891	210-5-41-26-410.000 Water and Sewer Charges	183.39	51160	12/01/23
21845	FIRST NATIONAL BANK OMAHA	11/17/23	BL JPrg-Post-TSub NOV23 0017 111723	210-5-35-10-840.202 Childrens Programs	96.90	51162	12/01/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	11/17/23	BL JPrg-Post-TSub NOV23	0017 111723	210-5-35-10-505.000 Tech. Subs, Licenses	131.86	51162	12/01/23
21845	11/17/23	BL JPrg-Post-TSub NOV23	0017 111723	210-5-35-10-560.000 Postage	48.45	51162	12/01/23
16000	11/16/23	Truck#6 Plow Hose replace	293442967	210-5-40-12-430.000 R&M Vehicles & Equipment	57.35	51163	12/01/23
37875	11/20/23	Part HARDWARE TIER 3A (EA	112755499	210-5-40-12-610.000 General Supplies	12.00	51164	12/01/23
04035	08/10/23	MOWER,BRUSH-HOG 52" Remot	116369	210-5-40-13-575.000 Storm Sewer Maintenance	400.00	51165	12/01/23
07010	11/09/23	MSP Power November	1123 75 MAPA	210-5-41-26-622.000 Electricity	1738.73	51167	12/01/23
07010	11/09/23	MSP Power November	1123 75 MAPL	210-5-41-26-622.000 Electricity	59.65	51168	12/01/23
80057	10/10/23	Electrical Wiring 8C9	2619	210-5-25-10-430.000 R&M Vehicles & Equipment	222.00	51170	12/01/23
V10568	11/16/23	Park St Doors	S1577130	210-5-41-23-431.000 R&M Buildings & Grounds	3198.40	51173	12/01/23
V9454	11/15/23	uniform	3504543	210-5-40-12-612.000 Uniforms	198.98	51174	12/01/23
V9454	11/20/23	uniforms for Dan	3517621	210-5-40-12-612.000 Uniforms	564.94	51174	12/01/23
25625	11/02/23	EJRP Lowes Nov	41910801123	210-5-30-12-610.000 General Supplies	778.77	51176	12/01/23
25625	11/02/23	EJRP Lowes Nov	41910801123	210-5-41-21-431.000 R&M Buildings & Grounds	21.12	51176	12/01/23
23445	11/15/23	BL AColl NOV23	39259455	210-5-35-10-640.201 Adult Collection	151.43	51178	12/01/23
24620	11/14/23	Item ID: WACKER	1646763	210-5-40-12-442.000 Rental Vehicles/Equip	48.35	51180	12/01/23
V10729	11/14/23	BL JColl NOV23	DA23418615	210-5-35-10-640.202 Juvenile Collection	442.58	51184	12/01/23
23420	11/27/23	MSP Portolet November	T612428	210-5-30-12-330.000 Professional Services	340.00	51185	12/01/23
24100	11/17/23	FINISHED STREET SIGNS	201730	210-5-40-12-451.000 Summer Construction Servi	98.60	51187	12/01/23
V10554	11/15/23	BL LibDon NOV23	966951	210-5-90-00-991.000 Library Donation Expense	63.16	51188	12/01/23
V10554	11/15/23	BL AColl NOV23	967240	210-5-35-10-640.201 Adult Collection	26.39	51188	12/01/23
V10554	11/20/23	BL JColl NOV23	972353	210-5-35-10-640.202 Juvenile Collection	15.99	51188	12/01/23
23465	11/22/23	2 Lincoln Postage Lease N	3318326760	210-5-10-10-442.000 Rental Vehicles/Equip	209.97	51189	12/01/23
80050	11/07/20	CRC Meeting Stipend Nov	110723Plagem	210-5-13-10-190.000 Board Member Payments	50.00	51190	12/01/23
80054	11/08/23	BL JRepl NOV23	446070	210-5-90-00-640.202 Juvenile Collection repl	74.97	51191	12/01/23
37430	10/27/23	Truck #34 repairs State I	RC83578	210-5-40-12-430.000 R&M Vehicles & Equipment	11179.14	51192	12/01/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37430	10/31/23	Ladder 3 Inspection RC83624	210-5-25-10-430.000 R&M Vehicles & Equipment	1241.08	51192	12/01/23
18010	11/10/23	Safety Wands 10 26 2023 3432287	210-5-25-10-750.000 Machinery & Equipment	362.20	51193	12/01/23
18010	11/10/23	XS Gloves 3432288	210-5-25-10-612.000 Uniforms	373.19	51193	12/01/23
18010	11/27/23	Variable Straps 3432904	210-5-25-10-750.000 Machinery & Equipment	56.00	51193	12/01/23
18010	11/27/23	hose-2023-01-05 3432905	210-5-25-10-750.000 Machinery & Equipment	229.25	51193	12/01/23
43275	11/15/23	BL Maint Agrmnt NOV23 15076	210-5-41-21-400.000 Contracted Services	1100.00	51194	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-40-12-622.000 Electricity	84.57	51195	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-41-21-622.000 Electricity	403.00	51195	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-41-26-622.000 Electricity	1124.90	51195	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-41-23-622.000 Electricity	162.75	51195	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-41-22-622.000 Electricity	208.32	51195	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-41-20-622.000 Electricity	208.32	51195	12/01/23
17505	11/10/23	Service period 10/9 to 11 259SH	210-5-40-12-622.000 Electricity	102.26	51195	12/01/23
00275	11/10/23	1 USA Flag 30049#2	210-5-40-12-571.000 Streetscape Maintenance	114.90	51196	12/01/23
09105	11/28/23	EJRP Shred Service Nov 442055	210-5-30-10-330.000 Professional Services	24.00	51199	12/01/23
23855	11/20/23	Lamp Gp-Floo Light Loader INV3085497	210-5-40-12-430.000 R&M Vehicles & Equipment	29.09	51201	12/01/23
23855	11/21/23	Stud Nut INV3086608	210-5-40-12-610.000 General Supplies	60.32	51201	12/01/23
23855	11/17/23	truck #9 Loader Hydraulic SCINV766392	210-5-40-12-430.000 R&M Vehicles & Equipment	1806.83	51201	12/01/23
29090	11/16/23	1 NOZZLEHOSE 147346366	210-5-40-12-610.000 General Supplies	61.86	51205	12/01/23
19350	11/01/23	Vehicle tracking subscrip 370000052304	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	51208	12/01/23
19350	09/05/23	Vehicle tracking subscrip 374000045122	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	51208	12/01/23
19350	10/02/23	Vehicle tracking subscrip 615000047164	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	51208	12/01/23
19350	05/01/23	Vehicle tracking Subscrip 629000042158	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	51208	12/01/23
36130	11/17/23	RM Cell/SW Tab Nov 2023 9949529995	210-5-10-10-530.000 Communications	50.51	51209	12/01/23
23395	11/16/23	NUTS-BOLTS-SCREWS 517476	210-5-40-12-610.000 General Supplies	1.08	51212	12/01/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23395	VILLAGE HARDWARE - WILLIS	11/16/23	Multi Use Torch 517477	210-5-40-12-610.000 General Supplies	43.49	51212	12/01/23
23395	VILLAGE HARDWARE - WILLIS	11/17/23	2-1/2-4-1/2 SS Clamp 517486	210-5-40-12-610.000 General Supplies	43.17	51212	12/01/23
23395	VILLAGE HARDWARE - WILLIS	11/21/23	Whisk 100% Corn Broom 517506	210-5-40-12-610.000 General Supplies	55.06	51212	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-30-12-210.000 Group Insurance	23.69	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-30-10-210.000 Group Insurance	125.65	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-40-13-210.000 Group Insurance	4.63	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-13-10-210.000 Group Insurance	48.82	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-10-10-210.000 Group Insurance	87.97	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-40-12-210.000 Group Insurance	60.31	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-16-10-210.000 Group Insurance	33.36	51213	12/01/23
21230	VISION SERVICE PLAN (CT)	11/19/23	Vision Dec 2023 819270435	210-5-35-10-210.000 Group Insurance	96.20	51213	12/01/23
V2377	VLCT EMPLOYMENT RESOURCE	11/14/23	UI Q1 2024 REN037521Q1	210-5-13-10-250.000 Unemployment Insurance	886.15	51214	12/01/23
V2377	VLCT EMPLOYMENT RESOURCE	11/14/23	UI Q1 2024 REN037521Q1	210-5-40-13-250.000 Unemployment Insurance	7.28	51214	12/01/23
V2377	VLCT EMPLOYMENT RESOURCE	11/14/23	UI Q1 2024 REN037521Q1	210-5-40-12-250.000 Unemployment Insurance	83.68	51214	12/01/23
28470	VMERS DB 110800	11/10/23	Payroll Transfer PR-11/10/23	210-2-00-00-210.004 Retirement Payable	21011.43	51215	12/01/23
28470	VMERS DB 110800	11/24/23	Payroll Transfer PR-11/24/23	210-2-00-00-210.004 Retirement Payable	23022.03	51215	12/01/23
07565	W B MASON CO INC	11/15/23	Office Supplies 242596596	210-5-30-10-610.000 General Supplies	87.22	51216	12/01/23
07565	W B MASON CO INC	11/16/23	Office Supplies 242612958	210-5-30-10-610.000 General Supplies	30.99	51216	12/01/23
07565	W B MASON CO INC	11/16/23	EJRP Maint Supplies 242622153	210-5-30-12-610.000 General Supplies	326.36	51216	12/01/23
07565	W B MASON CO INC	11/16/23	Park St Maint Supplies 242622210	210-5-30-12-610.000 General Supplies	220.51	51216	12/01/23
07565	W B MASON CO INC	11/21/23	2 Lincoln Supplies Nov 20 242738657	210-5-10-10-610.000 General Supplies	21.33	51216	12/01/23
07565	W B MASON CO INC	11/22/23	Office Supplies 2 Lincoln 242764924	210-5-10-10-610.000 General Supplies	45.89	51216	12/01/23
05020	ESSEX JCT CITY OF	10/26/23	Cascade Pk Water 303351861	210-5-41-26-410.000 Water and Sewer Charges	50.84	E1201230	12/01/23
05020	ESSEX JCT CITY OF	10/26/23	Multi Wate Sewer 5/30 102023 D	210-5-40-12-410.000 Water and Sewer Charges	1277.09	E1201231	12/01/23
05020	ESSEX JCT CITY OF	10/26/23	Multi Wate Sewer 5/30 102023 D	210-5-40-12-571.000 Streetscape Maintenance	1053.52	E1201231	12/01/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05020	10/26/23	ESSEX JCT CITY OF MSP Main Bldg Water 303332331	210-5-41-26-410.000 Water and Sewer Charges	1525.30	E1201233	12/01/23
05020	10/26/23	ESSEX JCT CITY OF MSP Maint Bldg Water 303332351	210-5-41-26-410.000 Water and Sewer Charges	112.52	E1201235	12/01/23
05020	10/26/23	ESSEX JCT CITY OF Park St Water Sewer 303335541	210-5-41-23-410.000 Water and Sewer Charges	407.40	E1201236	12/01/23
05020	10/26/23	ESSEX JCT CITY OF Water Sewer 303338331	210-5-41-22-410.000 Water and Sewer Charges	177.10	E1201237	12/01/23
05020	10/26/23	ESSEX JCT CITY OF BL W/WW JUL-OCT23 303338371	210-5-41-21-410.000 Water and Sewer Charges	207.97	E1201238	12/01/23
25715	10/05/23	DONALD L. HAMLIN CONSULT August 1- September 30, 2 22820 1023	230-5-40-13-895.830 BC2058 Brickyard Culvert	45049.44	51155	12/01/23
03280	10/31/23	ENGINEERS CONSTRUCTION IN Crescent Connector Phase 6	230-5-16-10-890.824 Cres. Connector	327768.66	51158	12/01/23
12235	10/30/23	NEW ENGLAND CENTRAL RAILR MA Project Cres Conn Phas 13NECR04R 2E	230-5-16-10-890.824 Cres. Connector	24310.97	51183	12/01/23
12235	10/30/23	NEW ENGLAND CENTRAL RAILR Crescent Conn So Summit C 17NECR06R 2E	230-5-16-10-890.824 Cres. Connector	7021.41	51183	12/01/23
12235	12/01/23	NEW ENGLAND CENTRAL RAILR credit on invoice pd in e 17NECR06R CR	230-1-00-00-115.001 AR Manual	-22264.66	51183	12/01/23
25715	11/03/23	DONALD L. HAMLIN CONSULT Various City Projects Sep 23810 1123	232-5-41-21-730.001 Roof	293.90	51155	12/01/23
39425	11/14/23	SCOTT & PARTNERS INC 2 Lincoln Renovation Nov 4911 21-1457	232-5-41-20-890.832 2 Lincoln Street Renovati	2070.93	51197	12/01/23
05290	11/29/23	ADVANCE AUTO PARTS oil for SS7000 3354305	254-5-54-20-610.000 General Supplies	3.08	51131	12/01/23
03280	10/01/23	ENGINEERS CONSTRUCTION IN Main St replacement Water 6746	254-5-54-70-723.004 Main St Water Line	60668.43	51158	12/01/23
03280	10/13/23	ENGINEERS CONSTRUCTION IN Essex Main Street Waterli 6821	254-5-54-70-723.004 Main St Water Line	128456.34	51158	12/01/23
10110	11/22/23	MCGOVERN MECHANICAL CORP Residential Water Meter R 1999	254-5-54-70-750.001 Meter Replacement Program	700.00	51179	12/01/23
80059	11/08/23	MSK ENGINEERS proj SL 1461-001 16277	254-5-54-70-723.006 Service Line Inventoy	31834.03	51181	12/01/23
V2227	11/17/23	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 INV0164381	254-5-54-70-750.001 Meter Replacement Program	1827.36	51207	12/01/23
21230	11/19/23	VISION SERVICE PLAN (CT) Vision Dec 2023 819270435	254-5-54-20-210.000 Group Insurance	60.31	51213	12/01/23
V2377	11/14/23	VLCT EMPLOYMENT RESOURCE UI Q1 2024 REN037521Q1	254-5-54-20-250.000 Unemployment Insurance	38.73	51214	12/01/23
05020	10/26/23	ESSEX JCT CITY OF Multi Wate Sewer 5/30 102023 D	254-5-54-20-410.000 Water and Sewer Charges	50.84	E1201231	12/01/23
05290	11/29/23	ADVANCE AUTO PARTS oil for SS7000 3354305	255-5-55-30-610.000 General Supplies	3.08	51131	12/01/23
14685	10/31/23	ALLIANCE MECHANICAL Boiler WW Admin office re 067072	255-5-55-30-570.000 Other Purchased Services	500.00	51133	12/01/23
22645	11/21/23	AQUATEC ENVIRONMENTAL INC WET, 2 species, 7-day mod 1654	255-5-55-30-340.001 Lab Testing	3731.00	51136	12/01/23
26290	11/06/23	CHAMPLIN ASSOC. INC. Essex Jct City Sump Pump 4197	255-5-55-70-722.016 Submersible Pumps	9268.00	51144	12/01/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
17895	11/01/23	CLEAN NEST WW Cleaning October	13515	255-5-55-30-330.000 Professional Services	265.00	51147	12/01/23
04940	11/23/23	COMCAST internet only WW	03160281123	255-5-55-30-530.000 Communications	288.34	51152	12/01/23
V10347	10/02/23	EHRlich PEST CONTROL MAINTENANCE	52527308	255-5-55-30-330.000 Professional Services	87.11	51156	12/01/23
06870	11/10/23	ENDYNE INC Essex Jct. WWTF TKN Only	469691	255-5-55-30-340.001 Lab Testing	35.00	51157	12/01/23
06870	11/14/23	ENDYNE INC BOD 5 day tests	469987	255-5-55-30-340.001 Lab Testing	105.00	51157	12/01/23
06870	11/15/23	ENDYNE INC Essex Jct. Biosolids Land	470161	255-5-55-30-568.000 Biosolids Subcontractor	6600.00	51157	12/01/23
06870	11/22/23	ENDYNE INC Constituent Monitoring	470855	255-5-55-30-340.001 Lab Testing	50.00	51157	12/01/23
29280	11/17/23	FIRST NATIONAL BANK OMAH WW VISA 10-20 to 11-07-23	0481112023	255-5-55-30-618.000 Laboratory Supplies	19.98	51161	12/01/23
29280	11/17/23	FIRST NATIONAL BANK OMAH WW VISA 10-20 to 11-07-23	0481112023	255-5-55-30-612.000 Uniforms	152.50	51161	12/01/23
29280	11/17/23	FIRST NATIONAL BANK OMAH WW VISA 10-20 to 11-07-23	0481112023	255-5-55-30-500.000 Training, Conf, Dues	510.00	51161	12/01/23
24785	11/09/23	GRAINGER EQ Blower parts	9900721706	255-5-55-30-570.000 Other Purchased Services	103.03	51166	12/01/23
24785	11/20/23	GRAINGER FILTER VENT,1/4,DIA HEX F	9910832980	255-5-55-30-570.000 Other Purchased Services	29.82	51166	12/01/23
07010	11/21/23	GREEN MOUNTAIN POWER CORP service 10/19 to 11/20/23	1123 Cascade	255-5-55-30-622.000 Electricity	11107.55	51169	12/01/23
V1093	10/04/23	HOLLAND CO., INC. Sodium Bisulfite Solution	PI23920	255-5-55-30-619.000 Chemicals	5917.89	51171	12/01/23
V1093	11/07/23	HOLLAND CO., INC. Sodium Bisulfite Solution	PI24463	255-5-55-30-619.000 Chemicals	5486.55	51171	12/01/23
24250	11/06/23	IMPACT FIRE LLC 12+ UNITS ANNUAL FIRE EXT	25025434	255-5-55-30-330.000 Professional Services	1234.45	51172	12/01/23
80056	11/02/23	MASTER LEAK TECHNOLOGIES Multitec 540 Kit. Include	1577	255-5-55-30-570.000 Other Purchased Services	7522.00	51177	12/01/23
V2093	05/09/23	SLACK CHEMICAL COMPANY IN 3,415 G Caustic 50% 6/30/	454390	255-5-55-30-619.000 Chemicals	16454.93	51200	12/01/23
V2124	11/04/23	STAPLES ADVANTAGE RY24ERASECAL48X32	3551878097	255-5-55-30-610.000 General Supplies	32.79	51203	12/01/23
V2159	11/13/23	SURPASS CHEMICAL CO INC Sodium Hypochlorite	381974	255-5-55-30-619.000 Chemicals	10177.68	51206	12/01/23
36130	11/17/23	VERIZON WIRELESS VSAT RM Cell/SW Tab Nov 2023	9949529995	255-5-55-30-530.000 Communications	40.01	51209	12/01/23
23395	11/15/23	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS	517469	255-5-55-30-610.000 General Supplies	17.94	51212	12/01/23
23395	11/16/23	VILLAGE HARDWARE - WILLIS ALU HD Lever	517478	255-5-55-30-610.000 General Supplies	33.24	51212	12/01/23
23395	11/20/23	VILLAGE HARDWARE - WILLIS 15PK 55GAL BLK liner	517498	255-5-55-30-610.000 General Supplies	19.94	51212	12/01/23
21230	11/19/23	VISION SERVICE PLAN (CT) Vision Dec 2023	819270435	255-5-55-30-210.000 Group Insurance	71.76	51213	12/01/23

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V2377	11/14/23	VLCT EMPLOYMENT RESOURCE UI Q1 2024 REN037521Q1	255-5-55-30-250.000 Unemployment Insurance	141.48	51214	12/01/23
07565	10/18/23	W B MASON CO INC DISTILLED WATER,PURE LIFE 241944091	255-5-55-30-618.000 Laboratory Supplies	119.92	51216	12/01/23
15330	11/18/23	WESTECH ENGINEERING LLC MOTOR for second clarifie 93266	255-5-55-30-570.000 Other Purchased Services	2472.99	51217	12/01/23
05020	10/26/23	ESSEX JCT CITY OF WWTF multi WATER/ SEWER A 102623 D	255-5-55-30-410.000 Water and Sewer Charges	956.76	E1201232	12/01/23
05290	11/29/23	ADVANCE AUTO PARTS oil for SS7000 3354305	256-5-56-40-610.000 General Supplies	36.97	51131	12/01/23
10110	11/22/23	MCGOVERN MECHANICAL CORP Residential Water Meter R 1999	256-5-56-70-750.001 Meter Replacement Program	350.00	51179	12/01/23
17505	11/10/23	SAND HILL SOLAR LLC Service period 10/9 to 11 259SH	256-5-56-40-434.001 Susie Wilson PS Costs	197.27	51195	12/01/23
17505	11/10/23	SAND HILL SOLAR LLC Service period 10/9 to 11 259SH	256-5-56-40-434.002 West Street PS Costs	259.79	51195	12/01/23
17505	11/10/23	SAND HILL SOLAR LLC Service period 10/9 to 11 259SH	256-5-56-40-622.000 Electricity	280.52	51195	12/01/23
23855	11/20/23	SOUTHWORTH-MILTON, INC. TUNE UP - PS Susie Wilson SCINV766727	256-5-56-40-434.001 Susie Wilson PS Costs	1585.08	51201	12/01/23
V2227	11/17/23	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 INV0164381	256-5-56-70-750.001 Meter Replacement Program	3654.72	51207	12/01/23
21230	11/19/23	VISION SERVICE PLAN (CT) Vision Dec 2023 819270435	256-5-56-40-210.000 Group Insurance	58.20	51213	12/01/23
V2377	11/14/23	VLCT EMPLOYMENT RESOURCE UI Q1 2024 REN037521Q1	256-5-56-40-250.000 Unemployment Insurance	30.11	51214	12/01/23
05020	10/26/23	ESSEX JCT CITY OF WWTF multi WATER/ SEWER A 102623 D	256-5-56-40-410.000 Water and Sewer Charges	133.00	E1201232	12/01/23
17895	11/01/23	CLEAN NEST City Buildings Cleaning O 13517	258-5-33-13-330.000 Professional Services	216.66	51147	12/01/23
19815	11/17/23	AMAZON CAPITAL SERVICES RK FMS Supplies 1DDGYKHC669H	259-5-30-15-610.000 General Supplies	139.56	51134	12/01/23
19815	11/26/23	AMAZON CAPITAL SERVICES RK MSP Supplies 1DDLPHK3WT37	259-5-30-15-610.000 General Supplies	26.32	51134	12/01/23
19815	11/16/23	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1L636TVF3DYR	259-5-30-15-610.000 General Supplies	75.52	51134	12/01/23
19815	11/20/23	AMAZON CAPITAL SERVICES PS Supplies 1VLG6XK73N7C	259-5-30-16-610.000 General Supplies	52.27	51134	12/01/23
80055	11/15/23	BOYLE/ NATALIE// Fall Adult Yoga 111523D	259-5-30-14-330.000 Professional Services	1118.40	51137	12/01/23
22670	11/15/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Oct/Nov 65081123	259-5-30-15-610.000 General Supplies	1071.54	51142	12/01/23
22670	11/15/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Oct/Nov 65081123	259-5-30-16-610.000 General Supplies	298.15	51142	12/01/23
22670	11/15/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Oct/Nov 65081123	259-5-30-10-500.000 Training, Conf, Dues	200.00	51142	12/01/23
22670	11/15/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Oct/Nov 65081123	259-5-30-14-610.000 General Supplies	22.98	51142	12/01/23
22670	11/15/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Oct/Nov 65081123	259-5-30-14-330.000 Professional Services	540.00	51142	12/01/23

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80025	11/16/23	CARROLL TAMMY Carroll Program Refund 175273	259-4-30-14-020.311 Youth Programs	125.00	51143	12/01/23
27810	11/21/23	DOCNETWORK INC CampDoc Overage 2411370	259-5-30-15-330.000 Professional Services	72.00	51154	12/01/23
20680	11/29/23	EPIC DRIVING LLC Drivers Ed Nov/Dec 330	259-5-30-14-330.000 Professional Services	15300.00	51159	12/01/23
04035	11/28/23	GOT THAT RENTAL & SALES I Lights Lift 120729	259-5-30-12-442.000 Rental Vehicles/Equip	445.00	51165	12/01/23
80025	11/27/23	LOVELETTE LISA Lovelette Program Refund 175578	259-4-30-14-020.312 Adult Programs	105.00	51175	12/01/23
24620	10/11/23	MILTON RENTAL AND SALES Field Light Tower Rental 1644042	259-5-30-12-442.000 Rental Vehicles/Equip	2200.00	51180	12/01/23
22400	11/06/23	NEFCO CORPORATION Pool Closing Supplies S4661520001	259-5-30-11-431.000 R&M Buildings & Grounds	44.81	51182	12/01/23
29425	11/16/23	PERFORMANCE FOOD SERVICE Vac Camp Snack 961186	259-5-30-15-610.000 General Supplies	158.14	51186	12/01/23
29425	11/16/23	PERFORMANCE FOOD SERVICE Vac Camp Snack 961206	259-5-30-15-610.000 General Supplies	173.80	51186	12/01/23
29425	11/16/23	PERFORMANCE FOOD SERVICE Vac Camp Snack 961209	259-5-30-15-610.000 General Supplies	135.55	51186	12/01/23
29425	11/20/23	PERFORMANCE FOOD SERVICE Vac Camp Snack 963130	259-5-30-15-610.000 General Supplies	44.02	51186	12/01/23
29425	11/28/23	PERFORMANCE FOOD SERVICE RK MSP Snack 967897	259-5-30-15-610.000 General Supplies	272.21	51186	12/01/23
10435	11/13/23	SCREENMYLOGO.COM Basketballs Jerseys 20401	259-5-30-14-610.000 General Supplies	4487.85	51198	12/01/23
45825	11/21/23	SPARE TIME Vac Camp Field Trip 35453976	259-5-30-15-330.000 Professional Services	630.00	51202	12/01/23
23495	11/27/23	STUDENT TRANSPORTATION OF Vacation Camp Bus 70234583	259-5-30-15-580.000 Travel	957.37	51204	12/01/23
29090	11/01/23	SUNBELT RENTALS Winter Lights Lift Rental 146301362000	259-5-30-12-442.000 Rental Vehicles/Equip	4078.00	51205	12/01/23
26795	11/28/23	VERMONT CHALKY PAINT LLC Gnome Make n Take 000012	259-5-30-14-330.000 Professional Services	150.00	51210	12/01/23
25315	11/20/23	VESPA'S PIZZA PASTA & DEL Vac Camp Staff Lunch 112023D	259-5-30-15-610.000 General Supplies	186.00	51211	12/01/23
21230	11/19/23	VISION SERVICE PLAN (CT) Vision Dec 2023 819270435	259-5-30-15-210.000 Group Insurance	72.04	51213	12/01/23
21230	11/19/23	VISION SERVICE PLAN (CT) Vision Dec 2023 819270435	259-5-30-16-210.000 Group Insurance	83.62	51213	12/01/23
V2377	11/14/23	VLCT EMPLOYMENT RESOURCE UI Q1 2024 REN037521Q1	259-5-30-10-250.000 Unemployment Insurance	874.57	51214	12/01/23
05020	10/26/23	ESSEX JCT CITY OF MSP Pool Water 303332341	259-5-30-11-410.000 Water and Sewer Charges	2117.94	E1201234	12/01/23
05020	10/26/23	ESSEX JCT CITY OF West St Gardens Water/Sew 303343371	259-5-30-14-410.000 Water and Sewer Charges	654.67	E1201239	12/01/23

12/01/23

City of Essex Junction Accounts Payable

03:13 pm

Check Warrant Report # 24027 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/01/23 To 12/01/23

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

Report Total

888463.70

=====

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 \$ ***888,463.70
 Let this be your order for the payments of these amounts.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
NOVEMBER 8, 2023**

COUNCILORS PRESENT: Raj Chawla, President; Amber Thibeault, Vice President; Marcus Certa, Clerk; Andrew Brown; Elaine Haney.

ADMINISTRATION: Regina Mahony, City Manager; Susan McNamara-Hill, Clerk; Chris Yuen, Community Development Director.

OTHERS PRESENT: Sam Andersen, Alise Certa, Heidi Clark, Annie Cooper, Kevin Kavanaugh, Resa Mehren, Tim Miller, Jordan Mitchell, C. Reid, John Reid, Tim Shea, Brian Sheldon, Ken Signorello, Dennis Thibeault, David Wechsler, Stephen Wille Padnos, John Willey, Lynn Willey, Jess Wisloski, Lydia.

1. CALL TO ORDER

Councilor Chawla called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

City Manager Mahony requested that the executive session cover a second contract in addition to the contract already included in the executive session.

3. APPROVE AGENDA

ELAINE HANEY made a motion, seconded by ANDREW BROWN, to approve the agenda as amended. The motion passed 4-0 (Councilor Certa absent for vote).

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda

John Willey spoke on behalf of a number of seniors regarding the Senior Center. He said the two main questions are what will be available on January 2 for senior programming and where, and whether the senior van service will be available for transportation. He asked whether there is an agreement between the City and SSTA for services. He said that any clarification on services and transportation to provide information to those individuals who use the Senior Center would be great.

Kevin Kavanaugh spoke about how his street (South Street Lane) is one of the only streets that isn't plowed by the Town, based on their latest winter operations plan, and asked whether a contractor could be used for plowing this street. Councilor Brown noted that South Street Lane is similar to Gaines Court in that it is a private street and not part of municipal plowing operations. City Manager Mahony said that she will follow up with Mr. Kavanaugh directly.

Annie Cooper began by noting that there were two checks received by the Village of Essex Junction on July 1, 2016 for \$13,279.40 and \$12,235.34, that were written by the Essex Area Senior Center, that there is no signed documentation in the Village Office for that amount of money, that there is an MOU at the Town Office that does not have a designated Village signature on it, and that there is unclear language in the MOU. She said that this money, which currently totals \$18,438.80, remains unspent. She noted that the senior center and senior van are sunsetting, and that it is unclear to many seniors how they will be able to access the alternative services offered through SSTA. She suggested that this \$18,000 be returned to the seniors or be put toward a senior van alternative for transportation. She also suggested an article on the ballot to have voters consider whether the City should create a Recreational Advisory Board for oversight of Essex Junction Recreation & Parks on a variety of recreation-related issues, and provided specific ballot article language. Councilor Chawla clarified that the Essex Senior Center is not closing but that it will be relocated while renovations on 2 Lincoln Street are underway. He

54 said that the seniors will be welcomed back but that this space will be shared with other programming
55 (though the senior programming will be prioritized for seniors). He said that as soon as the City has
56 more information on timing, it will be communicated to the public. He said that the City will also
57 communicate and clarify about transportation. City Manager Mahony said that programming will still
58 occur after January 1 and during renovation, but that the location is still to be decided.
59

60 Resa Mehren said that at the meeting with the seniors to discuss this issue, the building manager was
61 not in attendance, and that it is important to understand what will happen with the furniture and supplies.
62 Councilor Chawla said that the supplies will be transferred to the location that is ultimately used for
63 senior programming while renovations to 2 Lincoln Street are occurring.
64

65 **5. BUSINESS ITEMS**

66 a. Clerk Department Update

67 Clerk/Treasurer McNamara-Hill spoke to the Council about the Clerk's Office and its operations, staff,
68 and services, and fielded questions from Councilors on past accomplishments and challenges and future
69 activities, goals, and challenges. She noted that this is a new department, which opened on July 5, 2023.
70 Councilor Chawla noted that there is a Presidential Primary in March and that the Clerk's Office does
71 not automatically mail ballots for this election, as voters must tell the Clerk's Office which political party's
72 primary ballot they wish to vote on. Councilor Haney asked about the recently hired Assistant Clerk, and
73 Clerk/Treasurer McNamara-Hill replied that things are going well and that they currently in a training
74 period and are sharing responsibilities. Councilor Certa asked if the City Clerk's Office is providing
75 support to the Town. Clerk/Treasurer McNamara-Hill replied that she had been providing support but
76 will be moving to providing training for the newly hired Town Clerk.
77

78 b. GBIC Presentation

79 Sam Andersen, the Executive Vice President of the Greater Burlington Industrial Corporation (GBIC),
80 gave a brief presentation to the Council. She noted that GBIC is one of 12 regional industrial corporations
81 in Vermont and that it serves Chittenden County. She spoke about GBIC's formation in 1950s and its
82 work to support the industrial sector in Chittenden County. She said that they act on behalf of their
83 membership to take business concerns to the State legislature, administration, and Congressional
84 Delegation. She noted that since Covid, GBIC and other regional corporations have been asked to
85 expand the types of businesses with which they work. She noted that they recently launched a Small
86 Business Technical Assistance Program, which provides up to \$4,000 in grants for businesses that need
87 technical assistance, and that they maxed out their allocated funding for these grants in 48 hours. She
88 noted that last year, the Town and Village of Essex Junction sent a joint contribution to GBIC of \$7,500
89 and said that this year they are gently requesting a contribution of \$3,750. She said that Essex Junction
90 is an important municipality in Chittenden County, both in terms of businesses and cultural assets.
91

92 Councilor Haney asked for examples of businesses in Essex Junction that have been assisted by GBIC
93 (aside from Global Foundries and the businesses that will receive the technical assistance grants). Vice
94 President Andersen referred Councilor Haney to the State's Agency of Commerce and Community
95 Development for a list of businesses that have received grants from GBIC. Councilor Haney asked what
96 sized businesses GBIC typically works with in Essex Junction. Vice President Andersen replied that
97 prior to 2020 they worked mainly with high-tech manufacturing businesses, but since 2020 and ARPA
98 funding was made available, they have worked with small businesses such as restaurants, bars, and
99 beauty salons. Councilor Brown asked if Essex Junction businesses will still be eligible for assistance if
100 Essex Junction does not make a contribution to GBIC, and Vice President Anderson replied that yes,
101 businesses will receive assistance whether a municipality makes a contribution or not. Councilor Chawla
102 asked whether GBIC would be open to efforts to diversify its board to make it more representative. Vice
103 President Andersen said she would take this feedback back to the board.

104
105 The following public comments were received:

- 106 • Annie Cooper thanked Ms. Andersen for her presentation and dedication to her work within the
107 community and apologized for how she was spoken to.

108
109 c. Town Meeting TV FY25 Budget Presentation

110 Jordan Mitchell, Director of Operations for Town Meeting TV, provided an FY23 update and made an
111 FY24 (Essex Junction's FY25) budget request on behalf of Town Meeting TV. She began by noting that
112 in the FY23 period, Town Meeting TV covered 34 City Council and Planning Commission/DRB meetings
113 for Essex Junction, as well as provided coverage for other general Essex Junction election programs,
114 legislative updates, and municipal updates. She noted that Town Meeting TV is requesting an FY25 City
115 of Essex Junction municipal contribution of \$13,891 to help meet operating fund obligations, an increase
116 of about 5%. She additionally thanked Councilor Thibeault for her representation on Town Meeting TV's
117 board.

118
119 Councilor Certa expressed concern about the consistency of audio quality from Town Meeting TV's
120 recordings and asked that this be looked into moving forward. He additionally expressed appreciation
121 for Town Meeting TV's services and coverage and the value they add to the community in terms of
122 engagement. Councilor Haney echoed both the sound concern and appreciation sentiments. She also
123 commended CCTV's policy work and initiatives on free speech and equity.

124
125 Councilor Certa said that he would like all of the City's boards and commissions to be able to have a
126 similar style of service to the meetings covered by Town Meeting TV, and City Manager Mahony said
127 that the Council will discuss this in an upcoming meeting. Director Mitchell noted that Town Meeting TV
128 will begin covering Planning Commission meetings and that they would certainly be open to covering
129 additional meetings.

130
131 The following public comments were received:

- 132 • Annie Cooper thanked Town Meeting TV for their services.

133
134 d. Discussion and Consideration of Vermont Access Network Funding Conversation

135 Councilor Thibeault recused herself from this discussion due to a conflict of interest (her representation
136 of Burlington Telecom).

137
138 Jordan Mitchell, Director of Operations for Town Meeting TV, noted that CCTV is part of a statewide
139 organization called the Vermont Access Network (VAN), and that they have been looking for a
140 permanent funding source for community media centers across the State. She said that they have
141 successfully received one-time bridge funding while they work toward a permanent source of funding,
142 and that they are now ready to bring a proposal for a permanent solution to the legislature. She said that
143 they are asking municipalities to sign on to a letter of support that will accompany the proposal to the
144 legislative session. She said that they are specifically asking for the establishment of a community media
145 public benefit fund, which would cut down on the need for municipal contributions.

146
147 e. Discussion and Consideration of Champlain Valley Expo Sound Indemnification Agreement

148 Tim Shea, Executive Director of the Champlain Valley Exposition, said that this is a request for an
149 extension to the sound indemnification agreement for CVE, and that it seeks to also align the timing of
150 its next expiration with that of the financial agreement in place for CVE (which expires in 2027).

151
152 Councilor Thibeault noted that as part of this agreement, CVE posts sound monitoring reports on the
153 City's website for public review. She noted that there has been a lag in receiving some of the reports

154 and asked that they be received more quickly by the City. Mr. Wechsler (staff at CVE who uploads these
155 reports) said that reports will be uploaded in a timelier fashion moving forward but that there were delays
156 due to unforeseen circumstances.

157
158 Councilor Chawla said that it might be time to review the methodology for establishing the sound limits,
159 given that it's been 15 years since the methodology within the indemnification agreement were
160 established, and that he would like to understand whether the methodology is helping to decrease the
161 nuisance around sound levels coming from CVE. Mr. Wechsler said that the methodology was
162 constructed the way it was because sound levels and the nuisance around them tend to be subjective,
163 and this methodology attempts to decrease that subjectivity by measuring sound levels in 5-minute
164 averages. He said that he could supply historical sound level data for concerts that take place during
165 the fair and concerts that take place outside of the overall fair event.

166
167 Councilor Haney asked whether artists are aware of the 78-decibel limit at CVE. Executive Director Shea
168 replied that when they contract with artists, they include the sound limit in the agreement, and that most
169 artists are very responsive to this limit. Councilor Haney asked whether they could set the decibel limit
170 to be lower (such as 75 or 72), and Executive Director Shea replied that they could, but that certain
171 artists may choose not to perform at CVE if they set the decibel limit too low. He also noted that people
172 tend not to complain about the sound levels if they like the music, but that if they don't, that's when there
173 tend to be more complaints.

174
175 Councilor Certa said that he would feel comfortable aligning the agreements in terms of timing for now.
176 He asked whether there is an opportunity to use sound-limiting technology to decrease the impacts from
177 sound and be proactive in managing that. Mr. Wechsler replied that one technique for sound mitigation
178 is aiming the speakers properly to contain the sound within the event space, which some artists do, but
179 that it could be done more consistently and proactively. Councilor Certa asked whether other physical
180 mitigation efforts have been implemented, especially along the western edge of the property where it
181 gets loud. Mr. Wechsler said that buildings along that side and the tree line are configured so that they
182 dampen the sound enough before it travels too far off the property. Councilor Chawla noted that there
183 is a difference between hearing the sound and being disturbed by it, which points back to the subjective
184 nature of sound disturbance.

185
186 Councilor Haney said that neighbors will sometimes complain about intermittent loud noise, which isn't
187 just coming from CVE. She said that the City's noise ordinance should be looked into more generally,
188 since there are a number of sound complaints that come from residents.

189
190 Councilor Brown recommended that substantive changes be made to this agreement when it next
191 expires in 2027, given that researching appropriate sound levels and other policy decisions will need to
192 be prioritized and conducted by staff. City Manager Mahony agreed, saying that she is not sure whether
193 the sound monitoring program can be implemented in a way that is better than current state, but that
194 significant research would need to be put into answering that question. She said that noise issues are
195 difficult to monitor and limit from an enforcement perspective. Councilor Brown suggested that staff could
196 look into other sound mitigation models for similar communities and event spaces but acknowledged
197 that that will be a heavy lift. Councilor Haney said that this is a complicated issue and that if the City
198 wants to be successful in substantively changing this agreement, it needs to commit to it and agree to
199 begin looking into these issues proactively.

200
201 Councilor Chawla acknowledged that CVE has been a collaborative partner in this agreement and that
202 it pays for sound testing at its own expense and has come to the table willingly to engage.
203

204 Councilor Certa asked whether Expo staff is on site to enforce or contain larger events. Executive
205 Director Shea replied that staff and security, as well as Essex Police, are on site or on call for larger
206 overnight events.

207
208 The following public comments were received:

- 209 • Stephen Wille Padnos provided more technical detail about sound, given his perspective as a
210 sound engineer.

211
212 **ELAINE HANEY made a motion, seconded by ANDREW BROWN, that the City Council approve**
213 **the Champlain Valley Expo (CVE) Sound Indemnification Agreement as amended to expire**
214 **December 31, 2027 with the requirement that staff revisit the policy and Land Development Code**
215 **(LCD) regarding noise nuisances no later than 12 months prior to the renewal of this contract**
216 **and correct the numbering within the agreement; and authorize the City Manager to execute the**
217 **agreement. The motion passed 5-0.**

218
219 f. Discussion and Consideration of Rental Registry & Inspection Program

220 Councilor Brown disclosed that part of the work that went into this program proposal was conducted by
221 a group of students from a class that he teaches, but that he did not profit in any way from the work and
222 that he only served to facilitate the connection between these students and the municipality. Other
223 Councilors did not feel that this constitutes a conflict of interest.

224
225 Community Development Director Yuen began by providing an overview of the rental unit data analysis
226 that was conducted by the City in conjunction with the Chittenden County Regional Planning
227 Commission (CCRPC), which helped inform the rental registry program proposal that is up for the
228 Council's consideration. He noted that this analysis was based on the grand list data and compared the
229 mailing address of the property owner to a given parcel's address. He said that from this, they found
230 that there were an estimated 279 rental properties and 1954 estimated total rental units (116 of which
231 are estimated to be condominium rental units), comprising a total of 43% of households in Essex
232 Junction. He noted where rental units are located within the City, showing that they are evenly dispersed,
233 except for the R1 district, which is lower density. He noted that the four major landlords in the City hold
234 58.1% of all rental units.

235
236 Community Development Director Yuen then spoke about the draft ordinance. He said that the Planning
237 Commission took a major role in advising how to proceed with this ordinance and program and has
238 worked both to research other municipalities' rental registry programs and draft this ordinance over the
239 last 12 months.

240
241 Councilor Haney asked about safety inspections for short-term rentals (such as an Airbnb listing for a
242 bedroom within someone's home) and whether they need to comply with sprinklers and fire exits. She
243 expressed concern about certificates of fitness being issued to short-term rentals that may not have the
244 safety requirements in place that a hotel or a bed and breakfast would. Community Development
245 Director Yuen said that the ordinance would require properties to be in compliance with all applicable
246 municipal and State regulations, such as the rental housing health code. He said that short-term rentals
247 are considered a public building and therefore need to comply with fire code.

248
249 Councilor Certa asked whether other municipalities have implemented regulations for short-term rentals
250 specifically. Community Development Director Yuen replied that for Burlington, they are classifying
251 short-term rentals differently depending on whether the rental unit is a room within a house and how
252 many days per year they are rented out, and if a certain threshold is passed then there is an associated
253 inspection. Councilor Thibeault noted that Burlington also has a minimum housing code and wondered

254 whether other municipalities (like Essex Junction) have the authority to inspect or whether that authority
255 resides at the State level.

256
257 Councilor Chawla asked whether municipal rental registries like this would be superseded if the State
258 were to pass a statewide rental registry law. City Manager Mahony said that she believes that local
259 programs could remain in place, were that to occur, but would need to supply data to the State. Councilor
260 Chawla asked how much of a property would be inspected for this rental registry program, and whether
261 they would receive a Certificate of Fitness if there were one or more normal City ordinance violations.
262 Community Development Director Yuen replied that this level of detail isn't specifically covered by the
263 ordinance but that it does say that a Certificate of Fitness could be issued if there are minor violations
264 to the ordinance, though not major violations. City Manager Mahony said that Certificates of Fitness
265 wouldn't be withheld due to violation of another ordinance or the LDC, but that those ordinances would
266 need to be enforced independently.

267
268 Councilor Certa asked about the ordinance's requirement to provide a local emergency contact, and
269 Community Development Director Yuen replied that this came from Winooski's rental registry
270 requirements. Councilor Certa expressed concern about enforcement and about whether it is legal to
271 require that. Councilor Certa then asked about multi-unit buildings and whether the Certificate of Fitness
272 is withheld if there is a violation within one unit, and Community Development Director Yuen replied that
273 the Certificate would not be withheld for the entire building but for that unit, though the frequency of
274 inspection could be informed by the number of past violations. Councilor Certa noted that the ordinance
275 requires inspection every five years for each rental housing unit or short-term rental unit, but that it
276 requires inspection every four years for new construction, which does not seem consistent. Community
277 Development Director Yuen replied that this is an oversight and should be corrected and made
278 consistent. Councilor Certa asked for an explanation of the term "attractive nuisance", as a reason to
279 deny a Certificate of Fitness. Community Development Director Yuen replied that this was included in
280 Winooski's regulations and that it is a legal term that had previously been defined in a court case.

281
282 Councilor Chawla noted that Section 20.08 subsections B and D seem similar, and asked whether they
283 could be combined, and Community Development Director Yuen agreed that they could be combined.

284
285 Councilor Haney asked if the local contact requirement by default would fall to the tenant if a single-
286 family home were being rented and the owner lives out of state and doesn't have any other interests in
287 the State of Vermont. She asked if the tenant should be required to be the default superintendent of a
288 property and whether that is appropriate. Community Development Director Yuen replied that he can
289 research this more and determine what the best practice is.

290
291 Councilor Thibeault asked about handling the transition into this program, given that all properties will
292 first have a provisional Certificate of Fitness and will need to be inspected within 90 days (which may
293 not be feasible for City staff to complete). Community Development Director Yuen clarified that an
294 inspection needs to occur within 60 days of a request for inspection from the City, and that the City won't
295 request inspections for every rental unit immediately.

296
297 Community Development Director Yuen then walked through the proposed budget for this program. He
298 noted that the largest costs will be incurred by labor (staff time), software, and a City vehicle. He noted
299 that qualified staff would have an estimated salary of \$97,000. Councilor Certa asked whether the staff
300 could receive a mileage stipend rather than a dedicated vehicle. Community Development Director Yuen
301 replied that a mileage stipend is possible, but that it will be important for the safety and professionalism
302 of this staff person to have an official municipal vehicle that can clearly be identified as such. Councilor
303 Chawla asked about the software estimate, which seemed high. Community Development Director Yuen

304 said that there are less costly alternatives, but that the most expensive option is more automated and
305 would save on staff time (being mindful that the position would only be working half time in code
306 enforcement and would have other duties). Councilor Chawla also cautioned about being thoughtful
307 about how City data is used and by whom, and whether some of the more public-facing reporting could
308 be achieved through software the City already has.
309

310 Community Development Director Yuen then walked through the two fee structure options and
311 associated projected revenue. The first option would entail a flat fee of \$115 per rental unit per year,
312 with a projected year one revenue of \$157,300 (assuming 70% compliance) and would cover the entire
313 first year of operating costs. The second option would be \$40 per property and \$75 per unit per year,
314 which would offer a discount for multi-unit rental properties and would generate about \$109,900 for year
315 one (not enough to cover full program costs, though the full FTE isn't covered by this program). Councilor
316 Brown expressed preference for the flat fee of \$115 per unit as simpler and less administratively
317 burdensome to implement. Councilor Certa agreed, but asked whether a new owner inherits valid
318 Certificates of Fitness at the time of sale or needs to pay for new certificates. Community Development
319 Director Yuen replied that the intent is that the Certificate is valid but would need to be updated to reflect
320 new ownership. Councilors discussed having extra revenue from this program be put back into the
321 community through programs such as a revolving loan fund or Housing Trust Fund. They agreed that
322 the fee schedule should be structured to cover the entire cost of this position for now.
323

324 Community Development Director Yuen then spoke about timeline for ordinance adoption. He noted
325 that there is a requirement for one public hearing prior to adoption, though if there are amendments then
326 a subsequent public hearing needs to be warned (with a 3-day minimum warning period), and then the
327 ordinance is effective immediately upon passage. He noted a rescission clause if there is a petition that
328 is signed by over 5% of registered voters within 44 days. Councilor Brown asked whether a significant
329 public outreach campaign and survey to landlords is necessary. Community Development Director Yuen
330 replied that they should be reaching out to every landlord possible to maximize compliance with paying
331 fees and to minimize surprises. He said that he wouldn't have the City conduct a survey but would push
332 information out to landlords. Councilor Chawla also recommended outreach to tenants to establish a
333 point of contact for them in case they have questions.
334

335 The following public comments were received:

- 336 • Annie Cooper said that the City should put a financial policy in place to better and more efficiently
337 direct staff resources to the most appropriate initiatives.
- 338 • Jess Wisloski noted that she attended a Community Planning Vision session the prior Saturday
339 but that she didn't hear anyone raise concerns about cracking down on small landlords. She said
340 that this does not improve the general wellbeing of people or allow them to age in place. She
341 noted that Brattleboro has a rental registry that is free to get on, and landlords are incentivized
342 by being eligible for funding to upgrade their properties. She said that this proposal does not feel
343 friendly to renters, nor does it incentivize the creation of additional housing units, which is what
344 this City desperately needs.
345

346 g. *Discussion regarding a Contract
347 See Item #8a below.
348

349 **6. CONSENT AGENDA**

- 350 a. Approve Check Warrant #24023 (10/30/23), #24024 (11/03/23)
- 351 b. Approve Meeting Minutes: October 25, 2023
- 352 c. MS4 Formula Grant
- 353 d. Tree Farm "No Parking" Signage

354
355 **ELAINE HANEY made a motion, seconded by ANDREW BROWN, to approve the consent agenda**
356 **as presented. The motion passed 5-0.**
357

358 7. **READING FILE**

- 359 a. Council & Manager member comments: City Manager Mahony noted that the City applied for the
360 VLCT Welcoming and Engaging Communities Program. She thanked everyone who participated in
361 the strategic planning workshop on Saturday and that further information will be released once
362 feedback is compiled. She also noted that the Community Development Department has begun their
363 sign enforcement educational campaign. Councilor Certa thanked the Essex Police Department for
364 allowing him to participate in a second ride-along and said that it was a positive experience that he
365 encourages other Councilors to seek out. Councilor Chawla extended condolences to the family of
366 former Essex Junction Assistant Chief Robert Scott Morris, who passed away this past weekend.
367 b. October Financial Reports
368 c. Main Street Waterline Project Update
369 d. Reappraisal 2025
370 e. Cannabis Legislation Recommendation Letter
371 f. Senior Programming Update
372

373 8. **EXECUTIVE SESSION**

- 374 a. *An executive session may be needed to discuss contracts
375

376 **MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council make the**
377 **specific finding that general public knowledge of a contract would place the City at a substantial**
378 **disadvantage. The motion passed 5-0.**
379

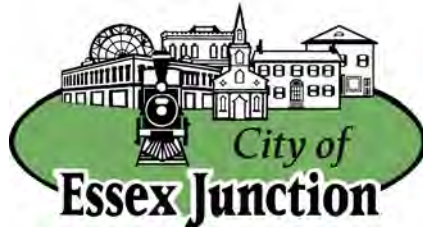
380 **MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council enter**
381 **into executive session to discuss a contract, pursuant to 1 V.S.A. Section 313(a)(1)(A) to include**
382 **the City Council and City Manager. The motion passed 5-0.**
383

384 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to exit executive session. The**
385 **motion passed 5-0 at 10:30 P.M.**
386

387 9. **ADJOURN**

388
389 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The**
390 **motion passed 5-0 at 10:30 P.M.**
391

392 Respectfully Submitted,
393 Amy Coonradt



Memorandum

To: City Council, Regina Mahony, City Manager
CC: Ron Hoague, Police Chief
From: Susan McNamara-Hill, Clerk
Re: Tobacco license application
Date: December 20, 2023

Issue

The issue is whether the Council will approve the Tobacco License application for a business in the City of Essex Junction listed in the November 22, 2023 memorandum from Police Chief Ron Hoague re: "Tobacco License Applications".

Discussion

According to the State Department of Liquor and Lottery, all tobacco and tobacco substitute endorsement applications are applied to the municipal clerk and acted on by the legislative body of the municipality (Council). Once approved by the Council the application is forwarded to the DLL for the department to accept payment and issue the licenses.

In accordance with local practice, 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.

Tobacco License:

- Ariana Natural Market LLC, 4 Pearl Street

Recommendation

Staff recommends that the Council approve the Tobacco License application for a business located in the City of Essex Junction listed in the November 22, 2023 memorandum re: "Tobacco License Applications."

DEPARTMENTAL MEMORANDUM



Date: November 22, 2023

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

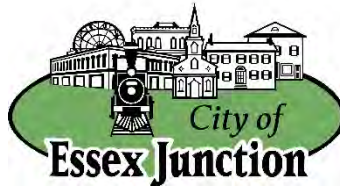
Subject: Tobacco License Applications

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

City of Essex Junction

Ariana Natural Market LLC

DBA: Ariana Natural Market
4 Pearl Street
Essex Junction, VT 05452



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: December 20, 2023
Agenda Item: City Council Meeting Policy Version 2

Issue: At the September 27, 2023, meeting, a draft of the Meeting Policy was presented to the Council to review and discuss. The second draft with changes from this meeting is attached for review.

Discussion: After the September 27th meeting, staff made edits based on the revisions suggested by the Council. Additional public participation strategies discussed at the meeting should be addressed with the Governance Committee. A tracked change version of the Council's suggestions is attached. The formatting will be redone once the content is finalized.

The purpose of this policy is to provide guidance regarding legislative, administrative, and citizen participation at meetings of the City Council. The basis of this policy is the 2009 Trustees' Policy Regarding Trustees' Meetings.

Cost: None

Recommendation: If the Council is ready to approve the revised Meeting Policy, here is a recommended motion:

Recommended Motion: "I move that the Council adopt the revised Meeting Policy."

Attachments: Draft 2023 Policy Regarding City Council Meetings V2

CITY OF ESSEX JUNCTION POLICY REGARDING CITY COUNCIL MEETINGS

PURPOSE: To provide guidance regarding legislative, administrative, and citizen participation at meetings of the City Council.

Section 1. Meetings

All meetings shall be open to the public at all times, except as provided in 1 V.S.A. 313 in regard to executive sessions. In accordance with Section 2.07 of the City Charter, "As soon as possible after the election of the President and Vice President, the Council shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month."

- A. **Regular Meetings:** Regular meetings of the City Council shall be held on the second and fourth Wednesday of every month at 6:30 PM. These meetings will normally be held in the Lincoln Hall conference room, unless another physical location is identified on the agenda, and virtually so that attendees may participate remotely as allowed under state statute. Agendas for regular meetings must be posted at least 48 hours in advance of a regular meeting in accordance with 1 V.S.A. 312 (d)(1)
- B. **Special Meetings:** Special meetings may be held on the call of the President and the City Manager and, whenever practicable, upon no less than 48 hours' notice to each member. In accordance with 1 V.S.A. 312 (c)(2), "The time, place, and purpose of a special meeting subject to this section shall be publicly announced at least 24 hours before the meeting."
- C. **Emergency Meetings:** In accordance with 1 V.S.A. 312 (c)(3), "Emergency meetings may be held without public announcement, without posting of notices and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting."

Section 2. Agenda

- A. The agenda for each regular meeting shall be prepared under the direction of the City Council President and City Manager, and it shall contain only such matters of Council business as have been presented, delivered, or requested of the Manager not later than 10 am of the Wednesday preceding the regular meeting. Individuals or parties shall be encouraged to put their request(s) in writing.
- B. The City Council President and City Manager determine whether an item belongs on the Consent Agenda. A Consent Agenda is a practice by which the ministerial action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal Council approval but no discussion before taking a vote. Examples include approval of minutes, ~~bill lists~~, routine approvals, approval items from past meetings, and other similar

matters. Items may be removed from the Consent Agenda at the request of any Councilor and placed on the regular agenda. Items not removed may be adopted by general consent without debate.

- C. The City Council President and City Manager determine what goes in the Reading File. The reading file contains reports provided for information only and correspondence requiring no action.
- D. No request for an item to be added to the agenda will be unreasonably withheld. However, it is recognized that a requested agenda item will be considered in relation to the Council's priorities and work programs. If the request aligns with the priorities and work program, it will be scheduled for a future meeting. If the request does not align with the current priorities and work program, it may be added to a future considerations list.
- E. When Councilors are contacted directly by a resident either by phone, email, or in person and that resident is making a request for the Council's consideration, the Councilor will specify that they are able to listen to the request and/or concern, but shall not comment or make a commitment to that citizen. Rather, the Councilor(s) shall indicate that the Council works together to resolve issues for residents and will refer that person's request to the City Manager's office for consideration by the City Manager, City Council President, and if necessary, by the other Councilors for placement on the agenda.
- F. Whenever practicable, agendas and meeting packet information will be available on the City's website on the Friday evening before the meeting. The agenda is also posted at the City Office at 2 Lincoln, Brownell Library, and [Essex Junction Recreation and Parks Department at 75 Maple Street XXX](#) in accordance with 1 V.S.A. § 312(d). In addition, and in accordance with 1 V.S.A. 312 (d), "A meeting agenda shall be made available to a person prior to the meeting upon specific request."

Section 3. Business

- A. Business shall be taken up for consideration by the Council and addressed in the following order. The Council may reorder agenda items to accommodate schedules, prioritize pressing items, or for other reasons determined necessary by a vote of the Council.

~~I.~~ Pledge of Allegiance to Flag

~~II.~~ Call to Order

~~III.~~ Agenda Additions/Changes

~~IV.~~ Approve Agenda

~~V.~~ Public to Be Heard

~~VI.~~ Public Hearing (when needed)

~~VII.~~ Business Items

~~VIII.VII.~~ Consent Agenda

~~IX.VIII.~~ Councilor Comments & Concerns/City Manager's Report

~~X.IX.~~ Reading File

~~XI.X.~~ Executive Session

~~XII.XI.~~ Adjourn

Section 4. Quorum

- A. A majority of three Councilors shall constitute a quorum. Within twenty (20) minutes of the call for any meeting, if a quorum is not present, any lesser number present shall adjourn the meeting.

Section 5. ChairpersonPresident, Vice President, & Clerk

~~A. The City Council President shall be the chairperson of all meetings as prescribed by the City Charter. In the absence of the City President, the Vice President shall be elected chairperson for the meeting involved and be vested with all of the same powers and duties as the City Council President. As prescribed by the City Charter, the President of the Council, or in the President's absence, the Vice President, shall preside at all meetings of the Council and shall be recognized as the head of the City government for all ceremonial purposes. The chairperson President shall be the parliamentarian of the meetings, and all questions of procedure shall be settled by the parliamentarian using the most recent edition of Robert's Rules of Order.~~

~~A.B. The Clerk shall keep a register, or roll, of the members and to call the roll when required. This may include when the President calls for a roll call or whenever one or more members attend electronically and voting is not unanimous.~~

Section 6. Public Participation

- A. At the beginning of every agenda, a Public to be Heard section is included to provide the opportunity for the public to express its opinion ~~on matters not on the agenda.~~
- B. For business items, the public shall be given a reasonable opportunity to express its opinion. Any person or party desiring to present evidence, petition the City Council, or make statements for the Council's consideration shall first wait until the agenda item is scheduled to be discussed and seek to be recognized by the ~~chairperson~~President. Upon recognition, the person or party shall state their name(s). All persons addressing the Council shall present their information and material as concisely as possible in accordance with rules established by the ~~chairperson~~President. Once a motion is on the table, it is closed to public comment.
- C. If a large number of residents wish to speak during the Public to Be Heard section

or address an agenda item, the ~~chairperson~~President may impose time limits on how long each person may speak to allow enough time for all interested members of the public to speak. The ~~chairperson~~President may also impose additional protocols for public participation as the situation warrants.

- D. Remote public participation: A remote participant/attendee should use the hand raise feature to be recognized by the ~~Chair~~President for comment. When a remote participant/attendee is unmuted, they should state their name before commenting. Remote participants/attendees should also verify that their displayed name is accurate when joining a remote meeting.

~~E. Any person making personal, impertinent, boisterous, or slanderous remarks at City Council meetings shall be asked to leave the meeting by the chairperson. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body nor members of the public shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, or threatening remarks.~~

~~E.F.~~ Members of the body and members of the public shall ~~obey the orders~~follow the requests of the ~~chairperson~~President. The ~~President~~chairperson should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:

- I. Call the meeting to order and remind the members of the applicable rules of procedure.
- II. Declare a recess or table the issue.
- III. Adjourn the meeting until a time and date certain.
- IV. ~~The chairperson may c~~Call the police to remove disorderly person(s) from the meeting.
- V. ~~The Chairperson may r~~Remove a participant attending online from the meeting if their behavior is disrespectful or unruly.

Section 7. Motions

- A. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under 1 V.S.A. 313 (a) (2) in regard to the negotiating or securing of real estate purchase options. The Councilor who has moved the adoption of any ordinance, resolution, or motion shall be accorded the privilege of being allowed to close the debate on the subject or call for the question.

Section 8. Voting

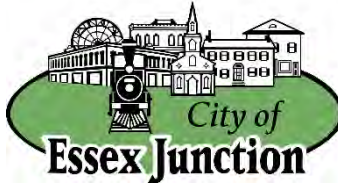
- A. In accordance with Section 2.09(b) of the City Charter, "The presence of three

members shall constitute a quorum. Three affirmative votes shall be necessary to take binding Council action.” All members of the City Council, including the President, shall vote upon all items of business unless said voting would cause that Councilor a conflict of interest. The City Manager shall have the right to participate in any and all discussions for debate by the City Council but shall not have any right to vote.

Section 9. Minutes

- A. In accordance with 1 V.S.A. 312 (b) (1), “Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:
- I. All members of the public body present;
 - II. All other active participants in the meeting;
 - III. All motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and
 - IV. The results of any votes, with a record of the individual vote of each member if a roll call is taken.”
- B. The meeting minutes shall be posted within five calendar days of the meeting on the City’s website in accordance with state statute.
- ~~C. Meeting minutes are a summary of business conducted and not a transcript. However, any Councilor may request the privilege of having an abstract of their remarks on any subject discussed at the meeting, not to exceed 100 words, entered into the minutes. If the majority of the Councilors approve said request, they thereafter shall prepare in writing such an abstract and shall submit it to the Clerk who shall enter the same in the minutes.~~
- ~~D. _____~~

Adopted by the Village Trustees on September 8, 1998. Amended on 3/11/08 and 10/13/09. Amended by the City Council on XXXXXXX



Memo

To: Essex Junction City Council
From: Colleen Dwyer, Human Resources Director
Meeting Date: December 20, 2023
Agenda Item: Vermont Municipal Employees' Retirement System (VMERS)

Issue:

This issue is for the City Council to consider adding VMERS DC (defined contribution) as a retirement plan option for employees while maintaining the VMERS Group C plan (defined benefit).

Discussion:

The addition of the Vermont Municipal Employees' Defined Contribution Plan (DC Plan) would allow employees to choose how they want to plan for their retirement. It would provide an extra option for employees to plan for their fiscal future. Moreover, adding the VMERS DC plan would save the City and its employees money. Current employees would have a one-time option to move from VMERS C to VMERS DC. All new employees would have the option to choose either VMERS C or VMERS DC.

The current rate for the VMERS DC plan for FY2024 is as follows:

- 5.00% employee contribution, and
- 6.00% employer contribution (comprises a 5.00% employer contribution and a 1.00% administration fee)

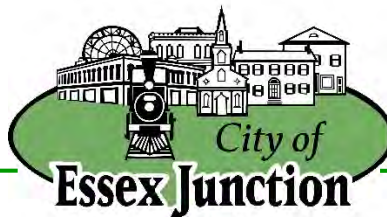
The rate for the VMERS Group C plan we currently offer is as follows:

- 11.250% employee contribution, and
- 8.500% employer contribution

In order for the City to add VMERS DC, the State of Vermont requires the request to be submitted to them by 12/31/23 for a 7/1/24 effective date.

Recommendation: To add the VMERS DC plan to the City retirement benefit package.

Recommended Motion: "I move that City Council approve the addition of the VMERS DC plan to the City retirement benefit package effective 7/1/24."



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: 12/20/2023

Subject: Memorandum of Agreement regarding the Transit Oriented Development Plan Project

Issue

Whether to authorize the City Manager to sign a Memorandum of Agreement with the Chittenden County Regional Planning Commission (CCRPC) to begin work on the Transit Oriented Development (TOD) Plan.

Discussion

In late 2022, The Chittenden County Regional Planning Commission (CCRPC) solicited interest from municipalities along the regional rail lines to engage in Transit-Oriented Development (TOD) Planning to develop compact, connected, and walkable communities in Northwest Vermont. The CCRPC has been awarded a federal RAISE planning grant in the amount of \$2,100,000 to develop Transit-Oriented Development (TOD) Plans for Northwest Vermont and evaluate ways to improve transit service. The grant scope is intended to allow participating municipalities the opportunity to plan for increased transit-oriented development (TOD) in your centers with more housing and employment that will improve opportunities for convenient public transportation services, more walking and biking, and address climate goals. The grant scope includes collaboration between the regional planning commissions and up to 12 communities across a five-county region. This collaboration is intended to support municipal efforts to: Create a TOD Master Plans; and Draft municipal bylaws/development regulations to implement the TOD Master Plans.

In January of 2023, City Council authorized staff to submit a Unified Planning Work Program (UPWP) request to create Transit Oriented Development Plan. The City was subsequently selected to participate in this project and CCRPC is ready to begin work within the upcoming months, upon signing a Memorandum of Agreement.

Cost

The CCRPC has clarified that local match funds are not necessary; however, the project will still require significant dedication of staff time, and there will very likely be costs associated with outreach and public engagement.

Recommendation

Staff recommends that the Council authorize City Manager to sign the Memorandum of Agreement.

Recommended Motion

I move that Council authorize the City Manager to sign the Memorandum of Agreement related to the Transit Oriented Development Plan project.

Attachment:

1. Draft Memorandum of Agreement between the CCRPC and the City

MEMORANDUM OF AGREEMENT

Between

Chittenden County Regional Planning Commission (CCRPC),

And

City of Essex Junction

This Agreement is entered into and effective (unless otherwise noted) on _____ among the Chittenden County Regional Planning Commission, an entity created by 24 V.S.A Chapter 117, hereinafter called CCRPC, and the Municipality noted above.

The terms of this Agreement shall remain in force for the duration of the Northwest Vermont Transit-Oriented Development (TOD) Project unless one of the Parties gives 6-months' notice of termination, at such a time all parties shall agree to negotiate a new agreement in good faith.

WHEREAS, The CCRPC has been awarded a federal RAISE planning grant in the amount of \$2,100,000 to develop TOD Plans for Northwest Vermont (Northwest VT TOD project) and evaluate ways to improve transit service that connects rural communities with employment centers and reduce dependency on personal vehicles for commuting; and

WHEREAS, The entities noted above are working together to plan for compact, connected, and walkable communities in Northwest Vermont through TOD planning; and

WHEREAS, The participating municipality is committed to work on a TOD as described in the attached FY2024 Unified Planning Work Program application, with no local cash match required from the municipality.

NOW THEREFORE, it is mutually agreed as follows:

CCRPC Role

As the manager of the Northwest VT TOD project, the CCRPC will be responsible for the following tasks:

- Develop a prequalified consultant pool that the participating municipality in consultation with CCRPC will use to choose a consultant to work on the municipal TOD Master Plan and development regulations;
- Once a consultant is selected, all parties (municipality and CCRPC) will meet to discuss project specific goals so that the consultant can develop a scope of work consistent with the municipal Letter of Intent (LOI). The scope of work will include tasks, deliverables,

- schedule, and budget for the TOD Master Plan and development regulations;
- Following approval of the scope and fee, the CCRPC will execute the consultant agreement;
- Manage the consultant in partnership with the municipality, including reviewing and approving monthly invoices;
- Communicate frequently with the municipality and attend all project meetings;
- Invite municipality to Northwest VT TOD project meetings to review other project tasks (market demand study, transit study, and governance study) as appropriate; and
- Manage consultants working on other tasks under the Northwest VT TOD project scope (market demand study, transit study, and governance study).

Municipal Role

- Work with the CCRPC to develop a shortlist of 2-3 land use consultants from the prequalified list;
- In collaboration with the CCRPC, and the selected consultant, develop a scope of work consistent with the municipal LOI. The scope of work will include specific tasks, deliverables, schedule, and budget for the TOD Master Plan and development regulations in the municipality;
- Communicate frequently and collaborate with your CCRPC project manager to move the project forward and ensure the timeline and deliverables are met;
- Lead robust public outreach and stakeholder engagement in your community during both the development of the TOD Master Plan and updating of the development regulations. Host public meetings as needed;
- Budget adequate staff, municipal planning commission, and other municipal board time over a two-year period, upon execution of the consultant contract, to successfully complete the municipal TOD project;
- Participate as appropriate in any Northwest VT TOD project meetings when invited by the CCRPC; and
- Review and comment on other Northwest VT TOD project deliverables (market demand study, transit study, and governance study) as requested by the CCRPC.

Any of the Parties may propose changes to this Agreement. Changes that are mutually agreed upon shall be incorporated as written amendments to this Agreement. No major variation or alteration of the terms of this Agreement will be valid unless made in writing and signed by authorized representatives of the Parties.

This agreement is entered into by the entities below by their authorized representatives.

Chittenden County Regional Planning Commission

Authorized Representative Date

City of Essex Junction

Authorized Representative Date

PROJECT APPLICATION FORM FY2024 Unified Planning Work Program

Applications should be no more than 6 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 20, 2023. Please email completed forms in Word format to mdistel@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Regina Mahony, City Manager
Municipality/Agency/Organization: City of Essex Junction
Telephone: 802-878-6944, ext. 1602
Email: rmahony@essexjunction.org

2. PROJECT INFORMATION

a. Project Title: TOD Planning – RAISE Grant

b. Project Location (name of roadway, intersection, geographic area, etc.):
Attach map if needed

c. Project Description (200 words max):
Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding.

Essex Junction is interested in engaging in Transit-Oriented Development (TOD) Planning to further develop our compact, connected, and walkable city. Given Essex Junction's Amtrak station improvement project, Five Corners Design plan, and excitement around visioning for the new city, Essex Junction is well suited for this project. Also, while CCRPC aided in updating the Land Development Code last year, this did not include visual elements. This project will complete the transition from the Design Five Corners concepts to the Land Development Code, by galvanizing folks around a more specific vision and codifying it. Also, the Transit Oriented Development zoning district on Pearl Street could use some significant improvements to achieve the goals of multi-modal travel.

d. Expected Deliverables:

- Phase 1: Create a TOD Master Plan for Essex Junction's village center and trunk routes
- Phase 2: Draft municipal bylaws/development regulations to implement the TOD Master Plans.

e. Other Project Partners (e.g., other municipalities, agencies, non-profits, consultants, community groups):

f. Project Cost & Match Requirement:

Please refer to the **FY24 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

- **Transportation-Related Projects (PL Funding)**

- **XXXX** Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
- The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
- Transportation Technical Assistance – no local match required
- Non-Municipal Partner – 20% match required

- **Land Use and Energy Implementation Assistance (ineligible for PL funding)**

- Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$60 per hour.
- Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality which, depending upon state grant requirements, may have no local match requirement.
- Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek [Municipal Planning Grants](#).

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

For Transportation and Transportation-related Land Use/Water Quality (PL Funding) Projects requiring consultants or for non-municipal partners:

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

**Essex Junction has \$10,000 programmed for a match in FY24, and will program the second \$10,000 match in FY25.*

Examples:

	<i>Example 1</i>	<i>Example 2</i>	<i>Example 3</i>
<i>Total Project (100%)</i>	<i>\$25,000</i>	<i>\$50,000</i>	<i>\$75,000</i>
<i>Local Match (20%)</i>	<i>\$5,000</i>	<i>\$10,000</i>	<i>\$15,000</i>

Will you accept a partial award? (Yes/No)	No
---	----

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

CCRPC staff hours requested:	
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For Non-Transportation Land Use Project Requests, please contact Taylor Newton (TNewton@ccrpcvt.org, (802) 846-4490 ext. 115 to discuss project and budget needs.

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

h. Public Meeting Requirement:

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2023. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by the January 20, 2023 deadline. The public meeting requirement is not applicable for Minor Technical Assistance projects.

The City Council met and approved this application on 1/11/23.

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

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

This project hits on all of them but mostly transportation, housing, employment and energy/climate change.

b. Please describe how the project need is documented. Is the project identified in a local plan? Or, does this project address a newly identified need? Please elaborate.

The Design Five Corners project was the first step into developing a vision and plan for the Essex Junction village. This was incorporated into the Comprehensive Plan; and while the concepts have been incorporated into the draft Land Development Code amendments graphics that help clearly articulate the vision have not been.

c. Please describe how the project benefits the community.

The new city is at a point where a re-visioning effort will help coalesce efforts and establish a game plan for bringing vibrancy to the city center.

d. If your proposed project includes public engagement, please answer the following questions:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- What historically excluded and/or underserved populations are in the project study area? Please be specific.

The equity maps in Appendix E of the CCRPC Public Participation Plan show populations in Essex Junction with limited English proficiency, income below poverty level, racial diversity.

- What are the potential equity impacts of this project on historically excluded and/or underserved populations? Does this project have the potential to create, ignore or worsen existing equity gaps or produce other unintended consequences? If yes, how? Describe ways this project can lead to increased racial equity, economic equity and other forms of equity.

Providing more housing can increase equity as there are likely folks who want to live in the community but can't afford it now; but there needs to be a focus on a variety of housing types and affordability to ensure access for those historically excluded and/or underserved.

- What public outreach and engagement tools will you use to ensure awareness of and participation by all population groups? What additional public outreach and engagement tools will you use to ensure awareness of and participation specifically by historically excluded and/or underserved populations?

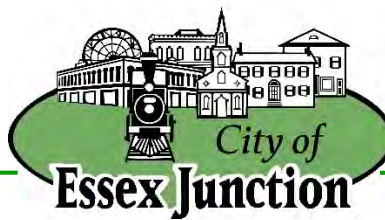
Meeting populations where they are; surveys in a variety of languages; multiple options for input; etc. If these projects include charettes that can be a good opportunity to incorporate community connections in a variety of ways.

- Describe ways your budget and timeline include the capacity to support a thorough public participation process.

Hopefully the economies of scale of this project will help establish some shared resources to enhance the public participation process.

- Specify how the participation process will include the voices of BIPOC and other marginalized community members. Name the partners you will work with to ensure your project is informed by the voices of people who are most likely to be impacted.

Essex has a non-profit organization called VIEW – Voices for Inclusion in Essex and Westford; the intention would be to engage them in this project and to help meet other groups to engage with.



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: December 20, 2023

Subject: Amtrak Station Improvement Project Budget, Timeline, and RFP

Issue: The Essex Junction Train Station Upgrade Project is ready to progress to the next steps

Discussion:

Background

In 2022, Essex Junction was approved for a Leahy Congressionally Delegated funding appropriation to make improvements to the local Amtrak station. As a result, \$3,000,000 of federal funds is available for this project through the Consolidated Rail Infrastructure and Safety Improvements (CRISI) program, managed by the Federal Railway Administration (FRA).

This grant requires a 20% local match, and contrary to City Staff's previous understanding, the FRA's grant match formula requires that the denominator for local match amount be the total project cost, inclusive of both federal and local funding source sources. To access the full \$3,000,000 in federal funds, the city would have to contribute \$750,000, for a total project cost of \$3,750,000. The City may choose to access less than the full \$3,000,000 if it wishes, based on the amount of match funding made available.

Currently, the plan is to use the Economic Development Fund to cover the local match, but the tax that replenishes this fund expires in 2024 if not reauthorized by the voters. At present, if the Economic Development Fund tax is not renewed by voters in 2024, the available fund balance is projected to be \$462,100 (or more if the Main Street Park project is put on hold for now), which would only allow the City to access only about \$1,848,300 of the federal funds.

Next steps

Regardless of the final scope of this project, the next step is for the City to submit a "Pre-Award Authority Request" to the FRA. This would enable the City's spending on this project, including in-kind costs such as staff time, to count towards the local match requirement.

Upon the FRA's approval of that Pre-Award Authority Request", the following step would be for the City to issue a Request for Proposals (RFP) for consulting services to advance the existing Conceptual Designs to Preliminary (30%) Design. This would provide more certainty over projected costs and design features to be included. By the time this work begins, there will likely be more certainty over the funding availability to inform the design process.

Cost:

As outlined in the draft Pre-Award Authority Request form, Project Administration, Preliminary Design, and Environmental Review are expected to cost \$34,000 in City Funds.

Recommendation:

It is recommended that the City Council authorize Staff to proceed with the Pre-Award Authority Request and to issue an RFP for consulting services to create a Preliminary Plan and Design for the Essex Junction Train Station Upgrade Project.

Attachments:

1. Draft Project budget
2. Draft Project Schedule
3. Draft Pre-Award Authority Request form

ATTACHMENT 4

APPROVED PROJECT BUDGET

City of Essex Junction, VT

Essex Junction Multimodal Train and Bus Station Redevelopment

I. APPROVED PROJECT BUDGET

Instructions: The “Approved Project Budget” section outlines the initial cost estimate for the project by task and by funding source. Both methods are required and necessary to assess project costs. The “funding source” budget should list all funding sources contributing to the project (e.g. the FRA grant subject to this SOW, other FRA or Federal grants, the grantee’s contribution, and contributions from all other project partners). Use the text and table below to develop this section.

The total estimated cost of the Project is \$3,750,000, for which the FRA grant will contribute up to 20% of the total Project cost, not to exceed \$3,000,000. The Grantee’s Non-Federal Contribution is comprised of cash in the amount of \$741,000 and staff labor in valued at \$9,000. Any additional expense required beyond that provided in this Agreement to complete the Project will be borne by the Grantee.

[In a letter to Grantee dated, [INSERT DATE], FRA authorized the incurrence of certain pre-agreement costs on or after [INSERT DATE] for Tasks X and X in the amount of \$X, of which \$X is Federal Contribution and \$X is Non-Federal Contribution, in anticipation of the execution of this Agreement. Such costs are allowable only to the extent that they are otherwise allowable under the terms of this Agreement.]

Project Budget by Task

ATTACHMENT 4

Task #	Task Name	Federal (FRA) Contribution	Non-Federal Contribution	Total Cost
1	Administration (Detailed Project Work Plan, Budget, Schedule)	\$36,000	\$9,000	\$45,000
2	Preliminary (30%) Plans and Drawings	\$88,000	\$22,000	\$110,000
3	Environmental Review and Section 106 Reporting	\$12,000	\$3,000	\$15,000
4	Final (100%) Plans and PE Cost Estimates	\$320,000	\$80,000	\$400,000
5	Construction (Work, Inspection & Project Administration)	\$2,536,000	\$634,000	\$3,170,000
6	Project Closeout and Administration	\$8,000	\$2,000	\$10,000
Total		\$3,000,000	\$750,000	\$ 3,750,000

Revisions to the Approved Project Budget shall be made in compliance with Attachment 1 of this Agreement. The Grantee will document expenditures by task, and by Federal and Non-Federal Contributions, when seeking reimbursement from FRA.

Project Budget by Source

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
Federal Contribution (Amount of FRA Grant)	\$3,000,000	80%
Non-Federal Contribution	\$750,000	20%
<i>City of Essex Junction Cash Contribution</i>	<i>\$741,000</i>	<i>19.76%</i>
<i>City of Essex Junction in-kind Contributions</i>	<i>\$9,000</i>	<i>0.24%</i>
Total Project Cost	\$3,750,000	100%

ATTACHMENT 3

DELIVERABLES AND APPROVED PROJECT SCHEDULE

City of Essex Junction, VT

Essex Junction Multimodal Train and Bus Station Redevelopment

I. DELIVERABLES AND APPROVED PROJECT SCHEDULE

Instructions: The “Project Schedule and Deliverables” section outlines the Project Performance Period for the Agreement and provides a concise table listing all of the deliverables required for the applicable tasks covered under the Agreement and their submission due date to FRA. The Grantee must list every deliverable required for each applicable task, as well as any other deliverables FRA may require. Use the guidance below to develop this section.

The deliverables associated with this Agreement are listed below. The Grantee must complete these deliverables to FRA’s satisfaction to be authorized for funding reimbursement and for the Project to be considered complete.

Unless otherwise approved, requests for extensions of the Project Performance Period must be submitted not later than 90 days before the end of the Project Performance Period, consistent with Section 4(b) of Attachment 1.

Deliverables and Approved Project Schedule

<u>Task #</u>	<u>Deliverable Name</u>	<u>Due Date</u>
1	Administration (Detailed Project Work Plan, Budget, Schedule)	April 25, 2024
2	Preliminary (30%) Plans and Drawings	August 25, 2024
3	Environmental Review and Section 106 Reporting	October 25, 2024
4	Final (100%) Plans and PE Cost Estimates	January 25, 2025
5	Construction (Work, Inspection & Project Administration): Completion Date	December 25, 2026
6	Project Closeout and Administration	April 25, 2026

ATTACHMENT 3

Approved Project Schedule

Instructions: If appropriate, this table can be combined with the above table which would then be renamed as “Deliverables and Approved Project Schedule”.

Task Name	Due Date

DRAFT



November 28, 2023

Tyrhonda Edwards
Grant Manager
Federal Railroad Administration
Grant & Loan Program Development Division
1200 New Jersey Avenue, SE
Washington, DC 20590

Subject: Request for Pre-Award Authority – City of Essex Junction, VT –Essex Junction Multimodal Train and Bus Station Redevelopment

Dear Tyrhonda Edwards:

The City of Essex Junction requests pre-award authority from the Federal Railroad Administration (FRA) for the Essex Junction Multimodal Train and Bus Station Redevelopment, funded with a grant from the Fiscal Year (FY) 2022 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program through Congressional Directed Funding. The pre-award authority would begin January 1, 2024.

The City of Essex Junction requires pre-award authority to begin working on project related activities before grant obligation because further design and engineering is necessary to generate a detailed project workplan, budget and schedule, and to produce a final design and construction cost estimates. Current design and cost estimates are only conceptual and do not provide sufficient detail or certainty to proceed with the full grant obligation documentation. Furthermore, several years have lapsed since the concept was studied, and further study may reveal necessary adjustments to the conceptual design. These design adjustments must be included in the grant obligation documentation.

The specific Tasks that fall under this request are:

- Task 1 – Administration (Detailed Project Work Plan, Budget, Schedule)
- Task 2 – Preliminary (30%) Plans and Drawings
- Task 3 – Environmental Review and Section 106 Reporting
- Task 4 – Final (100%) Plans and PE Cost Estimates

The estimated total cost to be incurred on these Tasks from January 1, 2024, is \$570,000. The total for each Task is shown in Table 1 - Estimated Pre-award Costs:

Table 1 - Estimated Pre-award Costs				
Task #	Task Activity	Federal Contribution	Non-Federal Contribution	Total Cost

1	Administration (Detailed Project Work Plan, Budget, Schedule)	\$36,000	\$9,000	\$45,000
2	Preliminary (30%) Plans and Drawings	\$88,000	\$22,000	\$110,000
3	Environmental Review and Section 106 Reporting	\$12,000	\$3,000	\$15,000
4	Final (100%) Plans and PE Cost Estimates	\$320,000	\$80,000	\$400,000
TOTAL ESTIMATED COST FOR PRE-AWARD BUDGET		\$456,000	\$114,000	\$570,000

The City of Essex Junction understands that pre-award costs are considered at-risk until the grant agreement has been executed, and FRA will authorize such pre-agreement costs only to the extent they are allowable under the terms of the grant agreement. The City of Essex Junction also assures FRA that all materials purchased before NEPA approval are items that can be reused or sold, and that the project will not proceed to Final Design prior to the completion of NEPA. **IF APPLICABLE:** Finally, the City of Essex Junction understands that Construction work may not begin until FRA has reviewed and approved all required design documentation. If you have any questions regarding this letter, please contact Christopher Yuen, Essex Junction Community Development Director at 802-878-6944 x1607, or at cyuen@essexjunction.org.

Commented [A1]: If the grant is not for a construction or procurement project, this language can be omitted.

Sincerely,

Christopher Yuen
 Community Development Director
 City of Essex Junction
 2 Lincoln St, Essex Junction VT 05452
cyuen@essexjunction.org

Appendix 1

Task X - Title	
Task Activity	Total
Task X - Purchase of materials	\$
<i>Item 1</i>	\$
<i>Item 2</i>	\$
<i>Item 3</i>	\$
	\$
	\$
	\$
	\$
	\$
Estimated Pre-award Total	\$

Commented [A2]: If advance purchase of materials is included in the request, please complete a breakout table for the items to be purchased.

DRAFT



MEMORANDUM

TO: City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

MEETING DATE : December 20, 2023

SUBJECT: Agreement with Whitcomb Farm for land application program

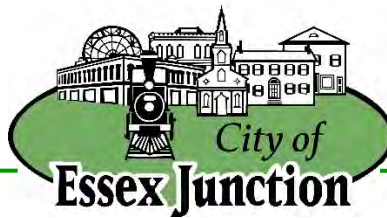
Issue: To increase price/gallon we pay the Whitcomb Farm for land application program

Discussion: Our land application program of biosolids is an important part of the Essex Jct WWTF and the Whitcomb (north Williston Cattle Co.) farm operation. This partnership is the least cost management alternative for biosolids and most environmentally beneficial as the material is handled once and transport distance is less than a mile away. In 2019, the Trustee's approved the Village to become the permit holder for this program which was previously held by Casella.

A formal agreement was made between the Village and Whitcomb Farm outlining the land application program including the price per gallon of liquid biosolids managed on the farm fields in lieu of dewatering. This agreement was also approved by the Trustees in 2019. The price per gallon has remained the same for over a decade. Due to the rising cost of managing the farm, the Whitcomb's inquired in May if the City would consider adjusting the price per gallon from \$0.10 to \$0.12. Because this program is important to the facility as a management strategy and as an environmental steward, there is value in accepting this request.

Costs: \$0.2 increase in price per gallon was anticipated and budgeted for in FY'24 and FY'25 under the Biosolids Land Application account.

Recommendation: It is recommended that City Council authorize the Water Quality Superintendent to update the "Agreement for Liquid Sludge Management in Place of Dewatering" to reflect the price per gallon of liquid biosolids managed on the farm fields in lieu of dewatering to \$0.12.



MEMORANDUM

To: City Council

From: Joanne Pfaff, Administrative Assistant

Meeting Date: 12/20/23

Subject: Approve Support for Vermont Access Network's Proposed Legislative Bill

Issue: Vermont Access Network is asking organizations to sign on to a letter which they will share with legislators during the 2024 legislative session to show support for their agenda.

Discussion: The Vermont Access Network (VAN) is a non-profit membership organization established to promote an interest in the effective operation and advancement of Public, Educational and Government (PEG) Access Television Centers around the state. VAN connects, supports, and advocates for these 24 Centers, which operate more than 80 local cable channels across Vermont. They have been working for the past several years to find a stable and permanent funding source for community media centers across the state. They have been successful in getting one-time bridge funding for a few years while they did this research. Now, they are ready to bring a proposal for a permanent solution to the legislature. The bill would establish a new Community Media Public Benefit Fund, funded by communications service providers in the State, to ensure equitable and sustainable financial support for local public, educational, and government (PEG) access organizations in Vermont.

The letter of support which can be filled out on their online form states the following:

We the undersigned write to express our support for Vermont Access Network's two requests to the Vermont Legislature:

1. Appropriate \$1 million in one-time funding to the Vermont Access Network in FY2025.
2. Enact the Community Media Public Benefit Fund bill to assure long term funding.

For decades, public, educational, and government (PEG) channels have provided essential community services to Vermonters in all corners of the state. These community media centers (also known as AMOs) have been funded principally by state sanctioned surcharges on cable TV subscriptions, passed on to the AMOs by cable providers.

This primary source of funding for community media services is now steadily declining due to consumer preference shifts away from cable delivery, toward Internet-based information and entertainment services. To continue providing adequate support to Vermont's AMOs which will ensure that PEG services are broadly available everywhere in the state, we urge the Vermont Legislature to support both requests for one-time FY25 funding and the Community Media Public Benefit Fund bill which will create a stable and permanent revenue source.

Cost: None

Recommendation: It is recommended that the Council support VAN's request to the Vermont Legislature and authorize the City Manager to sign on to the letter of support for Vermont Access Network's proposed legislative bill.

Please Support Community Media Centers

We the undersigned write to express our support for Vermont Access Network's two requests to the Vermont Legislature:

1. Appropriate \$1 million in one-time funding to the Vermont Access Network in FY2025.
2. Enact the Community Media Public Benefit Fund bill to assure long term funding.

For decades, public, educational, and government (PEG) channels have provided essential community services to Vermonters in all corners of the state. These community media centers (also known as AMOs) have been funded principally by state sanctioned surcharges on cable TV subscriptions, passed on to the AMOs by cable providers.

This primary source of funding for community media services is now steadily declining due to consumer preference shifts away from cable delivery, toward Internet-based information and entertainment services. To continue providing adequate support to Vermont's AMOs which will ensure that PEG services are broadly available everywhere in the state, we urge the Vermont Legislature to support both requests for one-time FY25 funding and the Community Media Public Benefit Fund bill which will create a stable and permanent revenue source.

asnellenberger@essexjunction.org [Switch account](#)



Not shared

* Indicates required question

Organization *

Your answer

Contact Name *

Your answer



Contact Title

Your answer

Email Address or Phone Number *

Your answer

Organization Address *

Your answer

I am authorized to sign this letter of behalf of my organization *

Yes

Add a personalized comment to let your legislators know why you support
Community Media Centers

Your answer

Website or URL of logo file, if permissible to use

Your answer

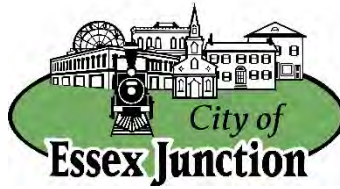
Submit

Clear form

Never submit passwords through Google Forms.



This form was created inside of Action Circles. [Report Abuse](#)



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: December 20, 2023
Agenda Item: CCCUD Reappointment

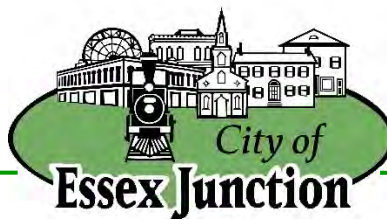
Issue: The Chittenden County Communications Union District's Governing Board (CCCUD) term is for a calendar year (January-December) instead of a fiscal year (July-June) like all other regional representatives.

Discussion: The Council appointed Marta Pauer-Tursi to the CCCUD on October 25, 2023, for a one-year term. Since Marta was just appointed to this position and has not fulfilled a one-year term, it is recommended that she continue to be the City's CCCUD representative until December 2024. The City would advertise for this position in November of 2024 and appoint or reappoint a representative in December 2024.

Cost: None

Recommendation: It is recommended that the Council reappoint Marta Pauer-Tursi to the Chittenden County Communication Union District Governing Board for a one-year term which will expire in December 2024.

Attachments: None



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: December 20, 2023

Subject: Tree Farm Management Group – Non-Profit Status Extension Request

Issue: The issue is The Tree Farm Management Group (TFMG) requests an extension in obtaining a 501(c)3 non-profit status.

Discussion: The current deadline is 12/31/2023 as noted in the Management Agreement (section IV.i). The attached memo from the TFMG describes the work to date on this effort and the need for an 8-12 week extension.

Cost: N/A

Recommendation:

I appreciate the effort the TFMG has undertaken to get this sorted out, and they appear to be on the right track.

I recommended the City of Essex Junction grant an extension of approximately 8-12 weeks past the original deadline of December 31, 2023, to the Tree Farm Management Group to re-gain a non-profit status with the State of Vermont.

Attachments:

Memo from Sven Eklof, Tree Farm Management Group President

Memorandum

To: Greg Duggan, Manager, Town of Essex
Regina Mahoney, Manager, City of Essex Junction

From: Sven Eklof, President, Tree Farm Management Group

Date: November 17, 2023

Re: Request for an extension on non-profit filing status

Issue

The issue is for the Tree Farm Management Group to have an extension to the deadline stated in the Lease Agreement between the Town of Essex, the City of Essex Junction, and the Tree Farm Management Group for the completion of a non-profit filing with the Internal Revenue Service.

Discussion

In March 2023, the Tree Farm Management Group (TFMG) discovered that tax returns had not been filed for the organization since 2014. As a result, the TFMG nonprofit status was revoked by the IRS. Records of meeting minutes were reviewed, and Board members found where there was mention of taxes being worked on with an accounting firm, or in the process of filing, but no record showed confirmation of when tax returns were filed. The President of the Board left numerous messages with the accounting firm and with the former Board President, with no return calls received. In April 2023, the TFMG agreed to hire a local accounting firm to determine the next steps necessary. This eventually turned into the TFMG gaining detailed bank statements for all accounts from 2014 – 2020. The Board's Treasurer reconciled all statements to determine each year's profit and/or loss and then these figures along with all statements were given to the accounting firm in June of 2023 to analysis and determine next steps.

In late October 2023, the TFMG President and Treasurer met with the accounting firm once they were done reviewing the records. The accounting firm recommended that the TFMG file past tax returns as a C corporation and owe any back taxes. The TFMG board approved the accounting firm's recommendation.

As of November 9, 2023, the tax returns from 2014 - 2022 were filed with the IRS and State of Vermont. The TFMG paid \$15,000 in back taxes. Once the IRS accepts the tax returns, the Board will submit necessary paperwork to apply for an active non-profit status with the IRS. Based on information the Board has received, this can take a minimum of 8-12 weeks to process once the IRS accepts the tax returns.

If the Town and City approve this extension, the TFMG promises to communicate any and all updates received in the process, with a minimum of sending an emailed update every two weeks, even if no update is available from the Secretary of State at that time.

Cost

There is no cost to the Town of Essex or City of Essex Junction for this extension request. Any fees or costs needed for this filing process will be paid for from the Tree Farm Management Group's operating fund.

Recommendation

It is recommended that the Town of Essex and City of Essex Junction grant an extension of approximately 8-12 past the original deadline of December 31, 2023, to the Tree Farm Management Group to re-gain a non-profit status with the State of Vermont.



Brad Luck, EJRP Director, will be at the Senior Center on Tuesday, 12/19, from 11:30a.m.-12p.m. and Thursday, 12/21, from 12:30-1p.m. to discuss the information below and answer questions.

Essex Area Senior Center Updates

December 8, 2023

Summary

Effective January 1, 2024:

- Essex Junction Recreation & Parks (EJRP), the recreation department that serves the City of Essex Junction, will assume oversight of the Essex Area Senior Center (EASC).
- The Town of Essex Senior Bus Service will no longer serve residents of the City of Essex Junction.
- The contact information for EJRP is:
 - Mark Brislin, Assistant Recreation Director
 - 75 Maple Street
 - 802-878-1375
 - mbrislin@ejrp.org
 - www.ejrp.org

Senior Center Days, Hours, Staffing

The current schedule for the Senior Center will continue into the New Year.

- Mondays
 - 10a.m.-12p.m. – Mah Jongg
 - EASC volunteers will open, monitor, and close the Center. In the absence of a volunteer, the Center will not be open that day.
- Tuesdays
 - 10a.m.-1:00p.m. – Bingo - \$2 fee, bring your own lunch, lunch break at 11:30a.m.
 - EJRP staff will open, monitor, and close the Center.
- Wednesdays
 - Not open
- Thursdays
 - 11:00a.m.-12:00p.m. – Briscola – no fee
 - 12:30-3:30p.m. – Duplicate Bridge – no fee, bring a partner
 - EJRP staff will open, monitor, and close the Center.
- Fridays
 - 10a.m.-12p.m. – Mah Jongg
 - EASC volunteers will open, monitor, and close the Center. In the absence of a volunteer, the Center will not be open that day.

Renovations at Lincoln Hall

Lincoln Hall (2 Lincoln Street – the location of the City Offices, Essex CHIPS, Essex Teen Center, Essex Area Senior Center) will be closed for renovations to the building. Renovations are expected to last eight months. The start and end dates are not yet finalized, but likely to commence in April and conclude sometime in the late fall/winter. These are good faith estimates at this time and are subject to change.

When the renovations begin, the current Senior Center programming will continue to be supported in a different space(s). Spaces are currently being explored and a schedule and locations will be shared later in the winter.

SSTA Bus Option

The Special Service Transportation Agency (SSTA) offers an ADA paratransit program for residents who live within 3/4 of a mile from a fixed route bus service, provided by Green Mountain Transit (GMT), and have a disability that prevents them from walking to or waiting for a bus. Regarding the mile threshold, almost all of the City of Essex Junction qualifies with exceptions being a handful of households within neighborhoods at the western end of South Street, Cascade Street, and Dunbar Drive and a few households at the northern edge of Old Colchester Road. In order to utilize the service, an application must be completed and processed in advance (can take up to three weeks). Applicants will need a certified healthcare professional to verify their disability. The cost per ride for the user is \$2.50. There are hard copies of the application materials at the Senior Center. The application and further information can be found here:

<https://ridegmt.com/paratransit-application/>

Age Well Grab & Go Meals

EJRP is meeting with Age Well on December 18 to discuss the continuation and access to Grab & Go Meals at the Senior Center. More details will be released later this month.

Senior Center Memberships

Due to being open only for the first three months of 2024 at Lincoln Hall, before vacating for renovations, there will be no membership fees for the Senior Center until further notice.

EJRP Full-Time Support for Older Adult Programming

There will be a full-time Program Director for Older Adults for EJRP, which will be hired closer to when Lincoln Hall re-opens in the fall/winter of 2024. Until then, part-time staff and other full-time staff at EJRP will provide support and supervision of older adult programming.

How Can I Find Information About the Senior Center and Programming

- www.ejrp.org/olderadults
- 802-878-1375



Dear Applicant:

Complementary ADA paratransit service is for people who are functionally unable to use GMT's fixed route service some or all of the time due to a disability.

"Fixed route service" means GMT buses that run on fixed schedules in the greater Burlington area. Enclosed is a GMT transit map. Fixed route maps and schedules can also be found online at: www.RideGMT.com. ADA paratransit service provides pick-ups and drop-offs to any location **not more than $\frac{3}{4}$ mile** from the fixed routes, during the same days and hours as the fixed routes. ADA service does not apply to GMT's commuter or LINK routes.

The application process allows us to determine if you are eligible for paratransit service based on criteria outlined in Federal law. You may be eligible for paratransit service if your disability prevents you from using GMT's fixed route service in one or more of the following ways:

1. If you cannot independently (except for the assistance of a bus driver operating a lift) board, ride, or disembark from an accessible GMT bus due to a disability.
2. If you are unable to travel to or from a bus stop or wait a reasonable period of time at a bus stop due to a disability.

Eligibility is based on your current functional ability to ride GMT buses. *It is not based on your age, trip purpose, financial resources, ability to drive, name of your disability or medical diagnosis, or not having bus service where you live.*

Sincerely Yours,
Green Mountain Transit



GMT PARATRANSIT ELIGIBILITY APPLICATION INSTRUCTIONS

Please read instructions carefully

If you use Braille, need written information in another format (large print, audio recording, etc.), need other assistance, or have questions about any part of the application process, please contact GMT at: 802-864-2282, or the main office line below.

You must complete this application yourself or have someone else help you with it. If someone else is filling out the form for you, please have him or her complete Box C on page 7. You must complete **all** sections and sign the application before it can be processed. If you are unable to sign and someone else is signing for you, please have him/her complete Box B on page 7. Please note applicant **signatures are required on Part I, page 7 and Part II, Page 1.**

Please send the completed application to:

GMT
Attn: ADA Application
101 Queen City
Burlington, VT 05401

The information you provide will be kept confidential and will only be shared with appropriate GMT staff. At any point during the eligibility determination process you may have another person help represent you.

The GMT evaluation process includes:

- 1) Submission of both completed parts of the application packet.
 - 2) Verification review by GMT staff, which may include follow-up paperwork.
 - 3) An in-person evaluation with GMT staff
- In-Person Interviews and Evaluations:



People seeking eligibility for ADA paratransit must complete an in-person evaluation. The purpose of the evaluation is to identify the best transportation option based on the

applicant's functional abilities. Evaluations will be conducted at GMT-101 Queen City Park, Burlington. The interview an evaluation typically does not exceed an hour.

At the interview, staff will review your application and discuss your travel abilities and limitations in more detail. The interview will take up to 20 minutes.

Scheduling and Transportation for your Evaluation:
Once your application packet has been reviewed, staff from GMT will contact you to schedule your evaluation. GMT staff will ask if you require transportation to and from the evaluation and if so, they will arrange it. GMT's paratransit service provider, SSTA will call you to confirm specific pickup time, location, and instructions. This transportation will be provided free of charge.

Personal Care Assistance:
If you require personal care assistance in any daily life function including using the restroom, your attendant must accompany you to the evaluation. Evaluation staff cannot assist you with personal care needs.

Notice of Determination:
You will be notified of the eligibility determination by letter within 21 days after completion of the evaluation process. Eligibility can be conditional, unconditional, or denied. If you are unconditionally eligible for paratransit service, your determination letter will not list conditions for your eligibility. If you are conditionally eligible for paratransit service, your determination letter will list conditions for your eligibility. If you are eligible, your letter will include an *ADA Paratransit Guide*, which describes how to schedule trips and use the service.



Checking Application Status: Incomplete applications will be returned, causing delays. Once your application is complete you will be contacted to schedule an evaluation. Please confirm your Health Care

professional has submitted a complete Part II before calling GMT to check on the status of your application.

Appeals Process:

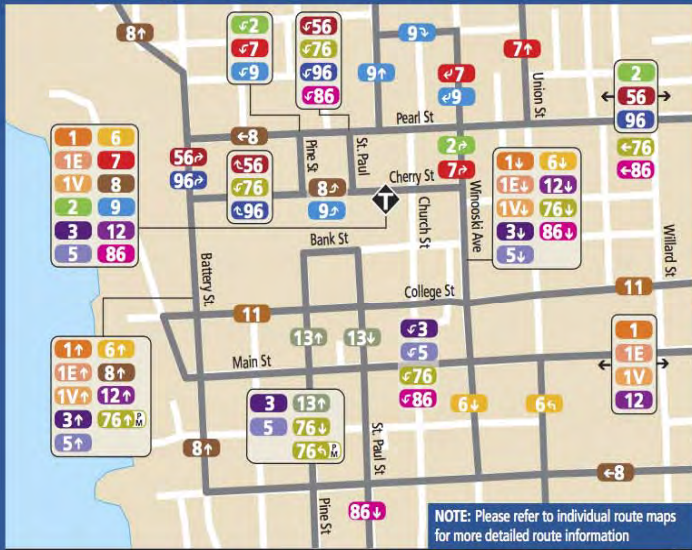
If you have any questions about your eligibility determination, you may contact GMT as indicated in the letter to review the decision. Applicants who are determined not eligible or who do not agree with the conditions established for their use of paratransit service may request an appeal which must be filed within 60 days from the date of the initial determination. Information on how to request an appeal will be included with the eligibility determination letter.


CCTA ROUTES

- 1 Williston
- 1E Williston/Essex
- 1V Williston Village
- 2 Essex Junction
- 3 Lakeside Commuter
- 4 Essex Center
- 5 Pine Street
- 6 Shelburne Road
- 7 North Avenue
- 8 City Loop
- 9 Riverside/Winooski
- 11 College Street Shuttle
- 12 South Burlington Circulator
- 13 PARC Shuttle
- 18 Sunday Service
- 56 Milton Commuter
- 76 Middlebury LINK Express
- 86 Montpelier LINK Express
- 96 St. Albans LINK Express



Downtown Burlington Cherry Street Station




 CHITTENDEN COUNTY
 TRANSPORTATION
 AUTHORITY

cctaride.org
 802-864-CCTA

THE LINK EXPRESS

For more detailed route
 information, please refer
 to individual route maps.



**PARATRANSIT
ELIGIBILITY
APPLICATION**



**Part I:
Applicant
Information**

All questions must be answered.
Incomplete applications will be returned.

Section A: General Information

New or Renewal

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ Zip Code: _____

Mailing Address (if different from above): _____

E-Mail: _____ (optional)

I prefer to be contacted in writing via: U.S. Mail E-Mail
(Your e-mail is confidential and will only be used to contact you regarding the ADA program)

Daytime Phone: _____ Evening Phone: _____

Social Security # XXX-XX- _____ Date of Birth: ____ / ____ / ____

(Disclosure of last 4 digits of your SSN for identification purposes is voluntary)

Who should be contacted to schedule your in-person evaluation?

Name: _____ Phone: _____

*Have you complete an in-person evaluation? Yes No

If so, where: Long Trail PT (Pine St) GMT Elsewhere

In case of an emergency, whom can we contact? (someone who would not be riding with you).

Name: _____ Relationship: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Do you require information in: Braille Large Print Audio Tape

Other: _____

Language Ability (If other than English) My first language is: _____

How did you hear about the ADA program? _____

To be considered eligible for ADA Paratransit Service, riders must be unable, due to their disability or health condition, to get to or from fixed-route (regular public transportation on GMT) buses. Using GMT buses must pose an unreasonable level of effort or risk, rather than simply being more difficult or less convenient.

Please Note: ALL GMT's buses are accessible, equipped with a lift or ramp operated by the Driver to help passengers board.

Section B: Functional Abilities

1. Please describe the disability that prevents you from using GMT fixed route buses; list all disabilities that apply.

2. Are there other health conditions GMT should be aware of that affect your ability? _____

3. If this is a temporary disability, how long will you be unable to use GMT fixed route buses? _____

4. If you use any of these mobility aids or equipment, check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> manual wheelchair | <input type="checkbox"/> powered wheelchair |
| <input type="checkbox"/> cane | <input type="checkbox"/> powered scooter |
| <input type="checkbox"/> crutches | <input type="checkbox"/> long white cane |
| <input type="checkbox"/> walker | <input type="checkbox"/> service animal |
| <input type="checkbox"/> prosthesis | <input type="checkbox"/> other (please specify) _____ |
| <input type="checkbox"/> portable oxygen | <input type="checkbox"/> I do not use mobility aids or equipment. |

5. Does weather or temperature affect your ability to travel independently?

Heat Cold Ice Snow Rain

Thunder/Lightning Other _____ No

Please explain: _____

6. Does your disability affect you differently day to day?

(Do you have “Good Days” and “Bad Days”?)

Please describe the difference: _____

7. Do you need to bring someone to help you when you travel (a “personal assistant” or “personal care attendant”)?

Yes, always Yes, sometimes No

8. Do you need to use a lift-equipped vehicle?

Yes, always Yes, sometimes No

9. Please read the following statements and check all boxes that describe your abilities to use fixed route buses.

I can get to and from bus stops only if there are curb cuts and level sidewalks.

I have difficulty understanding or remembering all the things I would have to do to use the buses.

I can use fixed route buses if it's someplace I go all the time.

I am not really sure if I can use fixed route buses by myself.

I could use the regular GMT bus system if I knew more about it.

10. Without the help of someone else, can you...

a. Ask for and understand written or spoken instructions?

Always Sometimes Never Not Sure

b. Safely cross the street unassisted?

Always Sometimes Never Not Sure

c. Find your own way to the bus stop if someone shows you once?

Always Sometimes Never Not Sure

d. Transfer from one fixed route bus to another bus?

Always Sometimes Never Not Sure

e. Stand on a moving bus holding onto a handrail?

Always Sometimes Never Not Sure

11. What is the farthest you can travel outdoors under good conditions on your own? (including with the use of a mobility aid, if you use one?)

Less than 1 block 4 blocks (1/2 mile) I cannot travel
 1 block 6 blocks (3/4 mile) outdoors alone
 2 blocks (1/4 mile) More than 6 blocks

12. If you do not ride on a mobility device, how long can you stand waiting for a bus if there is no place to sit? 5 Minutes 10 Minutes

20 Minutes Other _____

13. Is there anything else you want to tell us about your disability or health condition that might help us better understand your travel abilities?

Section C: Current Transportation

1. Do you currently use fixed route GMT buses at all?

No Yes – Which routes? _____

2. Do you know how far is it from your home to the nearest bus stop?

I don't know how far it is. Distance: _____

Please describe how you would get there: _____

3. List the three places you go most often and how you get there now. Be as specific as you can with the address.

a. Where do you go? _____

Address _____

How often do you go there? _____

How do you get there now? _____

b. Where do you go? _____

Address _____

How often do you go there? _____

How do you get there now? _____

c. Where do you go? _____

Address _____

How often do you go there? _____

How do you get there now? _____

4. When was the last time you used fixed route GMT buses? _____

5. If you used fixed route GMT buses in the past and have stopped using them, please explain why.

Section D: Travel Training

1. History:

Has anyone formally taught you how to ride busses?

(This is also known as “Travel Training”) No Yes

If yes, when? _____

Who was your Teacher? _____

What organization was this through? _____

What places did you learn to go? _____

Since the training, are you traveling to those places? No Yes

2. Interest:

GMT offers a **FREE** Travel Training program. Travel Training teaches individuals or small groups how to use the regular bus system. It is custom-designed to suit your needs. If you want to know more please check below or call 540-1746.

- Yes, I want to know more about Travel Training.*
- Not now, but possibly at another time/later date.*
- No, thank you.*

Section E: Signature

If you are a minor or have a legal guardian, your parent or legal guardian should complete Box B. Otherwise, please complete Box A. If someone assisted the Applicant in completing this application, please complete Box C.

A. I understand that the purpose of this application is to determine if I am eligible to use GMT paratransit services, and as part of the application process GMT reserves the right to require the applicant to submit to an in-person interview and functional evaluation to determine the applicant's eligibility. I certify that the information provided in this application is true and correct. I understand that falsification of information could result in a loss of GMT Paratransit Services as well as a penalty under the law. I agree to notify GMT if I no longer need to use Paratransit Services.

X _____
Signature of Applicant Date

B. I understand that the purpose of this application is to determine if the Applicant is eligible to use GMT Paratransit Services. I certify that the information provided in this application is true and correct. I understand that falsification of information could result in a loss of GMT Paratransit Services as well as a penalty under the law. I agree to notify GMT if the Applicant no longer needs to use Paratransit Services.

Signature of Parent or Legal Guardian Date

C. If someone assisted the Applicant in completing this application, please provide the following information:

Name _____

Relationship to Applicant _____

Address _____

Agency (if applicable) _____

Daytime phone _____

Who should be contacted regarding additional questions on this application?

Name _____ Phone Number: _____

Please fill out page 1 of Part II and give it to your certified professional for them to complete and submit to GMT. Once GMT receives your completed application (both Parts I & II), you will be contacted to schedule an in-person evaluation.

Once your evaluation is complete, you will be notified of the eligibility determination by letter within 21 days.

For further detail, see the cover letter accompanying this application.



101 Queen City Park Rd., Burlington, VT 05401
www.RideGMT.com
Phone: (802) 864-2282
Fax: (802) 864-5564

PARATRANSIT ELIGIBILITY APPLICATION

Part II: Certified Health Care Professional Verification

To the Applicant: Section F must be completed by a Certified Health Care Professional for your application to be complete. Choose the professional who knows your abilities best as they relate to riding the bus. Ideally, you have seen them as a patient/client in the last 6 months.

Fill out this first page and give the packet to your Health Care Professional to complete. Your signature allows them to release this information to GMT, and if necessary, discuss your disability with GMT staff for the purpose of making an eligibility determination. This permission is valid for 90 days from the date of this application.

Applicant Name (printed)

Date of Birth

Applicant Signature

Date

You may also submit supporting documents from other care providers in addition to this form.

Examples of Appropriate Health Care Professionals:

- Certified Orientation and Mobility Specialist
- Occupational Therapist
- Physician
- Physician Assistant
- Physical Therapist
- Psychologist
- Clinical Mental Health Counselor
- Registered Nurse / Nurse Practitioner

Section F: Certified Professional Verification

This section must be completed by a certified health care professional whose credentials cover the area of the disability noted in this application.

Dear Health Care Professional: This individual is applying for the Green Mountain Transit (GMT) ADA Complementary Paratransit Service. To be considered eligible for ADA Paratransit Service riders must be unable, due to their disability or health condition, to use fixed route buses. ALL GMT's regular fixed route busses are accessible, equipped with a lift or ramp operated by the driver to help passengers board. Getting to or from buses must pose an unreasonable level of effort or risk, rather than simply being difficult or less convenient.

The information we request in this form will allow the GMT to make a timely evaluation of the applicant's request for paratransit, particularly in cases where the applicant's disability is not readily apparent (e.g. a cardiac or pulmonary condition, mental illness, joint disease etc.). This verification will also assist in determining the degree of cognitive capability. Thank you for your cooperation.

Please see last page for the Americans with Disabilities Act definition of a person with a disability that GMT uses for this determination.

Questions may be directed to: GMT ADA Compliance Coordinator
(802)540-0874

Applicant Name: _____ Male Female

1. How do you know this individual? _____
2. Date of your last exam/evaluation with this individual: ____ / ____ / ____
3. Length of time in treatment/under your care? _____
4. What is the applicant's specific disability or health condition/limitation and how does it limit his/her ability to travel independently?
(Please list the medical diagnosis and then describe the disability or health condition/limitation) Attach additional pages if necessary: _____

Date of onset? _____

5. Is this person's disability temporary? Yes No
If temporary how long is it expected to persist? _____

6. Is this person's disability seasonal? Yes No
Which season(s)? _____

7. What is the applicant's prognosis? _____

8. Will his/her ability to travel independently improve? Yes No
If YES, please explain: _____

9. Is the applicant taking any medications? Yes No
If yes, does the medication impair this person's ability to ambulate, or their cognition? Yes No
Please explain: _____

10. Can this individual board, ride, navigate, and complete transfers on an accessible bus? (Keep in mind all vehicles are accessible) Yes No
If NO, please explain: _____

11. Does this person require a Personal Attendant/PCA when traveling on GMT accessible vehicles? (*Riders must provide their own PCA*)
 Never Sometimes Always
If a PCA is needed, explain why: _____

12. Which of the following weather conditions prevent the person from independently getting to and/or from a bus stop due to their disability or health condition?
 Heat Cold Ice Snow Thunder/Lightning Rain
 Other _____ N/A
How? _____

13. Mobility aids this person uses:
 cane crutches walker
 manual wheelchair powered wheelchair powered scooter
 long white cane prosthesis service animal
 portable oxygen other (please specify) _____

14. If the applicant uses a mobility aid, can he/she independently maneuver onto/off of a mechanical lift or ramp? (The driver operates the lift or ramp. Lifts have handrails, and a securement system that the driver operates.)

Yes No

If NO, please explain. _____

15. Is this individual able to travel 6 blocks (3/4 mile) independently, using (if they have one) their mobility aid? Yes No

If NO, please indicate the FURTHEST this individual could travel (1 City Block = approx. 600 feet) and explain why: _____

16. If the person ambulates to a bus stop without riding a mobility aid, how long can the individual wait (not sitting) until the bus arrives?

30 minutes or longer 15 minutes 10 minutes
 less than 10 minutes If less than 10 minutes, why? _____

17. Can the individual independently (check all that apply)

- a. Recognize and select the correct bus
- b. Recognize and signal for his/her destination
- c. Disembark
- d. Make transfers
- e. Locate and reach his/her destination once he/she gets off the bus?
- f. Understand and/or process information
- g. Ask for and follow written or oral information, such as schedules including: 711 / TTY, audio tape, or voice?
- h. Figure out correct fare?
- i. Follow instructions in an emergency?
- j. Cross a busy intersection?
- k. Deal with unexpected situations or unexpected changes in routine?
- l. Give his/her address and telephone number upon request?
- m. Identify appropriate people to ask for help?
- n. Recognize and avoid dangerous situations?

If NO for any of the above, please explain: _____

18. Are any travel-related aspects of the individual's disability not addressed in the sections above?: _____

19. Are there any health conditions that would put the applicant at risk if they were to participate in an assessment, conducted by a licensed physical therapist, of their ability to ambulate (or travel using their mobility device) to and from a bus stop? Yes No If yes, please explain:

Your Name: _____ Title: _____

Certificate/Licensure: _____

Office Address: _____

Office Phone: _____ Office E-mail: _____ Fax: _____

Licensed Health Care Professional

Signature: _____ Date: _____

GMT shall make the determination of the applicants' eligibility

Questions may be directed to GMT ADA Compliance Coordinator
(802) 540-0874

Thank you for your cooperation.

Please forward to:

Fax: (802) 864-5564

Attn: GMT ADA Eligibility

15 Industrial Parkway, Burlington, VT 05401

*Please note any of the following will result in an **incomplete application being returned to you, causing a delay** in processing for the applicant:

-Illegible responses

-ANY questions that are left unanswered

-No signature on this page

-Incomplete explanation for any questions requiring it e.g: no distance listed for a "No" response in #15, no explanation for unmarked items in #17, or no explanation for a "Yes" response in #19

For purposes of determining ADA eligibility, GMT follows the ADA (Americans with Disabilities Act) definition of a person with a disability:

Any person with a disability who is unable, as a result of a physical or mental impairment to board, ride or disembark from an accessible vehicle independently or complete transfers without the assistance of another individual.

And / or

Any person with a disability who has a specific impairment related condition that prevents them from traveling to and from a bus stop on the public bus system. Architectural and environmental barriers such as distance, terrain or weather do not alone form a basis for eligibility. However, consideration should be given to the interaction of environmental conditions (terrain and weather) with the individual's impairment related condition.



**NOVEMBER
2023**

COMMUNITY CONNECTION

Essex Community Justice Center's
Periodic E-Fanzine

In this e-fanzine:

From the Director - FY23 A Year in Review

Restorative Justice Panel Process Stories

Restorative Justice Panel Highlights

Reentry Update

Meet ECJCs New Volunteers!

Intern Corner

Volunteer Spotlight - Inge Schaefer

Reading, Listening and Watching
Recommendations

Article written by ECJC Intern,
Jena Fillion, about Desistance

ECJC Photo Album

From the Director - FY23 - A Year in Review

Hello ECJC volunteers and community partners!!

It is hard to believe that Thanksgiving is next week! As we approach this season of Giving Thanks, we want to express our deepest appreciation and gratitude to all of our amazing volunteers at the Essex CJC. You are a wonderful community helping to create a world in which every human life is valued. Thank you for sharing yourselves, your skills and knowledge to help improve lives and build communities that are safe, expansive and resilient, and where the response to conflict and crime is restorative and healing and reduces further harms.

The amount of service provided by the Essex CJC in FY23 was remarkable and certainly highlights the robust programs our communities can offer through a strong network of volunteers.

During FY23 over 836 volunteer hours resulted in:

- 147 Restorative Justice Panels/Processes, 113 of which were referred in FY23, with a 90% successful completion rate.
- 3 Circles of Support and Accountability (CoSAs) for people reentering their communities from incarceration. And additionally, 9 individuals were supported reentering their communities without a formal CoSA.

Each year we try to look back at how we did. We compile data that we gather for our funders, we look at referrals from each of the Police Departments we work with and we compile all of the surveys handed out to responsible and affected parties during the year that are filled out and

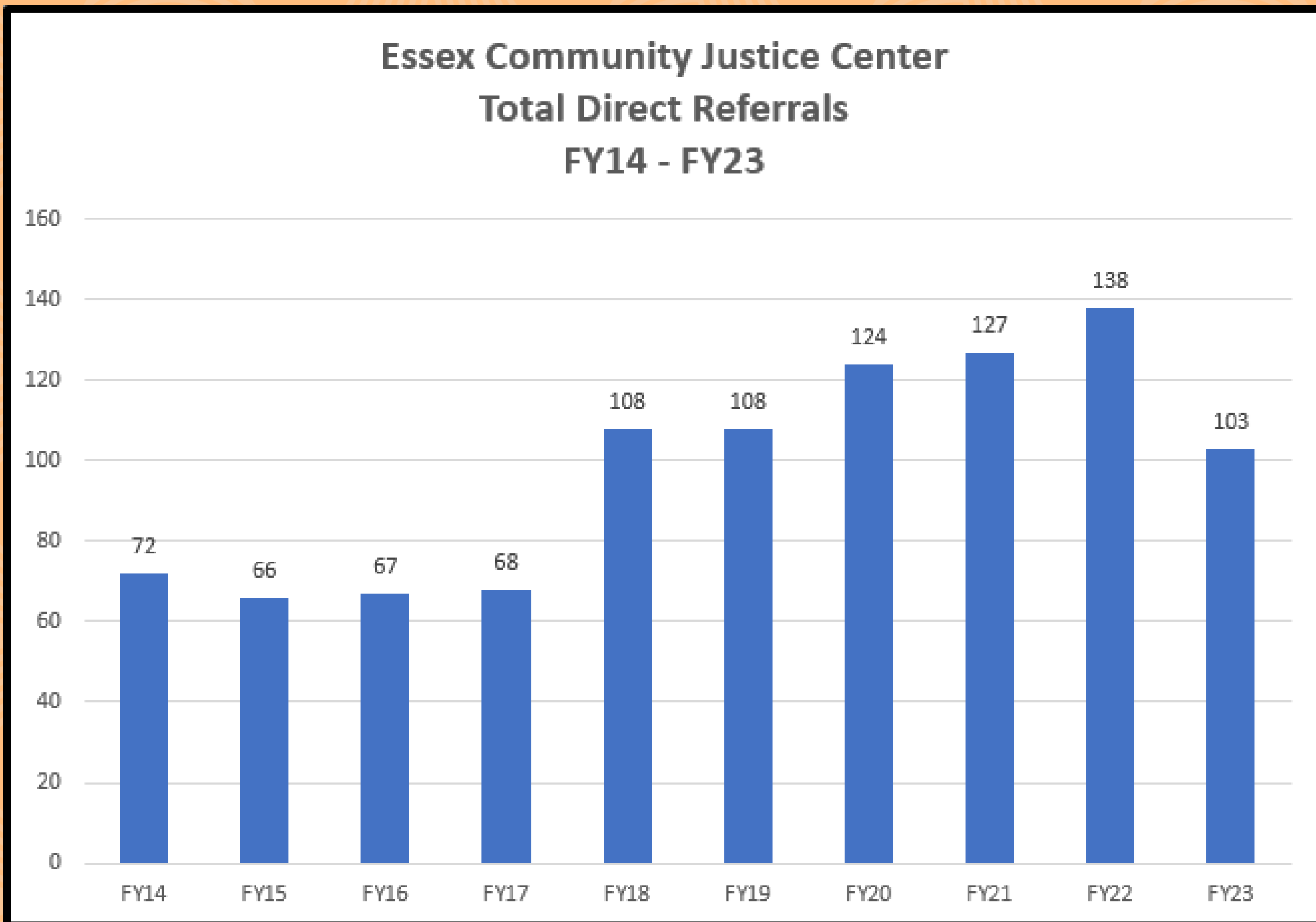
A Heartfelt Thank You
**TO ALL OF OUR
AMAZING VOLUNTEERS!**
We couldn't do it without you!

fanzine [fan-zeen]

noun

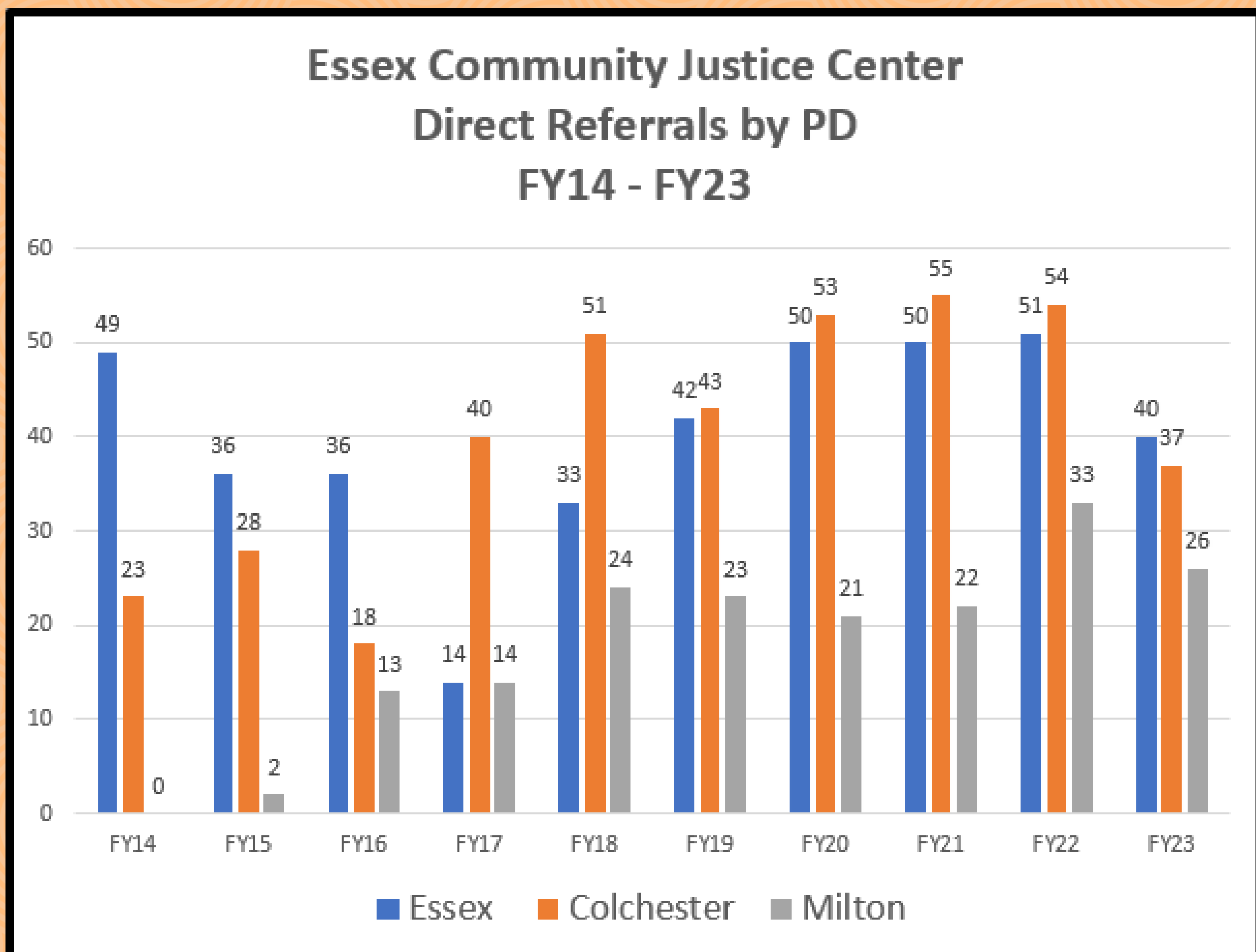
1. a magazine, usually produced by amateurs, for fans of a particular group (in this case, OUR VOLUNTEERS!)

returned. This year we also surveyed our volunteer pool. What follows is the results of all of that looking back.



Our direct referrals from law enforcement went down significantly after 5 previous years of steady increases.

We shared this data with the State's Attorney, Sarah George, and each of the Police Chiefs in Essex, Colchester and Milton. Here are the referrals broken down by Police Department. You can read in more detail about referrals from each Police Department in the Restorative Justice Panel Highlights section of this newsletter as well as click on a link to see each Police Departments data on referrals broken down even further.



After every Restorative Justice Panel or Process is completed all panel participants are provided with a survey to offer feedback. We are continually striving to improve our program offerings through feedback from participants. If you would like to review the full results of our survey feedback from FY23 click [here](#). Following are some quotes from those involved in the processes.

"I would totally recommend this program! From the first meeting right up until the end, it was an amazingly awesome experience. I was instantly comfortable and it was like we knew each other. I don't think that I will ever personally feel like I've fully repaired the harm that I caused. I definitely felt connected to my community. It made me realize my community is a lot more compassionate and understanding than I knew. I am thankful to the Affected Party for being generous and kind with the restitution terms."

Responsible Party

"I appreciated the second chance, and this most definitely helped me feel more connected to the community."

Responsible Party

"I deeply regret what I did. When I was told that I had to go to ECJC, I had no idea what it was about. I was so scared and nervous. Meeting with Susanna at the CJC made me feel so comfortable. Also meeting with the panel made me see myself in a different light. They treated me with dignity and respect. They made me realize I could forgive myself, even though I hated myself for what I did. My actions impacted myself, but most of all it impacted my husband. I knew that I needed to tell him, and it was very hard to do. But I did it and everything I was asked to do. At this point I am still having a hard time realizing what I did and cannot fully forgive myself, but hopefully will someday. Someday I would like to be a part of the panel and give encouragement to others."

Responsible Party

Giving back to the community by doing a legal mural is very enlightening and helped me realize there are better ways to execute my art."

Responsible Party

"I'm thankful to the program so that my child could avoid a criminal charge. The process allowed my child to open up which is not an easy task. Thank you for all you do!"

Parent

We also surveyed our volunteers about how we are doing as a community justice center and got a 34% return rate(21 out of 61 total volunteers). You can read the results of the survey [here](#).

Following are two stories that recount the experience of Restorative Panel processes. All names have been changed to protect the identity of the involved parties.



Cindy's Story

Cindy was referred to the Essex Community Justice Center for a restorative justice process. The local police department made the referral after Cindy was charged in an ATM Fraud incident.

At her intake meeting, Cindy confirmed her involvement and shared that her actions were directly connected to a relapse in her opioid addiction. During a low moment in her relapse, she stole her mother's ATM card and withdrew hundreds of dollars from her mother's bank account without her consent. Fortunately, the bank reimbursed her mom's account right after the fraudulent transaction was noticed so Cindy was now responsible for paying back the bank. With Cindy taking accountability and feeling prepared to repair the harm caused, she was scheduled for a restorative justice panel with four community volunteers.

At the time of her first panel meeting, Cindy was in active recovery and committed to her sobriety. This led to a meaningful discussion with the volunteers around the impact of her actions, how she can prevent situations in the future and what is needed to repair the harm she caused. Cindy was clear that she felt horrible for her actions and shared that her relationship with her mom was in a bad place. She left the meeting with an agreement that included a variety of tasks, including writing a letter to her mother and a payment plan to pay back the bank. The payment plan considered that Cindy wasn't currently working, juggling care for her children and prioritizing her recovery. This led to a very extended payment plan of \$20/month which all agreed was a fit for the situation.

As of June 2023, Cindy continues to make her monthly payments and is well on her way to paying back the full restitution. During a recent email exchange confirming payment, Cindy shared a touching note expressing her gratitude for the panel process and acknowledging how it improved her relationship with her mother:

"Thank you for reaching out. I appreciate your help. We will be much better once I am able to get this paid off. I feel like it's taking me so much longer than I was expecting. I am feeling frustrated with myself about it. Other than that, we are doing well. Life can be chaotic and rough at times. However, I am incredibly grateful for all that I have. I don't know if you remember my story of why I owe this restitution, but it was one of my many mess ups while I was in active addiction. When I had my meeting with the panel one of the things I was asked to do was write an apology letter to my mother. The panel said that I did not have to give it to my mother, nor read it to the panel. But I chose to do both. And I want to thank you, and the other members again for asking me to write that letter. Since the letter, my life and relationship with my mother has drastically changed for the better. It was a slow and ongoing process making amends (as it should have been for all that I did while using). It all started with that simple apology that may have never happened had y'all not asked me to. This restitution is a haunting reminder of who I once was. But also a reminder of what I never want to be again, and how far I have come since then. So thank you again. Sincerely. I hope that the center you work for, as well as yourself and the community panel members continue to help change lives as you have mine." - Cindy

Finn's Story

Finn was referred to the Essex Community Justice Center for a restorative justice process. The local police department made the referral after Finn was identified as leaving the scene of an accident.

As soon as Finn's case was received, CJC staff reached out to Finn's mother, since Finn was under age 18, to schedule an intake meeting. Unfortunately, Finn's mother was very hard to reach, and it took multiple attempts to finally have a face-to-face meeting. CJC staff are committed to providing multiple engagement attempts, especially with youth, as it is understood that parents are typically the gatekeepers of communication, schedules, and transportation. In Finn's case, his intake meeting occurred almost three months after the incident occurred. This type of delayed start is an outlier and a reminder that successful interventions can occur even after a slow start.

While one CJC staff member reached out to Finn and his mother, another CJC staff member reached out to Tom, the person who owned the property where the car accident had occurred. During the phone call, Tom shared that a structure on his property had been significantly damaged, and he would need to wait until spring to make the repairs when the ground thawed. Tom also confirmed that he was the one who reported the crash after seeing the damage and that he was relieved that there were no pedestrians near the crash site at the time. He appreciated the CJC reaching out and wanted to be a part of the process for Finn so he could understand what happened and collect restitution for the property damage. Tom was updated on the delayed intake scheduling with Finn and was understanding.

At his intake meeting, Finn confirmed his involvement in leaving the scene and shared that he regretted his decisions from that day. Finn acknowledged that he was driving too fast for the conditions and when the crash happened, he got scared and left without connecting with anyone. Then when he was contacted by the police, he lied about what happened because he was scared to have the police involved. He shared that he wanted to do what was needed to fix things. With Finn taking accountability and feeling prepared to repair the harm caused, he was scheduled for a restorative justice panel with four community volunteers.

At his panel meeting, Finn attended with his mother and Tom attended with his wife. Soon after the volunteers started the process, Tom and Finn were talking directly with each other. This led to a meaningful discussion with the whole group around the impact of Finn's actions, what was needed to repair the harm he caused and how he can prevent situations in the future. At one point in the conversation, Tom shared how he had navigated a similar situation in his youth and urged Finn to take a different path. He recommended Finn to take steps to surround himself with positive friends and avoid lying, even when things get hard. Tom encouraged Finn to stay focused with school and work and let this incident be a situation that he can overcome and grow from. It was clear that this interaction was meaningful for Finn, and he took the opportunity to apologize directly to Tom in the meeting.

Finn left his first panel meeting with an agreement to pay restitution, write an apology letter to the officer, outline the appropriate steps to take when you are in a car accident and take time to reflect on the type of person he wants to be going forward. After the meeting Tom shared that he was glad that he attended and was happy with the outcome. He said that he appreciated getting to meet Finn, and hopefully help him move forward. Tom's property was repaired, and Finn successfully completed all pieces of his agreement.

Restorative Justice Panel Highlights

Cases from Essex Town, Essex Junction, Jericho and Underhill

In Fiscal Year 2023 (July 2022 – June 2023) the Essex CJC received a total of 45 case referrals where the incident took place in Essex Town, Essex Junction, Jericho, or Underhill. The total number of cases referred to us where the incident occurred in these municipalities went down in FY23; There was a total of 56 cases in FY22. Additionally, one (1) case was referred here because, while the incident took place in another county, both the Responsible Party and the Affected Party live in Essex. Below you will find information about where our cases come from, a measurement of success, the types of crimes we see, our outreach to people affected by these crimes, and data about the race of the people responsible for the crimes.

The bulk of the cases (40) were referred to us by the Essex PD or as an Essex PD kick-back from the State's Attorneys Office. The other cases were referred by Burlington Probation and Parole, the Vermont State Police, a local school, and Addison County Restorative Justice Services. The CJCs outside of Chittenden County receive the bulk of their case referrals from either Probation and Parole or directly from criminal court. We feel grateful that we are able to see so many people before their cases go to court.

We are often asked how we measure success in our process. One measure is to look at the number of cases where the responsible party successfully completed a Restorative Justice process out of the total number of people who created a Restorative Justice Panel Agreement. The percentage of successes this year (85%) is similar to last year (89%). The responsible parties who did not successfully finish the work on their restorative justice panel agreements were primarily juveniles, people struggling with drug dependency, or people experiencing homelessness.

The types of crimes we receive shifts from year to year. In FY 2023 we received 17 cases for property crime (embezzlement, false pretenses, larceny, petit larceny and retail theft). This is the largest number of these types of cases in the last 5 years. We also received a high number of traffic-related cases. Fourteen of the new cases involved Excessive Speed, Leaving the Scene of an Accident, Negligent Operation, or Operating without Owners Consent.

Restorative Justice is designed to be victim-centered. So, we strive to ensure that the people who have been affected by crime are able to participate in whichever way they wish. We also honor wishes not to be included in the process. CJC staff continue to do outreach to all (100%) affected parties referred to the CJC. Sixty-four percent (64%) of the affected parties participated in some way (requested updates, gave statements, documented restitution requests, or participated in panel).

We wish to provide equal access to restorative justice processes to people of all races in our service area. The majority (78%) of responsible parties we met self-reported their race as white / Caucasian. The US Census reports that the population of Essex Town is 87% white, and Essex Junction is 84% white. Nine (9) percent of responsible parties described themselves as Black or African American, while US Census data says that 3.8% of the people in Essex Town and 4.6% of the people in Essex Junction are Black. Five (5%) of the people referred here either preferred not to share their race, or never met with CJC staff. In the future we hope to be able to compare our data to arrest data for the types of crimes we see.

Restorative Justice Panel Highlights - continued

Colchester Panels

In FY 2023 (July 2022 through June 2023) we received 37 new Colchester-based cases, all of which were referred directly from law enforcement or from the State Attorney's Office prior to entering the court system. The cases varied and included crimes such as Unlawful Mischief, Petit Larceny, Negligent Operation, Leaving the Scene of an Accident, Possessing a Weapon at School, and Retail Theft. The age of responsible parties ranged from 12 to 67 years old. Outreach to affected parties is always a priority for the CJC but victims do not always wish to respond or participate in the Restorative Justice process. Approximately 62% of the cases resulted in direct participation by affected parties in some form or another including attendance at RJ panels, submitting restitution needs, impact statements, and other requests. In FY 2023, a small number of Colchester referrals did not participate or complete the panel process, but overall 91% successfully completed the RJ process. We have seen a modest uptick in school related referrals of youth (weapons violations in particular) all of which have responded to our outreach and engaged in the RJ process with their parents/guardians.

We continue to hold all our panels in person at the Colchester Police Department and the ECJC, with some exceptions when accommodations for Zoom meetings are warranted. The Essex CJC also conducted a training for the Colchester Police Department this year (a refresher for the most experienced and a primer for newer officers). It was a great opportunity to meet with the officers who provide direct referrals to the CJC and engage in lots of meaningful discussion.

Milton Panels

In FY 2023 (July 2022 through June 2023) we received 26 new Milton-based cases, all of which were referred directly from law enforcement or from the State Attorney's Office prior to entering the court system. In February 2023 we received two Restorative Probation cases (DUI#3 and False Pretenses) referred from Probation and Parole, and both were completed successfully. The most frequently referred crimes included Excessive Speeding followed by Unlawful Mischief, Retail Theft, and Negligent Operation. The age of responsible parties in Milton ranged from 13 to 58 years old. There were 19 affected parties of the 26 Milton cases, all of whom were contacted by CJC staff. 10 affected parties participated in the restorative justice panels in a variety of ways including attending in person, submitting restitution needs and/or impact statements, and other requests. In FY 2023, a small number of Milton referrals did not participate or complete the panel process, but overall 93% successfully completed the RJ process.

We continue to hold all our panels in person at the Cornerstone Community Church in Milton and the ECJC, with some exceptions when accommodations for Zoom meetings are warranted. The Essex CJC also conducted a training on restorative justice for the Milton Police Department this year (a refresher for the most experienced and a primer for newer officers). It was a great opportunity to meet with the officers who provide direct referrals to the ECJC and engage in lots of meaningful discussion

Michelle

Reentry Updates

Sadly, our new Reentry Coordinator, Amanda Morissette, who started in May 2023, gave her notice and resigned her position at the end of October 2023. We are currently recruiting for a new Restorative Community Connections Coordinator. Please help us spread the word! Click [here](#) for more information and to apply.



ESSEX
**COMMUNITY
JUSTICE CENTER**
SERVING NORTHERN CHITTENDEN COUNTY

COMMUNITY

Welcome to the **Volunteer**

Please Help Us Welcome Our New Volunteers!

(We always ask for a brief bio and photo from new volunteers to help introduce them at the ECJC. Not everyone chooses to send them to us though!)

Lynda Majarian - Panel Volunteer

Lynda is a native Vermonter who returned to the state last year after a long career in Public Relations/Communications and 15 years teaching college English, Literature, and Creative Writing in the U.S. and abroad. She is very happy to be an ECJ volunteer both to contribute to the community and to make connections with other people.



Alexis Drown - Panel Volunteer

Alexis grew up in Middlebury Vermont, eventually moving to Milton Vermont for her High School years. She currently attends The University of Vermont as a junior, majoring in both Political Science and Psychology. She heard about the Restorative Justice practices through friends from UVM, and immediately became very interested in the concept. Alexis also participates in volunteer work through a program called DREAM, which works to close the opportunity gap for children born into poverty. She is very passionate about helping kids so she works at an early education daycare as well. In her free time Alexis likes to go hammocking and listening to music."



Therese Kurtze - Panel Volunteer

Therese has lived mostly in the Mid-Atlantic. She was born in Pennsylvania; her family moved to West Virginia when she was in high school. Following college in Massachusetts, she lived and worked in Maryland for more than 40 years. Since settling in Vermont in 2022, Therese has been happily getting acquainted with many delights of the Burlington area— and welcomes more suggestions!



Therese enjoys traveling, and has been to Mexico, Belize, Canada, the UK, Amsterdam, and South Africa; she hopes to visit Switzerland and Italy next year, and many other places in the future. Closer to home Therese loves walking the trails of Vermont (especially in the autumn), as well as exploring old towns and discovering small treasures in out-of-the-way places. At home, she is an avid reader, is learning French, enjoys good food and wine, and wants to start drawing again.

While working as a lawyer, Therese found mediating disputes very satisfying. She is excited about the possibilities of RJ panels, and looks forward to joining other panelists seeking to make a difference in that way.

Abby Tanen - Panel Volunteer

Abby grew up in Washington D.C. and moved to Vermont to attend UVM where she studied Sociology, minoring in Law & Society, with a concentration in Crime and Criminal Justice. Since graduating last year, she has fallen in love with the Green Mountains and can't fathom leaving this incredible state! She is passionate about prison reform and shifting from retributive to restorative systems of justice. In her free time she likes to hike, jog, chat with friends, listen to podcasts, buy overpriced coffee, and contemplate the idea of buying a dog.





Ethan Rances - Panel Volunteer

Hi my name is Ethan Rances (he/him), I am a BSW undergraduate student with minors in Global Studies and Critical Race and Ethnic Studies. I am from Maplewood, New Jersey and a third year at UVM. I am a part of the ASU (Asian-American Student Union) as well as the Managing Director of the community Explain the Asterisk at UVM. A little bit about myself, I am a big dog person and have two dogs at home, named Mabel and Bob.



Please help us welcome our new UVM Social Work Intern for the 2023-2024 academic school year



"Hi everyone, my name is Jena Fillion and I will be your BSW intern at ECJC for the 2022-2023 academic year. I am a student at the University of Vermont in the social work program, originally from the NEK of Vermont. I am excited to work with fellow Vermonters in strengthening our community through the justice system and reform. I am looking forward to learning and lot from and with everyone and look forward to applying what I have learned thus far in my education!"

WHAT IS DESISTANCE?



Generally, desistance is understood to mean the reduction in criminal behavior that occurs after a person reaches adulthood. Early scholarship viewed desistance as an event but recent definitions suggest that desistance is instead a process by which criminality declines over time. Key principles and factors that support desistance are all elements of practice that as a volunteer, you could implement into restorative justice panels.



Individuals are more likely to desist when they have

- Strong ties to family or community
- Employment that fulfills them
- Recognition of their worth from others
- Feelings of hope and self-efficacy
- A sense of meaning and purpose in their lives

Link between Key principles in supporting desistance and Restorative Justice Panels

Respect for Individuality: The process for giving up crime is different for each person.

This is similar to the fact that a panel process is going to be different for each individual as well and something that could work for one person might not for the next.

Building Positive Relationships: Building trust and rapport with an individual is a great way to create a positive relationship.

Panelists can create this trust during the start of the panel during introductions and creating that common ground.

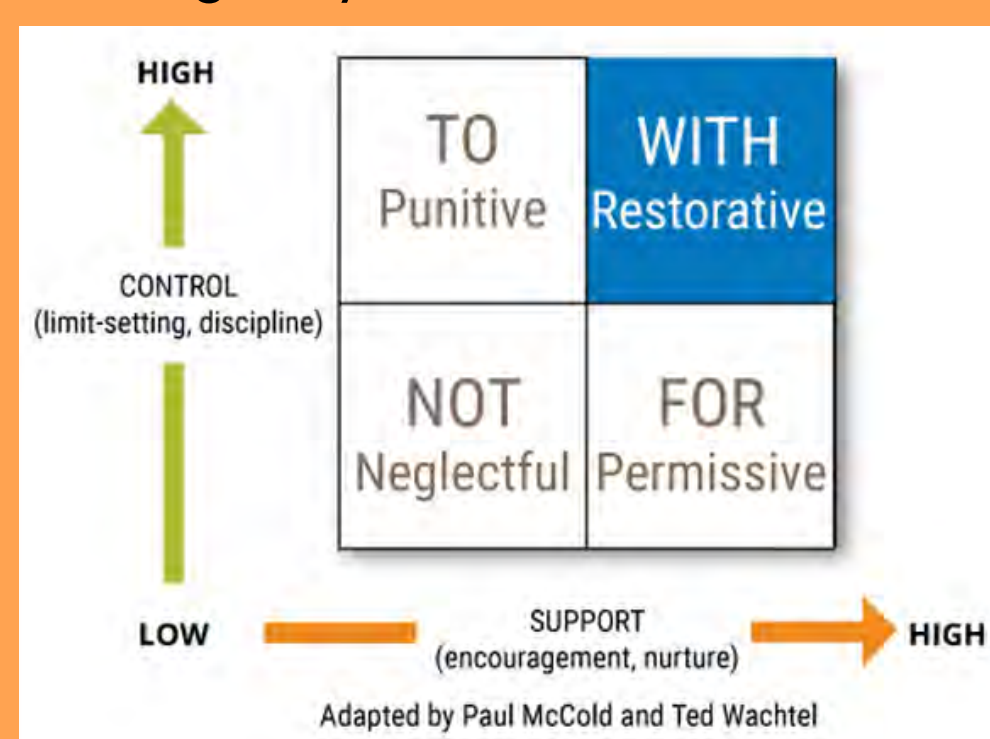
Recognize the significance of social context: An individual's social context has a big effect on the choices a person makes and how easily it is for someone to give up crime. During the panel, it is important to keep in mind that there is more to a person than just the worst mistake they made and that police affidavit.

Respecting and Fostering agency and self-determination:

This means working **with** service users rather than **on** them.

Highlighting the importance of real collaboration and co-production. One of the biggest parts of restorative justice panels is that it is voluntary for everyone participating. The agreement made needs to feel authentic to the individual so they can repair harm and desist if they are a repeat offender.

The social discipline window is a beneficial tool that can be used when collaborating with service users. Equally balancing between support and control can foster agency for service users.





Going Away Gathering for Kristina Nunn



Jill, Michelle, Karen and Susanna at National Night Out



Essex Community Justice Center staff and volunteers at our annual Volunteer Appreciation Event on August 9, 2023



Susanna and Jill participating in VIBE Vermont, a statewide initiative to co-create a DEI curriculum for staff, volunteers, and community partners at Vermont's restorative justice centers. This is the cohort developing the curriculum at a 3 day ideation session at Vermont Law and Graduate School in September



Karen and Barb (from the Burlington CJC) about to host a Restorative Conflict Workshop

Essex Community
Justice Center Staff

Karen Dolan

Colchester/Milton Panel
Coordinator

Jill Evans

Director

Amanda Morissette

Restorative Reentry
Coordinator

Michelle Teegarden

Restorative Justice
Specialist

Susanna Weller

Essex Panel Coordinator

Jena Fillion

UVM Social Work Intern



137 Iroquois Ave, Suite 101
Essex Junction, VT 05452
Phone: (802) 872-7690

www.essexcjc.org

Vision:

The Essex Community Justice Center envisions safe, expansive and resilient communities in which the response to conflict and crime is restorative and healing, enhances community and reduces further harms.

Mission:

The Essex Community Justice Center creates opportunities with the communities we serve for restorative approaches to crime and conflict that;

- Promote justice for those affected by crime by focusing on the harm caused
- Allow those responsible for harm to accept active responsibility for addressing and repairing the harm they caused
- Educate, build empathy, restore dignity, and enable healing
- Support the needs of those reintegrating from prison into a more connected community life
- Strengthen individuals and the communities we serve through education and support to prevent further harms

Values:

We believe that all people living in a community are **interconnected** through a web of relationships, and that conflict and crime harms and affects people—victims, family members, community members, offenders and others. We believe that conflict and crime damages relationships, and disrupts peace and **safety** in the community. We believe in the inherent worth and **dignity** of every person and that no one should be defined by their biggest mistakes. We believe that justice is more likely to be achieved when victims, affected parties and the community are engaged in and central to the justice process. We believe that all victims of crime should have access to restorative processes upon request. We believe that effective **restorative** processes build **empathy**, restore dignity, **re-empower** victims, enable **healing** and strengthen communities as we strive toward a just society in which all lives have equal value. We believe in **reintegration**, supporting the needs of offenders and removing barriers to successful reentry while also encouraging **accountability**/acceptance of **responsibility** for harm caused. We believe that restorative justice nurtures **hope** - the hope of healing for victims, the hope of change for offenders, and the hope of greater civility for society.



December 19, 2023

Mr. Tim Shea, Executive Director
Champlain Valley Exposition, Inc.
PO Box 209
Essex Junction, VT 05453-0209

RE: 2024 Annual Permit (REVISED)

Dear Tim:

This is a revision to my letter to you on December 6, 2023, attached to the 2024 Annual Activities Permit. In the previous letter, I had erroneously stated that "The City Council agrees to issue a waiver for Fair fireworks performances in 2024." I would like to clarify that we have not received a request for fireworks during the Fair, and that all requests for fireworks must be made in accordance with the procedures indicated in the 2024-2027 Sound Indemnification Agreement.

Pursuant to Section 612: Planned Exposition of the Land Development Code, the City of Essex Junction approves the annual permit for the 2024 CVE Fair and the events on the attached list updated November 14, 2023; excluding concerts which require a separate permit, or waiver, in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition Events, executed on November 9, 2023.

Review of the application by the City includes only those land use and performance standards as identified in the Land Development Code and Municipal Code. If any activity or event were to violate any applicable state or federal law, or require state or federal permits, it is the sole responsibility of the CVE to comply. This permit shall not be used as representation of the City approval of any specific activity or use beyond the application of standards identified in the Land Development Code and Municipal Code. The following conditions apply to all events to be held at the CVE during 2024.

TRAFFIC

The CVE shall consult the Essex Police at least thirty days prior to all major events to assess security needs and measures to mitigate any anticipated impacts on public safety. Exceptions to the 30-day notice on major events shall require the CVE to coordinate with the Police Department. Major events with a minimum of 1,000 participants shall require a minimum of two weeks notice to the Essex Police to access traffic control. Small events, which may require police services, shall be reviewed with the Police Department as soon as possible upon scheduling of the event. CVE traffic shall not block Pearl Street or Lincoln Street at any time.

To promote public safety, minimize traffic congestion on the public streets, and to allow traffic to safely enter and exit the CVE property, the following will be required:

- 1) If vehicles entering CVE back up into the public right-of-way causing a traffic flow problem, and upon request of the Essex Police, CVE shall stop collecting all fees from people prior to their vehicles being parked.
- 2) If traffic from CVE events impact traffic flows on City streets and creates a public safety condition, the Essex Police shall have the authority to close CVE entrances and redirect traffic as appropriate.
- 3) During licensed events, the center gate (the entrance across from McDonald's) will not be used by motor vehicles (excluding emergency vehicles).
- 4) Major concerts shall not be scheduled on Friday evenings until after 7:30 P.M. Major concerts are those that have 3,000 or more people in attendance.

The CVE shall implement the traffic plan approved by the City Planning Commission on June 2, 1988. This plan stipulates that gates be closed when traffic from the fairgrounds backs up onto Pearl Street (Route 15) or Lincoln Street (2A), unless directed otherwise by the Essex Police.

NOISE

The CVE shall comply with noise standards of the Land Development Code. Any requested waivers to noise standards must be made in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition events, executed on November 9, 2023.

CONCERTS AND FESTIVALS

All proposed concert events at CVE shall be contingent on the execution of the Noise Indemnification Agreement between the Champlain Valley Exposition and the City of Essex Junction for Champlain Valley Exposition events.

In addition, concerts shall not be oversold (i.e., the number of tickets sold will not exceed the number of seats available). The CVE shall provide crowd estimates for major events (those that exceed three thousand people) which propose to utilize ground or lawn seating. This provision does not apply to those free events which are scheduled as a part of the annual Fair, or free events which are a part of other approved events. Sufficient parking spaces shall be provided on the fairgrounds for all cars attending each concert or festival, unless satellite parking has been prearranged.

SIGNS

CVE is required to provide signs for the annual Champlain Valley Fair, which will be erected by the City of Essex Junction Public Works Department. Signs may be required for other major events after consultation with the Essex Police, the City Manager and the Public Works Department.

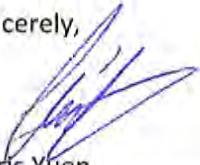
CAMPING

All camping at the CVE must conform to the Planning Commission's June 2, 1988 site plan approvals.

MISCELLANEOUS

- 1) The Fair will close each evening by 12:00 midnight in accordance with a schedule established by the Fair. Closing shall mean that the Fair will turn off all noise generators and music, close the grandstand, close the midway, and all other events, games, rides and other aspects of the Fair.
- 2) CVE shall provide the City with the name of an individual who will be responsible for controlling noise, traffic and all aspects of the Fair during those hours when the Fair Manager is not present, and how that person can be contacted at the CVE.
- 3) CVE is responsible for coordinating fire safety issues with the City Fire Chief at least ten (10) days prior to each event.
- 4) Conditions of this Permit included those items listed in the "Plan for Traffic Control and Parking," dated June 1, 1988 and signed by the Essex Police Chief, Essex Junction Fire Chief, President of Essex Rescue, and the Manager of the Champlain Valley Exposition.
- 5) Conditions of this Permit include all items listed in the Planning Commission Site Plan approval of June 2, 1988 (as amended), including the requirement that lighting at the Fair does not create a glare on abutting property and that lighting fixtures and poles conform to the City Land Development Code.
- 6) No alcohol shall be permitted at any event at the fairgrounds without a written request to be reviewed and approved by the Essex Police Department. A copy of any approval by the Police Department shall be filed with the Temporary Use Application.
- 7) Fireworks: All requests for fireworks must be made in accordance with the procedures indicated in the 2024-2027 Sound Indemnification Agreement.
- 8) Application for Temporary Use Permits for new or additional events shall be submitted to the Planning Department according to Section 502.D Approval of Temporary Uses on forms furnished by the Planning Department.

Sincerely,



Chris Yuen
Community Development Director

cc: Essex Police Department
cc: Essex Junction Fire Department
cc: Essex Junction Public Works

City of Essex Junction, Vermont

ZONING PERMIT

No. 105 Date Issued: Dec. 6, 2023
Parcel Number: 1035054000
Location: 105 Pearl Street
Issued to: Champlain Valley Exposition

FOR USE/CONSTRUCTION OF: Annual Activities
Permit 2024 * Police shall
be notified 2 weeks prior
TO major events of 1,000
participants

[Signature] C. YUEN STAFF APPROVAL

APPLICANT TO POST PERMIT IMMEDIATELY ON THE PROPERTY IN A LOCATION VISIBLE FROM THE STREET UNTIL THE DEVELOPMENT IS COMPLETE.

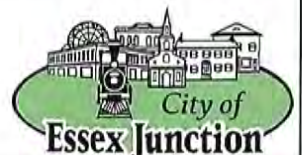
THIS PERMIT EXPIRES 12 MONTHS FROM DATE OF ISSUANCE.

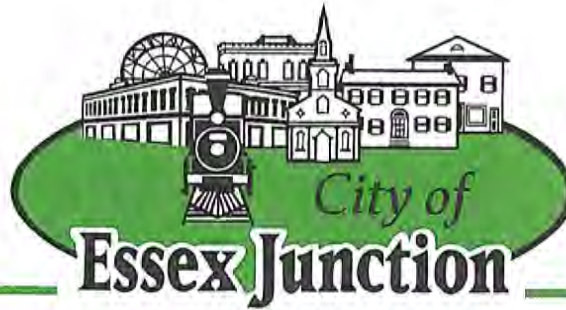
An ENERGY CODE CERTIFICATE is required prior to a CERTIFICATE OF OCCUPANCY for new dwellings, residential additions, accessory apartments, commercial buildings and additions. Residential building energy standards webpage.

http://publicservice.vermont.gov/energy_efficiency/rbes. Commercial building energy webpage. http://publicservice.vermont.gov/energy_efficiency/cbes.

*PERMIT IS NOT VALID UNTIL 15 DAYS AFTER DATE OF ISSUE, FOR APPEALS.

PERMIT VALID: Dec 21, 2023





December 6, 2023

Mr. Tim Shea, Executive Director
Champlain Valley Exposition, Inc.
PO Box 209
Essex Junction, VT 05453-0209

RE: 2024 Annual Permit

Dear Tim:

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TRAFFIC

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CAMPING

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MISCELLANEOUS

- 1) The Fair will close each evening by 12:00 midnight in accordance with a schedule

established by the Fair. Closing shall mean that the Fair will turn off all noise generators and music, close the grandstand, close the midway, and all other events, games, rides and other aspects of the Fair.

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- 8) Application for Temporary Use Permits for new or additional events shall be submitted to the Planning Department according to Section 502.D Approval of Temporary Uses on forms furnished by the Planning Department.

Sincerely,



Chris Yuen
Community Development Director

cc: Essex Police Department
cc: Essex Junction Fire Department
cc: Essex Junction Public Works

City of Essex Junction, VT
Temporary Use Application

For Office Use:
Permit # 105

Property description (address) for application
Champlain Valley Exposition

General information
Applicant Brenna Deavitt Day Phone# 802-878-5545
Address 105 Pearl St., Essex Jct. VT 05452
Email Address bdeavitt@cvexpo.org

Owner of Record (attach affidavit if not applicant)
Applicant _____ Day Phone# _____
Address _____
Email Address _____

Property information
Zoning District PE Current land use Exposition Tax Map Page# 35 Lot # 54

Purpose of application. Please include information about proposed use, duration, parking, and other relevant material: 2024 Event Permit For the Champlain Valley Exposition

Proposed schedule (date range): from 1/1/2024 to 12/31/2024

Please attach a site plan indicating parking layout, location of use, distance from property lines, location of signs

Size and number of signs _____
Describe any impacts on public services (including fire & Police) Fire, EMS, and Police will be contracted as needed. Green Mountain Concert Services (GMS) hired for security as needed.

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

Applicant [Signature] Date 11/15/2023

Land Owner (if different) _____ Date _____

RECEIVED

Staff Action NOV 16 2023
Date received _____ Approved Denied _____

City of Essex Junction

Other approvals/conditions _____

Staff Signature [Signature] C. YUEN Date Dec 6, 2023

** Fee based on current Fee Schedule

Fee Amount: **
PAID
865.00
DEC 06 2023





Champlain Valley Exposition 2024 Events

Updated: November 14, 2023

Event	Start Date	End Date	Status
4-H Horse Camp	1/5/2024	1/7/2024	Confirmed
Vermont Soccer AGM	1/6/2024	1/6/2024	Confirmed
Mt. Sinai Bingo	1/14/2024	1/14/2024	Confirmed
Yankee Sportsman Classic	1/19/2024	1/21/2024	Confirmed
Winter Renaissance Faire	2/3/2024	2/4/2024	Confirmed
Mt. Sinai Bingo	2/11/2024	2/11/2024	Confirmed
WOKO Gigantic Indoor Flea Market	2/18/2024	2/18/2024	Confirmed
Winter RV Show	2/23/2024	2/25/2024	Confirmed
Winter Boat Show	3/1/2024	3/3/2024	Confirmed
City of Essex Junction Elections	3/5/2024	3/5/2024	Confirmed
Junior Iron Chef	3/9/2024	3/9/2024	Confirmed
Mt. Sinai Bingo	3/10/2024	3/10/2024	Confirmed
Lamoille Valley Fish and Game Club Show	3/16/2024	3/17/2024	Confirmed
WOKO Gigantic Indoor Flea Market	3/17/2024	3/17/2024	Confirmed
4-H Tack Sale	3/22/2024	3/23/2024	Confirmed
Spring Market	4/6/2024	4/7/2024	Confirmed
City of Essex Junction Elections	4/9/2024	4/9/2024	Confirmed
WOKO Gigantic Indoor Flea Market	4/14/2024	4/14/2024	Confirmed
Home Show	4/19/2024	4/21/2024	Confirmed
Performance Food Show	4/23/2024	4/23/2024	Confirmed
Job Fair	4/25/2024	4/24/2024	Confirmed
Sci-Fi & Fantasy Expo	4/27/2024	4/28/2024	Confirmed
Northeastern Forest Products Equipment Expo	5/3/2024	5/4/2024	Confirmed
Champlain College Commencement	5/11/2024	5/11/2024	Confirmed
Lil' Vermonters Spring Consignment Sale	5/17/2024	5/18/2024	Confirmed
FMCA Green Mountain Chapter Camping Rally	5/23/2024	5/27/2024	Confirmed
Memorial Day Parade	5/25/2024	5/25/2024	Confirmed
Mt. Sinai Bingo	5/26/2024	5/26/2024	Confirmed
Girls on the Run 5K	6/1/2024	6/1/2024	Confirmed
Relay for Life	6/7/2024	6/8/2024	Confirmed
Mt. Sinai Bingo	6/9/2024	6/9/2024	Confirmed
Vermont Cannabis Convention	6/14/2024	6/15/2024	Confirmed
Mt. Sinai Bingo	6/16/2024	6/16/2024	Confirmed
Vermont Renaissance Faire	6/21/2024	6/23/2024	Confirmed
4-H Horse Show	6/28/2024	6/30/2024	Confirmed
Essex Junction Parks and Rec 4th of July	7/4/2024	7/4/2024	Confirmed

Mt. Sinai Bingo	7/7/2024	7/7/2024	Confirmed
Psychic Expo	7/13/2024	7/14/2024	Confirmed
Burlington Gem and Mineral Show	7/20/2024	7/21/2024	Confirmed
Wolfsgart Car Show	7/25/2024	7/29/2024	Confirmed
City of Essex Junction Elections	8/13/2024	8/13/2024	Confirmed
Champlain Valley Fair	8/23/2024	9/1/2024	Confirmed
BrickUniverse Lego Expo	9/14/2024	9/15/2024	Confirmed
Lund Family Picnic	9/15/2024	9/15/2024	Confirmed
Higher Ground Concert-Ween	9/21/2024	9/21/2024	Confirmed
Living History Expo	9/21/2024	9/22/2024	Confirmed
National Street Rod Association Car Show	9/27/2024	9/29/2024	Confirmed
Lil Vermonters Consignment Sale	10/4/2024	10/5/2024	Confirmed
Mt. Sinai Bingo	10/6/2024	10/6/2024	Confirmed
FMCA Green Mountain Chapter Camping Rally	10/10/2024	10/14/2024	Confirmed
WOKO Gigantic Indoor Flea Market	10/13/2024	10/13/2024	Confirmed
Fall Craft & Antique Show	10/18/2024	10/20/2024	Confirmed
Jurassic Quest	10/25/2024	10/27/2024	Confirmed
Mt. Sinai Bingo	11/3/2024	11/3/2024	Confirmed
City of Essex Junction Elections	11/5/2024	11/5/2024	Confirmed
Steampunk Expo	11/9/2024	11/10/2024	Confirmed
WOKO Gigantic Indoor Flea Market	11/17/2024	11/17/2024	Confirmed
Mt. Sinai Bingo	12/1/2024	12/1/2024	Confirmed
Holiday Market	12/7/2024	12/8/2024	Confirmed
WOKO Gigantic Indoor Flea Market	12/15/2024	12/15/2024	Confirmed

*Highlighted shows indicate events that will be occurring but dates are still being finalized.

Weekly Events

Green Mountain Roller Derby Practice Most Monday and Wednesdays beginning January 8th
Ronald McDonald Bingo Most Tuesdays beginning January 2nd

Tentative

Green Mountain Barrel Racing 5/17/2024 5/18/2024
6/7/2024 6/8/2024
7/12/2024 7/13/2024
9/13/2024 9/14/2024

Higher Ground We currently have many dates on hold for Higher Ground concerts

Wag it Forward 9/14/2024 9/15/2024



Champlain Valley Exposition

2024 List of Sound Waiver Requests

Updated: November 15, 2023

Date	Event	A	B	C	Expected Start Time	Expected End Time
7/25/2024	Wolfsgart		X		6:00 PM	11:00 PM
7/26/2024	Wolfsgart		X		6:00 PM	11:00 PM
7/27/2024	Wolfsgart		X		6:00 PM	11:00 PM
8/23/2024	Fair Concert: Flo Rida		X		6:00 PM	11:00 PM
8/24/2024	Fair Concert: TBD		X		12:00 PM	11:00 PM
8/25/2024	Monster Trucks		X		12:00 PM	11:00 PM
8/26/2024	Fair Concert: Contois Band		X		12:00 PM	11:00 PM
8/27/2024	Fair Concert: Jimmy Buffet "Changes in Latitude" Tribute Band		X		6:00 PM	11:00 PM
8/28/2024	Figure 8 Racing		X		6:00 PM	11:00 PM
8/29/2024	Demo Derby		X		12:00 PM	7:00 PM
8/30/2024	Fair Concert: TBD		X		6:00 PM	11:00 PM
8/31/2024	Fair Concert: TBD		X		6:00 PM	11:00 PM
9/1/2024	Fair Concert: TBD		X		6:00 PM	11:00 PM
9/22/2024	Higher Ground Concert: Ween		X		6:00 PM	11:00 PM

*Total Number of Sound Waivers Requested= 14

Waste not, want not - Essex Junction plant turns community water waste into a resource

3 min read

Essex Junction

Chelsea Mandigo didn't plan on building a career in wastewater. But today, she leads Essex Junction's water quality division.

"I fell into it," she said, then laughed. "Most people do."

It's true that wastewater treatment plants have a reputation for being pungent. Still, they play an important role in maintaining the health of the community.

As the City's water quality superintendent, Chelsea makes a positive impact on the environment every day. She also gets to engage the public on water quality issues and use her project management skills.

Part of Chelsea's role is to be a responsible steward of taxpayer dollars. That includes keeping operational costs down. Treating all that used grey water and sewage requires a lot of energy.

The Essex Junction wastewater plant has been partnering with Efficiency Vermont since 2000. In the process, they've saved nearly 1,600 MWh in annual energy use. The upgrades also improve water quality, while reducing emissions and chemical inputs.



Why is wastewater treatment so energy-intensive?

Wastewater is pumped through several tanks to aerate and clean it. It's an elaborate process that requires a significant amount of energy.

The Essex Junction facility captures all the grey water and sewage for Essex, Essex Junction, and Williston. It treats the used water until it is clean enough to swim and fish in.

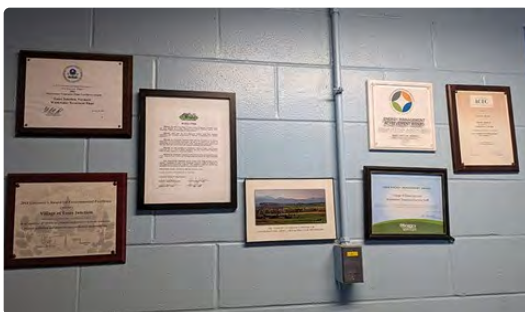
Nationally, wastewater and drinking water systems account for two percent of the country's overall energy use. The industry contributes 45 million tons of greenhouse gases annually.



Energy-efficient upgrades can reduce how hard wastewater systems work. The result? Reduced costs, emissions, and chemical inputs. Chelsea assisted the plant with a \$15.3 million, four-year refurbishment project to;

- right-size its equipment,
- improve its filtration,
- reduce wasted energy and use of potable water,
- capture solar and geothermal energy,
- and capture waste energy using an anaerobic digester.

The remaining solid waste is transported to farmers to fertilize grazing fields.



The project saved almost a thousand MWh — the equivalent of powering 90 homes each year. The initiative paid for itself in seven years. Various aspects of the project went on to receive many awards, including;

- the American Council of Engineering Companies 2016 Grand Award,
- the New England Water Environment Association 2017 Energy Management Achievement Award,

- the 2018 Governor’s Award for Environmental Excellence,
- and Efficiency Vermont’s 2021 Energy Leadership Award.

Chelsea has participated in several waste reduction initiatives since she became superintendent. The plant is also fine-tuning new valves that oxygenate wastewater only where needed. This reduces the need for energy-intensive blowers.



“The Essex Junction site has been a leader in using innovative systems and technologies,” said Pat Haller. Haller is an Energy Consultant with Efficiency Vermont who has worked with the plant for nearly a decade. “Their efforts promote iterative learning and drive policy change at the local, state, and regional levels.”

Statewide support, industry-specific knowledge

All told the plant is saving 1,600 MWh each year since working with Efficiency Vermont. Chelsea shares her annual capital plan with us, and we let her know if there are potential energy savings.

“Efficiency Vermont asks us what projects we have coming up. If there are any energy savings, then they’ll do the calculations, or we will send more info,” she said.

For other wastewater operators interested in reducing operational costs, she suggests reaching out.

“My account manager and energy consultant share what other wastewater facilities have done to reduce waste. If you’re about to go through a big replacement project, pull in Efficiency Vermont. It will absolutely save you money. ”

Chelsea Mandigo, Water Quality Superintendent, The City of Essex Junction
Water Resource Recovery Facility



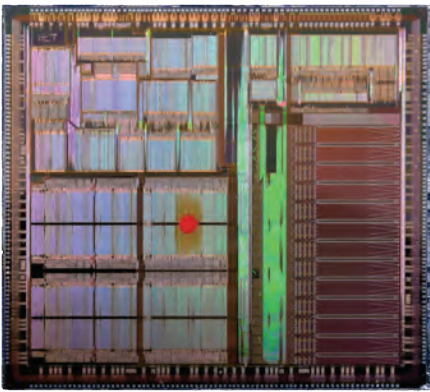
The Vermont GaN (V-GaN) Semiconductor Tech Hub

• Mission

The V-GaN Tech Hub will build on Vermont's culture of innovation by driving opportunities in education, research, and commerce that lead the development and commercialization of GaN Devices and spur vital workforce expansion across our region.

New England's Next Tech Hub is in Vermont

The V-GaN Semiconductor Tech Hub has been designated by the US Department of Commerce's Economic Development Agency as a regional Tech Hub, one of 31 across the country. The Tech Hubs Program aims to strengthen U.S. economic and national security with investments in regions across the country with assets and resources with the potential to become globally competitive in the technologies and industries of the future—and for those industries, companies, and the good jobs they create, to start, grow, and remain in the United States.



Vermont: A Global Leader

We anticipate that Vermont will become a global leader in advanced GaN device design, production, and application. Companies that currently exist in this market will seek a local presence to benefit from the advantages that the Tech Hub gives them. Students will come to study at regional universities to enjoy the technical challenges and opportunities that this industry provides. Startups will be founded by students and employees that discover novel ways to design, produce, and integrate GaN devices. The Vermont GaN Semiconductor Tech Hub (or V-GaN Tech Hub) will focus on ensuring that all resources are necessary to support the development, application, and commercialization of GaN semiconductors.

The Next Generation of GaN

Semiconductors built on GaN substrates have uniquely advantageous properties when compared to traditional silicon-based semiconductors, including higher electrical conductivity, higher voltage tolerance, and much higher switching speeds. These properties allow GaN devices to perform exceptionally well in inverters, power supplies, battery chargers, motor drives and high frequency devices like telecommunications amplifiers. Products in these markets built with GaN semiconductors will be lighter, more efficient, more powerful, and faster than products built using silicon devices.

Competitive Advantage

Vermont is uniquely positioned to create a GaN economy due to the presence of Global Foundries in Essex Junction, the proximity of many higher education institutions, and a robust start-up community. The Tech Hub's purpose is to provide elements currently missing that are needed to grow this economy.

Our Timeline

The Tech Hub program is expected to take two to five years to establish this GaN ecosystem. The initial projects will focus on building blocks, such as a regional characterization lab, advanced computing center, and workforce development program. As these elements are in place, follow-on projects will help new and existing firms develop new applications for advanced GaN devices, build software and hardware to accelerate GaN adoption, and attract organizations with an interest in this technology to bring their talent to this region. Within five years, we expect the Tech Hub to be self-sustaining, supported by local businesses and enhancing local educational institutions.



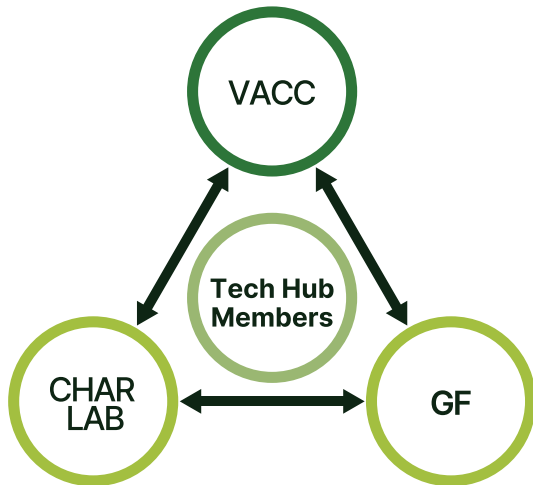


Examples of Potential V-GaN Projects

- **The Advanced GaN System Design Computing Center**

Designing modern semiconductor chips requires incredibly complex software. Companies such as Cadence, Keysight, and Synopsys provide EDA (electronic design enablement) software that allow engineers to create circuit designs, simulate circuit response, engineer the physical architecture of the device, and model the electrical behavior of the built device. Currently, there are no software modules available to design advanced GaN circuits.

The Advanced GaN System Design Center will be a dedicated computing cluster engineered to run Semiconductor EDA software in a secure, efficient environment. EDA firms will provide licenses for the software modules necessary to develop complex GaN devices. Firms in our region will be able to use this software to develop their products. Global Foundries will produce the devices, and send them to the Vermont Semiconductor Characterization Lab. At the lab, the devices will be inspected to ensure that they were fabricated to their plans and electrically tested to ensure that they performed as the model predicted. Data from the lab will be provided to Global Foundries for process improvement efforts, the EDA provider for GaN model refinement, and the end customer for their product development effort. A comprehensive Intellectual property agreement between all users will ensure that the data is used for its intended purposes only.



- **The Vermont Semiconductor Characterization (CHAR) Laboratory**

Once Semiconductor devices have been produced in a foundry, they must be inspected and tested to ensure that they were produced properly and that their performance meets the end user's expectations. This laboratory requires sophisticated optical inspection equipment, including microscopes and cameras, in addition to a wide range of electronic test equipment to ensure the devices function properly. We anticipate that this lab will require approximately \$3 to \$5 million worth of equipment and will be staffed by 2 technicians and an engineer. Having this lab in Vermont will allow regional firms to get test and development results in days, at a nominal cost, instead of having to wait weeks and spend significant development time and dollars to obtain the data.

October 2023 Staff and Director Report to the Brownell Library Trustees

Report from the Director

Building

Harlan had an electrician here for us on Oct. 18 and 19 to install a new vestibule heater and replace a bunch of lights, including the super high ones just below the ceiling all around the Main Reading Room. The room is so much brighter now. While the electrician was in the building we learned that an electrical outlet in the Youth area wasn't working, and that was fixed the same day.

After the months of preparation on our vestibule area to reconfigure heating and move the fire panel, and after a few weeks of our locker vendor trying to line up an installer in VT, we so appreciate Harlan and his crew stepping in to install the lockers on Oct 20. Harlan and his crew also repaired a panel that wasn't opening properly on the lockers. Tracey had a virtual meeting with the locker people that afternoon to help them remotely test every locker, after which the lockers were pronounced perfectly installed and we were promised an adjustment to our bill.

Additionally, Harlan repaired a loose, hanging frame from a ceiling light fixture near the computer room, reprogrammed a thermostat in the Youth section, replaced the batteries on our door alarms, and repaired a door alarm that he noticed wasn't working. At the end of the day, Tracey's building's projects white board was almost empty! Tracey and Wendy also met with Harlan that day to discuss sharps container services with Colleen, our HR Safety Committee Chair. Tracey and Wendy then connected with Harlan on the status of Brownell buildings issues and to get more background on services like cleaning that have required staff attention to address issues that continue to come up. We learned there is no contract to enforce at this time, so we will continue our current system of following up with the cleaners to address areas that are overlooked, in particular vacuuming and dusting that has been missed.

We've had an increased presence of people camping around Brownell and the surrounding parking lot and area. Previously there was no tolerance for people camping out, but with no alternatives and VT's housing crisis making it hard for so many to find housing, the police now are choosing to allow people to stay on public property as long as there are no firearms, drugs, or stolen or owned valuables left behind. The new recommendation is to call Outreach for individuals to connect with and Outreach will assist, if possible. City Administration is exploring zoning or ordinances around encampments to help navigate what appears to be a growing problem of unhoused individuals needing space to stay. The end of Covid hotel vouchers has added an additional strain to the housing crisis.

Meetings and Training

For Staff Development on Oct. 19, Wendy reviewed proposed revisions to our collection development policy and how to handle book challenges, beginning with education of the inquiring patron on how titles are chosen to add to the collection, and the importance of having quality books available from a variety of experiences and viewpoints. River showed staff how to use subject headings to search the catalog and shared some of the identity subjects and genres that they have been incorporating into catalog records. Everyone was then invited to weigh in on considerations for a potential curbside pickup service. We currently have 2 patrons who have requested books be delivered to their cars due to mobility issues. Staff discussed if this could be a more formalized service with scheduled windows of time to serve more people who are able to drive or be driven to Brownell but may have challenges leaving their vehicles to get into the building, including families with newborns and people with temporary or more permanent disabilities. We discussed possible safety concerns. No decisions have been made, but it's something we would like to consider in the future.

On Oct. 3, Wendy, Tracey and River met with the Library Trustees budget work group (Dottie and Ann were present) to finalize the proposed FYE25 budget for Brownell.

Wendy met with Essex Free Director Caitlin on Oct. 6 to check in after a long stretch of not meeting since City separation. We do have a lot of shared library patrons and challenges with different people. As the City continues to evolve with new staff, the Town has many of the same names that Wendy had previously worked with, what seems like a lifetime ago now! It was helpful, as Library Directors using the same police department, to share information on Essex Police interactions, like they don't recommend handing out Narcan, which some libraries do. Narcan distribution can bring another set of challenges with human behavior that is more suitable for social services agencies to manage.

Wendy met with the VOKAL team and Bywater Koha support rep for their monthly check-in on Oct. 12.

Tracey had numerous meetings throughout October with printer/copier vendors to try to collect information on what services they offered that could work to replace our public copy machine that is coming up against the end of its lease in December. We want to make sure the future public copier can protect people's privacy and not accidentally print out confidential information, which has happened in the past as this was not something considered with the current lease.

Wendy attended a Consultants for Libraries webinar "Rooting Out Dysfunction and Creating Successful Teams" which included good commonsense recommendations that transparency and clear communication build trust.

Programming

Clif met and assisted four people for a total of five hours.

VAS met on the 2nd of October and nine people attended in person and twenty-six online. The topic was "Favorite and/or Recommended Observing Equipment and Tools." Several Vermont Astronomical Members shared ideas on the equipment and tools they use and/or would recommend using.

Learn to Crochet continued to meet in October and had attendance ranging from four to six people. An attendee has successfully made a hat. Others have picked up the basics, but haven't started specific projects.

Current Events has continued without library staff presence, but has seen a solid attendance ranging from five to nine people engaged in these weekly discussions.

Recently we asked Library Trustees to volunteer to host Snapshots. Jeanne streamed a Snapshot on the 4th that was being hosted at another library, but no one came.

VAS gave a talk about eclipses and eclipse viewing safety on the 6th, three people attended.

The Lake Champlain Basin Program came to present data on Lake Champlain post flooding on the 11th. One person attended.

Must Read Mondays met on the 23rd. The chosen book was *Bad Blood: Secrets and Lies in a Silicon Valley*, a nonfiction book about Elizabeth Holmes and her fraudulent company Theranos.

The Bob Blanchard author talk on the 25th was canceled due to personal emergencies.

The rescheduled Posture and Movement program took place on the 28th, and had one very enthusiastic attendee.

The adult craft kit was Glowing Ghosts. There were eighteen kits and all floated out.

The community puzzle has been rotating on an almost weekly basis. While we can't really tally participants because of the puzzle's location, it is clearly a popular passive program. The puzzles range from 500-1000 pieces.

Other

Our month began with most staff scheduled to be interviewed about their jobs by the vendor doing the employee compensation and salary study. It was great teamwork to make sure everyone got interviewed and keep our circulation desks staffed.

With Hannah still on maternity leave, Wendy stepped in as technology administrator to ultimately update the adult public computers as they all were getting a big message at startup that required staff follow up. Our public computers are on proprietary software to maintain user privacy by resetting the hard drive between sessions, and the time management software to ensure computers are shared by users, so updates are not straightforward that the hard drives need to be “thawed” to retain updates, and taken out of service from the time management software. The updates got the big message to go away, so that was a positive outcome!

Tracey made sure the door lock system was functioning properly so the front doors wouldn't open on Indigenous Peoples Day.

Wendy gave library tours to City Councilors on Oct. 24, and Oct. 26 as part of a full day of City department tours arranged by the City Manager's office.

October Numbers from the Adult Department:

- New Adult Patrons: 38
- New Overdrive Users: 17
 - October 2022: 15
 - October 2021: 16
 - October 2020: 6
 - October 2019: 13
- Adult Program Support: 19 hours
- Consumer Reports Online: 17 visits, 191 pages viewed
- Adult Craft Kits: 18 Glowing Ghosts

October Interlibrary Loan Service Update

In October we submitted to the Vermont Department of Libraries the Grant Certification and Expense Report for the last courier grant (which covered October 1, 2022 – September 30, 2023). We are now spending the current courier grant that we applied for in August.

Near the end of October, Lynda, one of our ILL volunteers, left us for an overseas volunteer gig. We wish her the best! Kevin, another volunteer who has been helping with shelf reading, started training on ILLs. New volunteer Eva is out for the month. Library Assistant Sarah has been a great help with the ILLs.

Interlibrary Loan Statistics			
OCT	FY 23	FY 24	
ILL Sent	95	146	54%
ILL Requested	53	57	8%
Holds	392	477	22%
Avg days to receive	7.1	7.9	11%
Courier Statistics			
OCT	FY 23	FY 24	
Courier Sent	113	160	42%
Courier Rec'd	134	190	42%
USPS Sent	18	24	33%
USPS Rec'd	13	13	0%
Est. Savings	\$ 422.62	\$ 670.93	59%

Youth Department

Update

- October marked the beginning of our regular fall programming and the youth area felt busy! More than one patron remarked that we seemed to be back to pre-covid programming, and the community seems excited to engage in this way!
- Sarah and Erna met with Greg and Tony Morgan and Rick Jones to determine the best location for a pollinator garden, talk about funding, and how the garden will be maintained in the long term. Getting this garden started will be a teen volunteer project this summer and it supports the Sustainable Libraries Initiative that Erna has been working towards.
- Erna set up a new, once-a-month music program for young children with Linda Bassick, who also performs at Dorothy Alling Memorial Library and Fletcher Free Library. It is exciting to add another program for young children and Linda has quite a following. Her first performance will be in December; we are excited to work with her!
- Erna also arranged the return of our Virtual Kids in the Kitchen program which allows families and children to learn cooking skills from the comfort of their own kitchens. Retired dietician Joanne Heidkamp leads this program, and the offering is a collaboration with Bonnie from Dorothy Alling Memorial Library.

- River worked with volunteers to finalize plans for our pilot First Robotics Program. This version of robotics takes a slower pace and helps a team of youth to imagine, build, and code a robotic solution of their own design. The program filled up in a day, and if we receive positive feedback, we will look at continuing or even expanding it next year. Either way, Lego Robotics, which offers a faster-paced, more guided approach to building and coding with legos, will continue this spring or summer.
- River applied for and received copies of this year's Vermont Reads, *Last Night at the Telegraph Club* by Malinda Lo. Our first Vermont Reads program will draw on the way Lo talks about cultural foods in the book, and will invite community members of all ages to share family/cultural recipes and stories between November 1 and February 3. These recipes and stories will be made into a community cookbook.
- The youth department shifted some collections in October. We removed low circulating audiobook CDs and music CDs in order to relocate our Wonderbook Collection. Wonderbooks have been very popular and allow middle grade readers to both read and listen to a story at the same time. This format can also support readers with print disabilities and English Language Learners, and the shift makes space for additions to this collection.
- We added an Otamatone to our Library of Things Collection and the item was immediately checked out and put on hold by some of our tween patrons. An Otamatone is a quirky, musical toy. Its body is shaped like an eighth note, and to make sound, you have to squish a moving mouth which then makes a silly, buzzing, and slightly off-key "voice."
- Erna helped move some of our larger non-fiction titles to a new youth oversize non-fiction shelf.
- RW toured some new employees from EJRP's after school program.
- Towards the end of the month, two English speaking adults came in with three brothers to get library cards and learn about library services. The brothers spoke Swahili, so River worked with a translator over the phone to get them set up, show them around, and answer their questions.
- At the beginning of the month, almost all staff participated in interviews about their job duties and descriptions. These will help inform the municipality's salary survey.
- Casey celebrated her 2 year work anniversary! We are so happy to have her on the Brownell team!
- Alison and River interviewed another sub applicant.

Programs

- For the Brownell Writer's Challenge, Casey asked children and teens to write a 3-5 sentence story about an imagined character who sleepwalks into an adventure that they would normally be too afraid to have. Isabella won with this story: "On October 5th a boy named Fred fell asleep. He dreamed of walking into a world of wonder. And that very moment he started sleepwalking. He walked right out of the window, and into a world of books, and he pushed himself to read all the books he could." Isabella will receive a \$15 Phoenix Gift Card and the option of having her story shared through the Essex Reporter.

13 children and 2 teens participated in this challenge. All submissions will be considered for an upcoming zine.

- For Banned Books Week at the beginning of the month, River invited people of all ages to guess which frequently challenged/banned book was shredded in a jar at the youth desk. (For anyone concerned, this title was a library discard that was in poor shape, and a newer copy of the title still exists in our collection. The book was *Looking for Alaska* by John Green.) Anybody who guessed the book, whether they were right or not, received a pin declaring their freedom to read banned books. 12 children, 8 teens, and 6 adults participated, and staff were able to have some good conversations with patrons of all ages about book challenges, their right to read whatever they want, and the role of the library in providing access to all kinds of information.
- 4 children and 2 adults stopped by to Read with Sammy and volunteer Kim Hathaway.
- Altogether 53 children and 49 adults attended Play Time in October! This program invites young children and caregivers to sit down and listen to one story before playing with creative materials. The program encourages sharing and taking turns, and helps little ones develop spatial awareness. For Fire Prevention Week, Erna took playtime to the fire station where Lt Keith Rivers talked about fire safety and then let the children climb into the trucks. One parent put on all the gear a firefighter wears, and confirmed, it is really heavy! [WCAX covered this event](#). Later in the month, Casey helped cover Playtime while Erna was out; we are so grateful for her help, which allowed this popular program to continue without interruption.
- 13 children and 5 adults attended Jewelry Making with Casey. This was a fun way for participants to explore their personal style and develop beading skills, and we are happy to offer a space for a community member, Casey Clark, to share her interest.
- 19 children and 13 adults attended Thursday Storytimes. River, Erna, and Casey read stories, sang songs and made crafts about cats, solar eclipses, and clouds.
- 53 children, 16 teens, and 12 adults searched the youth area for pictures and facts about hibernating animals.
- 17 children and 17 adults attended Saturday Storytimes. River and Erna explored owls and monsters with picture books, rhymes, puppets and movement.
- For Science Rules, 13 children, 5 adults and 1 teen volunteer came to the library on a Saturday to dissect owl pellets with Erna. They looked for bones and skulls, and were even able to reconstruct a rodent skeleton.
- 16 children and 1 adult attended our Movie Matinee showing of *The Munsters*.
- 17 children, 5 teens, and 8 adults attended D&D with Tom and Ray. It is really fun to see this group bond and share their love of the game!
- For DIY Solar Eclipse Viewers, Sarah showed 8 children and 6 adults how to make eclipse viewers out of toilet paper rolls. This program was just before the partial solar eclipse on Saturday October 14th, and while the viewers turned out not to work, we were able to share some eclipse glasses with attendees.
- 9 children and 1 adult attended the Red Clover Award Book Group. Erna read *Little Good Wolf* by Janet Stevens, a fractured fairy tale, and *Berry Song* by Michaela Goade, which offers a window into Tlingit words and culture. The students were very attentive during both stories and enjoyed learning how to make balloon animals!

- 2 children and 6 teens attended the Golden Dome Award Book Group. River shared this year's book list with attendees, inviting them to predict what each book was about before reading a description. Individuals then voted on the books they wanted to read in each genre. When there was a tie, participants had the opportunity to advocate for a book and sway their peers.
- 3 teens attended the GMBA Group with Sarah. Together they played "Judge a Book by its Cover", during which they were invited to share a few things they thought would be included in each story based on its cover. Participants won points for every correct prediction. Surprisingly, teens remembered this game from last year and had really been looking forward to it.
- 12 children, 2 teens, 2 adults, and 1 teen volunteer used screwdrivers and pliers to take apart desk tops, keyboards, printers, electronic toys, and small appliances during Tinker Time with Erna. During the deconstruction, participants tried to figure out how these small appliances worked, and where the motor, fans, speakers, etc. were located. The best moment in this kind of program is when students, who have never done this before, lift the top off the desktop, peek inside, gasp and call out WOW! One person collected all the motherboards he could find. Popping the letters off a keyboard is very entertaining and satisfying too. Two parents totally got into the project and joined in on taking stuff apart, even when their child was moving on to other things. Thank you to Sheila and her chickens for helping with the clean up!
- 1 child and 2 adults attended Backyard Composting 101 with Kat Moody from Chittenden Solid Waste District (CSWD). This program helped one community member start a backyard composting pile.
- 9 teens helped make a craft in preparation for the November Hunger Games Marathon during Teen Advisory Group with Sarah. Several stayed after to help set up the Costume Swap with River.
- Between October 10th and 20th we collected gently used costumes and costume pieces for our second annual costume swap. On October 20th, 7 teens helped set up the swap, laying out costumes by approximate size, making signs, decorating the room, and of course showcasing a curated costume option on our mannequin. 20 children, 2 teens, and 17 adults visited the swap on October 21st.
- 17 children, 6 teens, and 8 adults created a skeleton with stamps and then made an outfit for their skeleton out of painted papers. This Art Lab was inspired by Mexican artist Jose Guadalupe Posada's calaveras, and supplies were paired with books about Posada and the human skeleton. Altogether it was a spooky, fun, and informative art exploration.
- 4 children and 1 teen volunteer attended Comics Club with Sarah. Comics Club participants love sharing the comics, graphic novels, and manga that they are reading and Sarah takes the opportunity to talk up a selection from our graphic novel collection. This month she featured Snapdragon by Kat Leyh and provided a taxidermy themed skeleton craft. One kid was especially into the craft and made a rabbit-ish creature; the teen volunteer helped him figure out how to draw the claws.
- 2 children, 2 teens, and 1 adult volunteer played Supersmash Brothers and Kirby's Return to Dreamland during our Switch program.

- 10 children and 9 adults attended Lego Fun. Their creations will be displayed next to Mr Brownell's dragon tail until the next Lego Fun.
- 2 teens and 2 teen volunteers watched Ten Things I Hate About You during the Saturday Teen Throwback Movie
- A couple of Essex High School PE/Health teachers reached out about having their classes walk to Brownell for a quick introduction to library services. Erna offered a brief overview of some of our services for teens and then everyone had a chance to engage with our passive activities, like the scavenger hunt, the writing challenge, and art lab. Altogether 59 teens and 4 adults participated.
- 4 children, 2 teens and 1 adult painted small wooden pumpkins with Erna on Halloween. This was a nice offering for young patrons who were excited to trick-or-treat but finding it difficult to wait for the festivities to begin.

Numbers

- 6 new youth patrons
- 26 Kids Programs with 300 children, 40 teens, and 156 adults attending
- 9 Teen Programs with 84 teens, 19 children, and 12 adults attending
- Youth Program Support: 10 Adult Hours and 15 Teen Hours
- Kolvoord Room: 19 youth programs, 308 people attending

News From Tech Services

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, October: 253
- Youth materials added, October: 100
- Magazine issues added, October: 99
- Total cataloged collection size October: 70,766

Wi-Fi Statistics

Meraki Dashboard was down

Daily Average visits time:

- 6+ hrs —
- 1-6 hrs —
- 20-60 mins —
- 5-20 mins —

Daily Average return rate:

- Occasional —
- Weekly —
- Daily —
- First time —

Total Unique Clients (users connected devices) for the month —

Instagram

- Number of Instagram followers — 497

Facebook Monthly Reach and Engagement

October 2023

- Total number of post views - 3630
- Number of Followers (language change) - 1607

September 2023

- Total number of post views - 2249
- Number of Page Likes - 1591

August 2023

- Total number of post views - 1753
- Number of Page Likes - 1577

July 2023

- Total number of post views -2167
- Number of page likes - 1552

June 2023

- Total number of post views -2851
- Number of page likes - 1533

May 2023

- Total number of post views -1514
- Number of page likes - 1519

April 2023

- Total number of post views -1682
- Number of page likes - 1516

March 2023

- Total number of post views -2019
- Number of page likes - 1509

February 2023

- Total number of post views - 3255
- Number of page likes - 1482

January 2023

- Total number of post views - 2138
- Number of page likes - 1478

December 2022

- Total number of post views -1005
- Number of page likes - 1473

November 2022

- Total number of post views - 1450
- Number of Page Likes - 1471

Brownell Library Website monthly visitors:

- October-2022 Visits 2806 Page Views 7578
- November-2022 Visits 2325 Page Views 6107
- December-2022 Visits 2592 Page Views 7043
- Jan-2023 Visits 2647 Page Views 7665
- Feb-2023 Visits 2502 Page Views 7225
- March-2023 Visits 2691 Page Views 7541
- Apr-2023 Visits 2468 Page Views 6740
- May-2023 Users 1300 Engaged Sessions 966 (google analytics has changed how they present data)
- June-2023 Users 1800 page views 4572
- July-2023 Users 1700 page views 4427 (still figuring out the new Google Analytics)
- August-2023 Users 19??? Pageviews 40??? (Hannah is away and Google Analytics has changed their interface significantly, Chessa is trying to navigate this)
- September-2023 Users_ Pageviews_ “This property has stopped processing data. To continue measuring website performance, set up a Google Analytics 4 (GA4) property.” We are apparently missing data from the month of September.
- October-2023 Users_ Pageviews_ “This property has stopped processing data. To continue measuring website performance, set up a Google Analytics 4 (GA4) property.” We are apparently missing data from the month of September. We are waiting for Hannah’s return to decide how to proceed with this.

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
NOVEMBER 7, 2023**

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

ADMINISTRATION: Ricky Jones, Public Works Superintendent; Jeff Kershner, 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. Draft LOT Policy Review and Discussion

Ms. Thibeault said that she used the policy for the Town of Brandon as a starting point to create this document. Mr. McCormick asked why sewer and wastewater were not included as capital projects, and Ms. Morris said that these types of projects are not ranked by the Capital Committee. These types of projects will be added to the “not included” list in the definitions. Mr. Rabidoux asked why buildings are not included as capital projects, and asked if it should be changed to “regular building maintenance.” Ms. Thibeault said that buildings have never been considered by the Capital Committee, and that large projects are typically bonded. The City Council could change this at any point. Mr. Plageman pointed out that the Capital Committee has the power to take on additional responsibilities if given to them by the City Council. Mr. McCormick asked if this policy would allow the Capital Committee to review multi-use paths and bike lanes; Ms. Thibeault answered affirmatively to multi-use paths and said that bike lanes would require the approval of the City Council.

The Capital Committee discussed what they felt was an appropriate amount of money to be spent each year on sidewalks. Ms. Thibeault suggested a figure of \$252,000 and explained that she had come to this calculation by using the GIS sidewalk data. Mr. Kershner suggested that the committee look at projects holistically, rather than just sidewalks. Ms. Dolan suggested that this be a percentage figure of the Local Options Tax (LOT) collected. Mr. Rabidoux concurred and suggested a 20% figure. Ms. Dolan discussed comments from a previous public meeting discussing the high importance of sidewalks and public walkability. After a suggestion from Mr. Jones, the Capital Committee decided to increase this recommendation to 25%.

Motion by JUSTIN RABIDOUX, seconded by KEVIN COLLINS to approve the Local Options Tax Fund Revenue Policy as amended, and specifically with the number of 25%, to be forwarded to the Council for their consideration. Motion passed 7-0.

b. Capital Ranking and Cost Estimate Updates Review and Discussion

Ms. Thibeault presented the updated project and cost estimate list, noting that some have been removed from the list as they have been finished. She asked if the Committee felt that these projects should be ranked, and all agreed that this should not be done. Individual projects may be reranked if essential factors change or if they have been partially completed. Mr. Rabidoux asked if there have been any major priority shifts, and asked at the City level, and if housing-related projects should be given a higher ranking. Ms. Thibeault said that no significant policy changes would impact this document, and that none of these projects relate to housing. The City Council can choose to move the ranking of any project at any time. She said that the current strategic planning work could inspire some changes to these goals.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: October 3, 2023

KEVIN COLLINS made a motion, seconded MIKE PLAGEMAN by to approve the minutes of October 3, 2023. Motion passed 7-0.

6. ADJOURN

JUSTIN RABIDOUX made a motion, seconded by KEVIN COLLINS, to adjourn the meeting. The motion passed 7-0; the meeting adjourned at 6:55 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
PUBLIC HEARING
MINUTES OF MEETING
November 9, 2023
DRAFT**

MEMBERS PRESENT: Phil Batalion, Chair; Patrick Scheld, Vice Chair; Diane Clemens; Scott McCormick; Elijah Massey.

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

OTHERS PRESENT:

1. CALL TO ORDER

Phil Batalion called the meeting to order at 6:36 PM.

2. AGENDA ADDITIONS/CHANGES

Community Development Director Yuen said he would like to provide an update on the sign regulation enforcement campaign that is currently underway, specifically around content neutrality as laid out in the Land Development Code. This will be agenda item #5f.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

4. MINUTES

a. October 5, 2023

MOTION by PATRICK SCHELD, SECOND by SCOTT McCORMICK, to approve the minutes of October 5, 2023 as drafted. VOTING: unanimous (5-0); motion carries.

5. BUSINESS ITEMS

a. Update on Rental Registry and Inspection Program

Community Development Director Yuen began by noting that the City Council took up and discussed the draft rental registry ordinance at its November 8, 2023 meeting. He said that the Council is interested in moving quickly on this item, though noting that the limiting factor is the bandwidth of the City Council itself. He noted that the initial public hearing on the draft ordinance will occur in January, and if there are amendments, they will need to hold a second public hearing in February. He said that in terms of implementation, they will need to procure software and hire staff, but he said that this could be up and running within this current fiscal year. He noted that in terms of public engagement, the Council is interested in outreach activities related to compliance, so staff will be reaching out to landlords and tenants to begin to educate them on this new program.

Commissioner McCormick noted items that Councilors brought during last night's discussion, which included looking into an incentive program for landlords who have minimal infractions and demonstrate good compliance, and also the idea of a housing trust fund. He also said he is in support of a simple fee structure (citing the flat fee of \$115 per unit), but noted that for some of the larger landlords with many units, this will not be an insignificant cost. He said that part of the communication to landlords should

include information on the benefits of this program for them. Commissioner Massey agreed, saying that the Commission and Council should be prepared to speak to potential concerns from landlords and renters about how this could lead to increased costs and potentially disincentivize the development of affordable housing. Commissioner Batalion suggested reducing the fee for affordable units. Community Development Director Yuen replied that this could be complicated to implement, given that there are multiple definitions of affordability at play, but alternatively suggested a reduced fee for non-profit housing providers.

Commissioner Massey asked how likely it is that the Council will pass this ordinance and the program will be implemented within this fiscal year. Community Development Director Yuen replied that barring any fatal flaws, it is likely that implementation could occur within months. He noted one area of potential concern, which pertains to the rental housing health code being passed to the fire marshal's role. He said that staff need to make sure that the City still has the jurisdiction to enforce this ordinance without a fire marshal, but said that this question should be resolved soon.

b. Discussion of Neighborhood Development Area expansion application

City Planner Marbl presented two options for extending the boundaries of the Neighborhood Development Area beyond their current location. She said that the first option would extend the boundary from its current location around the Village Center by $\frac{1}{4}$ of a mile and generally follows the contours of the current NDA boundaries, with an additional corridor down Pearl Street. She said that the second option is based on zoning laws and which districts are zoned for development, with a more significant extension down Pearl Street.

Commissioner Scheld asked if the City has spoken to anyone from the Department of Housing and Urban Development about these boundaries, and City Planner Marbl replied that they are having a discussion with them next week. Commissioner Clemens asked if the City can have two NDAs. Community Development Director Yuen replied that it is an add-on designation that pairs with the City's Village Center designation, and they may need to pursue some combination of the two options presented. Commissioner Scheld noted that the State also likes to see the NDA be contiguous with the Village Center area. Commissioner Batalion asked about the benefits of the NDA designation. City Planner Marbl replied that there are reduced Act 250 regulations and more flexibility around those regulations within that designation, as well as priority consideration for State grants. Commissioner Batalion said that it may be more beneficial to seek an NDA for the option that captures the areas of the City with the most and densest development potential (such as that Pearl Street corridor).

Commissioners discussed the Downtown designation and whether seeking it to replace the Village Center designation would be beneficial to the City. Commissioner Scheld noted that the Downtown designation would require more work from staff to run downtown programs while not reaping many tangible additional benefits than the current Village Center designation. Community Development Director Yuen noted that the Downtown designation would also get the City a $\frac{1}{2}$ -mile buffer instead of a $\frac{1}{4}$ -mile buffer, allowing for more flexibility in regulations in a wider area. Commissioners were supportive of pursuing the expanded NDA for the Village Center.

c. Update on Vision and Strategic Action Plan

Community Development Director Yuen provided an update on the two community input events that occurred recently, noting that each event had about 50 attendees (though half of them were staff, board

members, and City Councilors). He noted that the focus on Thursday were around drivers of change in the City and how the City can adapt to them. He said that the Saturday event then took those drivers of change and asked for input on whether the City should adapt to them or try and preserve the status quo around them, and whether that should be driven by the City/government or should be developer-led. Commissioner McCormick noted concerns about very low participation in the survey that was fielded around the strategic visioning, as well as concerns about lack of diverse representation participating in the workshops and strategy sessions (for example, no students or high school teachers, no first responders). He spoke positively about some of the creative ideas that came out of the sessions.

d. Discussion on potential Act 47 Affordable Housing verification requirements

Community Development Director Yuen said that a number of developers are submitting applications that seek to utilize the density bonus (height bonus) allowances if certain affordable housing unit thresholds are met in a proposed development project, and that it behooves the City to have a good mechanism to verify that those affordable housing threshold requirements are being met. City Planner Marbl spoke about how Burlington verifies this, which is through requesting a copy of the lease from the landlord as well as proof of income, and then compares this to VHFA's affordability thresholds for Chittenden County. Community Development Director Yuen said that the City could pursue a similar path, and request leases and number of bedrooms for rental units (as a proxy for household size). He said that staff are still trying to work through options for verification, and will present something more definitive to the DRB in the coming months. Commissioner Batalion asked what the ongoing enforcement would be for inclusionary zoning. Community Development Director Yuen replied that it would be considered a zoning violation if the condition of approval is that they need to meet affordable housing requirements for 15 years. Commissioner Clemens said that the rental registry will help ensure that the covenants around affordability are being enforced. Commissioner Scheld suggested reaching out to VHCB and asking how they enforce their affordable housing thresholds, since they have affordability requirements in perpetuity.

e. Discussion of future Planning Commission initiatives

Commissioner McCormick noted that the Comprehensive Plan needs to be revised in the near future, and that the City is working on its strategic plan currently. Commissioner Clemens, who had experience with the prior revision of the Comprehensive Plan, spoke about that experience, and that it took about 18 months to engage with other boards and commissions and stakeholders to inform the content of each subsection of the Comprehensive Plan. She suggested putting together a timeline and back into the due date for the Comprehensive Plan, as well as an outline for the different sections of the plan and a public engagement plan. Commissioner Scheld asked whether it should be the role or an initiative of the Planning Commission to try and get more community events (such as a farmer's market or community block parties) up and running. Commissioner McCormick said that one initiative of the Planning Commission should be building up more community engagement. Community Development Director Yuen suggested relying on the expertise of the Chittenden County Regional Planning Commission (CCRPC) for helping support revisions for the Comprehensive Plan. He said that there are also other initiatives (such as the Transit Oriented Design district) that would inform updates to the Comprehensive Plan. Commissioner Batalion suggested reviewing the latest version of the Comprehensive Plan and think about potential revisions. Commissioner McCormick said that this good be a good topic for a joint meeting with the City Council. Commissioner Massey suggested, related to engagement, that it would be useful to inventory the spaces that the community uses to engage with each other already, as opportunities for community outreach.

f. Update on City's Sign Regulation Enforcement Campaign

Community Development Director Yuen said that it has been a goal of the City Council to increase enforcement activities, and one frequently-lodged complaint was around signage around the City and how it doesn't follow current regulations. He said that he and City Planner Marbl have been engaging with businesses to let them know what signage requirements are for the City and how they can bring their signage into compliance with those requirements. Community Development Director Yuen said that a complicating factor is the current LDC regulations around content neutrality for signs.

6. COMMISSIONER UPDATES

Commissioner McCormick said that the Capital Projects Committee met on Tuesday and had a discussion about how to use Local Option Tax funds, and that the current estimate of revenue from that is around \$1 million per year. He said that the Committee drafted a LOT fund policy, which outlines what that revenue can be used for. He noted that 25% of the LOT funds can be set aside for sidewalk maintenance, but that the remainder is for capital improvement projects.

Commissioner McCormick also spoke about a conference he attended in Montpelier that focused on climate change and funding opportunities for municipalities. Commissioner Clemens said she also attended this conference, but attended sessions related to data and wildlife, and noted that there were also numerous sessions on flooding and flood mitigation.

7. STAFF UPDATES

None.

8. ADJOURNMENT

**MOTION by SCOTT McCORMICK, SECOND by ELIJAH MASSEY, to adjourn the meeting.
VOTING: unanimous (5-0); motion carries.**

The meeting was adjourned at 9:01 P.M.
RScty: AACoonradt

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
PUBLIC HEARING
MINUTES OF MEETING
December 6, 2023
DRAFT**

MEMBERS PRESENT: Phil Batalion, Chair; Diane Clemens; Scott McCormick; Elijah Massey.

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

OTHERS PRESENT: Carlton Houghton.

1. CALL TO ORDER

Phil Batalion called the meeting to order at 6:32 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. November 9, 2023

MOTION by DIANE CLEMENS, SECOND by SCOTT McCORMICK, to approve the minutes of November 9, 2023 as drafted. VOTING: unanimous (4-0); motion carries.

5. BUSINESS ITEMS

a. Act 47 affordable housing verification procedures

Community Development Director Yuen began by noting that Act 47 allows for 1 bonus story if a development meets certain affordable housing criteria, but that it is silent on how affordability requirements are to be verified. He said that he outreached to the City of Burlington on the administration of their inclusionary zoning requirements, and that this proposed procedure adapts some of Burlington's process to one that could work for Essex Junction. He noted that unlike Burlington's inclusionary zoning requirements, Act 47 does not include income requirements as part of the criteria, but rather looks at whether total rent, utilities, and fees comes under a certain threshold based on household size. He said that Essex Junction would propose to use number of bedrooms as a proxy for household size. City Planner Marbl walked through how staff would use this information to determine whether a building passes or fails the affordable housing requirements. Commissioner McCormick asked whether there would be any way to incentivize this for existing landlords, given that there are a very limited number of opportunities for developers to take advantage of this height bonus for new developments. Community Development Director Yuen replied that there are federal incentives for affordable housing for existing developments, but those aren't administered by the City. Commissioner Batalion asked how the City will enforce this. Community Development Director Yuen replied that it would be a condition of site plan approval for new buildings and that if the criteria are not met during the 15-year period of applicability, then it is a zoning violation and subject to the processes and penalties

for zoning violations. He also noted that the affordability details would need to be included on a deed, ensuring that they are maintained for the 15-year period if the property is sold. Commissioner Massey asked whether that 15-year required time period could be extended. Community Development Director Yuen replied that he is unsure about raising the standard past the State minimum. He said that as municipalities adopt this requirement over the next months and years, the State may issue further guidance.

b. Sign content neutrality

Community Development Director Yuen said that some of the requirements in the current LDC around sign content are unconstitutional (in the context of limiting free speech) and needs to be updated to meet sign content neutrality standards. He noted that Burlington and Manchester have both recently adopted sign content neutrality requirements that are compliant and recommended that Essex Junction amend its LDC to align with Burlington's amendments. Commissioner Clemens expressed support for providing further clarity on regulations through the LDC. Commissioner McCormick agreed, saying that the layout of the proposed amendments are helpful for determining whether signs meet the requirements. Commissioner Batalion said that as the Junction grows, they should also look at lighted sign requirements, to determine if they are adequate. Community Development Director Yuen noted that many of the requirements Burlington has are already in place for Essex Junction, but said they should think about the businesses that don't have compliant signs and how these regulations may affect them or pose a hardship for them if they need to replace their signage. Commissioner Massey discussed how these regulations could encourage more public art and asked whether the mural requirements could be modified to allow for street-facing murals. Community Development Director Yuen replied that it gets difficult to define a mural in regulations, given that it could inadvertently end up allowing graffiti. Commissioner Batalion suggested allowing murals through permitting (which could be fee-free). Commissioners agreed that they liked Burlington's approach to sign content regulation, and Community Development Director Yuen said that staff would work to produce LDC amendments that align with Burlington's approach for content neutrality.

c. Potential Land Development Code amendments memo

Community Development Director Yuen said that since the sign content regulations must be amended in the LDC, there is an opportunity to include additional amendments simultaneously, and he would like to discuss the scope of potential additional amendments. He noted two major projects either in process or upcoming for Essex Junction, which include the Vision and Strategic Action Plan project and the Transit Oriented Development (TOD) study, and that these projects may result in policy changes. He said that the former could be completed in time to inform LDC amendments, but that the latter may not be ready in time to inform this round of LDC amendments. He noted that even if the amendment scope is small, it will still take about a year for the amendments to go through the review and approval process and be implemented. He noted that the next round of amendments must include the sign content neutrality changes and technical fixes to be consistent with State statute, but other potential additional topics could include renaming or rezoning the Highway Arterial (HA) District, EV charging requirements, LEED or other municipal green building incentives, Planned Unit Development open space requirements, and revisiting commercial minimum parking requirements. Commissioner McCormick said that his priorities relate to affordable housing and EV charging/green building incentives. City Planner Marbl noted that Vermont recently updated its building energy standards for residential and commercial buildings (RBES and CBES), which includes minimum EV charging requirements. She also spoke about examples of green building incentives implemented by other municipalities around the country, noting that green

building incentives will be more complex to incorporate into LDC amendments than EV charging. Commissioner Massey expressed support for both green building incentives and EV charging-related LDC amendments, noting that the green building incentive-related amendments will likely be a longer-term project. Commissioners also discussed the PUD open space requirement, and said they would like to explore that issue further. Commissioner Batalion asked about potential amendments related to inclusionary zoning that go beyond Act 47 requirements. Commissioner McCormick spoke about sequencing topical areas for LDC amendments, given that the Strategic Action Plan project is currently underway and could result in the Housing Commission developing a housing plan (which would inform future LDC amendments). Community Development Director Yuen asked whether the Commission is amenable to an interim fix to rezone or rename the Highway Arterial District currently, given that the TOD study may inform longer-term fixes in future. He noted that the current name of the zoning district is an impediment to the expansion of the Neighborhood Development Area along the Pearl Street Corridor. Commissioner Massey asked if the current name of the district is the only impediment, and Community Development Director Yuen said that they do not know whether a name change or a name change and other fixes (such as making the district more pedestrian-friendly) would be necessary. Some Commissioners expressed support for looking into an interim fix through LDC amendments, and others said they would like to wait until the TOD study work is wrapped up.

Commissioners decided that in addition to content neutrality and technical-related LDC amendments, they would like to pursue LDC amendments related to EV charging and open space requirements for PUDs. They agreed with the other items on Community Development Director Yuen's list of topics to pursue for future LDC amendments. Commissioner Massey added that he would like to explore how to encourage more public art through regulations. Community Development Director Yuen encouraged Commissioners to think about other additional topic areas they may like to explore for future LDC amendments.

The following public comments were received:

- Carlton Houghton expressed concern about the lack of land space for building additional housing, saying that density shouldn't be increased to try and solve Chittenden County's housing crisis.

6. COMMISSIONER UPDATES

Commissioner McCormick provided an update on the Strategic Plan and Vision process, noting that a steering committee meeting will occur tomorrow. He noted that at the last meeting, Survey #1 was extended to the end of the year and Survey #2 will be fielded in January. He said that there will be two public events at the end of the month, including an open house and focus groups to gather feedback on the areas of focus (the pillars).

Commissioner Clemens spoke about the Essex Junction senior luncheon, noting that residents are concerned about the tax rate increase of 18% that was recently announced by the State tax department.

7. STAFF UPDATES

Community Development Director Yuen said that the rental registry and inspection program will be taken up by the City Council at its December 20, 2023 meeting, where it could potentially be warned for a public hearing in January, 2024.

City Planner Marbl said that the City is planning to apply for the Neighborhood Development Area expansion in January.

8. ADJOURNMENT

**MOTION by ELIJAH MASSEY, SECOND by SCOTT McCORMICK, to adjourn the meeting.
VOTING: unanimous (4-0); motion carries.**

The meeting was adjourned at 8:35 P.M.

RScty: AACoonradt

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
NOVEMBER 16, 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: Carlton J. Houghton

1. CALL TO ORDER/ADDITIONS OR AMENDMENTS TO AGENDA

Chair Alden called the meeting to order at 6:30 P.M.

There were no additions or amendments to the agenda.

2. PUBLIC TO BE HEARD

None.

3. MINUTES

A. October 19th meeting minutes tabled.

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 MAGGIE MASSEY, to table the item for the following meeting. The motion passed 4-0.

5. OTHER DEVELOPMENT REVIEW BOARD ITEMS

None.

6. ADJOURNMENT

MOTION by ROBERT MOUNT, SECOND by CRISTIN GILDEA, to adjourn the meeting. The motion passed 4-0.

The meeting was adjourned without objection at 6:37 P.M.

City of Essex Junction
Bike/Walk Advisory Committee Meeting Minutes
November 20, 2023

Meeting Attendees: Micah Hagan, Chris Kline, Mark Breslin, Phil Bieber, Russ Miller-Johnson (BWAC); Michael Giguere (Public); Dr. John Lens, (UVM)

Meeting Called to Order: at 7:05 p.m.

Meeting Minutes: Russ Miller-Johnson volunteered to take minutes for the meeting.

Changes to Agenda/Review/Approval of Minutes: Minutes from the September October 16, 2023 meeting were unanimously approved.

Public to be Heard: see below.

West Street Bike Lane: Continued discussion on options for improving bike travel safety on West St. Recommendation for “Share the Road” sign for increasing car driver awareness to be located in junction with Public Works; and placed by Public Works.

Future BWAC Projects: The Bike Rack Inventory is on-going and continues to be a point of discussion for the Committee. Also, reviewed and discussed:

- Safe Routes” program and Safe Routes to School Summit
 - VTrans Bicycle Pedestrian Program
 - Ruby Bridges Foundation
 - Bike Walk Safety Gardens
 - Walk & Roll Week (like in October 2023)
 - Bike Bus Events
 - VT Youth Cycling
 - Community Rides with potential for escort, street shut down, block party coordination.
 - 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.

UVM Capstone Project: Concept for guided UVM Senior Engineer student group to study and report on connecting bike and walk ways with each other as well as then community and business locations. Improved safety, greenway and recreational options would be included.

(There was a Capstone project 4 years ago for the BWAC.) Would commence in January 2024.

Dr. Lens provided expectations and general information that includes:

- Study would include presentation materials, maps, budgets.
- Two week meeting intervals as check-in with assign BWAC partners
BWAC develop mission statement

Bike Safety Events: See Future BWAC Projects

Next BWAC Meeting: December 18, 2023 at 7

Meeting Adjournment: 8:10 p.m.

**TRI-TOWN JOINT REVIEW COMMITTEE
MEETING MINUTES
November 30, 2023
10:00 AM-11:30 AM**

Wastewater Treatment Facility Conference Room – Admin Building AND Via MS Teams

In attendance: Bruce Hoar, Christine Dougherty, Chelsea Mandigo, Jess Morris, Aaron Martin, Annie Costandi, Regina Mahony, Kendall Chamberlin, Guest-Randy Bean

- 1. Draft meeting minutes from May 15, 2023, approval**
 - a. Jess had one correction in reference to the Town of Essex.
 - b. Bruce made a motion to accept the minutes as corrected, Annie second. Approved.
- 2. Budget Update**
 - a. A brief update on the budget was given. FY23 reconcile, current FY24 budget and FY25 proposed budget will be shared by the end of December.
 - b. Kendall asked, Has the City been able to move accounts to high interest accounts? Jess responded not yet, but the reserve fund has a higher interest rate, so balances are being kept there.
- 3. State Inspection**
 - a. The inspection report from the State of Vermont Department of Environment Conservation was reviewed. The last inspection occurred in 2019. The facility received an Acceptable rating (B equivalent). There were a few follow-up items to comply with including a plan/timeline to repair the Anaerobic Digester flare system and to pass the Ortho P lab certification test.
 - b. Inspections will occur every 1-3 years since classified as major facility.
- 4. 10-year evaluation of facility**
 - a. It has been 10 years since the last upgrade. Aldrich and Elliott were hired to look at deficiencies since the last upgrade and examine when capacity upgrades are needed. Result will be a list of projects and timelines for capital planning.
 - b. Facility staff have walked through most of the facility with the engineers to discuss ideas and add anything to list. There is another walk through planned in December.
 - c. Bruce asked, Does this include a 20-year outlook for the next major upgrade? Chelsea responded yes. Aldrich and Elliott requested the City to purchase a modeling software that will be used to make the assessment.
 - d. Kendall requested we look at changing how we handle septage and receiving to consider adding it right to our dewatering operation helping lessen organic load, opening capacity.
- 5. Essex Pump Station**
 - a. Aaron shared they have an upcoming retirement in the Sewer and Water Dept which will leave the department with a staff of one. For a year, they have been trying to fill openings. It was decided to sign a maintenance contract with Champlin Associates. They will help with cleaning of station and maintenance tasks. Since partnering Champlain has already some system improvements which has reduced call-ins for the Town.
 - b. Aaron mentioned the idea of Tri-town control of pump stations. This was talked about during Village/Town merger. The concept was the City of Essex Junction would oversee

all pump stations in the Tri-town with Essex and Williston paying for that service. To do this a minimum of 2-3 people would need to be added to wastewater staff.

- c. A discussion occurred about the status of pump stations in the communities.
 - i. The City sanitation capital fund is severely lacking for the need. The City currently examining retrofit of three pump stations that are 25-30 years old.
 - ii. Williston has a 20-year replacement plan for each pump station. The current station being retrofitted is seeing an inflated budget. They had an estimated budget of \$250,000 and bid the project twice with the lowest bid coming in at \$500,000. There is a lack of vendors doing this work.
- d. A discussion occurred about infiltration and inflow (I&I) and how the City plans on doing some assessments since they are seeing increased flow after storms. It was also discussed how Williston found some sources of I&I after the July storm. They do smoke testing and ask people to disconnect their sump pumps from the sewer when the discovered.

6. Drying bed cleaning schedule

- a. It was discussed if a cleaning schedule should be made for the use of the Winooski drying beds.
- b. Williston shared they appreciate the work done for them to gain access, but do not plan on using the bed. If it is used, they will partake in the cleaning cycle.
- c. Potential locations for a drying bed on site were examined during walk through with engineers.
- d. They may be a way to build a temporary drying bed using an old dumpster from Gauthier this coming summer.
- e. Chelsea asked in the interest of time if she could form a cleaning schedule with the Town of Essex offline. They agreed.

7. Copper survey

- a. Chelsea submitted the results to the State on behalf of all three communities. The state inspector was asked what was being done with the survey information. They said nothing until a Copper TMDL is created for the Lower Winooski.

8. Burlington Beer Company (BBCO)

- a. Williston and BBCO reached a settlement for pretreatment installment at the Williston brewery.
 - i. A third part samples their effluent and a fee is charged if BOD is above a certain threshold.
- b. BBCO received a \$850,000 grant from State ARPA Pretreatment grant program. The pretreatment equipment and related system must be up and running by July 1, 2024
- c. Facility staff have reported seeing less beer waste and beer smell in the influent in the afternoon. Williston collection system staff have also reported smelling less beer waste at the pump station near the brewery.

9. High Strength Waste Policy

- a. The committee reviewed the policy with Randy Bean who is the consultant assisting with this project.
- b. The idea is this would be a Tri-town policy in addition to each community's sewer ordinance.

- c. Discussion occurred if a BOD allocation per community should be created.
- d. Bruce asked, Are there any other joint community wastewater systems that have policies like this? Randy responded yes- Barre Town and Barre City does.
- e. Consideration of an O&M surcharge like one they have in Middlebury, VT.

10. Set 4 meeting dates for 2024 @ 10 AM-committee agreed.

- a. 2/15/24
- b. 5/15/24
- c. 8/22/24
- d. 11/21/24

Adjourned: 11:30 AM

Respectfully submitted.
Chelsea Mandigo, Water Quality Superintendent

DRAFT

Brownell Library
Trustee Meeting Minutes

11/21/2023

Brownell Trustees in attendance: Sheila Porter Dottie Bergendahl, Linda Costello,, Jeanne Grant, Ann Wadsworth, Gabrielle Stevenson

Brownell Staff in Attendance: Wendy Hysko & Erna Deutsch

Agenda changes or deletions: Add a gift for a staff member to the agenda.; brainstorm ways to participate in trustee appointments in future meeting.

Public to be heard: None

Announcements: Karen Hergesheimer will be joining the board in December.

Minutes of October 17th, 2023: Dottie moved to accept the minutes as written, Sheila 2nd, Minutes passed.

Financial report: Checking- \$2144.96 and CD -\$2864.14

We are on track with finances at this time report

Sheila acknowledged the financial report, Dottie 2nd, passed unanimously.

Library director and staff report:

We discussed the staff report and the need to find a way to deliver books to seniors that are unable to make it to the library.

Committee report: No committees.

Foundation report: Dottie- The book donations day was successful last week. There will be no book donations for the month of December for the Holidays. .

Old Business: None

New business:

Collection development policy: It was decided to list the Library bill of rights separately in the appendix instead of a link to the ALA, in case the link changes without our knowing.

On page 2 under the scope of the collection item 2, change layman to layperson.

Dottie moved to approve the Collection development policy with the edited change, Jeanne 2nd, passed unanimously .

Update to monthly report to Library trustees: It's appreciated that the report includes 2019 in the statistics. Thank You

Train Hop: December 8th 5:30pm-8:00pm

Need volunteers for the letters to Santa, train sitter and stamp passport.

Senior Center Space: We discussed the senior center space usage and the possible use of the library if available. A new program director needs to be hired.

Future Library Trustee appointment brainstorm: Tabled until next month.

Gift card for Staff:

Sheila moved to purchase a gift card to Naguenos Filipino for a staff member, Ann 2nd, Motion passed.

Adjournment: Sheila moved to adjourn the meeting, Linda 2nd, Meeting adjourned.